



**OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE
CHENNAI SOUTH COMMISSIONERATE
M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM, CHENNAI-600035**

C. No. GEXCOM/HQR/INFR/21/2023-HQRS- O/o COMMR-CGST-CHENNAI(S) Date: 03-03-2023

TENDER NO. 02/2023

**NOTICE INVITING ONLINE E-TENDER FOR PROVIDING LIFT OPERATOR, ELECTRICAL
MAINTANANCE AND PLUMBING SERVICES**

The MHU complex, 692, Anna Salai, Nandanam is occupied by the Offices of the GST and Central Excise, M/s ELCOT Limited, M/s Poompuhar Shipping Corporation Limited, and M/s TIIC Ltd. **THE CO-OWNERS' COMMITTEE, MHU COMPLEX, NANDANAM, CHENNAI-600 035**, invites online e-tenders from reputed, registered persons/firms/companies engaged in the business of Lift Operator, Electrical Maintenance and Plumbing Services for providing Lift Operator, Electrical Maintenance and Plumbing Services at the above location for the period from 01.04.2023 to 31.03.2024. The tender document can be downloaded from the website <http://eprocure.gov.in> and www.centralexcisechennai.gov.in. The last date for receipt of e-tenders in online portal through <http://eprocure.gov.in> is 23-03-2023 till 17.00 Hrs. In no case, manual tenders will be accepted or entertained.

TIME SCHEDULE OF TENDER

S.No	Particulars	Date	Time
1	Tender e-publish date	03-03-2023	18:00 Hrs
2	Document download start date	03-03-2023	18:00 Hrs
3	Start date for seeking clarification	03-03-2023	18:00 Hrs
4	Last date for seeking clarification	23-03-2023	15:00 Hrs
5	Bid submission start date	03-03-2023	18:00 Hrs
6	Bid submission last date	23-03-2023	17:00 Hrs
7	Tender opening date (Technical)	24-03-2023	17:10 Hrs



**(T. NALINA SOFIA)
ADDITIONAL COMMISSIONER
GST & CENTRAL EXCISE,
CHENNAI SOUTH COMMISSIONERATE
CHAIRMAN, CO-OWNERS COMMITTEE**

Copy to:

- 1) The Commissioner of GST & Central Excise, Chennai North/Outer & Audit, I/II Commissionerates. (PRO Section & Notice Board) for giving wide publicity
- 2) All Assistant / Deputy Commissioner(s) of GST & Central Excise Divisions, Chennai South Commissionerate - for giving wide publicity
- 3) The Superintendent of GST & Central Excise (Computer Section), Chennai South Commissionerate to publish in the official website
- 4) Notice Board in Chennai South Commissionerate



**OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE
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M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM, CHENNAI-600035**

C. No. GEXCOM/HQR/INFR/21/2023-HQRS- O/o COMMR-CGST-CHENNAI(S) Date: 03-03-2023

**NOTICE INVITING ONLINE E-TENDER FOR PROVIDING LIFT OPERATOR, ELECTRICAL
MAINTANANCE AND PLUMBING SERVICES**

Online e-tenders are invited for and on behalf of **THE CO-OWNERS COMMITTEE, MHU COMPLEX, NANDANAM, CHENNAI-600 035** for "Outsourcing of Lift Operator, Electrical Maintenance and Plumbing Services" in the offices at MHU Complex, Nandanam, Chennai-35 for the period of one year from 01.04.2023 to 31.03.2024. The details of work specifications, terms & conditions are outlined in the Annexures to this e-tender as under:

- (a) Annexure-I: Application Form
- (b) Annexure-II: Scope of Work
- (c) Annexure-III: Prequalification criteria for firm
- (d) Annexure-IV: Format of Technical Bid
- (e) Annexure-V: Terms & Conditions
- (f) Annexure-VI: Enclosure to Price Bid
- (g) Annexure-VII: Undertaking.
- (h) BOQ: Price Bid.

2. The Tender enquiry documents will be available on official website <http://centralexcisechennai.gov.in> and on <http://eprocure.gov.in> from 03-03-2023.

3. Mode of Tendering: Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Commissioner of GST & Central Excise, Chennai South Commissionerate, No. 692, MHU Complex, Nandanam, Chennai-600 035 with words "Bid for Outsourcing of Lift Operator, Electrical Maintenance and Plumbing-2023-24". The bids are invited in a two-bid system (Technical and Financial) from reputed service providers and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. Each tender/Bid should be accompanied by an Earnest Money Deposit (EMD) amounting to Rs.20,000/- (Rupees Twenty Thousand Only) which shall be in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of PAY AND ACCOUNTS OFFICER, CENTRAL EXCISE, CHENNAI Payable at Chennai and shall be submitted in person to the Public Relations Officer (PRO), Chennai South Commissionerate on or before the bid submission last date i.e. 23-03-2023 before 17:00 hours. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit. No other form of deposit towards Earnest Money shall be accepted. EMD of successful bidder will be returned on furnishing performance guarantee as detailed below:

5. **Performance Guarantee.** The Successful bidder has to submit an amount equal to one month's payment as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank / Demand Draft / Banker's cheque of a schedule bank drawn in favour of "The Commissioner of GST & Central Excise, Chennai South Commissionerate"** before

awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest within two months from the completion of contract period subject to No Dues.

6. **The tenderer shall sign and stamp with Digital Signature Certificate on each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and to upload the same along with the qualifying bid.** The tenderer would fill the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

7. **The tenderer shall quote their rates for the service to be provided in Indian Rupees** (in both words and figures) which should include deduction towards PF, ESI, Pension and Bonus, other statutory taxes and fees etc, and the same would not be payable over and above the rates thus quoted. Kindly note that **"if a firm quotes nil service charges or consideration, the bid shall be treated as unresponsive and will not be considered"**

8. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

9. The tender forms shall be rejected if it is not complete in any aspect.

10. The tender documents are not transferable.

11. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

12. The short-listed tenders along with the documents will be submitted to the '**Competent authority**' and upon approval by the '**Competent authority**', the successful bidder will be intimated about the award of contract to them.

13. Late submission of tenders and EMD shall not be accepted.

14. Tenders without EMD will be treated as non-responsive and will be rejected at the initial stage itself as "Tenders received without EMD". No exemption from payment of EMD is available to any bidder for any reason whatsoever, except MSE's as defined in the MSE Procurement policy issued by the Department of MSME.

15. The Bidder should clarify any doubt/query regarding the specification and scope of work from the Public Relations Officer, Chennai South Commissionerate, No. 692, MHU Complex, Nandanam, Chennai-600 035 on any working day between 11:00 am to 5:00 pm before 23-03-2023. The bidder should fulfil prequalification/eligibility criteria & conditions of the tender and should submit all documents attested by the authorized person along with the bid.

16. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders at the MHU Complex, Nandanam, Chennai-35. The financial bids of technically qualified bidders only shall be opened in the presence of the Tender Committee Members and the bidders. The Bidders, can remain present, if they so wish.

17. Last date and time for submission of Bid/Tender is: 23-03-2023 up to 17:00 hrs.

Opening of Bids : 24-03-2023 at 17:10 hrs

Technical Bid : 24-03-2023 at 17:10 hrs

18. In the event of any of the above-mentioned date being subsequently declared as a holiday or closed day for this office, the tenders will be opened on the next working day at the scheduled time.

19. The Bid documents may be scanned with 100 dpi in black and white option and the same only shall be uploaded.

20. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper or modify the tender form including downloaded price bid template in any manner.

21. Intending bidders are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

22. The successful bidder will be required to submit the hard copies of the original documents at the time of entering into the contract.



