

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), TAMILNADU**  
**“LEKHA PARIKSHA BHAVAN” NO.361, ANNA SALAI, CHENNAI 600 018.**

No.PAG(AUDIT-I)/OM-II/II/2020-21/24

Date: 24.02.2021

To

Sir,

Sub: Quotation invited for Providing Guest House Maintenance  
Services – Reg.

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This office invites from reputed/authorised firm/companies engaged in the business of Guest House maintenance services to function/operate guest house at 1) Guest House at 7<sup>th</sup> floor LekhaParikshaBhavan, Teynampet, Chennai-18 and 2) Guest House at IA&AD Officers Transit Guest House at B-3 Block, SAF Games Village, Koyembedu, Chennai-106 for the financial year 2021-22. Inspection of the premises can be made between 10 am to 4 pm on any day before **18.03.2021** with prior intimation to this office.

**THE WEBSITE ADDRESS:**<https://cag.gov.in/ag1/tamil-nadu/en/page-gssa-tamil-nadu-tenders>

The detailed terms and condition of notice inviting tender for Guest House maintenance contract is available on the above website

You are requested to quote your competitive rates for providing Guest House maintenance service along with the acceptance of terms and conditions enclosed herewith and send the same to “The Senior Deputy Accountant General (Admn), O/o. The Principal Accountant General (Audit-1), LekhaParikshaBhavan, No.361, AnnaSalai, Teynampet Chennai – 18”. superscribed as **“Quotation for Guest Maintenance Contract”** so as to reach on or before **18.03.2021 at 4.00 PM** in sealed cover by post/courier or by person should be dropped at **Drop Box** placed at **The Senior Deputy Accountant General/Admn/sectt at 3 rd floor of this office.**

Quotations received after due date will not be accepted.

Yours faithfully,

Senior Audit Officer/OM

Encl: 1. Terms & conditions  
2. Annexure I  
3. Annexure-II

## GENERAL TERMS AND CONDITIONS

1. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with uniforms and identity cards, which should be displayed prominently. They should have knowledge of local language and preferably English too. Preference will be accorded to those Service Providers who have sufficient experience in providing manpower to various Government Departments, Public Sector undertakings and Government autonomous organizations.
2. If a particular person is absent on any day, a substitute should be deployed in his/her place.
3. The personnel will report to the Designated Officer / Care taker and follow his/her instructions.
4. The contractors should be registered under the ESI & Provident Fund Acts and other relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both the State as well as the Central Governments including minimum wages act of the state government, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. Contractors NOT registered under the ESI & Provident Fund Acts and other relevant statutory enactments dealing with employment of labour NEED NOT apply.
5. PAN/GST No. should be indicated
6. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of any wages, DA etc is to be maintained based on the circular/notification issued by the office of the Chief Labour Commissioner, Ministry of Labour & Employment, GOI from time to time. Any breach of this condition will result in the immediate termination of the contract.
7. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them under law. The contractor should ensure that wages are paid on time every month.
8. Payment to the contractor will be made by NEFT/RTGS/ECS only.
9. The employees engaged by the Agency (Service Provider) will be in the employment of the Agency. In other words there WILL NOT BE a Master – Servant relationship between this office and the staff of the contractor.
10. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
11. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.
12. This Office reserves the right to terminate the services of the contractor at any time without giving any notice or reasons whatsoever.
13. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
14. The service provider should have at least a minimum of three years experience.
15. The service provider shall furnish a bank guarantee of one month's accepted contract value from a reputed bank for the period of the contract shall be invoked in the case of deficiency in service in addition to any other action initiated for the deficiency.
16. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected and the tender disqualified.
17. Any dispute arising out of this agreement shall be resolved by taking course to mutual settlement, arbitration/conciliation failing which the dispute will be subject to jurisdiction of Chennai Courts.

