

Tender Document

NIDM is in occupation of approximately 24,000 Sq'ft (Ground floor, 1st floor, 2nd floor and the sunken area of erstwhile IAMR building) in IIPA Campus. NIDM desires to outsource the house keeping activities of its premises.

Interested firms fulfilling the eligibility conditions are stated below are invited to bid for carrying out the work:

- a) The firm should be a reputed House keeping service provider, capable of keeping the premise neat and clean.
- b) The firm should have a minimum 2 years of continuous experience in providing such services to any Government and international organizations.

II Bidding procedure:

The bids should be submitted along with this form in two parts as detailed below:- Part A Techno Commercial Bid:

It should contain the following:

- a) Earnest Money Deposit of Rs. 10,000/- in the form of crossed bank draft or pay order issued by a scheduled bank in favour of NIDM. Tender without earnest money will not be considered.
- b) List of clients to whom the service has been provided/being provided (Govt. and International organizations) during the last two years.

Part B: Price Bid

It should contain comprehensive charges item wise/make wise including service and any other taxes.

Both bids should be submitted in separate envelope duly superscribed as part A Techno Commercial and Part B commercial bid. Both the bids should be put into a single sealed envelop.

Other Conditions

1. JOB CONTENT

- 1.1 Dusting and cleaning of rooms twice a day. Mopping of floors as and when required but not less than twice a day
- 1.2 Cleaning the toilets and bath rooms as and when required but not less than twice a day.
- 1.3 Dusting and cleaning windows at least once in a week.

- 1.4 Dusting and cleaning glass panes fittings fixtures table chairs staircases daily.
- 1.5 Keeping the entrance and ground in front of the building neat and tidy
- 1.6 Scrubbing of floors etc when ever required
- 1.7 Any other work incidental to house keeping.

2. CLEANING MATERIAL

2.1 The contractor will provide all cleaning material like detergent, naphthalene balls, insecticide, broom, room freshener duster, mop, wiper hand washing liquid, toilet rolls, odonil, etc. of ISI standard quality.

3. NO. OF WORKMEN

The contractor will provide at least 5 work men. They will be under the pay roll of the contractor. Contractor should follow all statutory obligations like provision of ESI, PF, Service tax codes etc. towards engagement of such labour. One supervisor/ coordinator should be detailed by the contractor. Workmen should be present in the premise on all working days and on Saturdays.

4. PERIOD OF CONTRACT

The term of contract will be one year from the date of award and assumption of duty.

5. PAYMENT

Payment will be made monthly, on submission of bills, on the satisfactory performance the job.

6. TERMINATION OF CONTRACT

Each side can terminate the contract on giving one month notice.

Submission of Bid and Last date:

Sealed quotation along with this form superscribing on the envelop '**Quotation for providing house keeping services**' should reach Executive Director, 5-B, I.P. Estate. Ring Road, New Delhi-110002 on or before 22.6.11. Quotation submitted via e-mails/fax telex etc. are not acceptable. Incomplete quotations in any respect will be summarily rejected.

All tenders will be opened on 22.6.11 at 4.00 p.m. in the presence of bidders/or their authorized representatives, if any

Format Techno Commercial bid

S.No.		
1.	Name of the Firm	
2.	Address for Communication	
3.	Description about technical competence	
4.	List of Govt./ International organization to whom the service rendered and the length of service	
5.	Average annual turn over for the past 3 years (attach statements)	
6.	Details of Earnest Money Deposit	

Certify that the above stated information are correct and our firm fulfils the eligibility conditions stated in the Tender Form

Authorized signatory

Price Bid:

Rate per workmen

No. of work

Men total cost

List of cleaning

Materials conditions if any: