

ARULMIGUSUBRAMANIA SWAMY TEMPLE**TIRUCHENDUR****TENDER DOCUMENT****HOUSE KEEPING - TECHNICAL BID****R.C.NO.1790/2020/A2 Dated: 29.08.2020****NAME OF WORK**

(1) (i) Providing mechanized house keeping sanitation service etc, at Tiruchendur Subramania Swamy Temple consisting of entire inside and out side of the temple, Saravana poigai, tanks, Marriage Hall, Nazhikinaru, Seashore, Sub-temples, EO Office, car parking, bus stand, Theppakulam, all toilets and bath rooms etc.,

(ii) Providing mechanized house keeping and sanitation service work etc for temple cottages and rooms at Devar Cottage, Guest House, Family Cottages, Kanthan Lodge, Chendur Murugan Lodge, Common Toilets and bath rooms the standing areas including roads etc, and washing bed sheets, pillow covers curtains available in all temple cottages & lodges using washing machine cleaning arranged by contractor etc..

**TENDER DOCUMENT FOR TOTAL FACILITY MANAGEMENT
SERVICE FOR MECHANIZED HOUSE KEEPING, SANITATION
WORKS AT ARULMIGU SUBRAMANYA SWAMY TEMPLE,
TIRUCHENDUR.**

- i. Providing mechanized housekeeping sanitation service etc, at in the Temple consisting of entire inside and outside of the temple, Saravana poigai, tanks, Marriage Hall, Nazhikinaru, Seashore, Sub-temples, EO Office, car parking, bus stand, Theppakulam, all toilets and bath rooms and its related area etc.,

- ii. Providing mechanized housekeeping and sanitation service etc including to Temple cottages and rooms at Devar Cottage, Guest House, Family Cottages, Kanthan Lodge, Chendur Murugan Lodge and the standing areas including roads, motor vehicle shed and washing Bed sheets, pillow covers curtains available in all temple cottages using washing machine cleaning arranged by contractor ..

Last date for issue of Tender Schedule: 22.09.2020 up to 5.45 PM

Issued to: -
(Correct name and address of the firm)

Details of EMD paid by the firm:
(To be furnished by the tenderers)

DD/BC/PO No.	DATE	AMOUNT	NAME OF BANK

Issued by

Executive Officer
Arulmigu Subramanya Swamy Temple,
Tiruchendur.

Thoothukudi District
Tamil Nadu

Tel No : (04639 – 242221)

Email: tiruchendurmurugan@tnhrce.com
Website: www.tiruchendurmurugantemple.tnhrce.in

Tender Document Price Rs.20,000 /- (non – refundable)

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ARULMIGUSUBRAMANIA SWAMY TEMPLE

TIRUCHENDUR

HOUSE KEEPING TENDER NOTICE

R.C.NO.1790/2020/A2 Dated :29.08.2020

(Two Cover System)

1. Sealed Tenders are invited by the Executive Officer, ArulmiguSubramania Swamy Temple, Tiruchendur for providing House Keeping Service Contract in ArulmiguSubramania Swamy Temple, Sub Temple etc.,
2. Date of availability of Tender Documents from **03.09.2020 to 22.09.2020**
3. Completed Tender for the work shall be received up to **23.09.2020 till 05:45PM** at the office of the Executive Officer, ArulmiguSubramania Swamy Temple, Tiruchendur.
4. **Tenders will be opened on 24.09.2020 at 11.00 AM.**
5. A pre- bid meeting shall be held at office of the Executive Officer, ArulmiguSubramania Swamy Temple, Tiruchendur on **15.09.2020 at 03:00 PM**
6. The scope of work and other details are shown in the following table:

Sl. No.	Name & Details of work	Tender Schedule cost in Rs.	Earnest Money Deposit in Rs.
1.	Providing House Keeping Service Contract in ArulmiguSubramania Swamy Temple, Sub Temple, etc.,	20,000/- + 18% (GST)	20,00,000/-

The Tender documents can be downloaded at free of cost from the website

www.tiruchendurmurugantemple.tnhrce.in and www.tenders.tn.gov.in

PROGRAMME OF TENDERS :-

1	Name of work		Tender Document for total facility management service for mechanized House Keeping, Sanitation work etc.,
2	Period of Contract	:	From the Date of Approval of Hr&ce, Commissioner Office in Fasli 1430 to 1432 (up to 30.06.2023
3	Form of Contract	:	Lump sum
4	Cost of Tender document (Non – refundable) to be paid in the shape of Demand Draft drawn in favour of Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur	:	Rs. 20,000/- + 18% (GST)
5	EMD to be paid in the shape of Demand Draft obtained from Nationalized or Schedule Bank along with Application Drawn in favour of the Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur	:	Rs.20,00,000/- (Twenty Lakhs only)
6	Tender document will be issued	:	Dt.03.09.2020 to 22.09.2020 at 05.45 PM
7	Receipt of Tender documents	:	Dt. 23.09.2020 at 05.45 PM
8	Pre - Bid Meeting	:	A Pre- Bid meeting shall be held at of the Executive Officer, Arulmigu Subramania Swamy Temple, Tiruchendur on 15.09.2020 at 3.00 PM
9	Date and time of opening of Tenders a) Technical bid b) Financial bid	:	Technical bid will be opened on 24.09.2020 at 11.00 AM After evaluation of technical bid, the financial bid will be opened.

The Successful tender has to pay further E.M.D at the rate of 2% of contract value less the E.M.D already paid at the time of tender by way of D.D/B.G obtained from any nationalized Bank / Scheduled Bank drawn in favor of the Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur. at the time of concluding the agreement.

All the costs and expenses associated with submission of tenders shall be borne by the applicants submitting the tenders and Arulmigu Subramanya Swamy Temple, Tiruchendur shall have no liability in any manner in this regard. The Arulmigu Subramanya Swamy Temple, Tiruchendur reserves right to suspend the tender process or part of the process to accept or reject any or all tenders at any stage of the process and / or to modify the process or any part thereof at any time without assigning any reason thereto and without any obligation or liability whatsoever to anyone in connection with tenders.

For any further clarification, interested parties may contract of send their enquiries to The Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur Contact No 04693 – 242221.

Arulmigu Subramanya Swamy Temple,
Tiruchendur.

House Keeping Tender Notice No : 1790/2020/A2 Date.29.08.2020

Technical Bid

(Pre Qualification Conditions form)

(1) (i) Providing mechanized house keeping sanitation service etc, at Tiruchendur Subramania Swamy Temple consisting of entire inside and out side of the temple, Saravana poigai, tanks, Marriage Hall, Nazhikinaru, Seashore, Sub-temples, EO Office, car parking, bus stand, Theppakulam, all toilets and bath rooms etc.,

(ii) Providing mechanized house keeping and sanitation service work etc for temple cottages and rooms at Devar Cottage, Guest House, Family Cottages, Kanthan Lodge, Chendur Murugan Lodge, Common Toilets and bath rooms the standing areas including roads etc, and washing bed sheets, pillow covers curtains available in all temple cottages & lodges using washing machine cleaning arranged by contractor etc..