(T. NALINA SOFIA)
ADDITIONAL COMMISSIONER
GST & CENTRAL EXCISE,
CHENNAI SOUTH COMMISSIONERATE
CHAIRMAN, CO-OWNERS COMMITTEE

Copy to:

- 1) The Commissioner of GST & Central Excise, Chennai North/Outer & Audit-I & II Commissionerates. (PRO Section & Notice Board) for giving wide publicity
- 2) All Assistant Deputy Commissioner(s) of GST & Central Excise Divisions, Chennai South Commissionerate for giving wide publicity
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ANNEXURE-I

**NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING
SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO
31.03.2024**

APPLICATION FORM

FROM:

Date:

To

The Commissioner of GST & Central Excise
Chennai South Commissionerate,
No.692. MHU Complex, Nandanam, Chennai-600 035.

Sir,

Subject: E-Tender for "Outsourcing of Lift Operator, Electrical Maintenance and Plumbing Services" in the offices at MHU Complex for one year from 01.04.2023 to 31.03.2024"- Reg.

Ref : (1) Your office e-tender Notice No Dated.....

(2) EMD-DD No..... Dated..... for Rs.....

I/We have also examined the requisite specifications and my/our offer is to provide the required services in accordance with the specified scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in complete).

Yours faithfully,

(Signature and stamp of the Tenderer)
Legal status (Prop/Partnership/Registered Company etc).

ANNEXURE-II

NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO 31.03.2024

SCOPE OF WORK:

I. ELECTRICAL INSTALLATION

Operator and maintenance of HT and LT electrical installation of the MHU complex, 2000KVA transformer and 11 KV HT OCB's, 11 KV SF 6 BREAKERS, maximum demand metering, panel boards capacitor bank panel etc. in accordance with relevant IE rules, and other rules specified by CEIG and TNEB etc. The contractor has to carry out all daily, weekly, monthly, yearly maintenance as mentioned in the specifications enclosed. The contractor has to appoint the required staff as per the Rule 3 of IE Rules 1956 and as per the enclosed schedule. The contractor is also required to maintain all the electrical fittings in the common area inside the building such as staircase, open area (lobby) and also in the entire external area of the building/complex.

II. FIRE FIGHTING SYSTEM

The Operation and maintenance of diesel engine 108 HP used for fire-fighting, pump Operation with all the consumables, panel boards, batteries and excluding diesel, engine oil, and periodical check as specified by the Supplier/Manufacturer/AMC of diesel engine. The contractor has to check the water level of the cooling tower, filling up of raw water if required. The contractor has to check Diesel / Oil level and contractor has to supply the Diesel/Oil as and when required and to be filled in the presence of co-owners. The cost of Diesel/ Oil will be reimbursed along with the monthly bill. It is the responsibility of the contractor to keep the system intact.

III. PUMP ROOM AND WATER SUPPLY

Operation and maintenance of water pump house and water supply line and cleaning up and upkeep of sumps, both ground water and Metro water. The pump operator has to pump the ground water/Metro water daily and also pump the ground water to the underground sump. Water should be properly distributed to all co-owners without any interruption on all days. Cleaning of water sumps (overhead tank & underground sump) should be carried out once in six months by the personnel engaged by Contractor. A qualified Plumber/Electrician should be available on all working days to attend to any contingency.

IV. MANNING AND OPERATION OF TWO ELEVATORS IN THE BUILDING:

The lift operators shall be available from 09.00 AM to 06.00 PM. The two lifts should be in Operation from 09.00 AM to 6.00 PM, whereas a single lifts Operation will be extended from 06.00 PM to 08.30 P.M on all working days. The Contractor has to supply and provide required manpower according to the above requirement. On Saturdays and other public holidays, only one lift is to be operated by an operator. The Complex is having annual maintenance contract with M/s Kone Elevators Limited. The Contractor should inform the Annual Maintenance Contractor (M/s. Kone Elevators Ltd) whenever any fault is noticed and associate with the AMC Contractor for repair/maintenance of the lifts whenever required.

