



दि न्यू इंडिया एश्योरेंस कंपनी लि. क्षेत्रीय कार्यालय भोपाल ब्लॉक-3, द्वितीय तल, पर्यावास
भवन अरेरा हिल्स, भोपाल (म.प्र.) दूरभाष: 0755-4203270/280/290

Quotations invited for General Cleaning Work of The New India Assurance Co. Ltd.

Regional Office premises Bhopal.

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General Cleaning Work and Care taker Services at New India Assurance Co Ltd

Training Center Bhopal.

The New India Assurance Company Limited invites bids from eligible bidders for the aforesaid service. The detailed tender is enclosed and can be availed from New India Assurance website.

Important Dates:

Tender No: Bhopal RO /Establishment/2023-24/01

Tender Publishing Date: 12/10/2023

Last date of bid submission: 31/10/2023 up to 05:45 pm

Bid/ Offer Opening Date: 01/11/2023 3:30 PM

Eligible Venders are invited to participate in the bidding process by the due date.

Offer Letters /Quotation has to be Submitted in sealed envelope superscripted with "Offer Letter for general cleaning Work & Care taker Services Regional Office Bhopal " and to be addressed "Dy. General Manager The New India Assurance Co Ltd , Regional Office , Block No 3 Floor No 2 , Paryawas Bhawan , Arera Hill ,Old Jain Road Bhopal- 462011"



वि. न्यू इंडिया एअरेंस कंपनी लि. नवीम इशुरेंस कंपनी लिमिटेड व. इंडिया एन. एअरेंस
कंपनी लिमिटेड, बीएस 111, एड जॉन रोड, भोपाल 462011

**Notations invited for General Cleaning Work of The New India Assurance Co. Ltd.
Regional Office premises Bhopal.**

**General Cleaning Work and Estate services at New India Assurance Co Ltd
Training Center, Bhopal.**

The New India Assurance Company Limited invites bids from eligible bidders for the above said services.
The detailed tender is enclosed and can be availed from New India Assurance website.

Important Dates:

Tender No: Bhopal RB /Establishment/3034-34/01

Tender Publishing Date: 13/10/2023

Last date of bid submission: 11/10/2023 up to 08:00 pm

Bid/offer Opening Date: 01/11/2023 11:00 AM

Eligible Vendors are invited to participate in the bidding process by the due date.

Offer Letters /Notation has to be submitted in sealed envelope superscripted with "Offer Letter for
general cleaning Work & Estate services Regional Office Bhopal" and to be addressed "By:
General Manager The New India Assurance Co Ltd, Regional office, Block No 3 Floor No 2, Pariwar
Bhawan, Area 111, Old John Road Bhopal- 462011"

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दि न्यू इंडिया एश्योरन्स कंपनी लि. क्षेत्रीय कार्यालय भोपाल ब्लॉक-3, द्वितीय तल, पर्यावास भवन अरेरा हिल्स, भोपाल (म.प्र.) दूरभाष: 0755-4203270/280/290

Quotations invited for General Cleaning Work of The New India Assurance Co. Ltd.

Regional Office premises Bhopal.

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General Cleaning Work and Care taker Services at New India Assurance Co Ltd

Training Center Bhopal .

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Important Dates:

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Eligible Venders are invited to participate in the bidding process by the due date.

Offer Letters /Quotation has to be Submitted in sealed envelope superscripted with "Offer Letter for general cleaning Work & Care taker Services Regional Office Bhopal " and to be addressed "Dy. General Manager The New India Assurance Co Ltd , Regional Office , Block No 3 Floor No 2 , Paryawas Bhawan , Arera Hill ,Old Jain Road Bhopal- 462011"

Description of Premises:

S. No	Description of Property	Address	Area in Sqf	Service Required	Service Required
1	Regional Office – The New India Assurance Co. Ltd Bhopal	Paryawas Bhawan , 3 rd Block , 2 nd Floor , Arera Hills , Old jail Road , Bhopal - 462011	18180 sqf including KBO	Cleaning Services	Daily
2	Training College – The New India Assurance Co . Ltd Bhopal	New India Assurance Training Centre, MIG 130 & 132, Kotra Sulatnabad Bhopal.	18000 sqf	Cleaning and Caretaker	Daily
3	New India 3 Flats Situated at Sr. MIG-123, Kotra Sultanabad, Bhopal.	Sr. MIG-123, Kotra Sultanabad, Bhopal.	9000 sqf	Cleaning work	Weakly

Scope of Work for cleaning Service:

1. Sweeping of floor, cleaning of Venetian blinds, walls, partition, chairs, table ,emptying of dustbin etc on daily basis .It is advised that the vendor visit the premises before quoting the rates.

2.Cleaning and washing of all toilets twice a day on daily basis except on Sunday.

3. Sweeping and wet mopping of floor area every day & it has to be done before office opening time 10.00am.

4. All the required materials for the above jobs shall be supplied by the vendor themselves and these are to be of the best quality to the satisfaction of the local management.

5. **One Staff by the vendor has to be deployed for office Hours from 10.00am to 5.45 Pm on daily basis at Regional Office Bhopal.**

6. The personnel deployed for this job shall be at the command of the appointed caretaker and be guided by him / them; who in turn shall be reporting to the local management.



