

National Institute of Disaster Management

Ministry of Home Affairs

NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR HOUSEKEEPING

The National Institute of Disaster Management (NIDM) has been established under the provision of DM Act 2005 of Government of India. NIDM Invites Expression of Interest (EOI) from suitably experienced firms, who can provide Housekeeping in accordance with applicable law for National Institute of Disaster Management campus at Plot no.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi.

The anticipated requirement of the NIDM is as under:

S.NO.	Description	Remarks/information
EOI-02	Housekeeping	7 Acre land having and Administration and Training Block, Hostel and Campus.

With this EOI, National Institute of Disaster Management intends to pre-qualify contractors for inviting Tender from the qualified contractors for a period of 1 year extendable for further period up to three years based on performance. Only those contractors who can comply with all the requirements given below and can demonstrate a successful track record should respond to this notice.

1	Location of Service	Plot no.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi
2	Experience	Minimum 5 year
3	Professionals specialists	Should have professional for providing Housekeeping
4	Establishments where presently service being provided	Servicing Minimum 3 Govt. Departments/ Autonomous Institutions/ Universities/ Public Sector / Undertakings of the Government or Public Sector.
5	Average Annual Turnover(in last 3 years)	Minimum Rs. 0.50 Crores per annum
6	License for services	Valid License
7	EPF Registration	Valid Registration

8	ESI Registration	Valid Registration
9	GST Registration	Valid Registration
10	Income Tax PAN	PAN NO. required
11	License under Contract Labour Act	Valid Registration
12	ISO certification	Required
13	Staff Salary	Must follow the Minimum Wages notified by the Govt. of NCT of Delhi from time to time under Minimum Wages Act.

Such Service Providers who fulfill the aforesaid pre-qualification criteria must submit EOI in the format attached at Annexure 'A' supported by requisite documents in a sealed cover to JD, NIDM, 4th floor, A-Wing, NDCC-II building, Jai Singh road, New Delhi latest by 18 August, 2020. The envelope should be super scribed as "EOI-02 for Housekeeping".

2. Scope of work by Agency and their duty parameters/obligations shall be mutually signed in the form of agreement/contract with successful contender.
3. The agency already working in institutions located in nearby areas may be given preference in the selection process, if their quality and prices are found reasonable in the proposal.
4. No call to open the proposal shall be given to any contender as there is no document charges/application fee.
5. Entire process shall be based on the discretion of "National Institute of Disaster Management", to fix the selection criteria and select any agency for Housekeeping.
6. Proposal must be in an easily readable and comprehensible format for easy scrutiny.

Only pre-qualified Service Providers, who, in the opinion of National Institute of Disaster Management, fulfill the criteria upon verification of EOI contents and quality service at units served by them will be issued Tender Document for submission of Financial Bid.

JOINT DIRECTOR

1. Certified that the Company/ Sole Proprietor/ Partner/ Director have not been black listed by any of the Department/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against them on the date of submission of this EOI.
2. Certified that we have gone through the terms and conditions of EOI and all are acceptable to us.
3. Certified that the person signing as authorized signatory is competent to sign this document on behalf of the service provider and has been duly authorized in this behalf.

Note: "EXPRESSION OF INTEREST" NOT ACCOMPANIED BY ANY OF THE DOCUMENT MARKED BY ASTERISKS (*) IN THE PRESCRIBED FORMAT WILL NOT BE CONSIDERED FOR EVALUATION, ONLY PRE-QUALIFIED SERVICE PROVIDERS, WHO, IN THE OPINION OF NATIONAL INSTITUTE OF DISASTER MANAGEMENT, FULFIL THE CRITERIA UPON VERIFICATION OF EOI CONTENTS AND QUALITY SERVICE AT UNITS SERVED BY THEM WILL BE ISSUED TENDER DOCUMENT FOR SUBMISSION OF FINANCIAL BID.

(*) Attach Proof

Date:

Signature_____

Name of Authorized Signatory _____

(Affix office seal)

Note: Each page of EOI should be signed by the authorized signatory.

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Expression of Interest for Housekeeping Services

1	Names of the Agency			
2	Name of the contact person			
3	Full office address			
4	Contact numbers	Telephone		
		FAX		
		Mobile		
		Email		
5	Registration of the Firm/Company/Society/Partnership and year of Registration (**).			
6	Experience			
7	No. of Personnel presently in employment	Category	Ex-service men	Civil
		Managerial		
		Supervisory (Office)		
		Supervisory (Office)		
		Head Guards		
		Security Guards		
		Others (Clerical & MTS)		
		Total		
8	Place of 24*7 Delhi/NCR Control Room			

9	Location where service provided in the past (Name & Address of Organisations/Units)	1 2		
10	Address of Delhi/NCR Training Centre			
11	Annual Turnover (**) Acceptable proof is a certificate from CA	2017-18	Rs.	Annexure _____
		2018-19	Rs.	Annexure _____
		2019-20	Rs.	Annexure _____
12	(**)Names of Govt. Departments/ Autonomous Institutions/ Universities/ Public Sector / Undertakings of the Government or Public Sector Banks or Local Bodies/Municipalities wehre currently at least 30 security personnel are engaged daily in all the shifts taken together. (attach separate list if necessary along with copies of orders placed on them)	Organization	NO. of Persons employed	Contract Annual value Rs. In lacs
		1		
		2		
		3		
		4		
13	ESI Registration NO.(**)	Annexure _____		
14	GST Registration NO.(**)	Annexure _____		
15	EPF Registration No. (**)	Annexure _____		
16	PAN NO.(**)	Annexure _____		
17	Contract Labour Licence No. (**)	Annexure _____		
18	ISO certification (**)	Standard		Annexure _____
		Certifying Body		
		Certificate No.		Annexure _____
19	Conviction, if any, of the agency or its Sole Proprietor/Partner/ Director in criminal cases?			