

ANNEXURE – I

S.NO	Name of the work location	No.of tube lights	No. of show light	No. of ordinary bulb	No. of Fans	No. of A/C	Exhausts
1.	Main Temple						
2.	Varadharaja Swamy Sannadhi						
3.	LakshmiNarashimar Swamy Sannadhi						
4.	Lakshminarashimar Swamy Kalyana Mandapam						
5.	Annadhanam Mandapam						
6.	Temple Administration Office						
7.	Tank and Tank Steps						
8.	Peyalwar Sannadhi						
9.	Nammalwar Sannadhi						
10.	36 Pillar Mandapam and other Mandapams						
11.	Car Shed and premises areas						
12.	Cottages, Library, Arulmigu Anjaneyar Sannathi premises and areas in and around Temple,						

Contractor

Deputy Commissioner / Executive Officer (Addl.Charge)

NAME OF WORK: TOTAL FACILITY MANAGEMENT SERVICES FOR MECHANIZED HOUSE KEEPING SANITATION WORKS FOR TEMPLE PREMISES INCLUDING MAIN TEMPLE, ALL SANNDHI, KALYANA MANDAPAM, ANNADHAM MANDAPAM, 36 PILLAR MANDAPAM AND OTHER MANDAPAMS, ADMINISTRATION OFFICER, TANK AND TANK STEPS, CARSHED, ANNATHANAM DINIING HALL KITCHEN VESSELS CLEANING, COTTAGES, LIBRARY, ARULMIGU ANJANEYAR SANNATHI PREMISES AND OTHER AREAS AT ARULMIGU PARTHASARATHY SWAMY TEMPLE.AT ARULMIGU PARTHASARTHY SWAMY TEMPLE.

ANNEXURE – II

S.No.	Work Description / Name of work	unskilled workers	Semi skilled workers / Machine operators	Skilled worker / Supervisor
1	MAIN TEMPLE, ALL SANNDHI, KALYANA MANDAPAM, ANNADHAM MANDAPAM, 36 PILLAR MANDAPAM ANNATHANAM DINIING HALL KITCHEN VESSELS CLEANING, LIBRARY, ARULMIGU ANJANEYAR SANNATHI PREMISES AND OTHER MANDAPAMS, ADMINISTRATION OFFICER, TANK AND TANK STEPS, CARSHED, COTTAGES AND OTHER AREAS	10	1	2

Contractor

Deputy Commissioner / Executive Officer (Addl.Charge)

ANNEXURE III
SCOPE OF WORK

The contractor is expected to take charge of the buildings as per Annexure – I and surrounding areas in its present condition and provide facility management services such that the rooms are provided to pilgrims in good condition. It is the responsibility of the contractor to ensure that all rooms and common areas are in good and usable condition. The F.M.S. includes Mechanized Clearing of buildings, includes cleaning of furniture's, Dusting of Tube lights, fans, A/c etc., toilets, bathrooms and surroundings including drains, roads (in and around) etc., are noted below:

Indicative List of work

An indicative list of works that the contractor is expected to provide in minimum in connection with general maintenance and house keeping and sanitation maintenance in respect of all the guest houses and cottages are noted below: **“TOTAL FACILITY MANAGEMENT SERVICES FOR MECHANIZED HOUSE KEEPING. SANITATION WORKS, FOR MAIN TEMPLE, ALL SANNDHI, KALYANA MANDAPAM, ANNADHAM MANDAPAM, 36 PILLAR MANDAPAM AND OTHER MANDAPAMS, ADMINISTRATION OFFICER, TANK AND TANK STEPS, CARSHED, ANNATHANAM DINIING HALL KITCHEN VESSELS CLEANING, COTTAGES, LIBRARY, ARULMIGU ANJANEYAR SANNATHI PREMISES AND OTHER AREAS AT ARULMIGU PARTHASARATHY SWAMY TEMPLE.AT ARULMIGU PARTHASARTHY SWAMY TEMPLE.**

Scope of work:

(1) Health Department: the job includes mechanized house keeping and sanitation using necessary machinery which includes the cost of materials for clean, hygienic and tidy maintenance including detergents, disinfectants, deodorants, insecticides etc.,

(a) Mechanized cleaning of buildings including toilets, bath rooms, rooms etc., and cleaning of inside and out side premises of the buildings / cottages.

