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INDIAN INSTITUTE OF ASTROPHYSICS
(Ministry of science and Technology, Govt. of India)
Koramangala, Bengaluru – 560034

PUBLIC TENDER NOTICE NO.IIA/ 02 /2010-11DATED 11TH JUNE 2010

Indian Institute of Astrophysics is looking for a reputed agency to provide house keeping service for sweeping & cleaning of the buildings, campus and maintenance of garden in the following locations :-

Sl. No	Location	Category
01	Indian Institute of Astrophysics, Sarjapur Road, 2 nd Block, Koramangala, Bangalore-560 034 Contact person: Dr. P.Kumaresan, Administrative Officer, Tel: 080-25530672	Supervisor Semiskilled workers Unskilled workers
02	Indian Institute of Astrophysics, CREST Campus, Shiddlaghatta Road, Hoskote, Bangalore – 562 114 Contact person: Dr. B.C.Bhatt, Tel: 080- 27904739	Supervisor Semi skilled workers Unskilled workers
03	Indian Institute of Astrophysics Radio Astronomy Field Station Gauribidanur -561 210 Chickaballapur Dist. Contact person: Dr.R. Ramesh, Tel: Tel:080-25530672 Extn.312	Semiskilled workers Unskilled workers
04	Vainu Bappu Observatory Indian Institute of Astrophysics Kavalur, Alangayam, Tamil Nadu Contact peson: Mr.Anbazhagan, Tel: Tel: (91) 04174 203015	Semiskilled workers Unskilled workers
05	Observatory Indian Institute of Astrophysics Kodaikanal, Tamil Nadu Contact person: Dr.P.Sunderraman, Tel:	Supervisor Unskilled workers

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The Supervisor should have minimum S.S.L.C. qualification and experience in housekeeping & garden maintenance and he should be in the age group of between 18-45 years in good health. Semiskilled workers should have education of middle school standard in the age group of between 18-45 years in good health. Similarly unskilled workers should also be in the age group of between 18-45 years in good health. All of them should be provided with uniform. The agency shall be in a position to provide more number of workers depending on the requirement of the Institute. The agency should have license from the approved organization for providing the house keeping services in addition to registration with PF, ESI authorities etc.

Interested agencies, well experienced in providing housekeeping arrangements for large organizations, may submit their quote for any single location or for all the locations at their choice giving information with supporting documents on the capabilities and past experience, service certificate with IT clearance etc., and the Financial bid in the enclosed format. Tenders in sealed envelopes, superscribing “ **Tender for Housekeeping service**” addressed to the Director, Indian Institute of Astrophysics, 2nd Block, Sarjapura Road, Koramangala, Bangalore – 560 034 will be received **upto 15.30 hrs on 30th June, 2010**. The tender should contain EMD of Rs.3000/- in the form demand draft / pay order drawn in favour of Director, Indian Institute of Astrophysics, Bangalore. The EMD of unsuccessful tenderers will be refunded after finalization of tenders. The EMD of successful tenderer will be forfeited in case he fail to take over the security arrangements within the prescribed time limit after awarding the contract. The successful tenderer has to furnish the security money deposit equal to one month’s bill amount in the form of bank guarantee. The quote has to cover on the Minimum Wages Act including statutory payment like PF, ESI etc., and rate quoted should not be less than the minimum wages notified by the Govt. of India for housekeeping services. The parties may visit the locations well in advance. Incomplete tenders and tenders without EMD are liable to rejected summarily and no communication shall be entertained.

The Institute reserves the right to accept/ reject any or all the offers without assigning any reason whatsoever. Refer to the Institute’s web page www.iiap.res.in for further information.

Administrative Officer

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FINANCIAL BID FORM

1. Name & address of the Security Agency :
(enclose the company profile, list of clientele
and experience certificate)
2. License No. & date issued by Labour :
Commissioner (Central) for providing
housekeeping service (enclose copy)
3. P.F. Account No.(enclose copy) :
4. ESI No. (enclose copy) :
5. PAN & Service Tax No. :
6. Location for which rate quoted :

Sl.No.	Particulars	Supervisor	Semiskilled workers	Unskilled workers
01	Minimum wages (26 days)			
02	ESI			
03	PF			
04	Bonus			
05	Uniform allowance			
05	Service charges			
Total cost per person				

7. EMD details :

Signature with seal

Date: