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सत्यमेव जयते

**GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
OFFICE OF THE REGIONAL DIRECTOR, SOUTH EAST REGION  
3<sup>rd</sup> Floor, Corporate Bhavan, Near Central Ground Water Board, Bandalaguda, Thatti  
Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.**

Ref.No.1/ (165)/RD (SER)/Housekeeping/2017

Dated: 05.06.2017

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

Office of Regional Director(SER), Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 invites sealed tender 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, Telangana. Tender Form along with the terms and conditions marked as per Annexure-I to III which can be obtained from the Office of the Regional Director (SER), 3<sup>rd</sup> Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 on 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 tender form is 16/06/2017 before 4.00 PM.

The Tenders received will be opened on 19/06/2017 at 11.00 AM in the office of the Regional Director, 3<sup>rd</sup> Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 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 14/06/2017 to 15/06/2017.

  
(S.CHANDRASEKARAN)  
JOINT DIRECTOR  
O/o REGIONAL DIRECTOR (SER)

Encls: Annexure-I to III

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HOUSE-KEEPING ACTIVITIES AT CORPORATE BHAWAN, 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 Bhawan, Ministry of Corporate Affairs, Govt. of India, Bandlaguda, Nagole, Hyderabad – 500 068.
- b) Quotations in sealed cover addressed to the office of the Regional Director (SER), 3<sup>rd</sup> Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 should be submitted to the undersigned on or before 16/06/2017 by 4.00 PM for Technical and Commercial bids separately.
- c) Sealed Tenders will be opened in the Chamber of RD(SER), 3<sup>rd</sup> Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 on 19/06/2017 at 11.00 AM.

**TERMS AND CONDITIONS:**

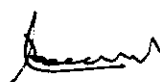
1. The bidder / applicant should be experienced in performing House Keeping Activities at least for 10 years, and is engaged in such housekeeping works in at least two esteemed / reputed organizations (of which at least one should be a Government Organization / Public Sector undertaking) as on 31/03/2017 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;
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 the sweeping of roads, common areas, watering and maintenance of plants 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 allotted shall engage 17 trained Housekeeping labourers including one supervisor in the office buildings at Bandlaguda, Hyderabad;
4. The bidder to whom the service contract of House Keeping work of Corporate Bhavan, Bandlaguda, Hyderabad, is allotted shall bring the quality material required for keeping the premises of Corporate Bhavan clean.
5. 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 in the office building and should be taken up with utmost care and diligence ;

Contd. Page-2

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 quality 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 Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068, 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. The Contractor should engage their labour from 8.00 AM onwards till 4.30 PM with the lunch break for half an hour. 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 cleaned on all the working days i.e. from Monday to Friday and on Saturday, steps all the floors should be taken up for cleaning all the glass panes, washing of the floors, cleaning of steps etc. in respect of office buildings i.e. Corporate Bhawan, 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 including EPF & Misc.Provisions Act, 1952, ESI Act, 1948, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Payment of Wages Act, 1936, Maternity Benefit Act, 1961, Minimum Wages Act, 1948 etc.
13. The financial bid shall quote the contract amount with the break up as follows;

Name of the bidder	M/s.	
	For 1 (One) Supervisor	For 16 (sixteen) Housekeeping personnel
Basic pay per month (Rs.)		
VDA		
ESI		
EPF		
Bonus		
Gross Salary per person		
Service Charge		
Material Cost		
Total Amount quote of the bidder		

14. The technical bid shall mandatorily contain the following:-
  - a) The Agency shall furnish the registration details and the license renewal details with documentary proof.
  - b) The agency shall furnish the ten years minimum experience details with the documentary proof.
  - c) The Agency shall furnish the service details in two esteemed organization as on 31.03.2017 with a minimum bill of Rs.2,00,000/- with documentary proof.
  - d) The agency shall furnish the details of man power as 16 Housekeeping personnel and one supervisor is mandatory.



15. The Tenderer/contractor shall ensure that all the employees get minimum wages as per the Central Minimum Wages Act, 1948 read with Minimum Wages Rules for the State of Telangana and such other benefits as are admissible under various labour laws. If the contractor fails to make the payment of minimum wages within the prescribed period or makes short payment, then the unpaid balance due shall be recovered from the amount due to the contractor in the subsequent month or it will be a debt payable by the contractor.
16. The representative of the Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 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.
17. 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 Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 or the behavior of the personnel of the Contractor with Ministry officials in the offices of Corporate Bhawan is not good;
18. The successful bidder has to submit a security deposit of Rs.1,00,000/- (Rupees One Lakh only) with Ministry of Corporate Affairs, Bandlaguda, Nagole, Hyderabad - 500068 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 ;
19. In the event of termination of the contract by the successful bidder, the security deposit of Rs.1,00,000/- is liable to be forfeited.
20. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income-tax Act, 1961.
21. The work relating to housekeeping will be entrusted to the successful bidder. Further, the Regional Director has the power to cancel the contract without assigning any reasons.
22. The Regional Director reserves his right to withdraw/cancel the contract at any later stage either before or after enter into contract without arising any reason.
23. The successful bidder shall bring it to the knowledge of the undersigned whenever the minimum wages are raised by the office of the Chief Labour Commissioner, M/o Labour & Employment, Govt.of India, New Delhi. The revised wages will be paid from the subsequent month from the date it was brought to the knowledge of the undersigned.



(S.CHANDRASEKARAN)  
JOINT DIRECTOR  
O/o REGIONAL DIRECTOR (SER)

**TECHNICAL BID**

(To be sealed and placed in separate cover superscribed Technical Bid)

Having read and accepted all terms and conditions in the tender document and scope of activities, I/We submit the details for the Housekeeping Services as follows:

Sl.No.	Particulars	Details		
1	Name and Address of the Registered office of the agency/firm			
2.	Name of Owner / partner with contact number, address			
3	Registration details (attach photocopy of documents)			
	a. Registration/License Number			
	b. PAN Number			
	c. Service Tax Reg.No.			
	d. ESI Number			
	e. PF Number			
4	List of Institutes/offices where the firm is providing / provided clearing services (enclose copy of order)			
	Name of the Organization	Duration		Contract Value
		From (DD/MM/YY)	To (DD/MM/YY)	

**DECLARATION**

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

Signature of the Tenderer with date  
Name of address of the tenderer with office stamp

**Note:** All the above columns may be filled by Tenderer without leaving any column blank with supportive Documentary evidence, as stated in point No.14 of the Terms and Conditions.

**COMMERCIAL BID**

(to be sealed and placed in separate envelope superscribed "Commercial Bid")

**SCHEDULE OF RATES**

**Name of the work:** Housekeeping Services at Corporate Bhawan, Bandlaguda, Nagole, Hyderabad

Service Head	Lumpsum rate per month in Rupees
Housekeeping Services at Corporate Bhawan, Bandlaguda, Nagole, Hyderabad as per scope of work stated in the Tender Notice inviting tenders for House Keeping Activities	

Service Tax if any will be paid as per norms.

Signature of the Tenderer with date  
Name of address of the tenderer with office stamp

**Note:** The break-up for the lump-sum rate per month in rupees may be given as stated in point No.13 of the terms and conditions.