

TANTRANSCO

From
Executive Engineer/Operation,
230 KV Porur GIS SS.
TANTRANSCO.
Porur, Chennai-600116.

To
List of firms,
(Enclosed as Annexure)

Lr.No.EE/O/Porur 230 KV GIS SS/AEE/Mtce/Enq.LT.No.02/25-26/D.No.88/25,dt.09.09.2025.

Sir,

Sub: TANTRANSCO-Operation /Porur-House Keeping contract for the Office of the Executive Engineer/Operation/230KV Porur GIS Substation/Chennai for the period of Nine months from 01.10.2025 to 30.06.2026 –Tender called for–Details – Regd.

You are requested to quote your lowest rate for the House Keeping Contract for office of Executive Engineer/Operation/230KV Porur GIS SS/Chennai for the period of Nine months from 01.10.2025 to 30.06.2026 per the schedule given below.

- 1. Name of the work:** Housekeeping for the period of Nine months from 01.10.2025 to 30.06.2026 for the office of Executive Engineer/Operation/230KV Porur GIS SS.

SI No	Description	Quantity	Rate	per	Amount in Rs.
1	Sweeping and mopping of the office floors (Flooring with ceramic/marble/granite tiles) steps, staircases, handrails with scented cleaning agents including clearing and disposal of waste papers daily, Dusting and cleaning of files records in racks, furnitures for twice in a week, cleaning of all partition walls, ceilings[Brick, Wooden &Aluminum, Glazed], Staircase, hand rails, doors, windows, blinds, Name boards, Electrical fittings viz. Tube Lights, fans, Electrical fixtures, switch boxes etc, removal of cobweb once in a month collecting and disposing all the waste to outside of the Office complex, with all general cleaning inside the office Floors etc... complete as directed by the Engineer at site including the cost of all labour, labour uniforms, lead, lift, T&P, cost of all consumable materials such as cleaning powder, Broom sticks, Cobweb sticks, Bamboo baskets, Swabs, Mops, Dungry cloth, Buckets, cost of all consumables etc. complete.(To be carried out daily-25daysx9month)(615.58 sq.mt x225d=138506).	138506		1 sq. mt	

2	Sweeping of open areas around Office collection and removal of garbage and wastes from campus to outside office complex daily, all general outdoor cleaning with sprinkling of water, including removal of weeds and unwanted materials as directed by the Engineer at site including the cost of all labour, labour uniforms lead, lift, T&P, cost of all materials such as coconut brooms, Bamboo baskets, cost of all consumables etc. (weekly once). $(397.21+995.92) = 1393.13$ Sq.mt. $(1393.13 \text{ Sq.mt} \times 39 \text{ weeks} = 54332)$	54332		1 sq. mt	
3	Maintenance charges for cleaning the wash basins, water closets, urinals and floor and wall tiles by spraying of disinfectant and placing camphor balls and urinal scented screen in the urinals and wash basins, sweeping and cleaning the floor surface and side wall surface, gratings, neatly cleaning the sanitary duct, removing dirt/refuge and cobwebs and sweeping away the stagnated water at periodic intervals, including carrying out of other miscellaneous works during lean hours as directed by the Engineer in charge including materials for cleaning except phenyl. The toilet should always be clean, neat and tidy without any odour or foul smell (3 times in a day) . Toilet floors (includes cleaning of wall tiles & doors)	-	-	-	-
a	Toilet floors (includes cleaning of wall tiles & doors/ ventilators, removal of cobweb) (22.295*225 days)	5016		E	
b	Water closets (IWC / EWC) (5*225 days)	1125		E	
c	Urinals cleaning & providing scented urinal screen, colored naphthalene balls) (5*225 days)	1125		E	
d	Washbasins (6*225 days)	1350		E	
4	General Disinfection Work for the control of Cockroaches and other insects (spread of any virus) in office area, once in 3 months using approved disinfectants, $(905.74*3) = 2717$	2717		1 sq. mt	
5	Cleaning of Elevator inner surfaces using appropriate cleaning agents periodically to maintain cleanliness throughout the office working hours, using good fragrances spray or liquid, cleaning of mattress and wall surfaces. The rate includes the cost the labour, material etc., complete. (Weekly Twice $2 \times 39 \text{w} = 78$)	78		1 opn	
	Sub Total				
	GST(as applicable)				
	Total				

Amount in Words:

(EPF and ESI may be extra as applicable)

The quotation should reach this office on or before 14.00 hours on 24.09.2025 and will be opened on the same day at 14.30 hours.

2. EMD:

An amount of **Rs.2550/-** (Rupees Two Thousand Five Hundred and Fifty only) shall be remitted as Earnest Money Deposit by a **CROSSED DEMAND DRAFT/PAY ORDER payable to "THE SUPERINTENDING ENGINEER/CEDC/South-I / TANGEDCO/CHENNAI" payable at CHENNAI.**

Earnest Money Deposit will not carry any interest. The Earnest Money Deposit will be refunded to the unsuccessful tenderer on application to the Superintending Engineer/Operation/South/Chennai after intimation of the rejection/non-acceptance of tender. CHEQUE will not be accepted towards E.M.D. The tenders will be rejected if E.M.D. is not paid in the prescribed manner above.

Full exemption given from the payment of EMD to;

(i) The Small Scale Industrial units located within the State and Registered with the Tamil Nadu Small Industries Development Corporation or the National Small Industries Corporation (NSIC) or **Acknowledgement issued for the Entrepreneur Memorandum part-II** obtained from the District Industries centers in respect of those items for which the Registration Certificate/**Acknowledgement** has been issued

ii) Departments of the Government of Tamil Nadu and Undertakings and Corporations owned by the Government of Tamil Nadu.

(iii) Labour Contract Co-operative Societies.

(iv) Tiny Industries classified under SSI registered with the state of Tamil Nadu and Registration Certificate issued by Department of Industries and Commerce/ Government of Tamil Nadu.

(v) Small Scale Industrial units located outside the State and such of those units registered with National Small Industries Corporation in respect of the items manufactured by them.

- Those Tenderers who are exempted from payment of E.M.D. proof should be submitted and also may note that mere uploading/submitting of bid by the bidder shall be considered as taken of acceptance of the bidder to pay as penalty an amount equivalent to EMD in the event of non fulfilment or non observance of any of conditions stipulated in the contract subsequent to such breach of contract.

The Earnest Money Deposit made by the Tenderer will be forfeited if: -

- a. he withdraws his tender or backs out after acceptance.
- b. he withdraws his tender before the expiry of validity of the offer, the period specified in the Specification, or fails to remit the Security Deposit.
- c. he violates any of the provisions of the regulations contained herein.

3. BID QUALIFICATION REQUIREMENT:

1. The intending tenderer should furnish proof for having done similar works elsewhere in TANTRANSO or in any private sector or Government bodies.

2. The **CROSSED DEMAND DRAFT/PAY ORDER** for paid the Earnest money deposit of Rs.2550/- (Rupees Two Thousand Five Hundred and Fifty only) in the office of the Superintending Engineer/ CEDC/South-I/Chennai should kept in the outer cover along with Tender cover.

3. Those Tenderer who are exempted from payment of E.M.D. should submit the relevant valid MSME Certificates related to this tender.

4. The tender of the contractor who does not fulfil the above conditions will be rejected.

4. CONDITIONS OF THE CONTRACT: -

The tenderer should quote the rate for all, covered by the enclosed schedule. The rates should be quoted in figures and in words without room for any ambiguity. The contractor may visit the area before quoting his rate.

The tender in sealed cover superscripted as "Sealed tender, for the name of the work, due date etc," should be addressed **to the Executive Engineer/Operation/230KV Porur GIS SS/Porur/Chennai-600116 and submitted at the office on or before 14.00 hrs on 24.09.2025.**

The tender will be opened at 14.30 hours on 24.09.2025 in the presence of such of the tenderers or their representative who are present.