Daily activities:

- i. Toilet and bath rooms cleaning shall be after every check out using appropriate detergents.
- ii. Dusting and cleaning of all furniture like tables, cots, sofas, chairs etc.,
- iii. Cleaning of all types of drains connected to the buildings and surface drains.
- iv. Sweeping, moping of interiors of the building including halls, corridors, lounges, staircases etc.,
- v. Daily sweeping and cleaning of surrounding premises out side the Guest House / cottages including main roads, drains etc., Daily cleaning of sunshades, portico roofs and to dump the waste material at the collection point as directed by the department
- vi. Immediate removal of chocking / blocking of drains, sanitary out lets etc.,
- vii. Cleaning and maintenances of all dust bins. The garbage collected in the dust bins shall be deposited at the place where the municipal administration depositing their garbage's at Triplicane. The temple authorities will make arrangement to convey the same. The contractor should have to make their own conveyance to convey the garbage's if the garbage's dumped within the temple premises or near by areas fine will be imposed.

- viii. Periodical activities:-** (periodicity shall be as directed by the department)
- i. Vacuum cleaning of room walls, furniture, carpets, upholstery, dormitories, doors, and windows, inside and out side cobweb removal etc., at periodical intervals.
 - ii. Vacuum cleaning of all air-conditioned spaces, carpets, sofas, curtains, etc., spray cleaning of computers, telephones and other delicate equipments.
 - iii. Cleaning of floor areas by using scrubbers with necessary cleaning materials.
 - iv. Terraces cleaning and disposal of garbage to the specified point.
 - v. Periodical disinfestations using approved sprays etc/ to control ants, cockroaches, bed bugs, flies and fogging operations to control mosquitoes.
- (2) **Reception department:** the job includes linen changing duly washing and pressing etc., **Daily activities:-**
- i. Linen such as bed spreads, pillow covers, tugs, curtains, towels etc., shall be changed with washed ones after every checkout of each and every room. The linen shall be washed cleanly by the firm duly removing stains etc, including pressing and changing after every checkout.

Periodical activities:-

- i. Dusting, wiping and cleaning of all doors, of all doors, windows, fittings, Venetian blinds, glass panels etc.,
- ii. Cleaning of all electrical equipment and fixtures, fans, light fittings, coolers, refrigerators, geysers etc.,
- iii. Dusting and cleaning of crevices, corner of roofs, wall surfaces, pipe lines etc.,
- iv. Cleaning of water drain pipes, roofs, sunshades, wall surfaces inside and out side using vacuum cleaners.
- v. Cleaning of ceramic / glazed tiles inside rooms, bath rooms, toilets, verandahs etc., with machinery and chemicals etc.,
- vi. Cleaning of over head tank and sumps located in the premises of the building.

General Conditions:

It is the accountability of the person in charge of the respective department to record the defect as and when noticed in the defect register. As and when defects arise in Temple premises and rooms are kept under VR (vacant for repair), immediately without loss of time, the person incharge of the respective department of the Guest House or institution or office shall inform the defects to the FMS representative present in the guest house duly handing over the keys of such rooms besides recording the defects in the defects registers of various categories. The FMS representative shall rectify them immediately and do make compliance in the defect register. However, for each and every checkout of all the rooms, the FMS Supervisor shall verify the room status and do attend the defects if any and record in the checklist register to be maintained by the contractor.

Manpower:

1. The authorized officials will verify the labour & workers engaged. During verification, if an shortage is noticed, compared with the persons specified in the agreement, action will be initiated as per the conditions of the contract.
2. The machinery operators engaged shall have experience in the related field.

