

GOVERNMENT OF PUDUCHERRY  
TRANSPORT DEPARTMENT

No. 2-4/Estt/TD/TC/2010

Puducherry  
Dated 4<sup>th</sup> August, 2010

**TENDER NOTICE**

Sealed Tenders are invited from the eligible Outsourcing Agencies by offering manpower for maintenance of Transport Complex at Puducherry in the field of cleaning, sanitation and gardening, etc., for a period of one year.

2. Tender document, schedule and conditions of contract may be obtained from the Cashier, office of the Transport Commissioner, Transport Department, 100 Feet Road, Olandaikeerapalayam, Puducherry-605 004 on all working days during office hours upto 3.00 p.m. on 20<sup>th</sup> August 2010 by remitting a non-refundable fee of Rs. 500/- by cash.

3. The Tender with duly completed documents in sealed envelope shall be submitted to the Transport Commissioner, Puducherry upto 4.00 p.m. on or before 20<sup>th</sup> August, 2010. The sealed Tenders so received will be opened in the chamber of the Transport Commissioner, Puducherry at 5.00 p.m. on 20<sup>th</sup> August, 2010, in the presence of the bidders or their authorized representatives who wish to be present. Late or delayed submission of tenders will not be accepted.

4. The Transport Commissioner, Transport Department, Puducherry reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. No tenderer shall have any cause of action or claim against Transport Department, Puducherry for rejection of the tender. Canvassing in any form will result in summary rejection of the tender.

5. Details are also available in the website address:  
**<http://transport.puducherry.gov.in>**

(T. KARIKALAN)  
TRANSPORT COMMISSIONER

GOVERNMENT OF PUDUCHERRY  
TRANSPORT DEPARTMENT

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TENDER DOCUMENT

- Name of the Work : Maintenance of Transport Complex at Puducherry in the field of cleaning, sanitation and gardening, etc.,
- Scope of work : The Tenderer/Contractor/Agencies has to supply manpower for maintenance of Transport Complex at Puducherry
- Eligibility of Tenderer : 1. The Tenderer/Contractor/Agencies should be Registered Agencies for supply of manpower.  
2. The Tenderer should enclose the Demand Draft for the sum prescribed under clause 15.1 of the conditions of contract, as Earnest Money Deposit.
- Conditions : 1. The Tenderer has to quote their rates in the column prescribed in the tender schedule.  
2. The terms and conditions of the contract are appended herewith.

## **CONDITIONS OF CONTRACT**

**Name of the work: Maintenance of Transport Complex at Puducherry in the field of cleaning, sanitation and gardening, etc.,**

- 1.0 The Contractor has to provide the manpower on contract basis.
- 2.0 The period of contract is valid for one year from the date of execution of contract.
- 3.0 The Contractor has to provide the following numbers of manpower, in total 12 numbers, to execute the works in the following fields:
  - 3.1 For cleaning of in and around the premises: 5 Nos.
  - 3.2 For cleaning of all toilets in the premises: 3 Nos.
  - 3.3 For carrying out the despatch of tapals and other related works: 2 Nos.
  - 3.4 For gardening: 2 Nos.
- 4.0 They shall be engaged for maintenance of Transport Department Complex at Puducherry in the field of cleaning, sanitation, gardening etc., The Department has the right to utilize the services of the persons to any works in the above mentioned fields.
- 5.0 The man power shall be utilized on full time basis (8 hours per day).
- 6.0 The contractor should ensure providing better hygiene and work environment on entrusting the works to the manpower supplied by him.
- 7.0 The disinfectants and the materials to be used for cleaning have to be supplied by the contractor and the break up charges for the same shall be quoted in the tender schedule.
- 8.0 The Contractor should maintain an attendance register and get authentications, daily, from the Officer in charge of the Department.
- 9.0 Generally, Sundays and other Government holidays also will be reckoned as working days.
- 10.0 The contractor shall make the payment to the workers engaged by him and he has to comply with the Acts and rules in force pertaining to engagement of labourers, viz., Employees Provident Fund Act, Employees State Insurance Acts, Workman Compensations Act, etc.
- 11.0 The Contractee has no liability/responsibility, in case of occurrence of any untoward incidents, while engaging the labourers supplied by the contractor on the above said works.