The Executive Engineer/Operation/Porur reserves the right to reject any or all the tenders without assigning any reasons.

5. PAYMENT: -

Payment shall be made every month. The bill will be paid by Asst. Accounts Officer/Expr. (APS) Chennai EDC/South-I Circle within a reasonable time.

6. SECURITY DEPOSIT: -

The successful tenderer will have to pay a Security Deposit of 5% of the value of the contract in the form of Demand Draft/Banker's Cheque within 30 days from the date of receipt of purchase order in form of DD in favour of SE/CEDC/South-I/K.K.Nagar, Chennai-78. Earnest Deposit money paid, if any, will be adjusted towards security deposit.

Failure to comply with the terms regarding security deposit set out in the purchase order within the stipulated time by the successful tenderer will result in the cancellation of the purchase order with for feature of EMD without any further reference to the suppliers and order will be made to L2 tenderer. Belated payment of SD shall not be accepted.

7. LIQUADATED DAMAGES: -

If the supplier fails to deliver the items/materials within the time specified in the contract or any extension there-of, the purchaser shall recover from the supplier as liquidated damages, a sum of HALF PERCENT (0.5%) of the contract price of the delayed/undelivered items/materials for each completed week of delay.

The total liquidated damages shall not exceed TEN PERCENT (10%) of the total contract price of the items/materials so delayed/undelivered. The date of receipt of materials at stores will reckoned as date of delivery for this purpose. Where ever the suppliers does not commence supply as agreed to the EMD/SD paid by the tenderer shall be forfeited in terms of the purchase order and his name black listed after due notice. His bad performance should be

recorded for reference in future ordering. In additions, the difference in price agreed to by the failed supplier and the higher rate at which the materials are to be procured from the others because of the failure of the ordered supplied shall be recovered from the failed supplier.

8. PERIOD OF CONTRACT:

The period of contract is Nine(9) Months from 01.10.2025 to 30.06.2026 may be in force up to the specified date.

9. COURTSUIT:

No suit or any proceedings in regard to any matters arising in any respect under this contract shall be instituted in any court.

10. SCHEDULE OF ITEMS:

The tender should be submitted only on the schedule form issued from this office which is uploaded/enclosed herewith. The tenders received in other forms will be summarily rejected.

11. GOODS AND SERVICE TAX (GST):

GST Registration Number: TANTRANSCO has migrated in to GST regime on 15.06.2017 by duly uploading various mandatory data as required by the GST portal. The provisional ID issued to TANTRANSCO is 33AADCT4784E1ZC. The details are also posted in TANTRANSCO web portal.

12. EPF/ESI:

EPF:

The Contractor should have taken separate EPF main code number;

ESI:

a) As certain TANTRANSCO are covered under ESI Act 1948, the contractor who desires to take up works contract for and inside the TANTRANSCO which comes under the purview of ESI Act 1948 is required to comply with all the provisions stipulated to ESI Act 1948.

b) The contractor should have taken separate ESI main code number.

c) The contractor should be responsible for the payment of necessary ESI contributions-both Employer's and Employee's contributions as per the provisions of the ESI Act in respect of the actual workers engaged for the specified works.

d) The contractor shall submit necessary returns to the ESI Organization within the stipulated time as required under the said ESI Act.

e) The contractor shall produce the proof of payment of contributions -both Employer's and Employee's contributions made to ESI Organization in order to claim the bills for the respective work.

f) The contractor shall be fully liable to meet and fulfill all the relevant provisions of the ESI Act in respect of the execution of the Tendered work.

g) In case the contractor fails to fulfill any of the statutory provisions of the ESI Act the performance of the said Contractor in this regard will be noted for all future Contracts of TANTRANSCO.

13. ACCIDENT AND DAMAGES:

1. In case of any accident caused to any person including the contractor and Board's workmen or damage to any property equipment's in the course of the execution of the contract, the contractor will be solely held responsible for payment of compensation, Medical

aid etc., In case the contractor fails to pay compensation within a reasonable time, the Board may settle the claims and arrange to recover the same from the contractor's bill.

2. The contractor shall be solely held responsible to pay accident compensation to his employee or the public etc., from any cause what so ever. He shall indemnify the TANTRANSO against such accidents and shall take all steps to ensure insurance charges against all such claims.

14.ARBITRATION:

There will be no arbitration and the decisions of the Executive Engineer/ Operation/230KV Porur GIS SS/Porur/Chennai-600116 will be final in case of any dispute between the contractor and the Corporation.

15.SUB-LETTING OR TRANSFER:

The contract should not be sublet to any other persons or transferred to Power of Attorney authorizing other to receive the payment.

The contract rate once agreed will be final, fixed and firm during the contract period.

16.REJECTION OF TENDERS:

The tender is liable to be rejected if it is:

- 1) Not accompanied by the requisite Earnest Money Deposit or proof followed
- 2) Incomplete and evasive.
- 3) Not properly signed by the tenderer
- 4) From any black listed firm or contractor
- 5) Received by e-mail or any other form of soft copy.
- 6) Received after the expiry of the due date & time
- 7) Not in conformity with Board's service or local authority.
- 8) From a tenderer whose past performance or vendor rating is not satisfactory.
- 10) Received without superscription as prescribed in the specification
- 11) If the offer is made for the part of the material and not the whole of the material covered under the specification.

17. POWER TO RELAX:

Notwithstanding anything contained in any of these regulations Executive Engineer/Operation/230KV Porur GIS SS/Porur/Chennai-600116 shall have the right to relax or waive any of the condition stipulated in the tender specification.

18. INDEMNITY BOND:

The successful tenderer should furnish the indemnity bond to a value of Rs.500/- (Five Hundred Only) Non-judicial stamp paper in the following form before taking up the work.

I/We------(contractor)do hereby indemnify the Executive Engineer/ Operation/230KV Porur GIS SS/Porur/Chennai-600116 against any injury to persons, any damages to equipment's or property resulting from any accident and agree to apply provisions of Workmen's compensation act and take steps to proper insure against any claims there under.

19. COMPLAINTS:

If the contractor fails to fulfill the terms and conditions of the contract or unable to continue the work the corporation has got the right to engage other agency for the work and

the resultant excess expenditure of any incurred by the Board, will be recovered from the contractor either from his security deposit or from the outstanding bills.

The contract is liable to be terminated if the tenderer withdrawn or not taking up the work within a week after executing the K2 Agreement.

20. DISCIPLINE:

The contractor and his staff should observe strict discipline and decorum while on duty. Any notice to the contractor shall be deemed to have been served sufficiently and properly if the notice is given directly in writing or left at his/her usual or last known place of the above business, as well as displayed on the notice board of this office.

21. EVALUATION:

The tender will be evaluated for the total price of all the units/items including taxes.

22. AGREEMENT:

The successful contractor is requested to execute an agreement in the Non-Judicial stamp paper of Rs.200/- (Rupees Two Hundred only) for the fulfillment of the contract. Only after execution of agreement, payment will be made.

23. BILL PAYMENTS:

Payment will made within a reasonable time against your bill claimed at the end of each month along with necessary **Statutory Compliance Certificate (Aparajitha)**. The payment will be made by RTGS in any one of the commercial banks or their branches in Tamil Nadu as may be decided by the TANTRANSCO from time to time. Exchange commission if any will be to your account. Proportionate cut in labour charges will be enforced for the days on which the labour is not supplied.


The Earnest Money Deposit and the security deposit amount collected will be released after completion of work and within reasonable time.

24. GENERAL: -

The firm should not increase the rate during the contract period of 9 months on any account.

25. Validity: -

Validity period 120 days.

 09/09/25
Executive Engineer/Operation(i/c)
230KV Porur GIS SS
Porur, Chennai.