

TENDER NOTICE FOR CLEANING WORK

Sealed tenders (Quotations) in the prescribed proforma (Tender Form) are invited by Regional Passport office, Madurai for award of contract for sweeping/cleaning and maintenance of Office premises consisting of rooms/cabins, Public Halls, corridors/applicants toilets and urinals in around **10,000 Sq Feet**. The contract will be for a period of one year starting from 01/06/2013.

Tender Forms along with terms and conditions of the tender can be obtained from the administration Section with a fee of Rs.500 in the form of Demand Draft drawn in favor of Regional Passport Officer and payable at Madurai) or by depositing Cash in the office. Tender Forms and terms and conditions of the tender can also be downloaded from our website <http://www.passport.gov.in/madurai>.

Date to obtain Tender form 01/05/2013 to 08/05/2013 on any working days up to 1300Hrs from Administration Section.

Last Date for Submission of Tenders: 08/05/2013 (Up to 1600Hrs).

Received Sealed Quotations will be opened on 08/05/2013 at 1700 Hrs in the presence of the Proprietor or authorized representative of the Agencies. Undersigned will have the absolute to reject the incomplete tenders.


(REGIONAL PASSPORT OFFICER)
MADURAI

TERMS & CONDITIONS FOR CLEANING WORK

1. The contract shall remain in force for a period of one year from the date of signing of agreement.
2. Rate for sweeping, cleaning and maintenance of office premises shall be inclusive of the cost of material to be used, wages to be paid to the engaged sweepers along with administrative charges and the amount to be quoted shall be on a monthly basis. The rates shall remain in force for the entire period of contract unless it is terminated earlier.
3. The details of cleaning work involved are as under:-
 - a. Proper and effective cleaning, washing and swabbing of toilets, floors, sanitary fitting including removal of chock ages and garbage.
 - b. Dusting and cleaning of cobwebs of all hard areas like floor, ceiling, roof, wall partitions, doors, windows etc.
 - c. Spraying of air freshener in the rooms and toilets.
 - d. Filling of liquid soap in the soap containers in toilets. **At no time the liquid soap dispensers shall be left empty.**
 - e. Emptying of waste paper/refuse from waste paper basket/buckets and other places. The refuse/garbage shall be disposed of at the approved garbage point after proper sorting.
 - f. Proper and effective cleaning of all doors, windows their handles and knobs of toilets.
4. All the cleaning material, equipments and manpower would be provided by the contractor including phenyl, detergents disinfectants, dusters, brooms, acid, deodorants, etc. **The materials must be of high quality.**
5. The contractor should provide **three sweepers** on working days for proper cleaning of the office premises.
6. All the sweepers engaged by the contractor will be paid wages as per minimum wages rate in force as has been prescribed by the government of India and state government. The mode of payment to sweepers will be invariably by way of cheque only.
7. If the service of the contractor during any calendar month is not found to be satisfactory and the office is compelled to incur expenditure for its restoration improvement, the cost of the same will be deducted from the amount due to the Contractor and the decision of the Office in this regard shall be final. On each day of the complaint, the office will deduct for Rs.200 per day from the monthly payment.

TENDER FORM FOR CLEANING WORK

1. Name (BLOCK LETTERS) :
2. Address :
3. Telephone No. :
4. Registration No. of the firm:
5. Experience/Maintenance/cleaning of Toilets of Government Department/Organisations.

Name of Government Dept./Organisation: Period of Contract

- a) _____
- b) _____
- c) _____
- d) _____

6) Permanent Account Number/Tax certificate etc:

7) Rate for maintenance of entire cleaning work: (3 Sweepers for 22 days)

Sr.	Description	Rate (Per Month)
1.	Wages of 01 Sweeper	
2.	Wages of (3sweepers for 22days)	
3.	Cost of cleaning materials	
4.	Others.	
5.	Total	

Place:

**Signature of Tender with
Seal**

Date: