

**GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR (SOUTH EAST REGION)
2ND FLOOR, KENDRIYA SADAN, SULTAN BAZAR, HYDERABAD-500 195**

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NOTICE INVITING TENDER FOR HIRING OF CONTRACTOR FOR TAKING UP
HOUSE-KEEPING ACTIVITIES FOR CORPORATE BHAVAN CONSISTING OF
CELLAR, GROUND + 4 FLOORS IN 2 ACRES OF LAND AT SURVEY NO. 127/1,
TATTIANNARAM VILLAGE, HAYATNAGAR MANDAL, RANGA REDDY DISTRICT,
ANDHRA PRADESH

Regional Director(SER), Ministry of Corporate Affairs, Hyderabad invites sealed quotations from reputed Registered House Keeping Contractors for rendering House Keeping services at the office premises of Corporate Bhawan, Tattiannaram Village, Hayatnagar Mandal, Ranga Reddy District, Andhra Pradesh. Tender form along with the terms and conditions can be obtained from office of the Regional Director, 2nd Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad on the payment of Rs.1000/- (Non Refundable) by Demand Draft / Bankers Pay order of Scheduled Bank drawn in favour of Pay and Accounts Officer, Ministry of Corporate Affairs, Chennai payable at Chennai. The details can be obtained from the website www.mca.gov.in and the last date for receipt of filled in tender form is 28-10-2013 before 4.00 PM.

The quotations received will be opened on 30-10-2013 at 03.00 PM in office of the Regional Director, 2nd Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad by the Regional Director(SER).

The intending bidders may inspect the premises between 11.00 A.M to 04.00 P.M. with prior permission from the office of Regional Director(SER) on any working day from 14-10-2013 to 18-10-2013.


(P A RAMAIAH)
DEPUTY DIRECTOR

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Ref.No.1/ (32)/RD (SER)/Corporate Bhavan/2013

Dated: 04.10.2013

NOTICE INVITING TENDER FOR HIRING OF CONTRACTOR FOR TAKING UP
HOUSE-KEEPING ACTIVITIES AT CORPORATE BHAVAN, MINISTRY OF
CORPORATE AFFAIRS, BANDLAGUDA, HYDERABAD.

The undersigned invites quotations on behalf of Ministry of Corporate Affairs, Government of India in the form of sealed tenders for the under mentioned work :

- a) taking up House Keeping activities at Corporate Bhavan, Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 68.
- b) Quotations in sealed cover addressed to the Office of the Regional Director(SER), 2nd Floor, Kendriyasadan, Sultanbazar, Hyderabad should be submitted to the undersigned on or before 28-10-2013 by 4.00 PM (separately for 'Technical' and 'Financial' bids).
- c) Sealed Tenders will be opened in the Chamber of RD(SER), 2nd Floor, Kendriyasadan, Sultanbazar, Hyderabad on 30-10-2013 at 03.00 PM.

TERMS AND CONDITIONS:

1. The bidder / applicant should be experienced in performing House Keeping Activities at least for 10 years, and is engaged in such house keeping works in at least two esteemed / reputed organizations (of which at least one should be a Government Organization / Public Sector undertaking) as on 30-09-2013 with a minimum bill of Rs.2 lakhs per month. The bidder /applicant should furnish necessary copies of the work orders / Government Order along with the tender application evidencing allotment of such house keeping work by the said organization ;
2. The bidder to whom House Keeping work is allotted, shall be completely responsible for the upkeep and maintenance of Corporate Bhavan located at Bandlaguda, Nagole, Hyderabad – 68, apart from this sweeping of roads, common areas etc in the premises of Corporate Bhavan, Bandlaguda, Hyderabad -68;
3. The bidder to whom the service contract of House Keeping work of Corporate Bhavan, Bandlaguda, Hyderabad is entrusted, shall depute sufficient number of uniformed janitorial staff at the Corporate Bhavan at Bandlaguda, Hyderabad;
4. The bidder to whom the service contract is allotted, shall be well acquainted with maintenance of cleanliness of all common toilets, Officers as well as staff rooms, toilets etc at the office building and should be taken up with utmost care and diligence ;
5. The committee appointed for this purpose or any other officer authorized may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such inspections;
6. The bidder should also be prepared to retain their personnel or deploy their personnel for cleaning of the building / premises even at short notice on certain important occasions;

