

**GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS, ASSAM
G.N.B. ROAD, AMBARI, GUWAHATI-1**

No.DMA.580/Pt/2017/38

Dated Guwahati, the 11th September, 2021

**Notice Inviting Expression of Interest
For providing housekeeping services under the Directorate of Museums
Guwahati-1**

Tenders in sealed envelopes affixing non-refundable court fee of Rs 8.25 (Rupees Eight and paise twenty five) only are invited, from firms undertaking house keeping services , by the office of the under signed. The details can be seen and downloaded at the website www.museums.assam.gov.in. Last date of submission of the bids is at 1400 hours on 23rd September, 2021 .Tenders shall be opened the same day at 1500 hours. In case of deferment , date and time opening of bids shall be notified .

Sd/-
Director of Museums, Assam
Guwahati-1

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS, ASSAM
GNB ROAD AMBARI, GUWAHATI-01

No.DMA.580/Pt/2017/38

Dated Guwahati, the 11th September, 2021

NOTICE INVITING EXPRESSION OF INTEREST
FOR HOUSEKEEPING SERVICES AT THE ASSAM STATE MUSEUM

Directorate of museums, Assam invites “ Sealed Bids” for Housekeeping services from registered firms experienced in the aforesaid services for a period of one year extendable by one year subject to satisfactory performance of the vendor and mutual consent on same terms and conditions.

(A) Location of the work:

1. Assam State Museum, Guwahati. (Museum and Administrative block)
2. District Museums located at
 - (a) Dibrugarh, (b) Jorhat, (c) Tezpur, (d) Nagaon, (e)Mangaldai, (f) Barpeta, (g) Dhubri and the museums at (h) Gopinath Bordoloi Memorial Museum at Raha (Nagaon) (i) Nilima Barua Folk Art Museum at Gauripur (Dhubri) (j) Mini Museum at Bordowa (Nagaon) .

(B) Scope of work :

1. Engage and supervise skilled manpower for Regular cleaning (dusting, Sweeping, mopping etc) in in the galleries and offices, in areas mentioned hereafter.
2. Areas of indoor works shall include floors, staircases, doors , windows, Toilets , Ceilings, fans , lifts, furniture and fixtures , or as may be specifically instructed.
3. Areas of outdoor work shall include daily sweeping of premises, trimming of grass, branches, de-weeding in buildings, plantation of seasonal plants, watering , manuring and de-clogging of drains.
4. The vendor shall undertake the work with standard material for detergents, phenols, de-odourizers , cleaning equipments, manures, planters and garden equipments .
5. All materials required for the above mentioned work shall be arranged by the vendor and cost met thereof from their end.
6. The vendor shall be asked to clean storage areas or undertake any special cleaning as may be specified time to time.
7. The appointed vendor shall maintain a updated log book of the works at the location of work.
8. Collection and removal of all types of garbage generated in and around the premises with proper disposal methods.

(C) General terms and conditions :

1. Bidders are requested to inspect the locations of work before submission of their EOI to assess the requirement.
2. The vendor shall access and thereby engage appropriate number of persons for the work as required and mentioned in (A) Location of work.
3. The performance of work output expected is high, thereby unsatisfactory performance

- shall attract re-doing a job and other actions as deemed fit by the authority.
4. The welfare and safety of the engaged personal shall be the sole responsibility of the selected vendor.
 5. Only those firms capable of providing the aforesaid services in totality may bid. Tender bids of part services shall be outright rejected.
 6. All the cleaning works must be done through specialized tools/machines.
 7. The cleaning staff should wear uniform at all times with photo ID card while working .
 8. The cleaning staff will not be allowed to handle the artefacts and bring damage in any circumstances.
 9. The cleaning staff shall maintain personal hygiene and should be of legal age group.
 10. The successful bidder shall comply with the laws applicable to employees working regarding working hours , minimum wages , safety , cleanliness, leave, overtime allowances , provident fund , retrenchment benefit, medical benefits , insurance etc as applicable.
 11. The Contractor shall verify the antecedents of all employees working, by police verification and will keep attendance and other relevant records at its cost and will produce these on demand of any authority . The list containing the names / addresses with coloured photograph of the personal appointed by the contractor shall be made available to the museum authority with their bio data from the date of deputing.
 12. In case any person engaged by the contractor is found to be inefficient , quarrelsome , inebriated condition or under influence of any intoxication / drugs infirm invalid or found indulging in unlawful or union activities , the contractor shall replace such person with suitable substitute at the direction of the Museum authority.
 13. The museum authorities will not be liable for any accidents and health issues during the working hours or otherwise.
 14. The Bidder should be registered under contract labour (Regulation & Abolition) Act 1970 and rules framed there under and should be in possession of a valid labour license, GST No , PAN.
 15. No escalation of rates quoted will be allowed during the period of contract.
 16. The contractor shall not engage any sub-contractor or sublet /transfer the contract to any other agency/person in any manner.
 17. The contract may be renewed for an equivalent period subject to the satisfactory performance of the work by the contractor.
 18. The Director, Directorate of Museums, Assam after successful completion of the work, shall make payment annually or as and when fund is accorded.

(D) Documents to be submitted:

(a) Technical bid:

- (i) Cover letter with credential of the firm and prescribed court fees of Rs 8.25P.
- (ii) Copies of valid trade licence.
- (iii) Copies of valid certificate of income tax clearance of the last one year,
- (iv) Copies of valid certificate of GST, PAN card.
- (v) Copies valid labour licence issued by concerned authority .
- (vi) Copies of valid EPF and ESI registration details .
- (vii) Copy of the tender document with signature and seal at every page .

(b) Financial Bid:

(i) Filled up format (Annexure II)

(c) The Technical Bid and the Financial Bid should be inserted in sealed separate envelopes and superscribed with the (i) Technical Bid or Financial bid (ii) Tender No(iii) Name and address with phone no on the left corner (iv) Address of the undersigned in the middle. Both the envelopes should be inserted in a bigger enveloped and super scribed with the particulars as listed above (ii) to (iv) .

(E) Method of selection:

- (i) Only those tenders which is duly addressed and sealed shall be accepted.
- (ii) Technical bid complete in all respects shall only be accepted.
- (iii) Financial bid shall be opened after selection of firms qualified in Technical bid.
- (iv) Undersigned is not bound to accept the lowest rate and reserves the right to accept or reject bids without assigning any reason thereof .

Sd/-

Director of Museums, Assam
Guwahati-1

Housekeeping Services –Technical Bid

1. The Company/Firm: _____
2. Name of Proprietor/Director: _____
3. Regd.Number: _____
4. Address of office : _____

5. Contact Persons: _____
6. Name and Designation: _____
7. Telephone No: _____
8. Email ID: _____
9. PAN Card No: _____
10. GST No: _____
11. Labour Licence No: _____
12. EPF Registration No: _____
13. ESI Registration No: _____

Signature of Authorized Signatory

Name :

Designation:

(Seal)

Annexure -II

Housekeeping Services –Financial Bid

Sl. No	Particulars	Rate/ Month	Total per year
1.	Wages (a) No. of Persons to be engaged:- _____		
2.	Other costs (Eg: Materials , tools/equipment etc)		
3.	Agency fees (if any)		
4.	GST		
5.	Any other tax (TDS etc)		
6.	Any other charges (Please specify)		
	Total (in words)		

Note :

1. Rates should be quoted on comprehensive basis taking into account all overhead costs minimum wages payable to employees , ESI and EPF contributions , Relieving charges etc .Please enclose wage calculation sheet per separately.
2. Income Tax on the total bill amount shall be deducted during final payment.

Certificate :

I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the letter inviting quotation No.DMA.580/Pt/2017/38 dated 11th September 2021.

Signature of Authorized signatory
Name of the Agency with Seal