

**F. No.D-31016/1/2017-GA Section
Ministry of Skill Development & Entrepreneurship
Government of India**

**2nd Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg
New Delhi -110001**

Dated : 17th March , 2017

Subject : Invitation to e-Tender for Annual Maintenance Contract for Housekeeping/Sanitation Services in the Ministry of Skill Development and Entrepreneurship, Ground and 2nd Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi – 110 001.

Ministry of Skill Development & Entrepreneurship invites e-tenders for housekeeping services from reputed agencies fulfilling the criteria laid down in Technical bid format at Annexure-2. The job specifications and scope of work are given in Annexure-1. The format for Financial Bid is at Annexure-3. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

2. The offers, in the prescribed format shall be submitted online at <http://eprocure.gov.in> as per tender document. **No tender will be accepted by hard copy, fax or e mail or any other such means.** Detailed tender documents are available on website: www.msde.gov.in and <http://eprocure.gov.in>. The bids are to be sent in two parts – one sealed envelope super scribed as ‘**Technical Bid**’ giving details in the format as per Annexure-2, and second envelope super scribed as ‘**Financial Bid**’ in the format at Annexure-3. **The bids shall be signed by a person duly authorized on behalf of the bidder firm in absence of which the bid will be considered invalid.**
3.

Last Date & Time for receipt of bids	:	<u>31st</u> March, 2017 till 3:00 P.M.
Date & Time for opening of tech. bids	:	<u>3rd</u> April, 2017 at 4:00 P.M.
Bid Security (Refundable)	:	Rs 1,00,000/-
4. (a) **The tenderer should quote his service charges in Rupees per day per person in such a way that gross service charge in Rupees per billing month should be more than the amount of Income Tax to be recovered from total payment from such monthly bill which is aggregate of Wages (Fixed), EPF (Fixed), ESI (Fixed), Service Charge (As quoted) and Service Tax (As applicable). It may be noted that the rate of Income Tax will be computed @ 2 % of the total payment i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor/ firm/ trust. The service charge has to quoted on the sum which comes out after adding minimum wages, EPF (Employer’s Contribution) and ESI (Employers Contribution). The Service Charge has to be quoted in percentage upto one decimal place e.g 10.1%, 5.8% etc**
- (b) **An earnest money deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft drawn in favour of “DDO, Ministry of Skill Development & Entrepreneurship, New Delhi” should be submitted physically in this office. Any other form i.e cash, etc shall not be accepted**