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7. The bidder should make necessary arrangements for cleaning of the premises and for this purpose, the required cleaning material should be used adequately to keep the entire premises clean and hygiene;
8. The successful bidder is responsible for replacement of any of the property of the Department, if at any time it is noticed that such damage occurred on account of negligence of the personnel of the appointed Contractor;
9. The successful bidder should ensure that for a minimum of 8 hours their personnel should be deployed. The Contractor should engage their staff from 8.00 AM onwards till 4.00 PM in the evening. The successful bidder should ensure that the house keeping activities are performed for 6 days in a week i.e. from Monday to Saturday;
10. The successful bidder has to undertake house keeping works such as cleaning of all the corridors, officers rooms, common toilets, toilets in the chambers, parking area, other open area of the building premises, stairs etc., which is compulsorily to be conducted on all the working days i.e. from Monday to Friday at regular intervals and on Saturday at all floors should be taken up for cleaning all the glass panes, washing of the floors etc. in respect of office buildings i.e. Corporate Bhavan, Bandlaguda, Hyderabad.
11. The persons employed by the successful bidder shall have no claim for any Government job and the successful bidder is solely responsible for their service conditions including compliance with labour laws and regulations, if any..
12. The department will enter into a contract with the successful bidder and the contract will be valid for a minimum of two years subject to the terms and conditions contained in the detailed agreement.
13. The Regional Director(SER), Hyderabad is empowered to cancel the agreement with the House keeping Contractor any time, if it is found that the performance of the job is not to the satisfaction of the department or the behavior of the personnel of the Contractor with department officials is not good ;
14. The successful bidder has to submit a security deposit of Rs.50,000/- (Rupees Fifty thousand only) with the department at the time of entering into agreement. The security deposit will be refunded after three months upon successful completion of the contract after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined ;
15. The successful bidder is required to execute performance guarantee to the extent of 5% of the total contract value for the period of contract in favour of Regional Director(SER), Ministry of Corporate Affairs, Hyderabad from any Nationalised Bank. The Regional Director is empowered to invoke the performance guarantee, if it is found that the performance of the job is not upto the satisfaction of the Department.
16. In the event of termination of the contract by the successful bidder before the expiry of agreed period of contract, the security deposit is liable to be forfeited.
17. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income-tax Act, 1961.
18. The work relating to house keeping will be entrusted to the successful bidder (either for the entire building or floor wise) from the date of occupancy by respective offices. Further, the Regional Director has the power to cancel the contract without assigning any reasons.
19. The Regional Director reserves his right to withdraw/cancel the contract at any later stage either before or after enter into contract without assigning any reason.



(N.K.BHOLA)
REGIONAL DIRECTOR

Technical cum Financial bid

1. Name of the Bidder:
2. Address of the Bidder:
3. Name & Address of the Partners/Directors with mobile no. (in case of firm / company) :
4. Contact person(s)(With mobile number) :
5. No. of years of experience in House-Keeping activities :
6. No. of concerns to whom House Keeping services are provided (Enclose the list) :
7. Permanent Account Number :
8. Service Tax Registration Number :
9. No. of uniformed janitorial staff proposed to be employed and charge for the said proposed staff (minimum number required to be deployed has Been clearly mentioned in the Tender Notice) :
 - a). For the entire building including open areas consisting of cellar & terrace and open land surrounding the building and parking lot.
 - b). Each floor wise:
 - (i). Ground Floor :
 - (ii). First Floor :
 - (iii). Second Floor:
 - (iv). Third Floor :
 - (v). Fourth Floor :
 - (vi). Fifth Floor :
 - c). Cellar, terrace and open land surrounding the building and parking lot.
10. Please specify applicable taxes and rate of tax:
11. The work relating to house keeping will be entrusted to the successful bidder (either for the entire building or floor wise) from the date of occupancy by respective offices. Further, the Regional Director had the power to cancel the contract without assigning any reasons.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm / company will be blacklisted and will not have any dealing with the Department in future.

(Signature of the authorized signatory with the date)