



AS-CFMS

(A Registered Society under Finance Department)
Assam Society for Comprehensive Financial Management System
F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

No.: ASPIRe/15/2019/Part-I/2

Dated: Dispur, the 7th December 2020

**INVITATION FOR QUOTATIONS FOR PROVISION OF
NON-CONSULTANCY SERVICES UNDER SHOPPING PROCEDURES**

To

Dear Sir / Madam,

Sub: Invitation for Quotations for cleaning staff, security guard, cabin boy (**Facility Management Services**) for the office of the World Bank funded ASPIRe Project at Kamakhya Tower, 8th Floor, G.S Road, Ganeshguri

1. The Government of Assam has availed a loan from the International Bank for Reconstruction and Development (IBRD) towards the cost of Assam State Public Finance Institutional Reforms (ASPIRe) Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued. The Assam Society for Financial Management System (AS-CFMS) has been entrusted the responsibility of implementing the ASPIRe Project.
2. There is an office Premise at Kamakhya Tower, G.S. Road, Ganeshguri having a area 5500 sq. ft.(approx.) for the Officials working under ASPIRe Project
3. In this context, you are invited to submit your most competitive quotation for the following:-

Sl no.	Name of Position	*Duration of Service /Day	No of Staff
1	Security warden	8:00 A.M – 10:00 P.M.	2
2	Cleaning Staff	8:00 A.M – 6:00 P.M	3
3	Pantry Boy	9:30 A.M – 6 :00 P.M	1

*Duration of services may be divided into shift 1 and shift 2 if necessary.

4. SCOPE OF WORK:

Security Warden: General **scope of work** shall be to supply all labour, materials, equipment and incidentals necessary to provide appropriate unarmed **security guard** services at the ASPIRe Office at Kamakhya Tower, 8th Floor.

Security Warden will be responsible for maintaining the security of the premises and **personnel** by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers etc

Cleaning Staff:

Scope of work for the cleaning staff shall be the basic housekeeping duties include vacuuming, dusting, mopping, surface **cleaning** and kitchen and bathroom tails, making sure all assigned areas of the home are clean, neat and tidy

Pantry Boy:

Scope of work for pantry boy shall be preparing and serving tea for all office staff. Handle the kitchen's fast-paced working environment, be familiar with food hygiene and be available to work during evenings and weekends.

5. ELIGIBILITY CRITERIA:

Criteria	Documents
It should be a proprietary firm/partnership firm/ company registered with the Government under relevant Act/Rules, in existence for a minimum of 3 years on the	Registration Certificate

date of issue of this tender.	
The company must not have been blacklisted by any Government/Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department.	Self-Declared Certificate
The company must be registered with all Government/statutory authorities such as Sales Tax Department, GST, Income Tax Department, etc. as required in the normal course of business to render providing similar services.	GST Certificate, IT Return File
The Company should have an experience of similar work contract (in a single order) of Rs. 15.0 Lakh per annum (Minimum), in last 3 year, preferably in Government/Autonomous bodies/PSU.	Work Order
The company should have minimum annual turnover of Rs 20.0 Lakh/year, in average of the last 3 years.	Turn over details with a certificate from a Chartered Accountant

6. ESSENTIAL DOCUMENTS:

- a. GST Registration Certificate.
- b. Up to date valid Trade License/Incorporation Certificate/Partnership deed.
- c. PAN Card and Bank details
- d. Work Order last three years.
- e. EPF Registration Certificate.
- f. Address Proof of Local office i.e. office at Guwahati.
- g. ESIC Registration Certificate

7. Bid Price :

Format of Quotation

Tender Inviting Authority: Assam Society for Comprehensive Financial Management System (AS-CFMS)

Name of Work: Provide Services for Security Staff, Cleaning Staff, Pantry Boy.

Contract No: ...

Name of the Bidder/ Bidding									
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	VDA Amount/pe r Person	GST Amount in INR/ Person Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	7	8	9	13	14	15
1	Security Services	2.00	Nos				0.00	0.00	INR Zero Only
2	Cleaning Services	3.00	Nos				0.00	0.00	INR Zero Only
3	Pantry Boy	1.00	Nos				0.00	0.00	INR Zero Only
4	Accessories		including all items and machinarie s				0.00	0.00	INR Zero Only
Total in Figures							0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only							

- a) Bidders are required to quote unit rates and total prices against each of the items given above.
- b) Bidders shall not be allowed to modify the quoted price / offer discounts after the stipulated date and time for submission of quotations.
- c) The Prices shall be quoted in Indian Rupees only.
- d) All required accessories/Machineries for vacuuming, dusting, and mopping, surface cleaning and cleaning of kitchen and bathroom tiles, Basin, Commode etc. has to be provided from the Bidders end.

8. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

9. Validity of Quotation

Quotation shall remain valid for a period 3 months after the last date for submission.

10. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all items collectively.

Bid prices shall be evaluated exclusive of GST. However, bidders are requested to state the estimated amount of GST payable, which shall be reimbursed by AS-CFMS.

In case the bidder does not mention GST amount, it will be deemed zero.

11. TIME SCHEDULE:

Issue of Quotation	8/12/2020	11:00 AM
Submission State Date	8/12/2020	11:00 AM
Submission End Date	16/12/2020	1:00 PM
Opening Date	16/12/2020	3:00 PM

12. AWARD OF CONTRACT

The TIA will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 12.1 Notwithstanding the above, the TIA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

12.2 The bidder whose bid is accepted will be notified of the award of contract by the TIA prior to expiration of the quotation validity period.

13. You are requested to provide your offer (scanned copy of the signed quotation) latest by 1:00 PM on 16th December 2020 by email to aspirepmu@gmail.com

14. Payment shall be made after completion of each quarter. (i.e. 1st, 2nd, 3rd, 4th)

15. We look forward to receiving your quotations and thank you for your interest in this project

16. SUBMISSION OF QUOTATION

Please send us the quotation for the above items and mail it to [**aspirepmu@gmail.com**](mailto:aspirepmu@gmail.com) on or before 1:00 **PM 16th December 2020** & the hard copies to be submitted at the below address:-

To

The Project Director

ASPIRe Project

Kamakhya Tower, 8th Floor, G.S Road, Ganeshguri ,Ghy-5

Sd/- Dr P Uday Praveen, IAS
Additional Project Director, AS-CFMS
ASPIRe, AS-CFMS