



GOVERNMENT OF ASSAM

ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ANCILLARY BLOCK, JANATA BHAWAN, DISPUR, GUWAHATI-781006

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No:- ASDMA/61/2011/255

Dated:-26.07.2018

NOTICE INVITING TENDER FOR ENGAGEMENT OF REGISTERED FIRM/AGENCY ON HOUSEKEEPING SERVICES FOR ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA) FOR 2 YEARS.

Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASDMA, Assam, from reputed and registered Firms/Agency on Housekeeping Services for Assam State Disaster Management Authority (ASDMA). The details of bid document may be obtained from official website of ASDMA i.e. www.asdma.gov.in. The details of Tender are stated below:-

Date of issuing Tender:	26-07-2018.
Last Date and Time of receipt of Tender :	16-08-2018 up to 4:00 PM.
Date and Time of opening Bid	17-08-2018 at 3.00 PM
Place of opening Tender :	Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

Address for Communication: The Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

Joint Secy. & SPC

Assam State Disaster Management Authority

NOTICE INVITING TENDER FOR ENGAGEMENT OF REGISTERED FIRM/AGENCY ON HOUSEKEEPING SERVICES FOR ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA)

Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASDMA, Assam, from reputed and registered Firms/Agencies on Housekeeping Services for Assam State Disaster Management Authority (ASDMA). Interested parties are requested to submit their tender along with the specified documents which will be received till 09-08-2018 up to 4:00 PM. The tender may be sent by hand in sealed cover addressed to "The Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006". Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

1. Last Date for Receipt of Tenders:

Sealed Tenders in two separate covers {**Eligibility Criteria (Cover "A")**, **Technical Bid (Cover "B")** and **Price Bid (Cover "C")**} under **Single Envelop** will be received till 09-08-2018 up to 4:00 PM by the Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

2. Scope of the Work:

a) Area Coverage for Housekeeping Services:

LOCATION	APPROX. COVERED AREA	APPROX. UNCOVERED AREA	TOTAL AREA
Office premises of ASDMA located within the Janata Bhawan (Civil) Campus opposite the Secretariat Branch of State Bank of India (Ancillary Block-I), and Office Chamber & Lawn of the Chief Executive Officer, ASDMA Dispur, Guwahati - 781 006.	7077 ft. ²	1400 ft. ²	8477 ft. ²

b) Broad Details of Scope of Work:

- (i) Cleaning of office working areas, and Office Chamber & Lawn of the Chief Executive Officer, ASDMA including windows, doors, furniture, fixtures, telephones, cup-boards, air conditioners, filing almirahs, cabinets, glass-panes, computers etc. with dry / wet duster and or with suitable cleaning agent. Mopping of floors with disinfectants .
- (ii) Cleaning of corridors staircases and common area with disinfectants in the morning and with plain water as and when required in the office hours.
- (iii) Cleaning of all toilets at least three times daily (at 8.30 AM, 12.00 AM & 3.30 PM) with disinfectants and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Naphthalene balls, air freshener and liquid soap and paper rolls are to be provided by the agency regularly

to ensure continuous availability of these materials in requisite place / container in all toilets and wash basins .

- (iv) Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location.
- (v) Regular cleaning of glass-panes of doors, windows & partitions with soap / cleaning agent.
- (vi) Cleaning of blockage in sewer and pumping lines within the office premises as and when required.
- (vii) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
- (viii) Spray of scented Mosquito and cockroach killer on all floors every day twice. Mosquito / cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception & conference halls, lobby, etc.
- (ix) Maintenance of lawns & surroundings, cutting of hedges and cutting / shaping of plants.
- (x) Acid cleaning of sanitary-ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with soap, detergents, kerosene / petrol or any other chemicals, automatic mopper / scrubbing machine to be used at least once in a week.
- (xi) Cleaning of fabric upholstered sofa-sets with vacuum cleaners and leatherette upholstered sofa-set and chairs with soap solution / cleaning agent of approved quality.
- (xii) Cleaning of brass litters by polish.
- (xiii) Roof top to be cleaned with broom and all garbage to be removed once a month.
- (xiv) All toilets to be provided with buckets and mugs of standard quality and air freshener to be placed.
- (xv) Provide two sets of towels of appropriate sizes in all toilets and wash basis.
- (xvi) All laundry items / linens to be dry washed and replenished every day.
- (xvii) Availability of all items listed for cleaning and hygiene must be certified on daily basis by authorized person of ASDMA.
- (xviii) Items and quantity to be provided on daily basis shall be mentioned in the technical bid by the bidder.

c) GENERAL:

- (i) The Contractor has to provide five man powers (2 Female and 3 male) to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the office administration.
- (ii) The bidder shall survey the area and make assessment of the manpower requirement on their own before bidding.

