

Government of India
Principal Accounts Office
Ministry of Human Resource Development,
Shastri Bhawan 'D' Wing Ground Floor
New Delhi

No. Pr.Ao/HRD/Admn/Contra.lab/2015-16/2586 Date: 03.11.2015

Subject:- Calling of quotation for outsourcing of the Housekeeping services like cleanliness, recordkeeping of office and movement of file etc. on contract basis- regarding.

This office has to outsource the following housekeeping services on contract basis:-

S.No	Description of services	Details of work
1.	Cleanliness	Dusting of the tables, chairs, old record, peripherals of computers and other items of the office. Dusting of fans tube lights and sweeping of the office, cleaning of tea utensils etc.
2.	Recordkeeping	Bills/ Files/ Books to be stacked properly in the office.
3.	File & Dak Movement	Movement of files from one seat to another related seat in the office or outside the office. Movement of dak from & to other office, dispatch of postal letters.

2. The terms and conditions of the contract are as given below:-

- (i) The service provider should be registered with any Govt. agency for providing contract labour.
- (ii) The service provider will ensure that the labour so engaged will be given at least minimum wages & allowances/ perks etc. as per the Delhi Govt. rules/ regulation. In this regard, service provider will be solely responsible for legal/non-legal claims, if raised any, from contract labours.
- (iii) Service provider will ensure best possible services for the work so assigned.
- (iv) In case of any laxity /deficiency in the service, the contract will be terminated by giving notice of 30 days.

- (v) The period of the contract will be for one year from the date of issue of the contract order which can be extended if the competent authority desires on the basis of the satisfactory report.
- (vi) An amount of Rs. 10,000/- will be deposited as EMD.
3. The quotation can be submitted in two envelopes i.e. Eligibility of criteria/ Technical Bids and Financial Bid.

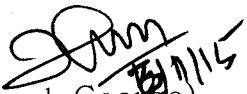
(a) Eligibility criteria/Technical Bid:-

- (i) Only those service providers are technically eligible/qualified who are registered with any Govt. Agency for providing contract labour. They will submit a copy of registration for the same.
- (ii) The technical Bid as in Annexure 1 is to be submitted in a separate sealed envelope with "TECHNICAL BID" written on it.
- (iii) Technical Bids will be open first.
- (iv) The financial Bid of those service providers will be opened who will be found technically qualified in technical bid.

(b) Financial Bid:-

- (i) Financial Bid as in annexure II is to be submitted in a separate sealed envelope with "FINANCIAL BID" written on it.
- (ii) Financial Bid of only those service providers will be opened who will be found technically qualified.
- (iii) That service provider will be awarded the contract whose rates will be the lowest in the financial bid.

(c) Technical Bids and Financial Bid in sealed envelopes as above have to be submitted in an another single sealed envelope with "*Bid for outsourcing of housekeeping service*" written on it. The last date for receipt of the bid is 16/11/2015 (11AM) and tender will be opened on same day at 02.00 PM.


(Jacob George)
Sr. Accounts Officer

Encl: - Annexure I & II as above.

Copy to:-

1. Technical Director (NIC) M/o HRD with the request to display the Tender notice on web site of the Ministry.
2. Notice Board.

Annexure – I

Eligibility criteria

1. The service provider i.e M/s is registered with vide No dated..... (Copy enclosed).
2. The service provider will provide minimum of 05 contract labour to handle the work mentioned in the quotation as called vide No.Dated.....
3. The service provider will ensure that the labour so engaged will be given at least minimum wages & allowances/ perks etc. as per the Delhi Govt. rules/ regulation. In this regard, service provider will be solely responsible for legal/non-legal claim if any from contract labours.
4. Service provider will ensure best possible services for the work so assigned.
5. In case of any laxity /deficiency in the service, the contract can be terminated by giving notice of 30 days to the service provider.
6. e mail address of M/s ----- is-----

(Signature of Service Provider)

Name:-

Station:-

Address:-

Contact no.

Date: -

Annexure-II

S.No	Description of services	Details of work	Rates(Rs.)
1	Cleanings	Dusting of the tables, chairs, old record, peripherals of computers and other items of the office etc. Dusting of fans tube lights and sweeping of the office, cleaning of tea utencils etc.	
2	Recordkeeping	Bills/ Files/ Books to be stacked properly in the office.	
3	File & Dak Movement	Movement of files etc from one seat to another related seat in the office or outside the office. Movement of dak from & to other office, dispatch of postal letters.	

(Signature of Service Provider)

Name:-

Station:-

Address:-

Contact no.

Date: -