

## CHECK LIST OF DOCUMENTS ENCLOSED:

SI No.	Check List of Documents Enclosed	Enclosed	Not Enclosed
1	Copy of the Registration of the company/Firm/Agency		
2	Copy of the Labour License		
3	Copy of the EPF Registration Certificate		
4	Copy of the ESI Registration Certificate		
5	Copy of ISO 9001-2008 Certificate		
6	Copy of PAN / TAN Card		
7	Copy of GST Registration		
8	Copy of IT Returns of last 3 years		
9	Copy of last 3 years Audit Reports		
10	DD towards EMD Rs.50,000/-		
11	Documents in proof of Experience clearly showing the client details and quantum value of work of the contract		
12	Technical Bid In <b>cover – A</b>		
13	Tender Document to be Signed and submitted along with the Technical Bid in <b>Cover - A</b>		
14	Financial Bid to be submitted in <b>Cover B</b>		

(Note: Both the sealed covers A & B shall be placed in the bigger cover, sealed & submitted)

# SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY

Madhapur, Hyderabad – 500 081, Telangana State

## MAINTENANCE AND UPKEEP OF TOILET BLOCKS IN SHILPARAMAM

### MADHAPUR, HYDERABAD

#### NOTICE INVITING TENDER

No. : **13/SACCS/Toilet Maintenance/ 2018**

Dt.11/09/2018

1. Shilparamam, Arts, Crafts & Cultural Society, Madhapur, Hyderabad, invites sealed tender for “**Maintenance and Upkeep of Toilet Blocks in Shilparamam, Hyderabad**” from interested, experienced, reputed and capable Agencies / Companies / Firms fulfilling the eligibility criteria of Tender Document and operating their business in Hyderabad.

Name of the Work	Cost of Tender Document	EMD	AMC Period
<b>Maintenance and Upkeep of Toilet Blocks in Shilparamam, Hyderabad</b>	Rs.1,000/-	Rs. 50,000/-	One Year

2. The offers should be submitted in two-bid system i.e. Technical Bid and Financial Bid in two separate sealed envelopes super-scribing “**Maintenance and Upkeep of Toilet Blocks in Shilparamam, Hyderabad**” in the respective envelopes duly addressed to The Special Officer, Shilparamam, Madhapur, Hyderabad-500 081.
3. The Tender document can be obtained from Shilparamam on any working day between 10.30 AM to 5.00 PM, on payment through DD for Rs. 1,000/- (Rupees One Thousand Only) non- refundable drawn in favour of **The Special Officer, Shilparamam, Hyderabad**
4. The Tender Documents should be submitted intact in a sealed cover either in person or by post without tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at Shilparamam, Arts, Crafts & Cultural Society, Madhapur, Hyderabad, on or before 17/09/2018 at 3.00 PM.
5. The Bidder should deposit a DD for Rs.50,000/- (Rupees Fifty Thousand Only) towards the earnest money (EMD) drawn in favour of “The Special Officer, Shilparamam”. EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit.

6) The Special Officer, Shilparamam, reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the Special Officer, Shilparamam, in this regard shall be final and binding on all.

**7) Schedule of Tendering Process:**

- a) Issue of Tender Forms : From 11.09.2018 to 17.09.2018 up to 1.00 PM
- b) Last date for Tender Submission : on 17.09.2018 up to 3.00 PM
- c) Opening of Tender : on 17.09.2018 at 4.00 PM
- d) Cost of Tender Document : Rs.1,000/-
- e) EMD : Rs.50,000/-

**8) ELIGIBILITY CRITERIA:**

- a) The Contractor should be a registered Firm / Company / Agency.
- b) The Contractor should have minimum 3 years experience in Housekeeping / Cleaning Services with Auditoriums, Multiplex Theater Complexes, Malls, Star Hotels, Reputed Software Companies etc.
- c) The Contractor should have Labour License, EPF & ESI Registration and all other statutory licenses / permissions as per law.
- d) The Contractor should have an Annual Turnover of not less than Rs.30.00 lakhs during the last 3 years.
- e) The Contractor should have to submit last 3 years IT Returns and (Audited Statements).
- f) The successful Bidder (Contractor) has to furnish a Security Deposit (Interest free & Returnable deposit) of Rs.5.00 lakhs.