Arulmigu Subramanya Swamy Temple,
Tiruchendur.

House Keeping Tender Notice No : 1790/2020/A2, Date:29.08.2020

Pre Qualification Conditions

1.	Name of the Applicant Concern		
2.	The Institution or Firm which offers the tender should belong to the Hindu Religious and the persons outsourced House Keeping by them should also belong Hindu Religious persons.	:	
3.	The House Keeping Agency must pay EMD Rupees 20 Lakhs at the time of tender by way of Demand Draft obtained from any Nationalized Bank/ Scheduled Bank drawn in favour of the Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur along with Technical Bid.		
4.	The firm / Organization must have an effective quality system; ISO 9001 certification will be an added advantage; A copy of the valid ISO 9001 certification should be enclosed along with Technical Bid.	:	
5.	The tender should be enclosed copies of the IT returns for last four years. (i.e) 2016-2017, 2017-2018, 2018-2019,2019-2020 along with Technical Bid.	:	
6.	EPF Registration number and Copy thereof to be enclosed		

7.	ESI Registration number and Copy thereof to be enclosed		
8.	Goods and Service Tax Registration number and Copy thereof to be enclosed		
9.	Minimum 5 (five) years experience in the field of providing complete Facility Management Service (FMS) including maintenance and management in senior grade temples	:	
10.	The tenderer should have an experience of outsourcing in cleaning and housekeeping etc., services at not less than three temples under the control of HR&CE department with not less than 5 years experience. The tenderer should enclose the work order issued by the temple Executive Officer. The experience certificates shall be issued only by the competent authorities i.e., not less than the agreement concluded authority (copy agreement shall be enclosed).	:	
11.	The firm/organization should have proven capabilities of providing complete FMS for the rest house or rest houses of reputed organization, Government, Semi-Government, endowment department only with a minimum number of 300 rooms (or) 100000Sq.M. in each location for at least 3 reputed large organization in India during the last 5years. The experience furnished will be judged based on the nature of work done, documentation submitted, payment received based on the payment certificates and bank scrolls types of organization to		

	<p>which the services was extended. Acceptance/ rejection of the experience certificates are at the sole discretion of this Tiruchendur Temple Executive authorities.</p>		
12.	<p>The firm / organization shall furnish copies of profit & loss account and balance sheet duly certified by the chartered accountant of the entity. Annual turnover for the last 3 (three) financial years (2017-2018, 2018-2019, 2019-2020) should be not less than Rs.1000 lakhs per year. The turnover should be exclusively from FMS contracts. This should be clearly indicated and to be proved by the applicant</p>	:	
13.	<p>The Firm / Organization should have employed minimum 2000 men power in the field of housekeeping /mechanized housekeeping services.</p>	:	
14.	<p>The Applicant shall arrange to get a letter from any one of the Nationalized Bank/Banks as defined in the Banking Regulation Act, 1949 accepting to issue a Bank Solvency Certificate for a period of 36 months commencing from 01.10.2020 to 30.09.2023 for Rs.50,00,000/- (Rupees Fifty Lakhs). The Bank Solvency Certificate shall be addressed in favour of, “EXECUTIVE OFFICER,ARULMIGU SUBRAMANYA SWAMY TEMPLE, TIRUCHENDUR.” Application without annexing the Bank Solvency Certificate of a branch of the Nationalized Bank will be rejected.</p>	:	

15.	Attested copies of EPF paid challan for not less than 2000 person's enrolled (ECR form). should be enclosed along with Technical Bid	:	
16.	Attested copies of registration certificates and license from the licensing officer under Contract Labour (Regulation & abolition) Act, 1970 to carry out FMS as described earlier.	:	
17.	Latest valid Clearance certificates from the concerned departments in respect of EPF, ESI, Goods and Service tax etc.,		
18.	List of full time key employees with qualifications, experience (only senior & middle management) and the number of years of service in the organization and also list of persons		
19.	List of equipment along with manufacturer details and number of units that will be deployed for the work.		

Date:

Signature of the applicant

Name of the applicant concern

Official seal of the applicant concern:

GENERAL CONDITIONS OF THE CONTRACT

1. INVITATION.

Tenders are invited for providing total facility management service of House Keeping, sanitation and maintenance of various buildings gardening and temple at Tiruchendur Arulmigu Subramanya Swamy Temple and its related area from the interested organizations / firms, who are in the said field.

2. Period of Contract

The contract shall be valid for a period of commencing from the date of approval by the commissioner in fasli 1430 up to fasli 1432 of the job. The rate quoted shall be valid during the period of contract and it be extended further period if necessary. Based on the performance of the contractor / firm and necessity.

3. Submission and opening of tender documents.

Tender document must be submitted in original duly completed along with copies of other required documents on or before 23.09.2020 at 05.45 PM The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed and affixed with adequate stamps by the firm if it is sent by post. The sealed package must be super scribed " Total facility Management services for mechanized housekeeping , sanitation works garden work etc., for the Temple and premises areas, Seashore Area, Kanthan Lodge, Chendur Murugan Lodge (Including Administration Office) Saravana Poigai premises areas.

Tender received late on account of any reasons whatsoever shall be returned to tender agency unopened. Telegraphic tenders shall not be entertained. All the pages of the tender should be signed by the owner of the firm or his authorized signatory supported with a copy of the power of attorney.

TENDER DOCUMENTS SHALL BE SUBMITTED IN THREE COVERS AS DETAILED BELOW AND PROPERLY SEALED :

COVER – A (TECHNICAL BID)

Shall contain qualification Data i.e Complete set of document listed under item number (6) under the caption qualification criteria with all supporting documents duly attested. Shall contain complete set of Tender documents as issued (Technical bid only) duly filled in and signed by the contractor on all pages and properly sealed.

A pre- bid meeting shall be held at office of the Executive Officer, Arulmigu Subramania Swamy Temple, Tiruchendur on **15.09.2020 at 03:00 PM** For clarification of doubts, if any, regarding to the scope of the works, conditions of contract or any other matter relating to the project. For this reason, queries, if any must be sent to the Executive Officer, Arulmigu Subramania Swamy Temple, Tiruchendur, at least three days prior to the scheduled date for the Pre-Bid Meeting.

COVER – B (FINANCIAL BID)

Shall contain the complete set of financial bid of the tender document duly signed by the contractor on all pages and properly sealed.

COVER – C

The sealed cover –A & cover – B shall be kept in cover – C and the cover – C shall be sealed and submitted in the tender box within the scheduled date and time.

All covers must be sealed. If any cover found unsealed, such tender will be treated as incomplete and it will be rejected summarily.

