

**ASSAM TOURISM DEVELOPMENT CORPN.LTD,
ASOM PARYATAN BHAWAN (4th Floor), A.K.AZAD ROAD, PALTANBAZAR,
GUWAHATI-781008.**

No.ATDC.2095/2013/42/ **2600**

Dated Guwahati, the 24th August, 2016.

NOTICE INVITING QUOTATION

Sealed quotation in two bid system affixing Court Fee Stamp of Rs.8.25 paisa (Rupees eight and paisa twenty five) (non-refundable) are invited in plain paper for providing of manpower for maintenance and cleanliness with Supervision level in the headquarter of Assam Tourism Development Corporation Ltd., Asom Paryatan Bhawan situated at Paltanbazar, Guwahati-781008 from reputed authorized agencies dealing in similar line.

Interested parties / firms having experience in the line may submit their quotations with supporting copies of testimonials to reach the undersigned within 2:00 p.m. of **09.09.2016**. The Quotation of Technical Part will be opened on the same day at 2:30 p.m. in presence of the quotationers or their authorized representatives in the office of the undersigned.

Detailed bidding documents may be downloaded from the ATDC Ltd. website: www.assamtourisonline.com/tender.html.

The undersigned reserves the right to cancel or reject any or all the Bids or call off the Bidding process at any time without assigning any reason thereof.

Memo No: ATDC.2095/2013/42/ **2601**

Copy to:-

- (1) The Director of Information & Public Relations, Govt. of Assam, Dispur, Guwahati-6 for kind information and necessary action. He is requested to kindly make an arrangement for publication in one issue of one English daily preferably in "**The Assam Tribune**" and in one Assamese daily preferably in "**Amar Asom**" in the classified category in the second page.
- 2) Notice Board, ATDC Ltd.

Managing Director,
Assam Tourism Dev. Corpn. Ltd.
Dated Guwahati, the 24th August, 2016.

Managing Director,
Assam Tourism Dev. Corpn. Ltd.

o/c

ASSAM TOURISM DEVELOPMENT CORPORATION LIMITED
ASOM PARYATAN BHAWAN (4TH FLOOR)
A.K.AZAD ROAD, PALTANBAZAR, GUWAHATI -781008.

Terms and conditions regarding providing of Manpower in Housekeeping Section of Asom Paryatan Bhawan.

The Assam Tourism Development Corporation Ltd. proposes to assign the maintenance and house keeping section of “Asom Paryatan Bhawan” through reputed agencies. The building is situated by the side of the A.K. Azad Road, Paltanbazar, Guwahati-781008. The building is a 5 storied and used for official purpose.

Quotations are invited for providing of manpower in Housekeeping Section with Supervisory level staff in the headquarter of this Corporation initially for a period of 5(five) years.

General Condition:-

The detailed bidding documents may be downloaded from the ATDC Ltd. website: www.assamtourisonline.com/tender.html. A payment of Rs.1000.00 (Rupees one thousand only) as processing fee (non-refundable) together with EMD of Rs.50,000.00 (Rupees fifty thousand only) in the form of IPO/Bank Draft/Cash to be drawn in favour of Assam Tourism Development Corporation Ltd. payable at Guwahati.

The quotations should be submitted separately in two envelopes – one containing the Technical Bid and the other containing the Financial Bid. The first envelope should be marked Technical Bid and the other one should be marked Financial Bid. Both the envelopes should be sealed and then inserted in one single cover duly sealed.

(1) **Technical Proposal:-**

The Technical Bid should include the followings:-

- (a) A brief description of the Quotationer with an outline of business interest and other similar activities with which the Quotationer is associated. (not exceeding one page)
- (b) Completion certificate of similar nature of work done along with order for last 5 years.
- (c) Audited Balance Sheet for last 5 year and valid licence for labour.
- (d) Registration / authorization certificate.
- (e) VAT Registration and VAT Clearance certificate, Copy of PAN Card.
- (f) Terms & conditions of Quotationer.
- (g) All required materials / articles of standard quality for cleanliness purpose should be supplied by the selected party at a reasonable price. *The different cleaning chemicals/materials should be such that they do not damage the items cleaned*

with the supplied chemicals. Any damage caused due to the use of unspecified chemicals/materials, should be replaced by the party at their own cost.