V.DAILY ELECTRICAL MAINTENANCE

GENERAL

1. Cleaning the sub-station and panels in order to keep it free from accumulating dust/foreign materials.
2. Checking the voltage/MD reading etc., of the panels. The voltage variations will be informed to the TNEB, Chennai.
3. Checking all the meters, indicating lamps for any abnormality. If the meters/lamps are not working the same will be removed and replaced.
4. Checking of any abnormal heat of all equipment/panel board. If the heat is due to over loading, the load is to be reduced and if it is due to loose contact, it will be attended to.

5. Checking of power factor and the capacitor bank will be suitably operated for PF correction with always maintaining PF above 0.9
6. The Contractor shall have to arrange at his own cost all tools, equipment, instruments and facilities necessary for maintenance work.
7. All electrical installation viz., HT/ LT will be maintained under this work contract. The work mentioned therein shall be attended to by qualified electricians and experienced helpers as per the IER 1956.
8. If any lapse(s) found on the part of the Contractor, the appropriate authority may impose monetary penalties upon the quantum of lapses.
9. Any major repair works to be carried out vis-a-vis major worn out / burn out / broken, the same should be brought to the notice of the co-owners before execution of the job. In emergency and non-office hours, the urgent works are to be attended to immediately by informing the officer in charge orally or over phone.
10. Mobile Nos. of persons/officers to be contacted/informed in case of emergency arising out of electrical short circuit/ fire should be prominently displayed at all prominent locations in the building.

ELECTRICAL MAINTENANCE: PERIODICAL REQUIREMENTS

S.NO	Activities	Period
1	Sub-station & Switch rooms	
1.1	Cleaning of premise floor clear of dust	Daily
1.2	Cleaning of side wall and roof	Monthly
1.3	Cleaning of HT & LT panels externally	Weekly
1.4	Cleaning of fire extinguisher, the buckets and other exhibitors inside the sub-station and filling up sand in fire buckets if necessary	Monthly
1.5	Cleaning of cable trenches of dust & muck	Monthly
1.6	Checking of condition of earth	Quarterly
2	Transformer	
2.1	Cleaning of transformer externally	Fortnightly
2.2	Tightening of connections of HT & LT side	Quarterly
3	HT switch gear	
3.1	Checking of contact for wear	Quarterly
3.2	Checking of tightness of all connections	Quarterly
3.3	Checking and replacing of HRC fuse in control circuit	Regularly
3.4	Checking of CT & PT visually and its connections	Quarterly
3.5	Checking & testing of all protective relays and calibrating the same if required	Quarterly
3.6	Checking of all the measuring and recording Quarterly instrument in control panels	Quarterly
3.7	Checking of operating mechanism of proper Operation for closing and opening	Quarterly
3.8	Replacement of rubber and spring washers if necessary in operating mechanism	Monthly
3.9	Replacement of panel indication lamps & holder whenever and where ever necessary	Condition Basis
4	LT switch gear panels	
4.1	Visual examination of LT gear for overheating marks	Quarterly
4.2	Cleaning and dusting of interior and exterior of panel boards and individual switch gears	Quarterly
4.3	Checking of tightness of all connection in bus bars and switch gear	Quarterly
4.4	Checking of condition of HRC fuses and replace if necessary	Regularly
4.5	Cleaning and lubricating moving parts	Quarterly
4.6	Checking of earth connection for tightness of earth bus	Quarterly
4.7	Checking of PF improvement capacitor for proper connection and correct valves	Monthly
4.8	Visual checking of correct tips	Monthly
5	HT/LT Cables	
5.1	Inspecting of cables, cable glands and terminations	Monthly
5.2	Checking of proper armor earth continuity	Monthly
5.3	Measuring of insulation resistance of cable	Monthly
5.4	Checking of visibility of cable markers/indicators and repainting if necessary	Monthly
6	Battery charger	
6.1	Cleaning of dust externally	Weekly
6.2	Checking for correct Operation of battery charger	Monthly
6.3	Checking tightness of supply connection and earth connection	Monthly
6.4	Checking of indicating instruments	Monthly
7	Maintenance of battery	
7.1	Cleaning of dust externally	Weekly
7.2	Checking tightness of connection	Monthly
7.3	Topping up of battery	Monthly
8	Wiring	
8.1	Visual inspection of wiring and PVC conduit/accessory and fixing clamps and replacing necessary	Weekly