12.0 The Contractor will be responsible for providing safety, medical care and other facilities to the labourers supplied by him.

13.0 **Security Deposit**: The Contractor shall remit the security deposit at the following rates:

13.1 For contracts value upto Rupees 1.00 lakhs: 8% of the value of the contract.

13.2 For contracts value of more than Rupees 1.00 lakhs: 10% of the value of the contract.

14.0 The Tenderer/Contract shall execute an agreement with the Department.

15.0 **Earnest Money Deposit**: The Tenderer shall submit the Tender along with requisite Earnest Money Deposit. The Tender without Earnest Money Deposit will be summarily rejected.

15.1 A Demand Draft for Rs.30,000/- (Rupees thirty thousand only) shall be drawn in favour of the Transport Commissioner, Transport Department, Puducherry, payable at Puducherry.

15.2 Bank Guarantee or other form of negotiable instrument shall not be accepted.

15.3 The Earnest Money Deposit will be returned to the unsuccessful bidder, after finalizing the contract.

15.4 The Earnest Money Deposit amount of the successful bidder will be converted into Security Deposit.

15.5 The Earnest Money Deposit will not fetch any interest.

16.0 **Contract Period**: The Contract period will be one year from the date of execution of agreement. The Contractee shall have the right to cancel the agreement, if the contractor violates any terms and conditions of the contract, and the terms of contract will cease.

17.0 The contractor will be paid for the supply of manpower and disinfections materials, on monthly basis after submitting his bill for the respective month in which they have been engaged and supplied.

18.0 If the Tenderer does not fulfill any of the conditions prescribed in the tender document and he has not enclosed the documents stipulated along with the tender, the tender will be rejected without assigning any reason.

19.0 The tender received after the prescribed date and time, and/or without enclosing of prescribed EMD amount, and /or without the signature of the person competent to participate in the tender, will be rejected.

20.0 The Transport Commissioner, Transport Department, Puducherry reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

21.0 No tenderer shall have any cause of action or claim against Transport Department, for rejection of the tender.

22.0 Canvassing in any form will result in summary rejection of the tender.

I have fully read the conditions, understood and agreed for the same.

Place:  
Date:

Signature of the Tenderer/Contractor  
Seal:

## TENDER SCHEDULE

Name of the Work: **Maintenance of Transport Complex at Puducherry in the field of cleaning, sanitation and gardening, etc.,**

Name of the Tenderer:

Address:

### **I. Requirement of Man Power**

| S.No. | Nature of work   | No. of persons | Working Hours per day | Rate per day/per person (to be quoted by the tenderer) |
|-------|--|----------------|-----------------------|--|
| 1.    | For cleaning of the complex - in and around the premises<br>Office entrance/<br>Parking area/<br>Driving area/<br>Garden area/<br>Ground floor/<br>First floor, etc. | 5              | 8 Hrs                 |  |
| 2.    | For cleaning of all toilets  | 3              | 8 Hrs                 |  |
| 3.    | For Despatch section – carrying of tapals etc.   | 2              | 8 Hrs                 |  |
| 4.    | For gardening work   | 2              | 8 Hrs                 |  |

### **II. Supply of disinfectants materials**

| S.No. | Nature of work  | Break-up details (to be quoted by the tenderer) | Quantity (to be quoted by the tenderer) | Rate (to be quoted by the tenderer) |
|-------|---|---|---|-------------------------------------|
| 1.    | Supply of disinfectants and the materials used for cleaning |   |   |                                     |

Place:  
Date:

Signature of the Tenderer/Contractor  
Seal: