

CENTRAL ADOPTION RESOURCE AUTHORITY (CARA)
West Block-8, Wing-II, 2nd Floor, R.K.Puram,
New Delhi-110066.

NOTICE INVITING TENDER

Date : 14.11.2017

To :

Subject: Annual Maintenance Contract (AMC) for **Housekeeping Services** in the Central Adoption Resource Authority (CARA).

Sir,

I am directed to refer to the subject stated above and to invite Sealed Quotations from experienced & reputed manpower service providers/agencies for providing Housekeeping Services to this Office located at West Block-8, Wing-II, 2nd Floor, R.K.Puram, New Delhi-110066 for a period of One Year from the date of award of this contract. The contract may be further extended based on performance of the firm. The terms & conditions of the contract are enclosed at Annexure-I. The contract is for 02 male and 01 female housekeeping persons.

2. The tenders should be submitted in **two sealed covers**.

(A) The first sealed cover super-scribed as "**Technical Bid**" should contain the following items:

- (i) The proforma at Annexure-II, duly filled in, along with relevant documents/information.
- (ii) Acceptance of terms and conditions at Annexure-I.
- (iii) Earnest Money Deposit (EMD) of **Rs.20,000/-**(Rupees Twenty Thousand only). [as per details in terms & conditions].
- (iv) Certificate to the effect that the agency has never been blacklisted by any one at any time.

(B) The sealed cover super-scribed "**Financial Bid**" should contain only rates which are to be quoted on monthly basis for normal duty of 8 hours per person per day and should be based on the minimum wages fixed by the Government of NCT of Delhi under Minimum Wages Act, 1948 and as amended from time to time.

(C) Both the sealed covers should be placed in the main sealed cover super-scribing "Tender for supply of Housekeeping Service" and be dropped in the Tender Box kept at the reception of CARA Office, at 2nd Floor, so as to reach latest by 28.11.2017 **before 3.00 P.M.**


Richa Chandra
Admn. Officer-CARA
Ministry of Women & Child Development
Government of India
West Block-8, Wing-2, 2nd Floor, R.K. Puram,
New Delhi-110066

3. The Technical Bid will be opened by the Tender/Purchase Committee on the same day i.e. 28.11.2017 at **3.30 P.M.** The tenderers may remain present during opening the bids at their own will.
4. The Tender/Purchase Committee will assess the ability of the agencies to supply requisite number of personnel based on its record/profile and on such other criteria as it may be fixed and only those found technically fit will be eligible for financial bid opening.
5. The Secretary (CARA) reserves the right to amend/withdraw /relax/modify any of the terms & conditions contained in the Tender Documents or reject any or all the application (offers) without giving any notice or assigning any reason thereof. The decision of the Secretary (CARA) in this regard will be final and binding.
6. The Tender form & other relevant enclosures can be downloaded from the CARAs Website i.e. www.cara.nic.in .

Yours faithfully,



(Richa Ojha)

Administrative Officer

Richa Ojha
Admn. Officer-CARA
Ministry of Women & Child Development
Government of India
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