8.2	Checking of circuit insulation for condition monitoring and recording the value circuit wise	Quarterly
8.3	Attention to/replacement of plug points 5/15 Amps if necessary	Condition Basis
8.4	Attention to/replacement of switches if necessary	Condition Basis
8.5	Checking of tightness of all terminal connection including that of earth wire	Quarterly
9	Light Fittings	
9.1	Cleaning of light fittings	Monthly
9.2	Replacement of fused lamps	Condition Basis
9.3	Replacement of defective chokes, ignition starter Condition holder, if necessary	Condition Basis
9.4	Checking tightness of supply wire connection	Quarterly
9.5	Checking tightness of fixing arrangement	Quarterly
9.6	Attending/replacing defective/deficient louvers & luminaries	Condition Basis
9.7	Replacing complete fittings if necessary	Condition Basis
9.8	Attending/replacing of supply leads if necessary	Condition Basis

The bidders may take note that at present the following are engaged for the above scope of work:

- 1) One Electrician with "C" License for general shift and overall maintenance,
- 2) One Electrician with "B" license per shift in three shifts per day,
- 3) One Fire/Pump Operator
- 4) Two Lift operators per day in general shift,
- 5) One plumber on general shift

The bidders may decide the desired requirement of persons as per the given scope of work.

ANNEXURE-III

NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO 31.03.2024

ELIGIBILITY CRITERIA:

CONDITIONS TO BE SATISFIED IN THE QUALIFYING/TECHNICAL BID DOCUMENT

1. The Bidder should have minimum five years of experience in providing HT/LT Electrical maintenance services (with A grade license) to various organizations: and should have completed at least two such works with a single Annual Contract Value of Rs.20 lakh or above in the similar activities, in the last three years. Copies of the Work order/Agreement and Work Completion certificate for the work Completed with TDS certificates to be uploaded along with bid document.
2. The bidder must have ESI Registration and EPF Registration, registered before 01-Apr-2018. The bidder must also have their GST Registration. Proof should be enclosed along with the qualifying bid.
3. The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961.
4. The evidence for filing of Income Tax Returns along with Profit and Loss Account and Balance Sheet for past three financial years 2019-20, 2020-21 and 2021-22 should be enclosed along with the qualifying bid.
5. The bidder must have an Annual Average Turnover of not less than of Rs.20 Lakh during the last three financial years 2019-20, 2020-21 and 2021-22 certified by a Chartered Accountant and the certificate should be enclosed along with the qualifying bid.
6. The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2022.
7. GST should have been paid during the F.Y., 2019-20, 2020-21, 2021-22 and 2022-23 (upto December, 2022) (copies of returns filed with GST department to be uploaded along with bid document)
8. The bidder must produce a solvency certificate obtained from his banker during the F.Y 2022-23 for an amount not less than AMOUNT OF THE CONTRACT FOR THE PERIOD FROM 01.04.2023 TO 31.03.2024. Solvency certificate obtained during earlier financial years will not be accepted.
9. Within one month from the date of awarding the contract, the successful bidder shall have to obtain a valid license under the Contract Labour (R&A) Act, from the licensing authority.
10. The bidder should ensure that the total number of persons to be engaged should be commensurate with the nature/type of work and the total area involved.

ANNEXURE-IV

NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO 31.03.2024

QUALIFYING/TECHNICAL BID DOCUMENT:

1. Name of the party :
2. Address (With Tel No., Fax No.) :
3. Name & Address of the proprietor/
Partners Directors (With Mobile No.) :
4. Contact person(s) (with mobile number) :
5. No. of years of experience in providing
Lift Operator, Electrical and Plumbing services (enclose proof such as
Performance Reports from clients or TDS copies) :
6. Average Annual Turnovers
(Last 3 years ended 31.3.2022)
Certified by a Chartered Accountant :
7. Permanent Account Number (PAN)
(The evidence for filing of IT returns along with 2019-2020 :
Profit and Loss Account & Balance Sheet 2020-2021 :
for the last three financial years to be enclosed) 2021-2022 :
8. Details of ESI & EPF Registration along with
evidences (Registered Before 01.04.2018) :
9. Details of the GST Registration along
with evidence :
10. Details of EMD :
11. Solvency Certificate issued by the Bankers :

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not qualify to have any dealing with the Department in future.

