



Indian Institute of Forest Management

P.O. Box No. 357, Nehru Nagar, Bhopal-462003 (MP)

Tel- EPABX – 0755- 2775716, Fax- 0755-2772878

(Tender No. : IIFM /2009-10 /House Keeping Services/1)

NOTICE INVITING TENDER FOR HOUSE KEEPING SERVICES (Sweeping & Cleaning)

Sealed tenders are invited on behalf of the Director, Indian Institute of Forest Management, Bhopal from experienced professional House Keeping agencies for providing and facilitating House Keeping (Sweeping & Cleaning) Services in the Institute premises as per the requirement indicated in the Tender document on Annual Contract Basis. The bidders must be reputed agencies having experience in the line of housekeeping of large training institutions/ hospitals/ corporate premises/ hotels etc. for at least three years continuously.

Name of work	Number of personnel required	Approx. Value of Work	Bid Security (Earnest Money Deposit)	Cost of bid document	Period
Providing and Facilitating House Keeping (Cleaning and Sweeping) Services in the Institute's Main campus at Nehru Nagar and Residential Colony at Vanika, Kotra Sultanabad	Supply of 1 Supervisor (Skilled) + 18 Cleaning staff Total = 19 and Cleaning Materials.	Rs.12.30 lacs	Rs.25,000/- in the form of Account payee Demand Draft drawn on any Nationalised Banks in favour of "Director, Indian Institute of Forest Management" payable at Bhopal.	Rs. 500/-	Annual Contract Basis

Interested Agencies may obtain the Tender Documents on payment of Rs 500.00 (non-refundable) from the Purchase Section (Room No. 16) from 16th November, 2009 to 4th December, 2009 on all working days from 2.00 p.m. to 5.00 p.m. The bid documents can also be downloaded from our web site www.iifm.ac.in/tender. Downloaded bid documents should be submitted along with the cost of bid document of Rs.500.00. All bid documents must be submitted with the Earnest Money Deposit (EMD) of Rs.25,000/- failing which the bid will not be accepted.

The bid must be submitted on or before 7th December, 2009 by 3.00 p.m. The technical bids shall be opened on the same day at 3.30 p.m. in presence of the bidders or their representative present, if any. The Director, Indian Institute of Forest Management, Bhopal has the right to reject any or all Bids without assigning any reason.

Chief Administrative Officer