1) FIRST COVER (COVER – A)

Containing Technical bid will be opened first prior to the opening of cover – B (Financial bid) by the tender opening authority and the documents will be scrutinized. Technical Evaluation of the contractor will be done based on the details provided and documents submitted in cover – A and independent verification of the performances of the tender clients by Authorities of Arulmigu Subramanya Swamy Temple, Tiruchendur.

1) SECOND COVER (COVER – B)

After evaluation of technical bid, the financial bid will be opened. (Financial bid) of unqualified contractor will not be opened and will be returned along with the DD drawn and enclosed with their application to the unqualified contractor.

4. Earnest Money Deposit

Contractor have to deposit **EMD for Rs.20,00,000/-** (Rupees Twenty Lakhs only) by way of Demand Draft obtained from any nationalized bank / scheduled bank drawn in favour of The Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur along with the application. No cheque will be accepted. The EMD does not bear any interest.

EMD will be forfeited in the event of any refusal or delay on the part of the successful contractor to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delay the commencement or work a per the contract. EMD of unsuccessful contractor will be refunded after completion of 120 days from the date of opening of bids or after finalization of tenders whichever is earlier, EMD of successful contractor will be retained as security deposit and will be refunded after the completion of contract period.

The Successful tender has to pay further E.M.D at the rate of 2% of contract value less the E.M.D already paid at the time of tender by way of Demand Draft obtained from any nationalized Bank / Scheduled Bank drawn in favor of the Executive Officer, Arulmigu Subramanya Swamy Temple, Tiruchendur. at the time of concluding the agreement.

The department shall retain income tax, additional income tax, surcharge, Good and Service tax, sale tax, additional sale tax, labour welfare fund, as applicable and as fixed by the authorities from each payment due to the contractor.

5.MANPOWER:

The Contractor Shall pay wages to his workmen at the rates as applicable under the minimum wages Act as per Labour and Employment Department Go(2D)No.14 Dated 05/03/2019 Notification No.II (2)/LE 205(M)/2019 Published in Tamilnadu Gazette Extraordinary Part II Section 2, Dated.05/03/2019 Employment Shops and Commercial establishment. A separate work order for the total number of manpower requirement during the festival season shall be issued at the time of festival season by Temple Administration as and when required. The Tenderer should clearly note that the number of manpower requirements and also the days of engagement are sole discretion of the Temple Administration. The Tenderer has no right to claim more than the total number of persons to be engaged over and above the manpower mentioned in the work order. Normally the contractor is suggested to follow the following shift timings for smooth running of the job. 1st shift 5 AM to 1 PM, 2nd shift 1 PM to 9 PM, 3rd Shift (during night) 9 PM to 5 AM However the temple can change the shift pattern. The contractor shall ensure to employ the minimum experienced labour force (excluding weekly- offs) as specified vide Annexure – I. **But it is the responsibility of the contractor to provide satisfactory services, if necessary be engaging more manpower, during the festival period like monthly Last Friday, Shasti, Kiruthigai yearly Avani Festival, Kantha Shasti Festival, Masi Festival, Panguni Uththiram, Vaikasi Visagam, Summer Vacation, Iyyappa Season Days etc., for which extra payment is under Consideration of the temple.**

The Contractor shall employ workers / technicians / supervisory staff with necessary provision for weekly offs, without claiming any extra payment. No extra claim will be entertained for weekly off substitutions. So, the contractors are advised to inspect the areas and quote their rates accordingly. The contractor is directed to quote the rates keeping in view the present with necessary provisions for EPF, ESI, Goods and Services Tax, etc., as per the labour rules and acts in view.

2. The authorized officials will verify the labour & workers engaged. During verification, if any shortage is noticed, compared with the persons specified in the agreement, action will be initiated as per the conditions of contract. Loss or damages caused to the temple property shall be deducted from the payment of bills.

6. RAW MATERIALS

Contractor shall use good standard quality materials / chemicals of standard quality / make for cleaning and other allied purposes. The materials used should be environmental friendly and should not be harmful to human being. If the materials are not of desired quality, the contractors will be required to replace the same on the instructions of the Temple authorities. As regards maintenance, replacement of consumable items shall be same with that of original manufacturer or the one approved by the manufacturer if the manufacturer has discontinued in producing the parts / spares / consumables.

7. ASSESSMENT OF EFFICIENT AND PROMPT SERVICES

1. The Arulmigu Subramanya Swamy Temple, Tiruchendur relatives the necessity of providing well lit, clean and highly hygienic rooms and surroundings to the visiting pilgrims. Thus, the performance of the contractor will be assessed through a formal feedback system. A few rooms / places will be selected periodically by the officer of Arulmigu Subramanya Swamy Temple, Tiruchendur and the feedback form will be provided to those who are staying in the rooms to get their feedback. If the feedback goes below the rating or 5 out of 10 points, authorities of Arulmigu Subramanya Swamy Temple, Tiruchendur reserves the right to review the contract and terminate the contract.

2. The Tenderer (House Keeping Agency) shall take action on their House Keeping Employees upon any grievances or complaints made by the Temple Staff for any dereliction of duties and any other complaint relating to performance of duties and the Tenderer should remove such House Keeping Employees from duty immediately.

3. The House Keeping Employees will have to maintain exemplary discipline and be polite always and work for the welfare of the devotees and temple.

4. The House Keeping Employees are strictly forbidden to take part in any labour union activities inside the Temple premises.

5. The Tenderer shall ensure that all House Keeping Employees deployed by it at our offices of the Temple shall be efficient, skilled and honest.

6. The House Keeping Employees deployed by the Tenderer should strictly avoid consumption of liquor or smoking while they are on duty. The Temple authorities have power and right to do bar entry for duty of any House Keeping Employees to other persons engaged by the Tenderer who consumed liquor or prohibited commodities or found smoking while on duty in any Temple Premises.

7. The Tenderer deployed the House Keeping Employees shall not entertain their friends and Guests in the Temple. They shall not accept any gifts in cash or kind from the devotees.

8. COMPENSATION TOWARDS NON-ATTENTIVENESS / DELAY

While Arulmigu Subramanya Swamy Temple, Tiruchendur recognized the good work of the contractor, it also would impose such deduction for services not up to the standard. Timely completion of the routine jobs and attending to the complaints are the core issue in providing prompt services. Necessary record / register are to be maintained for logging the activities as requested by Authorities Arulmigu Subramanya Swamy Temple, Tiruchendur. It is, therefore, essential that the contractor should maintain sufficient stock of frequently used materials at site and keep proper inventory / records. Levy of compensation as above shall not absolve the contractor from his responsibilities; further, suitable penalties will be imposed as a compensation towards non-completion of the routine activities indicated in the scope of work. Superintendent/Manager or such other authority designated by Authorities of Arulmigu Subramanya Swamy Temple, Tiruchendur shall be the final authority for decision in such matters can not be challenged. The contractor has to provide excellent services with devotion to Arulmigu Subramanya Swamy Temple, Tiruchendur.