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Scope of work for Caretaking Service:

I. THE CARE-TAKER shall be responsible for providing the following services to the guest :-

- 1) Provide accommodation in the training centre as per oral and / or written instructions of the official's authorities by the Company in his behalf and make his services available to them.
- 2) Ensure attending to change of bed-linen, towels, soaps, etc. in the training center as often as necessary demanding on the needs of guests or as may be prescribed by the Company's Official authorities to administer the training center.
- 3) Make arrangements for washing and ironing of clothes of guest. The charges for washing and ironing of clothes shall be payable by the guest directly to the Caretaker.
- 4) Provide on demand by the guests, tea/coffee, breakfast, Lunch/dinner and such refreshments on rates fixed by the Company, rate (s) of which shall be duly displayed in all the rooms in the guest house. The charges for such catering services shall be payable by the guest directly to the caretaker against his receipt.
- 5) Make available the complaint register provided by the Company in the training center to the guest for recording any complaint and shall also take such remedial steps as directed by the Company on such complaints.

II THE CARETAKER shall be responsible /accountable to the Company in respect of the following :

- 1) Attend to the work of Housekeeping and maintenance of the guest house in good order.
- 2) Take care of all amenities, equipments and other moveable properties, entrusted to him by the Company in the training center from time to time, loss of breakage of any of the items due to negligence, lack of adequate care shall be made good by the Caretaker to the Company.
- 3) Report to the Company's authorized / officials/ any discrepancy or any untoward incident or occurrence in the training center without fail and in time.
- 4) Carryout such other instructions as may be given in writing or orally to him by the authorized officials/ Officers of the Regional Office from time to time in respect of all matters relating to the conduct of the affairs of the training center including provision of accommodation and maintenance of the training center.
- 5) Any article of toiletry or cleaning materials or such other items, if purchased as per authorization can be claimed by the caretaker from the Company on production of the bills.

THE CARETAKER shall not :

- 1) Entertain guest of his own in the guest house or allow use of the premises by any one except as may be authorized by the office of the Company entrusted authority to allot accommodation in the guest house.
- 2) Use any of the facilities provided to the guests in the guest house for his own purpose.
- 3) Behave or talk in an objectionable or indecent manner with the guests or any official/s of the Company.



4) Smoke or consume alcoholic drinks or other intoxicants at any time during the day or night within the premises of the guest house or be in the intoxicated condition while attending to duties in the guest house.

5) Ask for or demand any money or advance from the guests.

The Quotation /Offer may be submitted at the following address super scribed as "Quotation for the General Cleaning & Care taker Services of Regional Office Bhopal & Training College " on or Before 05:45 HRS 31/10/2023

Dy General Manager
2-Florr , 3rd Block ,
Paryawas Bhawan , Arera Hill
Jail road , Bhopal -462011

Following valid documents have to be enclosed with Quotation /Offer Letter:

1. Labour license issued by MP Government
2. GST Certificate
3. EPF /PP Registration
4. DD of RS 10000/- Favouing the new India Assurance Co Ltd payable at Bhopal.
5. Geographic Presence In States: Madhya pradesh
6. Minimum Years of Experience in Related Field:5 years
7. Total experience in providing facility management services to government departments, public sector companies, and government autonomous organizations: 5 years

Specific Conditions:

1. The vendor shall be liable for any acts of omission / commission done by their workers It's the responsibility of the vendor that the workers should be duly verified by the statutory authorities about their credentials.
1. Vendor shall also take full responsibly for any injury / death to the persons engaged by him/them during discharge of their duties and necessary workmen compensation coverage should be taken by him for this purpose.
2. Vendor should have valid labour license issued by the labour dept. of M P Govt. please enclose the copy of the license.
3. Vendor should have valid registered for GST, GUMASTA ,E.P.F. and copy of these registrations should be submitted along with the offer/quotation.
4. Vendor to observe all laws and statutory provisions related to engagement of labourer for the given purpose.
5. Duration of this contract shall be of one years from the date of contract subject to renewal on mutually agreed terms or cancellation by giving 2 months notice from either side.
6. Security deposit of Rs. 10000/- (Ten Thousand only) by way of DD is required in the name of "THE NEW INDIA ASSURANCE CO.LTD" Payable at Bhopal.

7. Rs.5000/- (Five thousand only) is required to be deposited as Earnest Money by D.D in the name of the THE NEW INDIA ASSURANCE CO. LTD Payable at Bhopal.
8. Management reserves the right to reject any or all the offers without assigning any reasons thereof.
9. **TERMINATION OF CONTRACT** : The Company and the Service Provider reserve the right to terminate this agreement by giving one month's notice or as per standard conditions of contract termination on, whichever duration is lesser. However, in the event of the conduct or actions of the service not being found satisfactory, the Company shall have the right to terminate this service contract of the services without any notice.

We Quoted the below mentioned rates per month for the carrying out the following work at THE NEW INDIA ASSURANCE CO LTD 2nd Floor and 3rd Block Paryawas Bhawan , Arera Hill , Jail Road Bhopal-462011.

Description of Work	Rate Offered per Month
Sweeping and Wet mopping of floor , cleaning of venetian blinds , partitions chair tables , Emptying dustbin , Cleaning and washing of Toilets on twice daily Basis situated at New India Assurance Co Ltd Regional Office & Training College at Kotra Sultanabad.	
Care Taker Services at New India Assurance Co Ltd training Centre , plot No 130 & 132, Kotra Sulatnabad Bhopal.	
New India 3 Flats Situated at Sr. MIG-123, Kotra Sultanabad, Bhopal	
Total	

The Total amount will be taken into consideration when evaluating the bids in the tender.

Name of the Vender:

Authorised Person signature:

Address of the Vender:

Deepal
Regional Manager
 New India Assurance Co Ltd
Kamla
Tees

