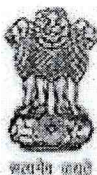


PHONES: 24740070(D)

BY Speed post

24657935(OFF)  
24657934(OFF)  
24657933(FAX)

Website: www.mca.gov.in



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

Ref.No.1/(32)/RD(SER)/Corporate Bhavan/2015/4348

Date : 13-02-2015

To

The Secretary  
Ministry of Corporate Affairs,  
New Delhi.

**Kind Attention: Shri Anil Prashar, Under Secretary to the Govt. of India.**

Sir,

Sub: Housekeeping Services for Corporate Bhavan, Hyderabad –  
Inviting Tenders – Reg.

\*\*\*\*\*

With reference to the above, I am directed to enclose herewith the notice Inviting tenders along with terms and conditions for hiring of contractor for taking up House-Keeping Activities at Corporate Bhavan, Bandlaguda, Hyderabad for Ministry's kind perusal and approval. Ministry may consider and place the same in the website of the Ministry.

Yours faithfully,

(S.CHANDRASEKARAN)  
JOINT DIRECTOR

Encl: As stated above.

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

**Ref.No.1/ (32)/RD (SER)/Corporate Bhavan/2015**

**Dated: 13.02.2015**

**NOTICE INVITING TENDER FOR HIRING OF BIDDER FOR TAKING UP HOUSE-KEEPING ACTIVITIES AT 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, TELANGANA**

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, 2<sup>nd</sup> 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](http://www.mca.gov.in) and the last date for receipt of filled in tender form is 20.02.2015 before 4.00 PM.

The quotations received will be opened on 23.02.2015 at 11.00 AM in office of the Regional Director, 2<sup>nd</sup> 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 18.02.2015 to 19.02.2015.

  
(B.N.HARISH)  
REGIONAL DIRECTOR

PHONES: 24740070(D)  
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24657934(OFF)  
24657933 (FAX)

Website: www.mca.gov.in



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

Ref.No.1/ (32)/RD (SER)/Corporate Bhavan/2015/4343 Dated: 13.02.2015

NOTICE INVITING TENDER FOR HIRING OF BIDDER 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 :

- Taking up House Keeping activities at Corporate Bhavan, Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 68.
- Quotations in sealed cover addressed to the Office of the Regional Director(SER), 2<sup>nd</sup> Floor, Kendriyasadan, Sultanbazar, Hyderabad should be submitted to the undersigned on or before 20.02.2015 by 4.00 PM (separately for 'Technical' and 'Financial' bids).
- Sealed Tenders will be opened in the Chamber of RD(SER), 2<sup>nd</sup> Floor, Kendriyasadan, Sultanbazar, Hyderabad on 23.02.2015 at 11.00 AM.

**TERMS AND CONDITIONS:**

- The bidder / applicant should be experienced in performing House Keeping Activities at least for 10 years, and is engaged in such housekeeping works in at least two esteemed / reputed organizations (of which at least one should be a Government Organization / Public Sector undertaking) as on 31.12.2014 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 housekeeping work by the said organization ;
- 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 sorounded by Corporate Bhavan roads & common areas etc in the premises of Corporate Bhavan, Bandlaguda, Hyderabad -500068;
- The bidder to whom the service contract of House Keeping work of Corporate Bhavan, Bandlaguda, Hyderabad, has been awarded shall engage sufficient number of labourers in the office buildings at Bandlaguda, Hyderabad;
- The bidder to whom the service contract of House Keeping work of Corporate Bhavan, Bandlaguda, Hyderabad shall bring the necessary material required for keeping the premises of Corporate Bhavan clean and no material will be supplied by this office;
- The bidder to whom the service contract is allotted, shall be well acquainted with maintenance of cleanliness of all common toilets, Officers rooms as well as staff rooms, toilets etc in the office building and should be taken up with utmost care and diligence ;

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6. 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;
7. 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;
8. 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;
9. 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;
10. The successful bidder should ensure that for a minimum of 8 hours their personnel should be deployed with their supervisor. The Contractor should engage their labour 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;
11. The successful bidder has to undertake housekeeping 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 and on Saturday at 2 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.
12. 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..
13. 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.
14. 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 ;
15. 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 ;
16. 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.
17. In the event of termination of the contract by the successful bidder, the security deposit is liable to be forfeited.
18. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income-tax Act, 1961.
19. The work relating to housekeeping 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.

20. The RD reserves his right to withdraw/cancel the contract at any later stage either before or after enter into contract without arising any reason.



(B.N.HARISH)  
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 labourers proposed to be employed and charge for the proposed labourer (minimum number required to be deployed has been clearly mentioned in the Tender Notice) & description and quantum of material to be used :
  - 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)