Materials

1. All the cleaning materials and consumables shall be of best and branded quality and of standard make and it should be got approved by engineer-in-charge, before use on the work. While using the materials, adherence to the manufacturer's instructions shall be maintained.
2. The department will supply bed spreads, pillow covers, towels, car terns, sofa covers, foot mats and the same shall be washed and maintained by the contractor .
3. At the cessation of the contract, the contractor shall hand over all the linen to Arulmigu Parthasarathy Swamy Temple, Triplicane, Chennai – 5
4. The contractor shall make available adequate force round the clock.

ANNEXURE – IV**Materials: General sanitary Consumables and accessories**

Soap oil (concentrated)
Scented phenylol
Black phenylol
Washing soda
Napathalene balls
Hill brooms
Coconut brooms
Nice (hill) brooms
Mop sticks / swabs
Mop clothes (50cm x 50 cm)
Black removal rubbers
Baskets
Winnows (plastic)
CC Brushes
Toilet cleaning brushes 12”
Toilet cleaning brushes 24”
Cobweb sticks
Cleaning powder
Thinner strains remover
Deodorant cakes (100 grs)
Water pushing brushes
Drainage spades
Night soil picking plates
Lime powder
insects sprayers (320 ml)
Scrubber pads
Cleaning acid

Nuvon, Acettle, Malathion, Hexit (insecticide) / or any other approved brand etc chemicals should uused as required for controlling of files, bed bugs, cock roaches, Lizards and small insects etc. (Must be used three to four times in a year as directed b the department)

Contractor

Deputy Commissioner / Executive Officer (Addl.Charge)

SCHEDULE – A- PART II
(FINANCIAL PROPOSAL)

RATES SHOULD BE QUOTED IN THE FOLLOWING FORMAT

S.No	Probable period of contract	Description	Rate in figure (Rs) per Month
1.	12 months from the date of commencement	TENDER DOCUMENT FOR TOTAL FACILITY MANAGEMENT SERVICES FOR MECHANIZED HOUSE KEEPING SANITATION WORKS, ELECTRICAL WORKS, PLUMPING WORKS, ETC., FOR MAIN TEMPLE, ALL SANNDHI, KALYANA MANDAPAM, ANNADHAM MANDAPAM, 36 PILLAR MANDAPAM AND OTHER MANDAPAMS, ADMINISTRATION OFFICER, TANK AND TANK STEPS, CARSHED, COTTAGES, ANNATHANAM DINIING HALL KITCHEN VESSELLS CLEANING AND OTHER AREAS AT ARULMIGU PARTHASARATHY SWAMY TEMPLE.	

I/We

do here by agree to executive the aforesaid work duly abide by the terms and conditions of the contract stipulated in the Tender documents for a total contract value of Rs.....
(Rupees
.....) Per month.

Signature & Seal of the contractor

Note:-

1. The Contractor should furnish the minimum No. of equipments to the provided by him to carry out the job along with financial bid.
2. The department will provide one particular place in Temple premises at Triplicane for stocking of consumables and for accommodation to the supervisory staff.
3. The department will not provide accommodation for Non-Supervisory staff and the labours. The contractor have to make his own arrangement for providing accommodation and transportation to their workers.
4. The contractor shall ensure to employ minimum labour force (excluding weekly offs) as specified in the annexure – iv. Necessary provision shall be made for weekly offs substitution as per labour rules and acts. The contractor shall quote his offer considering the weekly offs substitution also as per labour rules and acts and any additional labour force required for satisfactory performance.
5. The contractor shall Quote his lump sum offer considering all the activities indicated in the scope of work including labour force, machinery, materials and consumables etc., as required for satisfactory performance of the contract.

Contractor

Deputy Commissioner / Executive Officer (Addl.Charge)

SUBMISSION OF TENDER

To,

The Deputy Commissioner / Executive Officer,
Arulmigu Parthasarathy Swamy Temple,
Triplicane, Chennai – 5

Sir,

SUB SUBMISSION TOTAL FACILITY MANAGEMENT SERVICES FOR MECHANIZED HOUSE KEEPING SANITATION WORKS FOR ALL SANNDHI, KALYANA MANDAPAM, ANNADHAM MANDAPAM, 36 PILLAR MANDAPAM AND OTHER MANDAPAMS, ADMINISTRATION OFFICER, TANK AND TANK STEPS, CARSHED, ANNATHANAM DINIING HALL KITCHEN VESSELS CLEANING, COTTAGES, LIBRARY, ARULMIGU ANJANEYAR SANNATHI PREMISES AND OTHER AREAS AT ARULMIGU PARTHASARATHY SWAMY TEMPLE.AT ARULMIGU PARTHASARTHY SWAMY TEMPLE.