(Signature of Authorized signatory with Name and date)

ANNEXURE-V

NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO 31.03.2024

GENERAL TERMS AND CONDITIONS:

1. The personnel employed for maintenance works should work on all days.
2. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
3. If a particular person is absent on any day, a suitable substitute should be deployed in his/her place.
4. The personnel should attend to work punctually. The personnel will perform all the duties enumerated in the contract for such services and as specified by the department from time to time.
5. The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under the **Minimum Wages Act** and any breach of this condition will render it liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The Service Provider should also maintain Pay Roll containing the above details. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time. Whenever Minimum wages is revised by the respective Labour authorities, it shall be the duty of the contractor to immediately pay such revised minimum wages to the contract personnel deployed and then claim re-imbursement from The Commissioner of GST & Central Excise, Chennai South Commissionerate by providing copies of such orders and proof of disbursement to the contract personnel deployed in the office of the Commissioner of GST & Central Excise, Chennai South Commissionerate.

If there is revision in the Minimum Wages prescribed by the Office of the Deputy Chief Labour Commissioner (Central) as applicable to this contract under Minimum Wages Act, during the currency of the contract, then:

(i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.

(ii) If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.

6. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
7. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment or short payment of wages. The employees engaged by the Contractor will be in the employment of the Contractor only and not of the CO-OWNERS' COMMITTEE, MHU COMPLEX.
8. The staff deployed shall be the employees of the Service provider. The wages to the persons deployed to this Office shall be paid monthly on or before 7th of every month by the service provider and the proof of payment shall be submitted to this Office along with monthly bills. Mode of payment will be monthly and payments to the Contractor will be made through ECS only within a month from the date of submission of bill provided that there is no dispute in respect of rates, quantity and quality of work. Tax shall be deducted at source as per the prevailing Income Tax Act, 1961 from the monthly bills. The payment will be made individually by the Co-owners' according to their proportionate share in the office complex and no advance payment will be made against this contract. The payment will be released every month against submission of the bills by the contractor and the bill will be submitted by the contractor based on the number of persons employed and the number of days worked.

9. The service provider should be financially sound and should be able to make payments to the deployed personnel on their own up to two months, in case of any unforeseen contingencies. The successful bidder has to submit an undertaking in this regard.

10. The MHU complex is owned by four co-owners and their names and proportion of their shares are given below:

1.	GST & Central Excise	50.39 %
2.	M/s. TIIC Limited	38.14 %
3.	M/s. ELCOT LTD	06.20 %
4.	M/s. PSC Ltd.,	05.27 %

11. The Contractor shall indemnify and shall keep this office indemnified against any acts of commission and omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the maintenance personnel shall be charged to the Contractor and recovered from their dues/bills.

12. This office reserves the right to terminate the services of the Contractor at any time without giving any notice whatsoever.

13. All existing statutory regulations (both the State and the Central Governments) shall be adhered to and complied with by the Contractor and all records maintained thereof should be available for scrutiny by the Committee or its representative. The Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor. Failure on the part of the Contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.

14. The contract will be in force for a period of one year from 01.04.2023 to 31.03.2024 and no escalation of price whatsoever would be allowed during the pendency or currency of the contract except in circumstances as in Clause 5.

15. If at any point of time during currency of job, the scope of work for which this job has been awarded is reduced / abandoned, the payment / value of this job order shall be reduced on pro-rata basis by this office and would be binding on the Contractor (Service provider)

16. All the materials supplied by the contractor shall be of the best quality.

17. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.