**TERMS & CONDITIONS FOR GUEST HOUSE**  
**at 7<sup>TH</sup> Floor, Lekha Pariksha Bhavan Chennai 18.**

The Office of the Principal Accountant General (Audit-I), Tamilnadu, Chennai 18, requires efficient service providers who can maintain the **Guest House at Lekha Pariksha Bhavan Chennai 18.**

The intending service provider shall provide the following services in the five double bedded guest rooms.

**1. Daily services:**

- Sweeping and Mopping of all Guest Suites and adjoining lobby and terrace. .
- Cleaning of dust in doors/windows
- Cleaning of all the toilets in the guest rooms two times and flush out water as and when required with frequent interval.
- Cleaning of ceramic fittings and other sanitary fittings and providing disinfectant materials and air purifiers for toilets.
- Dusting of furniture items.
- Cleaning of all waste paper baskets.
- Cleaning of all telephones and intercoms.
- Cleaning of the common area in front of the guest suites in both A and B wing.
- Cleaning and servicing of the Kitchen area in the 7<sup>th</sup> Floor of Lekha Pariksha Bhavan.
- Changing of linen of mattresses, pillow covers and washing and ironing of the same.
- Checking and ensuring all electrical and electronic fittings at the guest suites are working properly and report any complaints the same to the officer in charge for rectification.

**2. Weekly services**

- Cleaning of window panels, glasses, doors etc.
- Cleaning of electrical fittings like tube lights, fans etc.
- Cleaning of cobwebs and wall corners etc.
- Cleaning of closets and washbasin with diluted acid.

**3. Monthly services**

- Brushing of all floors by using scrubber machine.
- Cleaning of dust in all areas by using vacuum cleaner.
- Cleaning and brushing of toilet walls and make it free from stains.

**4. The guest house shall be manned 24 hours a day by deploying suitable number of persons for housekeeping and kitchen.**

5. The service provider shall be provided **in-house accommodation** in the **VII floor** itself in the identified room ear marked for the caretaker (service provider).

6. The service provider will be provided with a space and power supply for kitchen free of charge and shall supplement the available gadgets, utensils required for meeting the food requirements of the guests like coffee, tea, snacks, meals, etc. which shall be supplied by him to the guest on payment basis at prices fixed by the service provider.

7. The cost of all the Housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. will be borne by the contractor.

8. The service provider shall maintain all registers and strictly follow the guidelines issued by this office in the accommodation and servicing of guests.
9. The service provider shall maintain proper accounts of rentals received from guests and remit as and when called upon (in any case at least once on the last day of the month) the receipts collected on account of the rentals of the guest suites collected from the guests allocated accommodation by this office in the form prescribed by this office and only on submission of proof of this remittance his monthly contractual payment will be released.
10. The service provider shall not allow any unauthorized person be it even his own staff to use any or all facilities available to the guests without proper permission from the office.
11. The caretaker shall at all times stay in the place meant for him at all times during the day and night and will leave the work place only after proper intimation and permission of the office.
12. Periodical stock verification of inventories and items supplied by this office like mattresses, linen, furniture, cutlery, etc. at the guest suite office will be undertaken and the service provider will be liable for loss or damage of any inventory/ items. Any cutlery, appliance, utensil damaged by the service provider will be replaced by him and the replaced item being of the same or equivalent quality. In case of doubt the decision of this office will be final.
13. The service provider shall take care of all the appliances as per the list given to him and ensure that they are always in working condition. Any breakdown or damage will be reported forthwith to the office then and there.
14. The service provider shall be answerable to the complaints written in the complaint book and defects pointed out in the visitors register.
15. The expenditure for preparation of food items and upkeep of the kitchen including purchase of utensils, gadgets and appliances, cleaning items shall be that of the service provider.
16. The service provider will submit the bill for services rendered in a particular month (in triplicate) in the 1st week of the succeeding month. Payment to the contractor will be made by NEFT/RTGS/ECS only and the office will take necessary action in releasing the payment of the bill after deducting statutory levies like Income Tax, and compliance of other conditions like complete remittance of all receipts etc., verification of visitors comments recorded in the visitors book and levies that are to be deducted at source as per Government orders in force.
17. Payment to the service provider would be strictly on certification by the office caretaker that the services were satisfactory.

