



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
तार/ Gram : COIR BOARD
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल/ E-mail : coir@md2.vsnl.net.in
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ADDENDUM TO

QUOTATION No. A-12034/3/2015-ADM(ESTABLISHMENT) dated 18.12.2015

With reference to above quotation for cleaning workers at Coir Board Head Quarters(including showroom premises) and at the residential quarters at Panampilly Nagar, the following change has been made in terms and conditions.

Sealed quotations in duplicate are invited from reputed agencies for carrying out the cleaning work in the Head Office of Coir Board at Kochi, Showroom at Ernakulam and its residential building at Panampilly Nagar on contract basis (3 **personnel**/8 hours duty) for a period of one year.

The last date of receiving the quotation is extended to 3.00 pm on 19.01.2016.

(s/d)

**Secretary
Coir Board**



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No: A-12034/3/2015-ADM(PERSONNEL)

18.12.2015

QUOTATION NOTICE

Sub:- Quotation for cleaning works at Coir Board Head Quarters(including Showroom premises) and at the residential quarters at Panampilly Nagar- reg:-

Sealed quotations in duplicate are invited from reputed agencies for carrying out cleaning works in the Head Office of Coir Board at Kochi and its residential building at Panampilly Nagar on contract basis for a period of one year. Those who are interested may forward their lowest offer in sealed envelope in the enclosed proforma duly filled and signed alongwith EMD of Rs.2000/- in the form of DD drawn in favour of "The Secretary, Coir Board" payable at Kochi. The terms and conditions of the quotation may be seen overleaf.

The quotation in sealed cover superscribing "Quotation for Cleaning works at Coir Board offices in Ernakulam" should reach the Secretary, Coir Board, M.G.Road, Kochi-16 on or before **3.00 p.m. on 12th January, 2016**. The quotations will be opened on the same day at 3.30 pm in the presence of tenderers, if any, present. The belated and incomplete quotations will be summarily rejected.

Secretary, Coir Board reserves the right to accept or reject any quotation without assigning any reason whatsoever.

Sd/-

**SECRETARY
COIRBOARD**

Terms and Conditions for Cleaning work Contract

1. Scope of Services

- a. Contractor shall be fully responsible for the cleaning work of the Coir Board Head Quarters at Ernakulam, Showroom attached to Head Quarters and its residential building at Panampilly Nagar.
- b. The contractor shall ensure that the personnel provided by them will not in any manner cause any interference, annoyance, nuisance to the office or work or its officers/ employees/ visitors etc.

2. Scope of work

a. Jobs to be carried out daily

- i. Sweeping and cleaning of Board's office building (old and new) premises.
- ii. Cleaning of toilets, windows, washbasins & other fittings, removing of all dust, unwanted materials; cleaning to be done with cleaning materials.
- iii. Cleaning of corridors, common area, store room, canteen, officers' cabin and office room by moping floor with cloth soaked in water and cleaning material every morning.
- iv. Removing dust and dirt from windows, doors, furniture, fixtures, dining tables and Stair cases. Collecting waste paper, unwanted materials, wastes from Canteen and its disposal at Corporation bins.
- v. Providing toilets with liquid soap, naphthalene balls and deodorant block, etc. regularly.(cleaning materials for all cleaning works will be provided by the Office)

b. Jobs to be carried out weekly

- i. Removing dust and dirt from window panes, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, almirahs, filing cabinets, filing racks, glass panes and partitions.
- ii. Removal of cobwebs in the corridors, rooms, chambers and lavatories
- iii. Removal of waste paper, removal and disposal of dead creatures like rats, etc.

c. Jobs to be carried out fortnightly

- i. Cleaning /dusting of electrical fixtures like fans/air-conditioners/bulbs/lights etc.
 - ii. Removal of dust accumulated on the walls, window panes and ventilators in the toilets
- d. All wastes collected from the office/office premises including canteen shall be removed and disposed in the Corporation bins placed outside the office premises.
- e. Cleaning materials shall be provided by Coir Board.
- f. The agency shall engage sufficient number of labourers so as to complete the cleaning work well before 09.00 a.m. of all sections and thereafter in common areas and thereafter one person shall remain in the office till closing time i.e., 05.30 p.m.
- g. Jobs to be carried out at residential building at Panampilly Nagar**
 - i. The agency may engage persons for 2 days in every week from 11.00 am to 3.00 pm for all cleaning works mentioned above from clause 2 (a) to (e)

3. Requirement & Working Hours

- a. All cleaning works in the Head Quarters to be carried out before 8.50 am on all working days (Monday to Saturday) and the services of one person may be made available at HQ building upto 5.30 pm for carrying out emergency cleaning works every day. Weekly and fortnightly cleaning works may be carried out on Saturdays (to be completed before 5.30 pm).
- b. Contractor shall provide properly trained personnel for the cleaning works.
- c. Agency may engage persons for 2 days/week from 11.00 am to 3.00 pm for all cleaning work mentioned above from clause 2 (a) to (e) at residential building of Coir Board at Panampilly Nagar.

4. Uniforms

The Uniforms, ID cards, shoes, etc. will be supplied by Contractor to their employees

5. Monthly Charges

- a. Rates quoted should be inclusive of service tax. And all other statutory payments like Provident Fund, E.S.I. etc

- b. Minimum wages as per the Minimum Wages Act 1948 as amended from time to time will have to be effected to the personnel engaged by the agency for Cleaning duty.

6. Salary, Wages and other Statutory obligations and amenities

Contractor is responsible for meeting the following statutory obligations as required under the law

- a. Salary/Wages and allowance applicable
- b. Provident Fund
- c. E.S.I.
- d. Any other statutory requirements like Minimum Wages Act, Payment of Bonus Act, ST, TDS etc.

