

REGIONAL OFFICE, CENTRAL SILK OARD
(Ministry of Textiles, Govt. of India)
342-347, A-Wing, 2nd Floor, August Kranti Bhavan,
Bhikaji Cama Place, New Delhi-110 0066.

QUOTATION NOTICE

Date: 02.05.2017

Sub: Quotation for outsourcing Office Attendant and House Keeping Personnel on contract basis – reg.

Competitive quotations are invited for outsourcing of one Office Attendant and one House Keeping Personnel (**Un-skilled**) to be deployed on contract basis for CSB Transit Rest House at D-1/40, Vasant Vihar, New Delhi. Competitive rates/ quotation should reach in this office on or before **24.05.2017 (Wednesday)** as per terms and conditions given below:-

1. Sealed Quotations should reach this office on or before **24.05.2017 (Wednesday) by 2 P.M.** The competitive quotations may be sent by post/dropped in the Tender Box kept in office within stipulated date & time. No quotation will be accepted after the stipulated date and time. This office is not responsible for any postal delay etc.
2. Quotation will be opened on same day i.e. **24.05.2017 (Wednesday) at 3.00 P.M.** in the office.
3. The quotation must be completed in all respects. Terms & conditions etc. be specified clearly.
4. Wages of outsourced person should not be less than the minimum wages as applicable by Govt. of NCT of Delhi (Labour Department). Besides quoting prevailing minimum wage rate, wages of outsourced person should clearly mention details towards payment of EPF, ESI, Service Tax, Admn. charges, SBC & K.K.C charges. Total rate quoted by the party should not be in the fraction of rupees.
5. Copy of the following documents should be enclosed with the quotation:
 - i) Agency Code No. & Registration Certificate.
 - ii) EPF & ESI Registration Certificate.
 - iii) Service Tax Registration Certificate & TIN No.
 - iv) Income Tax return and balance sheet for the last three years.
 - v) Experience details.
 - vi) EMD exemption certificate be enclosed, if seeking exemption
 - vii) Agency service charges should be quoted as per Ministry of Finance, Govt. of India O.M.No.29(1)/2014-PPD dated 28.01.2014 and service charges less than 1% will not be considered. If the firm quotes 'NIL' charges /consideration, the bid shall be treated as non-responsive and will not be considered.
 - viii) 2% EMD on the total value of the bid should be enclosed with quotation, if total value of the quotation/bid exceeds Rs.1.00 lakh. Cheque/Bank Demand Draft of EMD value be drawn in favour of "**Regional Office, Central Silk Board, New Delhi**".

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