9. PLACE OR WORK AND VISIT TO SITE

Intending contractor shall visit the Arulmigu Subramanya Swamy Temple, Tiruchendur to acquaint with local site conditions, nature and requirement of work, present conditions of premises / fittings / fixture, furniture etc., and make assessment of labour and materials, etc., required before quoting for the tender.

10. RATES, TAXES AND DUTIES

All the rates furnished in the tender shall be inclusive of all labour, machinery and material charges including all duties, other taxes, No extra claim on this account will in any case be entertained.

11. INCOME TAX

During the course of the contract period, deduction of income tax rates surcharge, education cess, labour welfare fund as in force at source shall be made at prevailing rate of income tax department issued from time to time of the gross amount of each bill.

12. TAX SERVICE

The contractor shall produce proof for all the taxes paid to the concerned departments at the time of sub-mission of the periodical / Monthly bills.

13. EQUIPMENT

Wherever required, the contractor is expected to deploy suitable and adequate number of equipment that the contractor intends to deploy for providing the facility management services should be listed. These equipments shall be permanently deployed at site and used in providing the services. Any change in the list of equipment services should be listed the equipments shall be permanently deployed at site and used in providing the services. Any change in the list of equipment shall be approved by Arulmigu Subramanya Swamy Temple, Tiruchendur. Arulmigu Subramanya Swamy Temple, Tiruchendur reserves the right not to approve such changes and insist that the equipment should be at site.

14. PENALTY:

The successful bidder fails to follow the terms and conditions laid down in Technical Bid/ Financial Bid, the same penalty amount will be deducted without any prior notice, from the bill amount presented by the bidder.

The employee of the contract shall wear the uniform and name badge. If without uniform and badge, the principal employer shall impose the penalty as they decide.

Necessary grooming should be done, before positioning the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any compliant on this ground shall be viewed seriously. The employees employed should wear colour code uniforms, for male and for ladies employees. Any indecent behavior / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor.

15. UNIFORMS AND OTHER SUPPLIES

The cost of uniform and other items required for due fulfillment of duties shall be borne by the bidder. Tiruchendur Arulmigu Subramanya Swamy Temple, shall not pay any extra charges to the contractor against these items which are required for performing proper & efficient working.

16. CHECKS & SUPERVISION

The contractor shall ensure that its employees perform their duties efficiently by exercising frequent surprise checks and by appointing sufficient supervisory staff as felt necessary by Tiruchendur, Arulmigu Subramanya Swamy Temple,. In case it is found that any damage has occurred due to negligence, ignorance or not performing the duty by the personnel of the Agency, all the losses so occurred to Tiruchendur, Arulmigu Subramanya Swamy Temple, property shall be recovered from the amounts payable to the contractor and his security deposits. The contractor shall maintain all registers / records as per directions of Tirutani Arulmigu Subramanya Swamy Temple, and submit daily / periodical reports as directed by the Tiruchendur, Arulmigu Subramanya swamy Temple.

17. FACILITY MANAGER

Contractor shall employ and post an experienced and qualified facility managers and chief facility manager for proper supervision, coordination and monitoring the work in the premises. They should be easily accessible at any time. The Tiruchendur Arulmigu Subramanya Swamy Temple, Tiruchendur reserves the right to require change of a person if the person posted is not found to be efficient.

18. PERFORMANCE

It is expected that the contractor to provide high quality facility management services. Subject to conditions laid down in this document, the contractor is free to use equipment, manpower and material at appropriate level. Payment claims under contract will be entertained only when the performance of services is found to be satisfactory. The decision of the Tiruchendur Arulmigu Subramanya swamy Temple in assessing the performance shall be final.

19. PAYMENT TERMS

1. The Tenderer (House Keeping) deployed by the House Keeping Agency (Tenderer) to record Bio-Metric finger print for recording daily attendance of the House Keeping Staffs failing which the bill cannot be accepted.

2. The Payment shall be made only to successful Tenderer by every month on the basis of the list payment of wages through Savings Bank Account (ECS) of Outsourcing House Keeping Employees by them. The subsequent month, payment shall be made only on production of above previous month ECS wages list.

3. The Tenderer (House Keeping) shall while furnishing his claim bill shall necessarily enclose the previous month EPF, ESI, Goods and Service Tax Payment Challan by every month . The Temple Authorities will not settle the bill until the challans are furnished.

4. The Tenderer bill shall be prepared by the contractor on monthly basis after completion of month after deduction necessary 2% of TDS of monthly total payment. The bill, in proper form, must be duly accompanied by details of work carried out in that month and must show deduction for all previous payment. The contractor's Bill should be prepared based on the actual work done and in proportion to the contractor amount. If any areas / part of the areas are deleted temporarily / permanently from the scope of work, the proportionate amount on floor area basis, will be deducted.

20. ADVANCES

Request for making advance payment on any ground shall not be entertained.

21. COMPLIANCE WITH ALL STATUTORY REQUIREMENTS

The contractor shall comply with all statutory requirements prescribed by the local as well as central government authorities from time to time and submit a monthly report along with all the required proof of compliance to the employer along with the monthly invoice. The contractor shall produce all the relevant statutory documents for inspection by the employer and the government authorities. All safety measures of labour should be adopted by the contractor. The temple administration shall not liable for damages of injury incurred by labour or public by the act contractor activities during work.

22. NON – TRANSFERABILITY OF TENDER / CONTRACT.

Tiruchendur, Arulmigu Subramanya Swamy Temple will accept the tender documents only from the parties to whom it was issued and will deal only such person or parties who are duly represented. Accordingly, the contract will be entered into with such person or parties whose name is mentioned in the tender documents. No transfer of tender or contract will be entertained.

23. SUB – LETTING OF CONTRACT

The contractor shall not sublet the work. However, he may be required to depute specialized agencies for a particular work, approval of which may be sought from the Tiruchendur , Arulmigu Subramanya Swamy Temple before appointing. It shall be entirely contractor's responsibility to pay timely such agencies without any implication on the work.

24. DECLARATION

The contractor shall have to furnish the following declaration:

- a) That the firm was not black listed by any department of TamilNadu State Government or other State / Central Govt., due to any reason.
- b) That the firm was not disqualified for any wrong declaration.
- c) That firm agrees to disqualification of tender forms summarily in case of wrongful representation of facts comes to notice.

25. DISPUTE & DIFFERENCES :

Decision of the Tiruchendur, Arulmigu Subramanya Swamy Temple regarding performance of contract, levy of compensation for delay etc., and payments for contract work of extra work done shall be final and binding on the contractor. However, any dispute arising out of this contract can be referred to the Commissioner HR&CE Department; Chennai in terms of the TamilNadu Hindu Religious and Charitable Endowments Act 1959 is final.

26. COMPETENT AUTHORITY FOR DECISION

It shall be accepted as an inseparable part of the contract that in matters regarding competency, efficiency, conduct and behavior, the decision of the Executive Officer of Tiruchendur, Arulmigu Subramanya Swamy Temple who has signed the contract, subject to the approval of the Commissioner HR&CE Department Chennai shall be final and binding on the contractor in all such matters.