**TERMS AND CONDITIONS FOR IA&AS OFFICERS GUEST HOUSE at B-3**  
**Block, SAF Games Village Koyambedu, Chennai 106.**

The office of the Principal Accountant General (Audit-1), Tamilnadu, Chennai 18, requires efficient service providers who can maintain the Transit Quarters for IAAS officers at B3-SAF Games Village Koyambedu, Chennai 106.

The 4 storied building houses, 14 quarters and 4 double bedded guest rooms and a covered car park for the entire area. The intending service provider shall provide the following services in the guest rooms.

**1. Daily services.**

- Sweeping and Mopping of all Guest rooms and adjoining lobby and terrace.
- Cleaning of dust in doors/windows
- Cleaning of all the toilets in the Guest Rooms and flush out water as and when required with frequent interval.
- Cleaning of ceramic fittings and other sanitary fittings and providing disinfectant materials and air purifiers for toilets in the guest rooms.
- Dusting of furniture items.
- Cleaning of all waste paper baskets.
- Cleaning and dusting of all telephones
- Cleaning and servicing of the Kitchen area.
- Changing of linen of mattresses, pillow covers and washing and ironing of the same as and when need arises i.e., Whenever there is a change in occupancy or on alternate days whichever is earlier.
- Checking and ensuring all electrical and electronic fittings at the guest rooms are working properly and if any complaints noticed the same should be reported to the officer in charge for rectification.

**2. Weekly services**

- Cleaning of window panels, glasses, doors etc.
- Cleaning of electrical fittings like tube lights, fans, air conditioners. etc.
- Cleaning of cobwebs and wall corners etc.
- Cleaning of closets and washbasin with diluted acid.

**3. Monthly services**

- Brushing of all floors by using scrubber machine.
  - Cleaning of dust in all areas by using vacuum cleaner.
  - Cleaning and brushing of toilet walls and make it free from stains.
  - Arrange remittance of all electricity bills of the occupants of the buildings including common meter on time.
4. The service provider shall be provided **in-house accommodation** in the **Ground Floor of the Building** itself in the identified room ear marked for the caretaker (service provider).
5. Supply of metro water received from the sump should be pumped to the over head tank and ensure that the occupants are provided with un-interrupted water supply. Water pumped should not be allowed to over flow. The plants in the periphery should be watered regularly using available water.

6. In respect of the Common area of the building like staircase, terrace, car park and periphery of the building including greenery should be swept and kept clean.
7. The cost of all the Housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. will be borne by the contractor.
8. Promptly switch on all the common lights at dusk and switch off the same at dawn.
9. Ensure that the lift is working properly and safely or otherwise and report it to the officer in-charge in case of the latter.
10. Follow up with respective local authorities in case of water supply disruption, drainage problem and power failure and cause it rectified at the earliest.
11. The building shall be manned 24 hours a day by deploying suitable number of persons for housekeeping and kitchen.
12. The service provider shall maintain all registers and strictly follow the guidelines issued by this office in the accommodation and servicing of guests.
13. The service provider shall maintain proper accounts of rentals received from guests and remit as and when called upon (in any case at least once on the last day of the month) the receipts collected on account of the rentals of the guest suites collected from the guests allocated accommodation by this office in the form prescribed by this office and only on submission of proof of this remittance his monthly contractual payment will be released.
14. The service provider shall not allow any unauthorized person be it even his own staff to use any or all facilities available to the guests without proper permission from the office.
15. The caretaker shall at all times stay in the place meant for him at all times during the day and night and will leave the work place only after proper intimation and permission of the office.
16. Periodical stock verification of inventories and items supplied by this office like mattresses, linen, furniture, cutlery, etc. at the guest suite office will be undertaken and the service provider will be liable for loss or damage of any inventory/ items. Any cutlery, appliance, utensil damaged by the service provider will be replaced by him and the replaced item being of the same or equivalent quality. In case of doubt the decision of this office will be final.
17. The service provider shall take care of all the appliances as per the list given to him and ensure that they are always in working condition. Any breakdown or damage will be reported forthwith to the office then and there.
18. The service provider shall be answerable to the complaints written in the complaint book and defects pointed out in the visitors register.
19. The expenditure for preparation of food items and upkeep of the kitchen including purchase of utensils, gadgets and appliances, cleaning items shall be that of the service provider.
20. The service provider will submit the bill for services rendered in a particular month (in triplicate) in the 1st week of the succeeding month. Payment to the contractor will be made by NEFT/RTGS/ECS only and the office will take necessary action in releasing the payment of the bill after deducting statutory levies like Income Tax, and compliance of other conditions like complete remittance of all receipts etc., verification of visitors comments recorded in the visitors book and levies that are to be deducted at source as per Government orders in force.
21. Payment to the service provider would be strictly on certification by the office caretaker that the services were satisfactory.

