

NO. NIDM/Admn./Maint/House Keeping/2014-15  
National Institute of Disaster Management  
5-B I.P. Estate, Ring Road, New Delhi

To,

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31/10/14)

Sealed quotations are invited on behalf of Executive Director, NIDM up to 3.00 p.m. on or before ~~31~~ 31.10.14 for providing 'House Keeping Services' from reputed firms of House keeping services having minimum two years continuous experience in providing such services to any Govt./International organization. Quotation will be opened on the ~~31~~ 31.10.14 at 4.00 p.m. in the presence of bidders or their authorized representatives, if any.

**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:

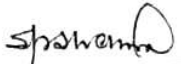
- a) Earnest Money Deposit of Rs. 15,000/- in the form of crossed bank draft or pay order issued by a scheduled bank in favour of NIDM. Tender without earnest money will not be considered.
- b) List of clients to whom the service has been provided/being provided (Govt. and International organizations) 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 envelopes duly superscribed as Part A Techno Commercial and Part B Commercial bid. Both the bids should be put into a single sealed envelopes and should reach Executive Director, 5B IP Estate, Ring Road New Delhi-110002 by prescribed dated and time. Any quotation received after prescribed date and time will not be considered.

The Terms and conditions of Contract are attached herewith.

  
(Satya Parkash Sharma)  
Administrative Officer

10.10.14

**Encl: As above**

**Terms and conditions**

1. **JOB CONTENT**

NIDM is in occupation of approximately 24,000 Sq'ft area (Ground floor, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, the sunken portion and front/around area) of the building for which house keeping services are required as under:

- 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. For cleaning of windows/chajjas from outside once in a month for which suitable ladder has to be provided by the agency.
- 1.4 Dusting and cleaning glass panes, fittings, fixtures, table chairs and staircase 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 BIS standard quality.

3. **NO. OF WORKMEN**

The contractor will provide a minimum of 5 work men. They will be under the pay roll of the contractor. Contractor should follow minimum wages fixed by Govt. of NCT and all other statutory requirements 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 two years from the date of award and assumption of duty.

5. **SECURITY DEPOSIT**

Successful bidders will be required to furnish security deposit or Rs. 30,000/- in the form of Bank Draft/FDR assigned to NIDM/Bank guarantee.

6. **PAYMENT**

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

7. **TERMINATION OF CONTRACT**

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

8. Quotation should be free from correction and erasers.
9. Quotation received after the specified time and date, via email/fax etc. will not be entertained.
10. All prices quoted must be valid for two years and no revision in the price quoted is allowed after quotations are opened.
11. Price quoted should be inclusive of transportation charges, and all other taxes and this should be clearly specified in quotations. In the absence of any such stipulation, it will be presumed that the rates quoted are inclusive of all taxes.
12. ED, NIDM reserves unfettered right to reject any or all bids without assigning any reasons thereto.

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 with seal of the firm/agency

PART-B

Price Bid:	
Rate per workmen:	
No. of workmen:	
Total cost for workmen:	
Cost of materials:	
Total cost per month:	
List of cleaning Materials:	
Other conditions if any:	

Authorized signatory with seal of the firm/agency