27. TERMINATION OF CONTRACT

If the services provided by the contractor are unsatisfactory or frequent complaints are received poor quality of services, the Tiruchendur, Arulmigu Subramanya Swamy Temple authority will not hesitate to rescind the contract and terminate the contract and EMD and security under its custody shall stand to be forfeited. Consequently, the contractor shall vacate the premises within a period of 15 days of written notice. Tiruchendur, Arulmigu Subramanya Swamy Temple shall not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months notice in case he does not want to continue with the contract. However, under such situation, EMD and security Deposit shall be forfeited.

28. JURISDICTION

For the purpose of the notice inviting tender for facility management services, acceptance of tender and its finalization and agreement, shall be deemed to have taken place within the state of TamilNadu and the courts in Tiruchendur shall have jurisdiction over the matters arising under or out of this agreement.

29. RESERVATION CLAUSE

The Temple Administration can impose any other condition for the welfare of the Temple at the time of Tender without assigning any reason.

ARULMIGUSUBRAMANIA SWAMY TEMPLE

TIRUCHENDUR

TENDER DOCUMENT

HOUSE KEEPING - FINANCIAL BID

R.C.NO.1790/2020/A2 Dated: 29.08.2020

NAME OF WORK

(1) (i) Providing mechanized house keeping sanitation service etc, at Tiruchendur Subramania Swamy Temple consisting of entire inside and out side of the temple, Saravana poigai, tanks, Marriage Hall, Nazhikinaru, Seashore, Sub-temples, EO Office, car parking, bus stand, Theppakulam, all toilets and bath rooms etc.,

(ii) Providing mechanized house keeping and sanitation service work etc for temple cottages and rooms at Devar Cottage, Guest House, Family Cottages, Kanthan Lodge, Chendur Murugan Lodge and Common Toilets and bath rooms the standing areas including roads etc, and washing bed sheets, pillow covers curtains available in all temple cottages & lodges using washing machine cleaning arranged by contractor etc..

Arulmigu Subramanya Swamy Temple, Tiruchendur**Name of the Work.**

Tender Document for total facility management service for mechanized House Keeping, Sanitation work etc.,

Annexure I**House Keeping Man Power Requirement**

S. No	LOCATION	Cleaning Staff			Supervisor			Manager (All Shifts)	Total
		1 st Shift	2 nd Shift	3 rd Shift	1 st Shift	2 nd Shift	3 rd Shift		
1.	Devar Kudil and campus	1	1	0	0	0	0	0	2
2.	Guest House and Campus	3	2	1	1	1	0	0	8
3.	Small Cottages/ RAMCO Cottage and Campus	5	4	1	1	1	0	0	12
4.	Chendur Murugan Lodge	3	2	1	0	0	0	0	6
5.	Kanthan Lodge	1	1	0	0	0	0	0	2
6.	Mahamandabam of Temple, Two Praharams and Shanmuga Vilasa Mandabam	20	20	7	1	1	0	1	50
7.	Giri Praharam and Campus	12	12	6	1	1	1	1	34
8.	Valli cave and surroundings	1	1	0	0	0	0	0	2
9.	Kalai Arangam, Kavadi Mandabam and Surroundings	3	2	1	0	0	0	0	6
10.	North Tollgate Car Parking and Surroundings	2	2	0	0	0	0	0	4
11.	Head Office, Vasantha Mandabam and surroundings	2	2	0	0	0	0	0	4
12.	Elephant Mall and surroundings	2	2	0	0	0	0	0	4
13.	Idumban Temple Campus	2	2	0	0	0	0	0	4
14.	Annadhanam Hall and Govindammal Marriage Hall	3	3	0	0		0	0	6
15.	Anugiraha Vilasam to West Path way	2	2	0	0	0	0	0	4
16.	South Tollgate to Tourist Hall Entrance	8	7	5	1	1	1	0	23
17.	Tourist Bus Stand area	4	4	2	1	1	0	0	12
18.	Moovar Samathu and surroundings	1	1	0	0	0	0	0	2
19.	New Car parking aside to Kanthan Lodge	4	3	1	0	0	0	0	8
20.	Tourist Van Parking area(Moovar Samathu to Nazhikinaru)	4	4	1	1	1	0	0	11
21.	Seashore Area (Shanmuga Vilasa Mandabam To Santhosa Mandabam)	12	12	2	1	1	0	0	28
22.	Nazhikinaru Pathway and surroundings	3	2	0	0	0	0	0	5
23.	Tonsure Hall and Surroundings	2	2	0	0	0	0	0	4
24.	Latest Shasti Mandabam(New EO Office and Cloak room)	1	1	0	0	0	0	0	2
25.	Power House and surroundings	1	0	0	0	0	0	0	1
26.	Tourist Bus stand side Iyppasi Toilet and Bathrooms	3	3	2	0	0	0	0	8
27.	South Tollgate area Toilets and Bathrooms (Gents)	2	1	1	0	0	0	0	4
28.	South Tollgate area Toilets Avani Toilets (Ladies)	2	1	1	0	0	0	0	4
29.	Vaikasi Common Toilets and Bath tubs and Cooking Areas	4	4	2	0	0	0	0	10

30.	Toilets and Bathrooms behind the Tonsure Hall (Ladies and Gents)	2	2	2	0	0	0	0	6
31.	Common Toilet near to North Toll gate and pathway of Anugiraha Vilasam	2	2	2	0	0	0	0	6
32.	Saravana Poigai	2	2	0	0	0	0	0	4
33.	Anbu Illam	1	1	0	0	0	0	0	2
34.	Sivan Temple	2	2	0	0	0	0	0	4
35.	Kulasekaranpatinam Pandeewarar Temple	1	1	0	0	0	0	0	2
36.	Krishnapuram Venkatachalapathy Temple and Lodges	2	2	0	0	0	0	0	4
37.	Cheranmahadevi Marriage Hall and Campus	1	1	0	0	0	0	0	2
Total		126	116	38	8	8	2	2	300
<u>Total number of Staffs in all Shift</u>									
1.	First Shift Total Staffs	134 (126+8)							
2.	Second Shift Total Staffs	124 (116+8)							
3.	Third Shift Total Staffs	040 (38+2)							
4.	Manager (All Shift)	002							
Total		300							

ABSTRACT

S.No	Designation	No of Employees
1.	Cleaning Staff	280
2.	Supervisors	18
3.	Managers	2
Total		300

ANNEXURE II
SCOPE OF WORK

The contractor is expected to take charge of the buildings as per Annexure – I and surrounding areas in its present conditions and provide facility management services such that the rooms are provided to pilgrims in good condition. It is the responsibility of the contract to ensure that all rooms and common areas are in good and useable condition. The F.M.S includes Mechanized Cleaning of building, toilets, bath rooms and surroundings including drains, roads (in and around) etc., are noted below:

Indicative List of work

An indicative list of works that the contractor is expected to provide in minimum in connection with general maintenance and housekeeping and sanitation maintenance in respect of all the and cottage as noted below: TOTAL FACILITY MANAGEMENT SERVICES FOR MECHANIZED HOUSE KEEPING, SANITATION WORKS, FOR GUEST HOUSES, TEMPLE, SEASHORE, AND OTHER BUILDINGS AT TIRUCHENDUR TEMPLE. AND SUB TEMPLES

Scope of work.

