

No. GEN(037)/OMN/42/10/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

East Block-VII, R.K. Puram,  
New Delhi- 110 066.  
Dated: 16.01.2015

**Subject: Quotation for Annual Housekeeping and maintenance of Toilets –  
Reg.**

Sir,

Sealed quotations are invited from reputed vender having 5 years experience in the field of house keeping for Annual Housekeeping and maintenance of Toilets with cleaning material (specified in the Annexure) in the Bureau office at R.K. Puram for a period of six months or till shifting of Bureau at Mahaipalpur (Which ever is earlier), as the Bureau is scheduled to shift to its new premises at Mahipalpur during current year 2015. The site can be inspected and details can be obtained during any working day between 2 P.M. to 5 P.M. with prior appointment with JAD(G) telephone no. 26172324 Extn. 208. The details are also available on NCRB Website: <http://ncrb.gov.in>. and also mentioned below:-

SL. No.	House keeping requirement at	Number of Toilets	
		Gents	Ladies
1.	Level- I (complete)	1	-
2.	Level-II	1	1
3.	Level -III	2	-
4.	Level -IV	1	1
5.	Level II of East Block-9	1	1

2. Quotations received after due date and time will not be entertained.
3. EMD in the form of a Demand Draft of Rs.5000/- drawn in favour of AO, PAO, DCPW, payable at New Delhi should accompany the quotation. Without EMD, no quotation will be considered.
3. Rates should be quoted taking into the account that the services are required to be carried out on all working days and Saturdays in a month.
4. Rates quoted should include the provision of 2 male + 1 female employee daily. The common areas / corridors / toilets including the fixtures, windows etc should be kept dust free neat, clean and dry every day. Every 1/2 hour the toilets should be wiped & kept dry.
5. Quotations should be dropped in the tender box kept at the reception of the Bureau at East Block- VII, R.K. Puram, New Delhi- 110 066 on or before **02.02.2015 by 1800 Hrs.** The envelope should be superscribed with '**Quotation for Annual Housekeeping**'.

6. In general, no overwriting is permitted in the rate. If found, the tender shall be summarily rejected. Cutting / overwriting in respect of other term and conditions must be signed by the authorized person of the firm.

7. Cleaning material of good quality to be supplied by the contractor on monthly basis as per requirement to clean the toilets and floors.

8. Taxes and other charges, if any must be given separately.

Director General, NCRB, reserves all the right to accept or reject any or all of the quotations without assigning any reason.

Yours faithfully,

**(N.K. SINGH)**  
**Asstt. Director (A&G)**

**Cleaning material to be supplied by the Contractor  
on monthly basis.**

1. Broom (all type)
2. Dusters Pochha (all type)
3. Harpic
4. Mop heads refill
5. Naphthalene Ball
6. Odonil cake
7. Pyenyl
8. Urinal cube
9. Liquid soap

It should be ensured that the material supplied should be of top quality and sufficient in quantity.