2011

भारत सरकार **Government of India**
गृह मंत्रालय **Ministry of Home Affairs**
जनगणना कार्य निदेशालय **Directorate of Census Operations**
महाराष्ट्र **Maharashtra**
एक्स्चेंज बिल्डिंग, २री मंजिल, Exchange Building, 2nd Floor,
सर शिवसागर रामगुलाम मार्ग, Sir Shivsagar Ramgulam Marg,
बेलार्ड एस्टेट, मुंबई-400001. Ballard Estate,Mumbai-400001.
Tel./Fax : 22691266 Tel.: 22615494
E-mail : dco-mah.rgi@censusindia.gov.in

No D-11021/01/2010-11(531)
Date: 20th September 2011

To
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SUB : Quotation for inviting proposal for conservancy services at DCC Mulund & Turbhe for period of 1 year

Sir

Quotations in sealed cover are hereby invited from the service provider conservancy services at DCC and SSC of Directorate of Census Operations Maharashtra, Government of India, Maharashtra Mumbai Area for DCC, Mulund is 3736 sq.ft & Turbhe is 1351 sq mts(14542 Sqft)

Quotation in sealed cover addressed to the Director of Census Operations Maharashtra, Exchange Building, Sir Shiv Sagar Ramgulam Marg, Ballard Estate, Mumbai 400 001 should reach to the above address by Speed Post/ Courier/Registered post or may be dropped in tender box on or before 3.00 p.m of 26-09-2011. Quotation received after stipulated date & time will be rejected.

On the top of envelope, "**Quotation for conservancy services at DCC in Mulund and Turbhe ",** Quotationer's full name and address with phone & fax number with S.T.D code should be mentioned on the envelope. Quotations are likely to be opened on 26-09-2011 at the Office of the Directorate of Census Operations Maharashtra, Exchange Building, Sir Shiv Sagar Ramgulam Marg, Ballard Estate, Mumbai 400 001 At 05.00 pm Quotationer or their authorized representative may remain present during opening of Quotation.

The interested bidders will quote their rates in the prescribed format. Rates quoted in other format will not be entertained and will be rejected.

(D. L. Mendhe)
Deputy Director of Census Operations
Maharashtra Mumbai

QUOTATION FOR CONSERVANCY SERVICES AT DCC AND SSC OF DIRECTORATE OF CENSUS OPERATIONS MAHARASHTRA MUMBAI.

General Terms and Conditions

General Terms & Conditions

1. Payment shall be made by cheque on monthly basis after completion of every month and no advance will be paid. For claming 100% of the payment, the following documents are to be produced before paying authority.
   i) Certificate of satisfactory service by the office in checklist of work done as per annex-I

2. The rate should be inclusive all taxes like sales, central excise, CST, Octroi, VAT etc. and transport cost etc.

I have gone through the Terms and Conditions thoroughly and they are acceptable to me.

Stamp & Signature of the Supplier

FORMAT FOR QUOTING

To
The Directorate of Census Operations Maharashtra
Exchange Building, 2nd Floor
Sir Shiv Sagar Ramgulam Marg
Mumbai 400 001.

Sir,

I, Sri / Smt. / M/s _____ is quoting for conservancy service as under

Sr. No.	Item	*Rate per month for deployment (inclusive all) in rupees
1	Housekeeping as per jobs details in Annexure-I	

* The rates are inclusive of all taxes & duties plus manual charges, materials and vaccum cleaning and any other equipments

Full Signature of the Bidder

Address with Telephone and Mobile No.

Annexure-I

Job details:

(a) Activities and frequency of cleaning / sweeping:

Sr. No.	Frequency of cleaining	Work details
1	Once in a day	Dusting of Windows
		Dusting of other article in the room
		Dusting of the Furnitures & Fixtures
		Vacuum Cleaning of Carpets
		Cleaning of the Doormat
2	Twice in a day	Trash Removals As required
3	Once in a week	Dusting of the verticals
		Cleaning of Electrical Switches
		Cleaning of windows
		Scrubbing of the skirting
		Electrical Equipment cleaning
4	As required	Spot cleaning of the walls
		Spotting of Carpet

(b) If any dead instects and animals found in premises, cleaning may be done by using cleaning agent.
(c) Dirt like vomiting etc of employer may be clean by using cleaning agent.
(d) All wooden / Aluminums and steel doors must be clean by using detergent daily.
(e) Following cleaning agents must be used for cleaning purpose.
    1) Cleaning Powder
    2) Room Freshener
    3) White Cloth duster
    4) Liquid Soap for cleaning mirror/glass
    5) Duster
    6) Floor wiper
    7) Dustbin

For above work at least two employee must be deployed