The contractor shall remit all the statutory payments on a monthly basis, directly to the authorities concerned and furnish the proof of remittance on a monthly basis to Coir Board.

Contractor shall meet the liabilities of the employees under the E.S.I. Act, Provident Fund Act, Workmen's Compensation Act etc. Coir Board shall have no liability of whatsoever arising under any of these statutes and there shall be no employer – employee relationship between the Coir Board and the personnel engaged by Contractor in the premises of Coir Board Head Quarters. Provided however that a default of any such payments arising under the said statutes and if Coir Board is called upon to pay any amount due under the said Acts, then Contractor shall reimburse that amount so expended by Coir Board without demur or the same shall be adjusted against any amount due to Contractor

The contractor will obtain license, if any, required under the local or central laws for providing cleaning services to the Coir Board.

The contractor should have PAN & Service Tax Registration. Originals of these documents along with copies shall be produced for verification at the time of tender opening.

7. Replacement

Any cleaning personnel deputed for duty at Coir Board falling sick or proceeding on leave will be immediately replaced by Contractor at no additional expense to Coir Board. On occasions when due to paucity of staff, it is not immediately possible to provide a suitable relief for an absentee/absentees, Contractor will see that the cleaning work is not failed.

Any excuse regarding absence of person resulting in non execution of work will not be considered. It will be the duty of the contractor to replace any person in his or her absence.

8. Liability

The contractor will indemnify the Coir Board against any claim, loss, damage occurred, or caused to Coir Board Head Quarters, Showroom and Residential Building at Panampilly Nagar, Cleaning personnel employed by the contractor, while on duty.

9. Penalty

- a. The Contractor will attract a penalty double the pro-rata amount per day, will be deducted from the monthly emoluments, in case the persons fail to carry out the housekeeping services due to his/her absence or any other reasons. In the event of failure in maintaining the cleaning services on any day up to the desired standard, in part or full the Contractor is liable to be penalized @ Rs 800/- (Rupees Eight hundred only) per day from the bills or otherwise. For the purpose of imposing penalty, the decision of the Coir Board will be final and binding on the Contractor and shall not be subject to dispute or arbitration.
- b. The Contractor shall ensure that peace and order is maintained in the premises.
- c. The Contractor would ensure that all his personnel behave courteously and decently with employees and officers of the Coir Board also keep good manners.
- d. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to its personnel deputed under services contract and furnish necessary proof on monthly basis.
- e. Any complaint regarding non-payment of wages to persons employed on contract may result in termination of the contract.

10. Withdrawal of Personnel

Contractor shall withdraw their staff immediately on termination of the contract or on the instruction of the Coir Board. Whenever any misconduct is noticed of the personnel engaged by Contractor, then the same on report by the Coir Board shall be looked into and appropriate disciplinary action shall be taken by the Contractor and if necessary such person may be replaced by a suitable hand.

11. Deployment

The deployment of the cleaning personnel will be done by Contractor as directed by Coir Board.

12. Mode of Payment

Monthly payment pertaining to the contract may be made by cheque during the second week of the succeeding month, on submission of the bills for services after effecting recoveries, if any.

13. Period of validity of the contract

This contract will be valid for a period of one year with effect from the date of signing the agreement. However, the same can be terminated by either side by giving one month's notice or payment in lieu thereof. This contract may be extended if mutually agreed to.

14. Security Deposit

Contractor shall pay an amount equivalent to one months payment to Coir Board as security deposit, which shall be deposited before commencing his contractual obligation. The security money shall be refunded to the contractor after completion of the contract period after making necessary deductions, if any.

15. Execution of Agreement

Contractor is required to execute an agreement in Non-Judicial Stamp Paper worth Rs.500/-(Rupees Five Hundred only) in the format provided from this office.

16. Date & Time of Submission

The quotations indicating the rate quoted and other terms and conditions alongwith a DD for Rs.2000/- in favour of Secretary, Coir Board payable at Kochi in a sealed cover superscribed as "**Quotation for cleaning work at Coir Board Head Quarters**" should reach to "The Secretary, Coir Board, M.G.Road, Kochi-16" on or before **3.00 PM on 12th January, 2016**. The Quotations received before the last date and time will be opened at 3.30 pm on 12th January 2016 itself in the presence of tenderers, if any, present. The quotations that are vague, incomplete or without information required will be rejected summarily.

17. Acceptance & Award of Work

The Secretary, Coir Board reserves the right to accept or to reject any quotation without assigning any reason, whatsoever.

18. Quotation Format

In response to the quotation notice No A-12034/3/2015-ADM(PERSONNEL) dated 18.12.2015 Published by Coir Board, Kochi-16, we hereby offer the following rates for providing cleaning work at Coir Board Head Quarters, Kochi-16 subject to the terms and conditions of contract specified by Coir Board.

Details of the Organisation

1. Name of the organization/firm
2. Name(s) of the proprietor/Director
3. Registered address
4. Telephone No. Fax No.
5. Service Tax Registration No.
6. Permanent Account No. of the firm (PAN)
7. Provident Fund Number allotted
by Regional Provident Fund Office
8. ESI Registration No.
9. Total staff/workers of the firm
10. Name(s) of the organisations
to whom similar services have been provided
by the firm during last five years.
(Please attach the job order/service certificate
from the firm)

Signature with Date

Name of the firm

Seal

(All Columns must be filled)

Rate quoted for cleaning work at Coir Board Head Quarters"

1.	Contract Amount	`...../- (Rupees.....only) per month + Service Tax @ 14.5% Rs..... if applicable
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Signature

(Seal)

Place:

Date: