

Chennai Mathematical Institute (CMI)

Siruseri

Tender for

Providing Housekeeping Services and Upkeep of Office Premises and Students Hostel at Siruseri

Tender No: CMI/TENDER/HK/2025-27

Dated 26 February 2025

NOTICE INVITING TENDER

Sealed tenders in two parts (Technical Bid & Financial Bid) are invited by the Chief Operating Officer, CMI on behalf of the Director, CMI, Siruseri from experienced registered Contractors/Firms/Cooperative Societies having a valid license under the Contract Labour (Regulation and Abolition) Act, 1970 for providing Housekeeping Services in reputed organizations / Government / PSUs at Chennai.

CMI reserves the right not to proceed further, to change the process or procedure to be applied. It also reserves the right to decline to discuss further with any party expressing interest.

CMI, may hold discussions, if required, with interested bidders to provide any clarification/information requested.

The Contract will be awarded after scrutiny of tenders that will be done on a competitive basis generally keeping in mind quality and costs amongst other factors. Notwithstanding anything contained in this notice, CMI reserves the right to accept or reject any or all tenders in full or in part without assigning any reason. It can also annul the process and reject all or any of the tenders at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason. CMI does not pledge itself to accept the lowest or any other tender and reserves to itself the right to accept in full or part of the tender at the rate quoted.

The decision of CMI in this respect shall be final. No claims for compensation or otherwise whatsoever will be entertained by CMI from any tenderer. CMI has the right to terminate the contract, giving two month's notice, if any of the services sought is not satisfactory.

Note: Works executed through another contractor will not be treated as eligible works. Joint ventures are not accepted.

Name of work	Providing Housekeeping and Upkeep of Office Premises and Students Hostel in Siruseri.
Period of Contract	3 years from the date of commencement.
Due date and time for submission of tender	<u>08-03-2025 till 09:00 hrs.</u>
Date and time of opening of tender	<u>08-03-2025 at 11:00 hrs</u>
Place for tender opening	Office of the COO, Chennai Mathematical Institute, Siruseri

To assess the scope of work: Tenderers are advised to ascertain the nature and quantum of work at the campus before tendering.

TENDERS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED.

1. Contractors who submit the following documents shall be eligible to apply.
 - a. Performance Certificates for completed works
 - b. GST registration certificate (Copy)
 - c. PAN (Permanent Account Number) Registration (Copy)
 - d. Balance Sheet/ Profit and Loss Account for the last three years duly certified by the Chartered Accountant (Copy)
 - e. Bank Account Number, IFSC code and Branch details.
 - f. EPF & ESI Registration (Copy)
 - g. List of ongoing housekeeping service contracts under execution or awarded shall be enclosed (as per Annexure I).
2. Quoted rates should be inclusive of GST and other applicable taxes. CMI will not entertain any claim whatsoever in this respect separately. GST-TDS and Income Tax as applicable will be deducted from the bills of the work.
3. Enclose details regarding the organizational structure of the firm.
4. The tenderers are required to drop their ENVELOPE sealed tender documents at the security kiosk in the Institute Lobby, H1 SIPCOT IT Park, Siruseri, Kelambakkam, Tamil Nadu 603103, Phone: 044-71961000.

5. Tenders received after the closing time and date shall not be considered. If any information furnished by the tenderer is known to be false at any stage, the tender / bid will not be accepted.
6. A formal agreement shall be entered into with the successful tenderer. In this agreement the successful tenderer will be defined as contractor.
7. CMI reserves the right to accept / reject any prospective application without assigning any reason thereof.
8. Shortlisting of the agencies shall be subject to the verification of their credentials from the places where they have carried out similar works, through a Technical Evaluation Committee of experts, constituted by CMI.
9. Information regarding service contracts in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.
10. It is clearly understood that the bidders should not have any blood relationship with any employee working in CMI.
11. A declaration to the effect that the firm has not been black listed by any Government Institute, Public sector undertaking or Autonomous Institutions, if so furnish the details.
12. The successful bidder, if different from the existing contractor, will have to absorb the current staff employed at CMI.

For further information please contact the COO, Phone no : 044-71961000,

The COO on behalf of the Director, CMI does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons thereof. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

Please refer our website:

<https://www.cmi.ac.in/tenders.php> for further details regarding more eligibility criteria if any.

Sd/-

COO

For and behalf of the Director,

Chennai Mathematical Institute

Annexure I : PROJECTS UNDER EXECUTION OR AWARDED

Sl.No.	Name Of The Similar Work/ Project And Location	Principal employer	Cost Of Work (Rupees in Lakhs)	Date Of Commencement as per Contract	Stipulated Date of Completion	Contact information of the official to whom reference may be made	Remarks

Annexure II: REQUIREMENTS

Following is the list of services CMI expects (the list is not exhaustive)

1. Cleaning and upkeep of common and office spaces in the academic block.
2. Cleaning and upkeep of common places in the hostel block.
3. Regular cleaning of washrooms on the entire campus.
4. Regular cleaning of classrooms and black boards.
5. Regular cleaning of open spaces, drains and water tanks.
6. Periodic deep cleaning
7. Occasional work of furniture/ academic infrastructure movement