(1) Health department : the job including mechanized housekeeping and sanitation using necessary machinery which includes the cost of materials for clean, hygienic and tidy maintenance including deodorants, insecticides etc.,

(a) Mechanized cleaning of buildings including toilets, bath rooms. Room's etc. and cleaning of inside and outside premises of the buildings / cottages / Temples, Seashore, and Sub temples.

Daily activities: -

- I Toilet and bath rooms cleaning shall be after every check out using appropriate detergents
- II Dusting and cleaning of all furniture like tables. Cots. Sofas, chairs etc.,
- III Cleaning of all types of drains connected to the buildings and surface drains.
- IV Sweeping, moping of interiors of the buildings including halls, corridors, lounges, staircases etc.,
- V Daily sweeping and cleaning of surrounding premises out side the Guest House / cottages including main roads, drains etc., Daily cleaning of sunshades, portico roofs and to dump the waste material at the collection point as directed by the temple authorities
- V Immediate removal checking / blocking of drains, sanitary out lets ect.,
- VI Cleaning and maintenance of all dust bins. The garbage collected in the dust shall be deposited at the place where the municipal administration depositing there bins garbage's at Tiruchendur. The contractor should have to make their own conveyance to convey the garbage's in the garbage's dumped within the temple premises or nearby areas fine will be imposed.
- VII To wash the temple inner and outer program daily
- VIII The whenever the temple authority direct the contractor to divert the man power to other insanitation or temples for specific purposes, the contractor should abide direction without any additional money claim
- iX The contractor should be engaged the vehicles for transporting garbage's and cloths for washing.

VII. Periodical activities : (periodicity shall be as directed by the temple authorities

- i. Vacuum cleaning of room walls, furniture, carpets, upholstery, dormitories, doors, and windows, inside and outside cobweb removal etc., at periodical intervals.
- ii. Vacuum cleaning of all air- conditioned spaces, carpets, sofas, curtains, etc., spray cleaning of computers, telephones and other delicate equipments.
- iii. Cleaning of floor areas by using scrubbers with necessary cleaning materials.
- iv. Terraces cleaning and disposal of garbage to the specified point.
- v. Periodical disinfestations using approved sprays etc, to control ants, cockroaches, bedbugs, flies and fogging operations to control mosquitoes.

(2) Reception department: the hop includes linen changing duly washing and pressing etc daily activities: -

i) Linen such as bed spreads, pillow covers, tugs curtains, towels etc shall be changed with washed ones after every checkout of each and every room. The linen shall be washed cleanly by the firm duly removing stains etc, including pressing and changing after every checkout.

Periodical activities: -

- i) Dusting, wiping and cleaning of all doors, windows, fittings, Venetian blinds, glass panels etc.,
 - ii) Cleaning of all electrical equipments and fixtures, fans, light fittings, coolers, refrigerators, geysers etc.,
 - iii) Dusting and cleaning of crevices, corner of roofs, wall surfaces, pipe lines etc iv) Cleaning of water drain pipes, roofs, sunshades, wall surfaces inside and out side using vacuum cleaners.
 - v) Cleaning of ceramic/ glazed tiles inside rooms, bath rooms, toilets, verandahs etc, with machinery and chemicals etc.,
 - vi) Cleaning of over head tank and sumps located in the premises of the building
 - vii) Replacement of mirrors, broken glasses of windows, ventilators with same design as approved by the department.
- VIII). Replacement of nylon pipes of wash basins, spares of flush tanks, grating plates etc.,
- ix). Cleaning of spit marks on walls by water cleaning and maintaining of name boards, direction boards neatly.

General Conditions:

It is the accountability of the person in charge of the respective department to record the defect and when noticed in the defect register, As and when defects arise and rooms are kept under VR (Vacant for repair), immediately without loss of time, the person incharge of the respective department of the guest house or institution or office shall inform the defects of the FMS representative present in the guest house duly handing over the keys of such rooms besides recording the defects in the defects registers of various categories. The FMS representative shall rectify them immediately and to make compliance in the defect register, However, for each and every checkout of all the rooms, the FMS supervisor shall verify the room status and do attend the defects if any and record in the checkout register to be maintained by the contractor.

1.Manpower:

The Contractor Shall pay wages to his workmen at the rates as applicable under the minimum wages Act as per Labour and Employment Department Go(2D)No.14 Dated 05/03/2019 Notification No.II (2)/LE 205(M)/2019 Published in Tamilnadu Gazette Extraordinary Part II Section 2, Dated.05/03/2019 Employment Shops and Commercial establishment. . A separate work order for the total number of manpower requirement during the festival season shall be issued at the time of festival season by Temple Administration as and when required. The Tenderer should clearly note that the number of manpower requirements and also the days of engagement are sole discretion of the Temple Administration. The Tenderer has no right to claim more than the total number of persons to be engaged over and above the manpower mentioned in the work order. Normally the contractor is suggested to follow the following shift timings for smooth running of the job. 1st shift 5 Am to 1 PM, 2nd shift 1 PM to 9 PM, 3rd Shift (during night) 9 PM to 5 AM. However the temple can change the shift pattern. The contractor shall ensure to employ the minimum experienced labour force (excluding weekly- offs) as specified vide Annexure – I. **But it is the responsibility of the contractor to provide satisfactory services, if necessary be engaging more manpower, during the festival period like monthly Last Friday, Shasti, Kiruthigai yearly Avani Festival,Kantha Shasti Festival, Masi Festival, Panguni Uththiram, Vaikasi Visagam, Summer Vacation, Iyyappa Season Days etc.,for which extra payment is under consideration of the temple.**

The Contractor shall employ workers / technicians / supervisory staff with necessary provision for weekly offs, without claiming any extra payment. No extra claim will be entertained for weekly off substitutions. So, the contractors are advised to inspect the areas and quote their rates accordingly. The contractor is directed to quote the rates keeping in view the present with necessary provisions for EPF, ESI, Goods and Services Tax, etc., as per the labour rules and acts in view.

2. The authorized officials will verify the labour & workers engaged. During verification, if any shortage is noticed, compared with the persons specified in the agreement, action will be initiated as per the conditions of contract. Loss or damages caused to the temple property shall be deducted from the payment of bills.

