



UNITED INDIA INSURANCE CO. LTD.

No : 134, SILINGI BUILDINGS, GREAMS ROAD, CHENNAI – 600 006.

**TENDER DOCUMENT FOR PROVIDING HOUSEKEEPING SERVICES AND OTHER RELATED WORKS TO UIIC, REGIONAL OFFICE – CHENNAI AND 25 OTHER OPERATING OFFICES FUNCTIONING UNDER REGIONAL OFFICE - CHENNAI**

CORRIGENDUM DATED 12.11.2018

SL.NO.	SECTION	DESCRIPTION	PRESENT CRITERIA	MODIFIED CRITERIA
1	VII	Annexure to Financial bid	List of items provided. But the specifications of the items are not mentioned. Column 3 : Quantity required per month (A) is mentioned and Column 4 : rate per unit is mentioned (B) and column 5 : Total (A x B = C) is mentioned	The specifications and quantity of the all the items are mentioned. Only the Rate per unit (B) is required (Column 4). Quantity required per month is not required. The list is attached below. <b>The total rate per unit is to be mentioned in the Material Cost (I) of Financial Bid I</b>
2	III	INSTRUCTIONS TO BIDDERS	<b>Page 11 : Point 14</b> <b>Note :</b> Administrative charges quoted by the Service Provider would be fixed for the period of Contract and any statutory increase in Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines for Skilled and Semi-skilled and variable DA as notified by Ministry of labour & Employment from time to time will be borne by UIIC.	<b>Note : Administrative charges quoted by the Service Provider would be fixed for the period of Contract.</b> Any statutory increase in Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines for Skilled and Semi-skilled and variable DA as notified by Ministry of labour & Employment from time to time will be borne by UIIC.
3	I	INVITATION OF BIDS	<b>Page 3 : Point 3</b> Sealed Bids are invited on behalf of UNITED INDIA INSURANCE CO.LTD under two bid	The area and address of the Operating Offices are provided below in the attachment

			system ie, Technical Bid and Financial Bid from reputed, well established and financially sound service providers to provide the House keeping services at UNITED INDIA INSURANCE CO.LTD(UIIC), Regional Office – Chennai and <b>Operating Offices</b> functioning under Regional Office – Chennai.	
4	III	INSTRUCTIONS TO BIDDERS	Extracts of the Bank Account duly certified by the bank containing transactions for three months i.e March 2018 to May 2018.	Extracts of the Bank Account duly certified by the bank containing transactions for three months i.e <b>June 2018 to August 2018 for the works carried out at Chennai and payments made at Chennai only.</b>
5	V	TERMS AND CONDITIONS	<b>13. PENALTY :</b> The Housekeeping personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which a penalty of Rs.500/- per person shall be levied on each such occasion and habitual offenders in this regard shall not be allowed to be deployed.	NO CHANGE

**CORRIGENDUM DATED 12.11.2018****SI No : 3 : Address and Carpet Area of the Office premises.**

<b>RO,DO and BO</b>	<b>Office Address</b>	<b>Carpet area (sft)</b>
RO-Chennai (First, Second, Third and Fourth floor)	134, Silingi Buildings, Greams Road, Chennai – 06. 28242916	15860
DO-01	Tarapore Towers, 7th floor, No : 826, Anna Salai, Chennai – 02. 28584788	4079
DO-02	Ganga Griha, No : 6, Nungambakkam High Road, Chennai – 34. 28277080	2982
DO-07	134, Silingi Buildings, ground floor, Greams Road, Chennai – 06. 28242916	2071
DO-09	SNS Complex, LB Road, Chennai -20. 24911037	5190
DO-12	First floor, W-122 (C-5), III Avenu, Anna Nagar, Chennai – 40. 26264439	3994
DO-14	50, Usman Road, T.Nagar, Chennai – 17. 2814 3385	3494
DO-18	Sathguru Complex, New No : 640, Anna Salai, Chennai – 35. 24320463	2610

DO-25	AR Complex, Second floor, 1090, Poonamallee High Road, Chennai – 84. 26401432	2614
BO-BHEL	Ganga Griha, No : 6, Nungambakkam High Road, Chennai – 34. 28277080	1000
BO -Purasalwalkam	No : 21 Raja Annamalai Road, Chennai – 84. 26413257	2100
BO-Greems Road	134, Silingi Buildings, ground floor, Greams Road, Chennai – 06. 28242916	2070
BO-GT	New No : 23, Nainiappa Naicken Street, Parktown, Chennai -03. 25341069	1300
BO-Sowcarpet	No : 52, GMM Street, Sowcarpet, Chennai – 79. 25293739	1925
BO-Rattan Bazaar	No : 24, Rattan Bazaar, III floor, Chennai – 03. 25355617	1556
BO-Velachery	2/16, Kennedy Street, Thanthai periyar Nagar, Velachery, Taramani Link Road, Chennai – 113. 22431997	857
BO-Thiruvanmiyur	Plot No : 112, Thiruvalluvar Salai, Thiruvanmiyur, Chennai – 41. 24452708	1175

DO-11	Sudarshan Building, 2nd floor, 14, Whites Road, Chennai – 14. 28527048	3839
BO-Anna Nagar	New No : C-1, First floor, First main road, Anna Nagar, Chennai – 102. 26262566	2000
BO-Guindy	No : 44, GST Road, Guindy, Chennai – 32. 22335216	1675
BO-Ambattur	First floor, Lucky Towers, 130, MTH Road, Ambattur Industrial Estate, Chennai – 50. 26350720	1156
BO-Red Hills	470, GNT Road, Red hills, Chennai – 52. 26418253	1200
BO-Royapettah	33, Whites Road, Royapettah, Chennai -14. 28412116	2000
BO-Mylapore	Ramamaruthi Building, 2nd floor, No : 1, Bhimasena Gardens, Royapettah High Road, Mylapore, Chennai – 04. 24997026	1300
B O-Poonamallee	79/11, Trunk Road, Poonamallee, Chennai 56. 2649 2739	1163
<b>Total Carpet Area</b>		<b>69210</b>

SPECIMEN  
TO BE SUBMITTED IN THE LETTER HEAD OF THE BIDDER

**FINANCIAL BID PART I**

TENDER FOR PROVIDING HOUSEKEEPING AND OTHER RELATED WORKS TO UIIC, RO-CHENNAI & 25 OTHER OPERATING OFFICES  
FUNCTIONING UNDER RO-CHENNAI.

Monthly Wage Rate ( not less than Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines) including VDA, ESI, EPF, Bonus and Administrative charges, per person/per month on 9 hours basis ( including 1 hr lunch). Taxes as applicable will be reimbursed as shown in the invoice.

GROSS AMOUNT (PER EMPLOYEE / MONTH)

Component of Rate	Supervisor **			House Keeping and other related works			GRAND Total
	PER PERSON RATE	NO. OF PERSONS	TOTAL	PER PERSON RATE	NO. OF PERSONS	TOTAL	
	A	B	A x B= C	D	E	D X E= F	C + F
		1			30		
Basic							
VDA							
Employer contribution to EPF							
Employer contribution							

to ESI								
Bonus								
Total							(G)	
Administrative charges							(H)	
<b>Material Cost (Rate per Unit) ( item wise details to be furnished in the annexure to Financial bid) – Total of rate per unit of all items to be mentioned</b>							<b>(I)</b>	
GROSS TOTAL							(J) = G + H + I	

\*\* Minimum qualification :: 10 th passed.

We confirm that the above charges are in accordance with Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines and applicable laws.

Signature of the authorized person  
On behalf of the company/Firm  
(with seal)

**FINANCIAL BID – PART II**

TENDER FOR PROVIDING HOUSEKEEPING AND OTHER RELATED WORKS TO UIIC, RO-CHENNAI & 25 OTHER OPERATING OFFICES  
FUNCTIONING UNDER RO-CHENNAI.

EMPLOYEE BREAK UP (PER EMPLOYEE )

	Supervisor **	House Keeping
Basic		
VDA		
DEDUCTIONS ::		
EPF -		
ESI -		
Net Salary		

\*\* Minimum qualification :: 10 th passed.

We confirm that the above payments are in accordance with Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines and Labour Laws & Statutory laws.

Signature of authorized person

FullName

Seal :

Date:

Place:



ANNEXURE TO FINANCIAL BID.

(TO BE ATTACHED WITH FINANCIAL BID)

AREA –73,000 SQ.FT ( APPROX)

DETAILS OF MATERIAL TO BE USED

MATERIAL DESCRIPTION	BRAND/MAKE	RATE PER UNIT (B)
Floor Duster (Standard)		
Liquid Soap Refills (Dettol / Lifebuoy) – 175 ml		
Dettol Soap – 300 g		
Vim Liquid – 250 ml		
Dish Washing Powder (Fena) – 1 kg		
Hit Spray (Black & Red) – 320 ml		
Room Freshener (Godrej/Premium) 320ml		
Toilet cleaning Liquid (Harpic) – 1 ltr		
Odonil cubes (PMW Sanitary Naphthalene cubes) – pack of 36		

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Tissue Papers(Face tissue) – (Premier) – Pack of 100 pcs		
Tissue Papers(C-Fold) – Not required		
Toilet Paper rolls – Premier tissue toilet rolls – 190 No's pouch		
Toilet Brushes Standard		
Domex / Lizol (Standard) – 1 ltr		
Floor Wiper (Scotch brite) - Standard		
White Dusters - Standard		
Yellow Dusters - Standard		
Acid (Helper) – 5 ltr		
Soft Brooms - Standard		
Phenyl – Standard Concentrated Dark (5 ltr)		
Colin – 500 ml		
Hand Brush(Scrubber) - Standard		

Garbage Bag Big (76 x 94 cm) / Small (43 x 48 cm)		
Carpet Brush - Standard		
Glass Wiper - Standard		
Buckets/Baskets - Standard		
Gloves - Standard		
Dust Pans - Standard		
Naphthalene Balls - Standard		
Scotch Brite Pads - Standard		
Dust Control Mop - Standard		
Big Size Dust bin for Garbage removal - Standard		
Any other material required but not specified in the tender		
<b>GRAND TOTAL</b>		