18. The dismantled debris, excavated surplus earth and waste if any, arising during execution of work, shall be carted away immediately, irrespective of the lead and lift involved, to a place without causing hindrance to the occupants. The Contractor shall be required to strictly comply with these requirements without giving any scope/room for urging or follow up from this office.

19. The Accepting Authority reserves the rights to operate or not to operate or partly operate any item mentioned in the schedule.

20. The Contractor will have to execute an agreement with the Accepting Authority, covering all aspects of the contract in the format prescribed immediately before commencement of work.

21. While carrying out the work, extreme care should be taken to ensure the safety of the people engaged by the contractor for the work, and the men/staff working with other offices/contractors. Contractor shall take necessary precautions and make all necessary arrangements in this regard.

22. The Contractor shall clear the site in all respects and remove all materials after completing the work.

23. In the event of shifting of any premises in this notice and addition or deletion of office space the rate quoted per sq. feet by the bidders will be applicable pro-rata.

24. The Contractor shall comply with all the provisions of the Employee's State Insurance Act, The Workman Compensation Act and arrange for employee's liability insurance etc and any other insurance/registrations required under law and regulations. In addition, the Contractor shall also

cover his tools, tackles & equipment, sub contractors' staff and workmen under suitable insurance. Further to the above, the Contractor shall also cover third party risk by Insurance.

25. The Contractor will abide by all rules, regulations & statutes imposed by the Government or any other concerned authorities. He will be responsible for workman's compensations and other requirements for housing or any other amenities and site facilities, such as water and power required by the Contractor's crew and shall provide the same to them.

I/We agree to the above terms and conditions.

Signature with Date _____

Name of the Firm _____

Seal _____

ANNEXURE-VI (Enclosure to the Financial Bid)

(Note: The financial bid is to be submitted in BOQ format only and supported by this enclosure to financial Bid)

**NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING
SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO
31.03.2024**

Enclosure to the FINANCIAL BID

1. Name of the party :
2. Address (With Tel No., Fax No.) :
3. Name & Address of the proprietor /
Partners Directors (With Mobile No.) :

Rates quoted shall be as per statutory requirement

<u>Description</u>	<u>Electrician with 'C' license</u>	<u>Electrician with 'B' license</u>	<u>Fire/pump operator</u>	<u>Lift operator</u>	<u>Plumber</u>
Basic Pay (per person)					
Variable DA					
Gross Daily Wages					
ESI@.....%					
EPF@.....%					
Pension Fund.....%					
Bonus					
Other statutory tax (if any)					
Sub-total					
Contractor's Service Charges.....%					
Total of daily wage per person					
Gross Amount per person per day					

"Certified that the above quoted rate complies with The Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are inclusive of all the taxes (except GST) payable to the Government.

Note: "if a firm quotes nil service charges or consideration, the bid shall be treated as unresponsive and will not be considered"

PROPOSED MANPOWER DEPLOYMENT (Refer Annexure-II)

S.No.	Electrician with C License	Electrician with B License	Fire/Pump Operator	Lift Operator	Plumber
1.					

Signature of Bidder/Authorized signatory
with Name and date and office seal

ANNEXURE-VII

**NOTICE INVITING ONLINE E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF LIFT OPERATOR, ELECTRICAL MAINTENANCE AND PLUMBING
SERVICES IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2023 TO
31.03.2024**

UNDERTAKING BY THE BIDDER

I /We undertake that my/our firm M/Shas not been blacklisted by any Govt. Department /Public Sector Undertaking/Autonomous Body.

2. I..... Son /Daughter / Wife of
Shri.....Proprietor / Partner/ Director /authorized Signatory of M/s
.....is competent to sign this declaration and execute this tender
document:

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

5. I/We understand that in case any deviation is found in the above statement at any stage, our concern/firm/company shall be blacklisted and shall not have any dealing with the Department in future.

Date: _____ Signature of the authorized Signatory of the firm/
Company/Organization Office Stamp /Seal

Place :