3.The Tenderer who has Quoted Lowest Percentage of Salary and Service Charge will be declared as L1 and Called for rate negotiation

4. Quoted rates should not be less than the minimum wages as laid down in the minimum wages act 1948

5.The Service Charges quoted should not be less than the 5% and less will be out rightly rejected

6. Service Charges Should be quoted excluding employers contribution towards EPF, ESI, BONUS, GST and other Admissible Taxes and Statutory payments

7. The tenderer shall note that no claim for enhancement of rates on the ground that cost of materials, labour has increased existing statutory levies have been increased after tender or in any other ground will be entertained on any account

8. In quoting rates the tenderer are advised to take in to account all factors including any fluctuation in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract

2. Materials

- 1) All the cleaning materials and consumables shall be of best and branded quality and of standard make and it should be got approved by Superintendent / Manager –in-charge, before use on the work. While using the materials, adherence to the manufacturer's instructions shall be maintained.
- 2) The department will supply bed spreads, pillow covers, towels carterns, sofa covers, foot mats and the same shall be washed and maintained by the contractor.
- 3) At the cessation of the contract, the contractor shall hand over all the linen to Tiruchendur, Arulmigu Subramanya Swamy Temple authorities for disposal.
- 4) The contractor is expected to check all water taps at the time of taking over of facility management job and THE REPLACEMENT SHOULD BE with same make or better make and keep adequate inventory of taps and other consumables.

3. PAYMENT TERMS

1. The Tenderer (House Keeping) deployed by the House Keeping Agency (Tenderer) to record Bio-Metric finger print for recording daily attendance of the House Keeping Staffs failing which the bill cannot be accepted.

2. The Payment shall be made only to successful Tenderer by every month on the basis of the list payment of wages through Savings Bank Account (ECS) of Outsourcing House Keeping Employees by them. the subsequent month, payment shall be made only on production of above previous month ECS wages list.

3. The Tenderer (House Keeping) shall while furnishing his claim bill shall necessarily enclose the previous month EPF, ESI, Goods and Service Tax Payment Challan by every month . The Templef Authorities will not settle the bill until the challans are furnished.

4. The Tenderer bill shall be prepared by the contractor on monthly basis after completion of month after deduction necessary 2% of TDS of monthly total payment. The bill, in proper form, must be duly accompanied by details of work carried out in that month and must show deduction for all previous payment. The contractor's Bill should be prepared based on the actual work done and in proportion to the contractor amount. If any areas / part of the areas are deleted temporarily / permanently from the scope of work, the proportionate amount on floor area basis, will be deducted.

5. The Successful tenderer has to pay further E.M.D at the rate of 2% of Contract value less the E.M.D already paid at the time of tender by way of D.D obtained from any nationalized Bank/ Scheduled Bank Drawn in favour of the JC/EO., Temple at the time of executing the agreement. The E.M.D will be refunded to the tenderer only after obtaining the clearance certificates from the respective EPF and ESI authorities for the financial years covering the entire lease period.

6. The successful bidder fails to follow the terms and conditions laid down in Technical Bid/ Financial Bid, the principal employer shall impose the penalty as they decide, the same penalty amount will be deducted without any prior notice, from the bill amount presented by the bidder.

7. The firm / organization shall furnish copies of profit & loss account and balance sheet duly certified by the chartered accountant of the entity. Annual turnover for the last 3 (three) financial years should be not less than Rs.1000 lakhs per year. The turnover should be exclusively from FMS contracts. This should be clearly indicated and to be proved by the applicant (2017 -2018, 2018- 2019, 2019 – 2020).

8. In house works/ self certification works will be not accepted. Agreement copies and work orders will also not be considered.

10. The Temple Administration can impose any other condition for the welfare of the Temple at the time of Tender without assigning any reason.

4. The following activated are excluded from the scope of Housekeeping contract:

- 1) Replacement of damaged doors, windows and other joinery
- 2) Replacement of damaged water closet, wash basins, flush tanks and urinals.
- 3) Replacement of all down fall pipes, sanitary pipes and special
- 4) Replacement of total damaged water supply and sanitary lines, manholes, etc.,
- 5) Repairs and maintenance of all external sanitary / sewage lines / manholes, etc.,
- 6) Replacement of damage tops of cots.
- 7) Repair / maintenance of M.S. ornamental grills for door, windows, verandahs etc..
- 8) All kinds of leakages of roof walls. etc.,
- 9) Dismantled debris disposal of surrounding cottages / guest house.
- 10) Repair and replacement of Rexene / cloth cover to the sofa sets, dining tables and dressing tables provide in VIP guest house
- 11) The Tenderer who has quoted lowest percentage of salary and Service charges will be declared as L1 and called for rate negotiations.
- 12) Major repairs to all kinds of floorings and wall claddings.
- 13) Replacement of damage netlon mosquito nets.

ANNEXURE III

Sl.No.	Product Name
1.	Phynoil
2.	Soap Oil
3.	Toilet Cleaning Liquid
4.	Bleaching Powder
5.	Lime Powder
6.	Room Freshner
7.	Coconut Brooms
8.	Toilet Brush
9.	Water Squeezer
10.	Scrubbing Pads
11.	Napthalene Balls
12.	Hit Spray
13.	Mop clothes
14.	Mop with stick
15.	Cleaning powder
16.	Soft Brooms
17.	Odonil
18.	Perfume
19.	Spray Gun
20.	Cobweb sticks
21.	Lysol
22.	Hand Gloves
23.	Nose Masks
24.	Hand Wash Liquid
25.	Hand Sanitizer
26.	Baskets

Nuvon, Acettle, Malathion, Hexit (insecticide) or any other approved brand etc., chemicals should used as required for controlling of flies, bed bugs, cock roaches, Lizards and small insects etc., (Must be used three to four times in a year as directed by the department) For control of adult mosquitoes and Mosquito larva (must be done every fort night) fogging operation and veiling with diesel. Melathion, petrol and malarial oil shall be used as required.

The contractor shall use the machinery for cleaning purpose as required.

Note: The materials (consumable) as noted above are for guidance. The contractor is free to use the required consumable for best performance duly getting approval from the Superintendent / manager – in – charge.

SCHEDULE – A PART I
(FINACIAL PROPOSAL)

RATES SHOULD BE QUOTED IN THE FOLLOWIG FORMAT)

S.N	Probable period of contract	Description Total Facility Management Service For Mechanized House Keeping,	SESSION	Total amount including all taxes in number and words (per month)
1	From getting Approval from the Hr&ce Commissioner to 30.06.2023 (Up to Fasli 1432)	Providing mechanized house keeping sanitation service etc, at Tiruchendur Subramania Swamy Temple consisting of entire inside and out side of the temple, Devar Cottage, Guest House, cottages, Rooms, Chendur Murugan Lodge, Kanthan Lodge, Saravana Poigai, Tanks, kalyana mandabam, Nazhikinaru, Seoshore, sub temples, EO Office, New car Parking, Bus Stand All Toilets and Bath rooms the standing area including roads etc., and washing bed sheets, pillow cover, curtains available in all temple cottages.	As per Part IV - Extract	

i / we

do here by agree to execute the aforesaid work duly abide by the terms and condition of the contract stipulated in the Tender document for a total contract value of Rs..... (Rupees) per month.

