

NOTICE

The Orissa Minerals Development Company Limited
(A Government Of India Enterprise)
AG- 104, 2nd Floor, AG-104, Sector-II, Saltlake City,
Kolkata- 700091

QUOTATION INVITING FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR SWEEPING AND CLEANING OF COMPANY'S PREMISES

Ref: OMDC/ Admin/HO/Maint/07/2017 Date: 28.07.2017

Sub: Annual Maintenance Contract (AMC) for Sweeping and Cleaning Of Company's Premises at Saltlake.

Sealed quotations are invited in the enclosed format from interested persons/ parties for Sweeping and Cleaning Of Company's Premises at Saltlake.

1. **Scope of Work:** Annual Maintenance Contract for providing daily service of Sweeping and Cleaning Of Company's Premises at Saltlake, Kolkata comprising of about 15,000 sq ft of space.
2. **Eligibility Criteria:** The person/ parties engaged for above work should have experience of minimum 03 (three) years in PSU.
3. **Contract Period:** 01(One) year from the date of issue of Work Order /LOI and period may be extended on performance of parties/ person.
4. **Payment:** Payment will be released on monthly basis as per annual contract rate i.e. proportionate basis (Annual Contract Rate/12).If any taxes is applicable will be paid extra on submission of proof of document.
5. **Validity:** The rate quoted in the quotation will be valid for 120 days from the date of opening of the quotation.
6. **Evaluation:** The evaluation will be done on the basis of documents submitted as per eligibility criteria and the lowest quoted rate in the quotation and considered for award of the work.
7. **Price Escalation:** No Price Escalation during the contract period.
8. **Submission of quotation:** Interested parties /person shall submit the sealed quotation along with the require documents as per eligibility criteria to be addressed to Manager(Admn.),Ph- 03340169238, The Orissa Minerals Development Company Limited(OMDC), AG-104,Sourav Abasan, 2nd Floor, Sector-II, Salt lake City Kolkata-700091 on or before 11.08.2017, at 3.00 PM.
9. **Opening of quotation:** The quotation will be opened on 11.08.2017 at 3.30 PM.
10. **Other Condition:**
 - (i) The required cleaning material should be available with the person for executing the work.
 - (ii) The representatives of parties/persons should be available everyday during office hours or as per requirement.
 - (iii) Parties/persons to be engaged should have the sole responsibility & shall be liable for any accident /damage occur during the maintenance work.
 - (iv) The parties/ persons should abide by all statutory requirement.

Manager (Admin)

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QUOTATION

<u>Description of Work</u>	Rates per year exclusive of taxes (in Rs.) (in figure)	Rates per year exclusive of taxes (in Rs.) (in word)
Maintenance for Sweeping and Cleaning Of Company's Premises at Saltlake comprising of about 15,000 sq ft of space including cleaning materials		

Signature & Seal of the authorized person of the Agency/Person

Name of Agency/Person:

Address: