

## TENDER NOTICE

Sealed tenders are invited from eligible and experienced agencies/service providers for providing **Comprehensive Cleanliness/Housekeeping Services** at the premises of ACSTI, covering **Guest House, Conference Room, Office Building, Library, Class Rooms, Data Centre and Hostel**.

The tender shall be processed under a **Two-Bid System (Technical Bid & Financial Bid)**.

Tender details :

Sr.No	Particulars	Details
1	Tender Type	Two-Bid System (Technical & Financial Bid)
2	EOI/Tender Fee	₹500/- (Non-refundable)
3	EMD	₹50,000/-
4	Last Date of Submission	13 <sup>th</sup> May 2026 (4:00 PM)
5	Opening of Technical Bid	14 <sup>th</sup> May 2026 (2:00 PM)

### 1. Scope of Work

The selected agency shall provide complete housekeeping and cleanliness services for all designated areas of ACSTI. The detailed scope includes:

#### 1.1 Office Premises

- Daily sweeping and mopping of all office rooms.
- Cleaning of tables, chairs, almirahs, files, and office equipment (without disturbing records).
- Cleaning of corridors, staircases, and common areas.

#### 1.2 Guest House

- Complete cleaning of guest rooms including furniture, fixtures, and floors.
- Daily cleaning of attached bathrooms and toilets.
- Maintenance of hygienic and presentable conditions at all times.

#### 1.3 Hostel Rooms

- Daily cleaning of rooms, including sweeping, mopping, and dusting.
- Cleaning of attached/common toilets and bathrooms.

#### **1.4 Bedding and Linen (Hostel & Guest House)**

- Cleaning and maintenance of bed sheets, pillow covers, blankets, mattresses, etc.
- Regular washing of linen (at least once a week or as required).
- Change of linen after each occupancy/use.
- Proper storage and hygienic handling of clean and used linen.

#### **1.5 Conference Room & Class Rooms**

- Cleaning before and after use.
- Dusting of tables, chairs, podiums, boards, and equipment.
- Ensuring readiness for meetings/training sessions.

#### **1.6 Library Premises**

- Dusting and cleaning of racks, bookshelves, tables, and seating areas.
- Maintaining a dust-free and quiet environment suitable for study.

#### **1.7 Data Centre**

- Cleaning with utmost care without disturbing equipment.
- Dust-free maintenance using appropriate methods/tools.
- No use of water directly near electrical/electronic equipment.

#### **1.8 Corridors, Stairs & Common Areas**

- Daily cleaning and upkeep.
- Removal of cobwebs and dust from ceilings/walls.

#### **1.9 Toilets & Bathrooms**

- Daily cleaning with disinfectants.
- Maintaining proper hygiene, odor control, and sanitation.

#### **1.10 Glass, Windows & Fixtures**

- Periodic cleaning of windows, glass panels, mirrors, and partitions.

#### **1.11 Waste Management**

- Collection of garbage from all areas.

- Segregation and disposal at designated locations as per local regulations.
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## **2. General Conditions**

- The agency shall deploy adequate trained manpower for smooth execution of work.
  - All cleaning materials, tools, and equipment shall be provided by the agency/Vendor.
  - The agency shall comply with all statutory requirements including minimum wages, EPF, ESI, etc.
  - The institute reserves the right to inspect the work and ensure quality standards.
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## **3. Eligibility Criteria**

- The bidder must have prior experience in providing housekeeping services in Government/Semi-Government/Institutional establishments.
  - The bidder must be registered with relevant statutory authorities.
  - PAN & GST registration is mandatory.
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## **4. Tender Submission**

- The tender shall be submitted in two separate sealed envelopes:
    - **Technical Bid**
    - **Financial Bid**
  - Both envelopes shall be enclosed in a single sealed cover superscribed as: **"Tender for Cleanliness/Housekeeping Services at ACSTI"**
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## **5. Authority Rights**

ACSTI reserves the right to accept or reject any or all tenders without assigning any reason thereof.

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## **6. Contact Details**

Director,  
Agriculture Cooperative Staff Training Institute (ACSTI)

## TECHNICAL BID FORMAT (Annexure "A")

### Tender for Providing Cleanliness/Housekeeping Services at ACSTI.

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#### 1. Bidder Details

Sr. No.	Particulars	Details to be Filled by Bidder
1	Name of Firm/Agency	
2	Registered Address	
3	Correspondence Address	
4	Contact Person Name & Designation	
5	Mobile Number	
6	Email ID	
7	Legal Status (Proprietor/Partnership/Company)	
8	Registration Number PAN & GST (Attach Proof)	

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#### 2. Statutory Registrations

Sr. No.	Particulars	Details Attached (Yes/No)
1	GST Registration No.	
2	PAN No.	

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#### 3. Experience Details

Sr. No.	Name of Organization	Nature of Work	Duration (From-To)	Value of Contract	Contact Details
1					
2					
3					

*(Attach copies of work orders/completion certificates)*

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## 7. Declaration by Bidder

Writing

I/We hereby declare that:

1. All information provided in the Technical Bid is true and correct.
2. I/We have read and understood the terms and conditions of the tender document and agree to abide by them.
3. I/We possess the necessary experience, manpower, and resources to execute the work satisfactorily.
4. I/We have not been blacklisted by any Government/Semi-Government organization.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Firm/Agency

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## Annexure "B"

### Financial Bid Format for Cleanliness & Housekeeping Services at ACSTI

<b>Sr. No.</b>	<b>Description of Work</b>	<b>Rates (Per Month) (₹)</b>
<b>1.</b>	Sweeping and Cleanliness of Guest House including washing of bed sheets, pillow covers, blankets, mattresses, etc..	
<b>2.</b>	Sweeping and Cleanliness of all four floors of office premises, Conference Hall, Library and Glass House including toilets	
<b>3.</b>	Sweeping and Cleanliness of Data Centre office including toilets	
<b>4.</b>	Sweeping and Cleanliness of hostel rooms including washing of bed sheets, pillow covers, blankets, mattresses, etc.	
<b>5.</b>	Sweeping and cleaning of the entire premises of ACSTI Complex including open areas, pathways, roads, and surrounding campus	
	<b>Total Monthly Charges (excluding GST)</b>	

#### Notes:

1. Rates shall be inclusive of manpower, cleaning materials, equipment, and all incidental charges (except GST, if applicable).
2. GST shall be quoted separately as applicable.
3. The bidder must quote consolidated monthly rates against each item.
4. No overwriting or cutting is allowed. Corrections, if any, must be duly signed by the authorized signatory.
5. In case of any discrepancy, the rates quoted in figures shall prevail.

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#### Declaration by Bidder

I/We hereby certify that the above rates are quoted after considering all terms & conditions of the tender document.

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**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_