Signature & Seal of the contractor

Note :

- 1) The contractor should furnish the minimum No. of equipments to be provide by him to carry out the job along with financial bid.
- 2) The temple will provide one room on standard rent for stocking of consumable and for accommodation of the supervisory staff.
- 3) The temple will not provide accommodation and transportation for non – supervisory staff and the labours. The contractors have to make his own arrangements for providing accommodation and transportation to their workers.
- 4) The contractor shall ensure to employ minimum labour force (excluding weekly offs) as specified in the annexure – iv. Necessary provision shall be made for weekly offs substitution as per labour rules and acts. The contractor shall quote his offer considering the weekly offs substitution also as per labour rules and acts and any additional labour force required for satisfactory performance.
- 5) The contractor shall quote his lump sum offer considering all the activities indicated in the scope of work including labour force. Machinery, materials and consumable etc., as required for satisfactory performance of the contractor.

SCHEDULE –A PART II**Arulmigu Subramanya Swamy Temple, Tiruchendur****TENDER SCHEDULE FOR CLEANING & HOUSE KEEPING (TEMPLE AND ITS OTHER PLACES)**

S. No	Details	Percentage	The Contractor Shall pay wages to his workmen at the rates as applicable under the minimum wages Act as per Labour and Employment Department Go(2D)No.14 Dated 05/03/2019 Notification No.II (2)/LE 205(M)/2019 Published in Tamilnadu Gazette Extraordinary Part II Section 2, Dated.05/03/2019 Employment Shops and Commercial establishment.			Tender amount per person for a month		
			Manager (Rs.)	Supervisors (Rs.)	Cleaning Staff (Rs.)	Manager (Rs.)	Supervisors (Rs.)	Cleaning Staff (Rs.)
1	Basic Pay							
2	DA							
3	Total							
4	E.P.F (Basic + DA)	13%						
5	E.S.I (Basic + DA)	3.25%						
6	Bonus 8.33% (Basic + DA)	8.33%						
7	Weekly off (Basic + DA)	16.67%						
8	Service Charges (5% and less will be out rightly rejected)							
9	Total							
10	Net Total (3+9)							
11	Good and Service Tax							
	Grad Total (10 + 11)							

Note: The DA payable will be revised periodically subject to the Gazette Notification issued by the Labour Department.

SCHEDULE –A PART III

S.No. (1)	Details (2)	No. of Posts (3)	Monthly Wages per person (In words & figures) Rs. (4)	Total Amount (In words & figures) Rs. (5) (3x4)
1.	Cleaning Staff	280		
2.	Supervisors	18		
3.	Managers	2		
	Total	300		

SCHEDULE -A PART IV**Total Tender Amount of the Contract for a Month**

S. No	Designation	No of Employees	Wages per person Rs.	Total Amount Rs.
1	Cleaning Staff	280		
2	Supervisors	18		
3	Managers	2		
4	Transport Vehicle hire charge (Garbage)	-		
5	Washing of Bed sheet, pillows,etc.	-		
6	Sanitary material cost	-		
7	Service charges (5% and less will be out rightly rejected)	-		
8	Goods and Service Tax	-		
Total		300		

SUBMISSION TENDER

To
Executive Officer,
Arulmigu Subramanya Swamy Temple,
Tiruchendur.

Sir,

SUB: SUBMISSION TOTAL FACILITY MANAGEMENT SERVICES FOR
MECHANIZED HOUSE KEEPING, SANITATION WORKS ETC.,

.....
.....

AT Arulmigu Subramanya Swamy Temple, Tiruchendur

I/we hereby submit the tender and if this tender is accepted, I/we undertake to execute the above work described in the specification etc., and any such variation by the way of alternation or additions to and omissions from the said work and methods of payment as are provided for in the conditions of contract. We have gone through the various terms and conditions and I/we agree to undertake the work .I/we agree to keep the offer in the tender open for acceptance of competent authority of Arulmigu Subramanya Swamy Temple, Tiruchendur for a period of 120 days as mentioned in the tender notice and undertake not to modify the whole or any part of it for any reasons within the above period .If the tender is withdrawn by me/ us for any reason what so ever, the Arulmigu Subramanya Swamy Temple, Tiruchendur. shall have the right to forfeit the earnest money deposited by me/us .I/we have carefully read and understood the instructions in the tender documents and that I/we have made such examinations of the contract documents and of the location of the said work and other investigations required for execution of the work in the contract and in the said scope of work and distinctly agree that; I/we shall not thereafter make any claim or demands upon the authority based upon arising out of any alleged misunderstanding or misconception or mistake on my/our part of the said requirements conversant, agreement, stipulations, restrictions and conditions.

I/we enclose herewith a DD (name of the bank)amounting to Rs As EMD for Category drawn on Towards Earnest Money which shall not bear any interest and agree to the conditions mentioned regarding total amount of EMD and refund in case the bid is not successful. I/we shall enter into the required agreement as prescribed failing which I/we agree to the forfeiture of the earnest money .I /we fully understand that written agreement to be entered into between me/us deemed to be completed until agreement has first been signed by me/us and then by the officer authorized to enter into contract on behalf of Tiruchendur Arulmigu Subramanya swamy Temple.

Witness

Dated the day of 2020.

Signature of contractor with
Complete address

Contractor

Executive Officer

AGREEMENT

This agreement made on the _____ day of _____ 2020 between Tiruchendur, Arulmigu Subramanya Swamy Temple. Having its Executive Officer at Tiruchendur, Tamil nadu (hereafter referred to as Tiruchendur, Arulmigu Subramanya Swamy Temple. which expression shall unless repugnant to the context or meaning thereof include its administrators, successors and assigns)of
FIRST PART

And m/s _____ incorporated under the provision of _____
And having its registered officer at _____ (hereafter referred to as _____ contractor which expression shall unless repugnant to the contest or meaning thereof include its administrators, successors and assigns)of Second PART

Now this agreement witness as follows

1. In this agreement word and expression shall have the same meanings as are respectively assigned to the terms and conditions of contract herein after referred to .

2. The following document shall be deemed to form be read and construed as part of this agreement viz

- a) Invitation of contractor, information and instructions for tenders,
- b) Details of the agency and fulfillment of eligibility criteria
- c) General conditions of contract.
- d) Submission of tender, acceptance of offer this contract agreement
- e) Qualification and Experience required
- f) schedule a regarding scope of services

3. In consideration of such rate quoted by the contractor _____ and accepted by Tiruchendur, Arulmigu Subramanya Swamy Temple. The agency hereby covenants to complete the services in all respects in conformity with the provisions of the contract.

In witness where of the parties have hereinto set their respective hands and seals on
Day _____ year _____

Signed and delivered by _____
For the agency, in the capacity of _____
in the capacity of _____

for Arulmigu Subramanya Swamy Temple
Tiruchendur

Contractor

Executive Officer