



## ICAR – INDIAN INSTITUTE OF OIL PALM RESEARCH

(An ISO 9001 : 2008 Certified Institute)

Pedavegi-534 450, West Godavari District, Andhra Pradesh

Website: <http://dopr.gov.in>



F.No.40/Estate Matters/2016-17;

Dated 24.01.2016

To

Sub: Quotations for providing House Keeping Services at IIOPR, Pedavegi – Reg.

\*\*\*

Sir,

Sealed competitive quotations for providing House Keeping Services are invited by the undersigned at this Institute.

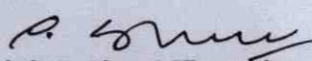
### Work & Specification

House Keeping services to Sweep, clean, mop the floor in the laboratories, office premises etc at old & new campus, guest house of IIOPR, Pedavegi from 07:00 AM to 03:00 PM on all working days. Cleaning materials such as soaps, liquid washing powder, lotion, brooms will be provided by IIOPR. The Director, IIOPR has discretion to assign above duties during holidays on work exigencies. Rate may be quoted on monthly basis.

### The quotation should confirm to the following conditions:

1. The rate quoted should be valid for a period of one year from the last date of quotation
2. The rate quoted should not be less than the Central Government/ State Government (Andhra Pradesh) prescribed under minimum wages Act.
3. The quotation should reach the undersigned on or before **23.02.2017 at 4.30PM.**
4. Quotations received by Speed/Register post only be accepted.
5. The EMD Rs.15,000/-(Rupees Fifteen thousand only) amount may be submitted along with quotation in form of Demand Draft in favour of ICAR-UNIT IIOPR, payable at Eluru.
6. An Amount of (Rs.5% of the amount) as a security deposit for the contract is to be deposited by the selected agency/successful bidder only after receiving a communication from the institute.
7. The right to accept or reject any or all the quotations in full or part thereof is reserved by the Director, IIOPR, Pedavegi.
8. On the envelope enclosing the quotations, please indicate "Quotations for House Keeping Services".
9. Scientist Incharge (Farm) of this Institute may be contacted for further details.
10. The copy of the PAN card may be enclosed to the quotation otherwise quotation will not be accepted.
11. Agency should be registered with the labour/Commissioner office and a copy of certificate may please be enclosed with Quotation otherwise Quotation will be rejected.
12. Agency is responsible to pay EPF, ESI, service tax etc. of the persons deployed at this Institute for above work.
13. Agency should pay the wages to the persons deployed for the work at IIOPR before 5<sup>th</sup> of every month and submit the bill to office alongwith payment challans of EPF, ESI etc of previous month to release the bill payment.
14. Detailed breakup of amount quoted should be shown in Annexure-I
15. Details of Self attested documents should be shown in Annexure-II

Yours faithfully,

  
Administrative Officer i/c

## **ANNEXURE-I**

Detailed breakup of amount quoted should be shown as below:

### **Category-wise Break-up price schedule**

S.No	Price quoted	Amount in Rs.
1	Basic	
2	VDA	
3	EPF	
4	E.S.I	
5	Service Charges	
6	Service Tax	
	<b>TOTAL:-</b>	

## **ANNEXURE-II**

Self attested following documents must be attached with the quotation

1. Labour registration certificate
2. EPF certificate
3. ESIC certificate
4. PAN
5. EMD in the form of Demand Draft
6. Registration certificate of firm
7. Service tax registration
8. Certificate to the effect that firm has not been black-listed by any Govt/Private organisation.