

**GOVERNMENT OF ASSAM
OFFICE OF THE LABOUR COMMISSIONER: ASSAM
SHRAM BHAWAN :: GUWAHATI-7.**

O.O.No **05A**

Dated Guwahati the 8th January, 2025

REQUEST FOR QUOTATION (RFQ)

Sealed quotations affixing court fee stamp of Rs 8.25 are hereby invited from reputed and experienced agencies/firms in Guwahati for providing sanitation services (cleaners) at **Shram Bhawan**,

The details of the RFQ are as follows:

- I. Requirement of manpower for sanitation services (cleaners)
 1. Number of persons is 3
 2. Period of Contract : 21st January, 2025 to 31st March, 2025
- II. **Scope of Work:**
 - A. The selected agency shall provide trained personnel for cleaning and sanitation services at Shram Bhawan, ensuring hygiene and cleanliness as per prescribed standards. The services shall include :
 - Daily sweeping, mopping, and dusting of office premises including all floors.
 - Cleaning, scrubbing of washrooms, corridors, sanitary fittings, glasses, wash basins and common areas.
 - Cleaning of dustbins, wastepaper baskets, cob-webs, etc., and disposing-off of all the collected refuse at designated site on a daily basis at the required frequency.
 - Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, equipment, accessories etc., and cleaning of all window panes, blinds, screens and grills, etc
 - Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, firefighting equipment, nameplates, pots, potted plants, doormats etc
 - Disposal of waste in an environmentally friendly manner.
 - Any other sanitation-related duties as per requirement.
 - B. Number of working days is 6 days in a week
- III. **Eligibility Criteria:**
 1. The agency must be registered under the relevant laws and should have a valid Trade License ,GST certificate and Assam Shops & Establishment License in Guwahati.
 2. The Agency shall have its own registered office/ branch in Guwahati where regular services/correspondences may be made
 3. The Agency shall also provide valid EPFO and ESIC certificate
 4. The agency should have experience in providing similar services to government or reputed private organizations.
 5. The agency must comply with labour laws, including payment of wages as per the **Minimum Wages Act** and other statutory obligations such as EPF, ESI, and GST registration.
 6. The agency shall provide annual turnover of last three financial years.
 7. The agency shall provide an undertaking in official letter head that it has not been blacklisted by any government department.
- IV. **Submission of Quotation:**
 - Interested bidders may submit their **sealed quotations** affixing court fee stamp of Rs 8.25 along with relevant documents, including company profile, experience certificate, and financial bids.
 - Quotations must be submitted to **Commissionerate of Labour, Assam, 3rd Floor Shram Bhawan, Dr B K Kakoty Road, Guwahati-7.**
 - The envelope should be clearly marked as: "**Quotation for Hiring of Sanitation Services at Shram Bhawan**".
 - Late submissions will not be entertained.
- V. **Evaluation & Selection:**
 - Quotations will be evaluated based on **technical qualifications, experience, and financial competitiveness.**
 - The lowest responsive bidder (L1) fulfilling all conditions will be awarded the contract.
 - The Commissionerate reserves the right to accept or reject any or all quotations without assigning any reason.
 - Failure of the successful bidder to comply with the requirements mentioned under the Scope of Work shall constitute sufficient ground for the annulment of the award and the employer may make the award to any other bidder at the discretion of the Labour Commissioner, Assam, or call for new quotations.
- VI. Other Terms & Conditions
 1. The staff deputed should be provided atleast two pair of uniforms and the cost shall be borne by the bidder.
 2. The Staff should wear the uniform, while on duty.
 3. The Agency shall issue ID Cards with coloured Photograph to the staff deployed for the assignment
 4. The financial bid shall be inclusive of GST. Employer would deduct GST and any other Government Tax (as applicable) at source at the time of release of payment, as per applicable laws.
 5. The Agency must show the breakup of salary proposed to be paid to the staffs as per minimum wages notified by Labour Welfare department, Assam. The wages must also comply with all statutory requirements like Basics and VDA, EPF, ESI & Bonus, Service Charges, applicable taxes etc.

6. The liability on account of P.F., gratuity, insurance, medical and other dues of the personnel deployed by the bidder shall be, solely and wholly, be the responsibility of the contractor and the employer shall not bear any liability apart from the hiring charges

VII. Penalty

In case any housekeeping staff/security guard/gardener remain absent from duty, a substitute shall be provided by the bidder immediately and failure to do so shall invite penalty as shown below. Penalty may also be levied for late reporting/non-reporting of staff as stipulated below. **The penalty for some of the defaults is as under:**

- a. Late Reporting Rs. 100/- per day
- b. Non reporting Rs. 500/- per day
- c. Refusal of duties Rs. 500/- per day
- d. Non-observation of dress-code Rs. 100/- per day
- e. Change of Cleaning staff/ Security guard/gardener without prior permission Rs. 500/- per day

VIII. Key Dates:

- **Last Date of Submission:** 11th February, 2025, 5 PM
- **Opening of Quotations:** 13th February, 2025

IX. Dispute Resolution

- a. In case of any dispute, the matter shall be resolved through **mutual discussion**.
- b. If unresolved, it shall be referred to **the competent authority who is the Labour Commissioner, Assam**, and the decision shall be final.
- c. The legal jurisdiction shall be **Gauhati High Court**

sd/-

**Labour Commissioner, Assam,
Guwahati-7**

Memo. E-file No: 393452
Copy to :

Dated Guwahati the 8th January, 2025.

- a) The ABOCWBB/Directorate of Fisheries/Employment & Craftmanship Training/Controller of Legal Metrology/Director General of Police/Regional Labour Commissioner/ PWD Department/Agriculture Department/Water Resource Department for display in their notice board
- b) Labour Commissionerate website and notice board
- c) State Public Procurement Portal for publication.

Pranab

**Labour Commissioner, Assam,
Guwahati-7**