I/ We hereby submit the tender and if this tender is accepted, I/We undertake to execute the above work described in the specification etc., and an such variation b the way of alternations or additions to and omissions from the said work and methods of payment as are provided for in the conditions of contract. We have gone through the various terms and conditions and I/we agree to undertake the work. I/we agree to keep the offer in the tender open for acceptance of competent authority of Arulmigu Parthasarathy Swamy Temple, Triplicane, Chennai – 5 for a period of 120 days as mentioned in the tender notice and undertake not to modify the whole or any part of it for any reasons within the above period. If the tender is withdrawn by me/ us for any reason whatsoever, the Arulmigu Parthasarathy Swamy Temple, Triplicane, Chennai – 5 shall have the right to forfeit the earnest money deposited by me/us. I/we have carefully read and understood the instructions in the tender document and that i/we have made such examinations of the contract documents and of the location of the said work and other investigations required for execution of the work in the contract and in the said scope of work and distinctly agree that; i/we shall not thereafter make any claim or demands upon the authority based upon arising out of any alleged misunderstanding or misconception or mistake on my/our part of the said requirements conversant, agreements, stipulations, restrictions and conditions.

i/we enclose herewith a DD (name of the bank) amounting to Rs..... As EMD for Category drawn on towards Earnest Money which shall not bear any interest and agree to the conditions mentioned regarding total amount of EMD and refund in case the bid is not successful.

i/we shall enter into the required agreement as prescribed failing which I/we agree to the forfeiture of the earnest money. I/we fully understand that written agreement to be entered into between me/us deemed to be completed until agreement has first been signed by me /us and then by the officer authorized to enter to contract on behalf of Chennai – 5, Triplicane, Arulmigu Parthasarathy Swamy Temple.

Witness

Signature of contractor
with complete address

Dated the day of 2014

Contractor

Deputy Commissioner / Executive Officer (Addl.Charge)

AGREEMENT

This agreement made on the day of 20 between Chennai – 5, Triplicane, Arulmigu Parthasarathy Swamy Temple. having its officer at Chennai – 5, Triplicane, Tamilnadu (hereafter referred to as Chennai–5, Triplicane, Arulmigu Parthasarathy Swamy Temple which expression shall unless repugnant to the context or meaning thereof include its administrators, successors and assigns) of FIRST PART

And M/s..... incorporated under the provision of and having its registered officer at “..... (hereafter referred to as contractor which expression shall unless repugnant to the contest or meaning thereof include its administrators, successors and assigns) of SECOND PART.

Now this agreement witness as follows.

1. In this agreement word and expression shall have the same meanings as are respectively assigned to the terms and conditions of contract herein after referred to.
2. The following documents shall be deemed to form, be read and construed as part of this agreement viz
 - a) Invitation of contractor, information and instruction for tenders.
 - b) Details of the agency and fulfillment of eligibility criteria
 - c) General conditions of contract
 - d) Submission of tender, acceptance of offer, this contract agreement
 - e) Qualification and Experience required.
 - f) Schedule a regarding scope of services.
3. In consideration of such rate quoted by the contractor and accepted by Chennai-5, Triplicane, Arulmigu Parthasarathy Swamy Temple the agency hereby covenants to complete the services in all respects in conformity with the provisions of the contract.

In witness where of the parties have hereinto set their respective hands and seals on day year.

Signed and delivered by
for the agency in the capacity of

for,
for Arulmigu Parthasarathy Swamy Temple
Triplicane, Chennai – 5, in the capacity of

Contractor

Deputy Commissioner / Executive Officer (Addl.Charge)