(h) The floor area of the building are as under:

- (i) Ground floor : Parking with floor area of 204 Sq.m.
- (ii) First floor : O/O Film Tourism. Toilet - 3 nos./ Bath – 1 no with floor area of 459 Sq.m.
- (iii) Second floor : O/O SMs, Red River. Toilet – 3 nos. / Urinal – 2 nos. with floor area of 459 Sq.m.
- (iv) Third floor : O/O SAs and others. Toilet – 3 nos. / Urinal – 2 nos. with floor area of 459 Sq.m.
- (v) Fourth floor : O/O MD, ATDC, GM, AEEs, SM, AO, AEEs and other officials. Toilet – 6 nos. / Urinal – 3 nos. with floor area of 459 Sq.m.
- (vi) Fifth floor : O/O Chairman, ATDC, Conference Hall, Board Room, etc. Toilet – 6 nos. / Urinal – 2 nos. with floor area of 482 Sq.m.

(2) **Scope of job** at

- Ground floor. : Cleaning of the Parking area, ceiling, waste material disposal of Ground floor out side the building and wet cleaning of whole ground floor, entrance including surrounding and car parking from time to time.
- First floor : Cleaning of ceiling, table & chairs of the office of the Film Tourism, cleaning of stair & railings, partitions, cleaning of toilets, mopping of floors twice daily. Cleaning of fans, lights, electronic gadgets, etc.
- Second floor : Cleaning of ceiling, table & chairs of the office of the Red River, cleaning of almirah, cleaning of stair & railing, partitions, cleaning of toilets, mopping of floors twice daily. Cleaning of fans, lights, electronic gadgets, etc.
- Third floor : Cleaning of ceiling, cleaning of table & chairs of the office of the ATDC, cleaning of almirah, cleaning of stair & railing, partitions, cleaning of toilets & sanitary fittings, moping of floors twice daily. Cleaning of fans, lights, electronic gadgets, etc.
- Fourth floor : Cleaning of ceiling, cleaning of table & chairs of the office of the ATDC, cleaning of almirah & partitions, cleaning of stair & railings, cleaning of toilets & sanitary fittings including water tap, mopping of floors twice daily. Cleaning of fans, lights, electronic gadgets, etc.

- Fifth floor : Cleaning of ceiling, cleaning of table & chairs of the office of the Chairman, Conference Hall, Board room and 3 rooms of the officials, cleaning of almirah & partitions, cleaning of stair & railings, cleaning of all toilets & sanitary fittings including water taps, mopping of floors twice daily. Cleaning of fans, lights, electronic gadgets, etc.
- Top of the building : Cleaning of top floor, cleaning of the Water Tanks from time to time.
- Others : (i) Cleaning of doors, windows, fascia of “Asom Paryatan Bhawan” from time to time.
(ii) First- half cleaning works shall have to be completed before 8:00 a.m. and second-half before 2:00 p.m.
(iii) If any technical fault is noticed during the cleaning hours or office hours, they should report immediately to Smti N.H. Begum, Sr. Manager at her phone No: 97067-06726, Shri K. Dutta, AEE at his phone No: 94351-16556 and Shri M. Hazarika, SO (IT) – phone No:98540-92092.

(3) Financial Bid

The financial proposal should contain the monthly contract money excluding taxes to be paid by the Assam Tourism Development Corporation Ltd. in view of services in the tender.

(4) Opening of Bids:-

The Quotations with the sealed envelopes containing the Technical Part will be opened in the office of the Managing Director, Assam Tourism Development Corporation Ltd. on **09.09.2016** at 2.:30 p.m. in presence of the Quotationers or their authorized representatives. The Financial Part will be opened after finalization of the technical evaluation.

(5) Evaluation of Bids:-

The evaluation process will be done by an Evaluation Committee.