



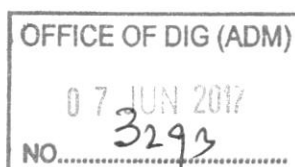
NATIONAL INVESTIGATION AGENCY
Govt. of India, Ministry of Home Affairs
Branch Office, Lucknow
A/47, Vishal Khand-4, Gomti Nagar,
Lucknow, UP, 226010
Tel.:- 0522-2391958, Fax :- 0522-2391298

No. Prov-318/HKS/NIA/LKW/2017-18 11246-57

Dated, the 06 June, 2017

TENDER NOTICE

1. The Deputy Inspector General, National Investigation Agency, having its office in Lucknow invites sealed Tenders from Housekeeping Service Providers to provide housekeeping services for the new office building situated at Sector-7/26, Gomti Nagar Extension, Lucknow. The building is having Admin block of 06 floors including basement, covering maintenance area of 46150 Sq.ft. and Community Centre of 02 floors, covering maintenance area of 6431 Sq. ft. Toilets/bathrooms are attached with the Officer's room & lounge besides common toilets/bathrooms. Road area is around 26977 Sq.ft and Green area is around 61051 Sq.ft. **The services of 12 housekeeping staff are required on a monthly basis for one year period from 12.07.2017 to 11.07.2018 which can be extended further on mutual consent and approval by the competent authority.**
2. The terms and conditions of the tender are enclosed as Annexure 'A' to this notice. The qualifications and responsibilities of service provider are attached at Annexure 'B'.
3. The tender is required in the format at Annexure 'C' (Technical Bid) and 'D' (Financial Bid) along with the relevant details / supporting documents and **Tender fee of Rs. 500/- (Rupees five hundred) only** in the form of demand draft payable to **Sr. Accounts Officer, ZPAO, SSB, Lucknow**. The **Earnest money of Rs. 41,000/- (Rupees forty one thousand) only** by way of a demand draft drawn in favour of **Sr. Accounts Officer, ZPAO, SSB, Lucknow** is also required to be enclosed with the technical bid. **The bid security (Earnest Money) is normally to remain valid for a period of forty five days beyond the final bid validity period.** The tender should be dropped in tender box available at the reception in the office of **DIG, NIA, A/47, Vishal Khand-4, Gomti Nagar, Lucknow** on or before 1500 hrs. on **27.06.2017** separately in two different sealed envelopes or may be sent by registered post or through courier so as to reach the office latest by 1500 hours on **27.06.2017**. The earnest money would be returned to unsuccessful bidder/tenderer. The tender will be opened on the same day i.e. on **27.06.2017 at 1600 hrs**. If the tender is sent by post/courier, it should be ensured that the cover should be intact at the time of reaching this office without any damage or loss. The Department will not be responsible for the delay on account of postal/courier services. These envelopes shall be superscribed "**FINANCIAL BID**" and "**TECHNICAL BID**" separately and put inside a bigger sealed envelope which shall be superscribed with the words "**TENDER FOR PROVIDING HOUSE KEEPING SERVICES**"
4. The tenderer shall sign and stamp each page of the tender document and all other enclosures as a token of having read and understood the terms and conditions contained therein and should submit the same along with the bid. The tenderer shall fill up the information in the tender form in clear and legible terms. Necessary documents of proof completed in all respects should be attached. Prices wherever quoted should be written both in figures and words. The Annexures shall be signed and stamped by the bidder or its authorized signatory as mentioned above. Incomplete tender forms will be rejected out rightly.



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6/6/17

5. The technical bids will be opened on the date indicated at Para-3 above **at 1600 hrs on 27th June, 2017**. Financial bid of the eligible bidders will be opened on a later date. The date, time and venue for opening of financial bids will be informed to the successful bidders later.
6. Unsealed tenders will not be considered for bidding purpose. Similarly, tenders incorporating additional conditions by the agency will be rejected. Tender forms of agencies who do not deposit tender fee and earnest money will be summarily rejected.
7. The contractors must quote their rate only on per person per month basis as per revised minimum Wages under the Minimum Wages Act. The amount quoted shall not vary during the entire period of contract.
8. The deduction towards PF and ESI etc. should be factored in rates being quoted on per person per month basis and the same would not be payable over and above the rates thus quoted. Agency service charge should be clearly mentioned in the financial bids. If a firm quotes 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered.
9. NIA will deduct Income Tax at source under section 194-C of the Income tax Act, 1961 from the bills of the contractor.
10. The cost of cleaning material should not be included in outsourcing proposal as the same will be provided by the NIA. However Vacuum cleaner and floor cleaning machine shall be provided by the Contractor.
11. The successful tenderer will have to deposit a performance security deposit 8% (eight) of total tender value in the form of FDR/BG/TD which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. Security money shall be forfeited in case of the following:-
 - i) If the tenderer withdraws or amends its tender or increase its rates after opening of the tender but before the validity of the quotation expires.
 - ii) On refusal to enter into contract after award of contract.
12. No interest is payable on the Performance Security Deposit.
13. The contractor/bidder will be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
14. The tender details are also available on www.nia.gov.in. and Central Public Procurement Portal (CPPP) at www.eprocure.gov.in.
15. **No financial bids will be entertained if the Technical conditions required are not fulfilled by the tenderer.**
16. **Registration of the bidders under the "Shops & Establishment Act" (Registration under ROC) are mandatory requirement without which the tenders will not be accepted.**
17. **VALIDITY OF THE TENDER**

The validity of the tender will be for the period from **12.07.2017 to 11.07.2018** which can be extended on mutual consent with both the parties and approval by the competent authority. However, the contract may be terminated for reasons of non-satisfactory service provided by the service provider or for want of funds or other administrative reasons. In such cases, the contractor will be given advance notice in writing.

A handwritten signature in blue ink, followed by a long arrow pointing to the right, indicating a signature or mark at the end of the document.