## ANNEXURE – I

1. Name of the Registered Firm / Company :
2. Address of the company :  
(with Tel No., Fax & E-mail)
3. Status of ownership :  
(Proprietary/Partnership/Company-attach proof)
4. Name & Address of the Partners / Directors :  
(with Mobile No.)
5. Contact Person(s) (with mobile number) :
6. Date of establishment of the firm :
7. List of clients along with certificate of appreciation from at least two important clients :
- 8.(a.) PAN No. :
- (b.)Amount of income tax paid for financial year 2019-20 ( please attach proof of payment) :
- 9.Goods and Service Tax Registration No. :
- 10.No. of persons employed (Attach proof) :
11. Details of Registration with PF authorities and ESI authorities (Attach proof) :

### **DECLARATION**

**I/we hereby certify that the information furnished above is full 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, the company/firm will be blacklisted and will not have any dealing with the Department in future.**

DATE:  
PLACE:

SIGNATURE OF THE AUTHORISED PERSON

OFFICE SEAL FULL NAME IN BLOCK LETTERS

**ANNEXURE II**

**Components of Salary Prescribed for Cook and Housekeeping**

	<b>DESCRIPTION</b>	<b>AMOUNT IN Rs.</b>
(A)	Basic	(Statutory )
(B)	Variable DA	(Statutory )
(C)	Gross Salary	= (A) + (B)
(D)	PF on Gross salary @ (Statuary Rate)	13. %
(E)	ESI on Gross salary @ (Statuary Rate)	3.25%
(F)	Service Charge *	<b>Quote your competitive Rate.in the Financial BID</b>
(G)	Sub-total	= (C ) +(D)+(E)+(F)
(H)	Goods and Service Tax (Applicable)	18%
(I)	Total	= (G) + (H)

**FINANCIAL BID**

**For providing Guest House Maintenance service to the Office of the Principal Accountant General (Audit-I), Chennai 600 018.**

Name of the Tendering Firm/Agency:

Address of the Tendering Firm/Agency :

**QUOTATION**

<b>Sl. No.</b>	<b>Place of Guest House</b>	<b>No. of persons Required</b>	<b>Service Charges Per Day in Rs. P.</b>	<b>Monthly Amount required for House cleaning Materials in Rs. (Please see Sl. No. 7 under terms and conditions of both the Guest Houses)</b>
1.	Guest House at 7 <sup>th</sup> floor LekhaParikshaBhavan, Teynampet, Chennai-18	01 Cook 01 Housekeeper		
2.	Guest House at IA&AD Officers Transit Guest House at B-3 Block, SAF Games, Koyembedu, Chennai-107.	01 Cook		

DATE:

SIGNATURE OF THE AUTHORISED PERSON

PLACE:

OFFICE SEALFULL NAME IN BLOCK LETTERS

Note: No cutting or over-writing will be allowed. Any over-writing or cutting will be disqualified. If firm quotes 'NIL' Service charges, the quote shall be treated as unresponsive and will not be considered.