



ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office: (FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: www.aegcl.co.in



No. *AEGCL/MD/BBM/Housekeeping Service/2023/Part File/13*

Dtd. *25/05/2026*

EXPRESSION OF INTEREST (EOI) FOR HOUSE KEEPING SERVICES AT BIJULEE BHAWAN, Paltan Bazar, Guwahati-01

Assam Electricity Grid Corporation Limited invites sealed '**Expression of Interest (EOI)**' from reputed agencies/ firms etc. for providing Housekeeping Services in its permanent campus at Bijulee Bhawan, Paltanbazar; Guwahati - 781001.

The EOI shall be submitted in **two parts**. The first part or '**Part-A**' of the EOI document will contain the details of qualification criteria of the bidder and all other details. The second part or '**Part-B**' will contain the rates offered by the bidder. The bidder should submit the EOI in two different sealed and signed envelopes superscripted as "EOI FOR HOUSEKEEPING SERVICES" **Part 'A' & 'B'** as the case may be and put in one outer cover. The EOI document can be downloaded from the website <https://aegcl.co.in>. EOI in prescribed format supported by requisite documents must reach the undersigned by *24/06/2026* on or before 1.00 PM and the first part of the EOI document will be opened at 2.00 PM on the next working day in presence of the bidders or their authorized representatives, if any.

Assam Electricity Grid Corporation Limited reserves the right to cancel this **Notice No. AEGCL/MD/BBM/Housekeeping Service/2023/PP,File/13** Dated:- *25/05/26* for EOI and/or invite afresh with or without amendments to this Notice for EOI, without liability or any other obligation for such request for EOI and without assigning any reasons thereof. Information provided at this stage is indicative only and the Assam Electricity Grid Corporation Limited reserves the right to amend/add further details in the EOI.

[Signature]
Chief General Manager (PP&D)
AEGCL, Bijulee Bhawan
Paltanbazar, Guwahati-01



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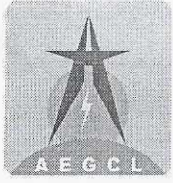


PART-A

INSTRUCTIONS TO BIDDERS

Assam Electricity Grid Corporation Limited would be referred in the document as the Organization and the agencies/firms participating in the bid would be referred to as bidder.

GENERAL INFORMATION, TERMS & CONDITIONS & SCOPE OF WORK.	
	Daily Cleaning and Other Works of the following areas:-
i.	Basement, Entire Ground Floor to 6th Floor, Terrace, walkways, driveways, open space around the entire Building and parking area are to be cleaned, dusted, swept, and mopping of toilets, cabins, passages, pantry, Stairs, Glass walls, etc. Cleaning of Parking area, drains etc. to be done.
ii.	Sweep & Clean <ul style="list-style-type: none">• Sweep and clean all floor areas.• Damp mopping of tiles, vitrified floors, staircases, elevators, floor, sidewalls and podium entrance areas.• Floors shall be made free of stain, dirt, mud, sand, footprints, liquid spills, and other debris.• Chairs, computers, keyboards, trash receptacles and easily movable items shall be moved to clean underneath.• On rainy days, the frequency of cleaning may be higher. When completed, the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue or any evidence of dirt remaining or water standing.• After sweeping all vitrified floors, areas would be machine scrub cleaned. Machine cleaning may also be adopted for cleaning of areas where manual cleaning does not give desired results. Sweep clean of debris from walkways and driveways and hose clean them during appropriate weather and water use conditions.
iii.	Vacuuming <ul style="list-style-type: none">• Vacuuming all carpets, sofas, curtains, runners and carpet protectors so that they are free of dirt, lint, mud, etc.• Heavy industrial type vacuum cleaner would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.
iv.	Washroom cleaning (to be carried out on hourly basis) <ul style="list-style-type: none">• Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non-abrasive cleaners and disinfectants.



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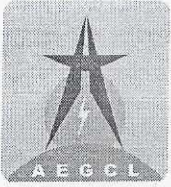
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	<ul style="list-style-type: none">All surfaces shall be free of grime, soap, mud and smudges.Cleaning of mirrors, glass doors, glass windows, etc. Supply of toilet papers and filling of liquid soap dispenser with liquid soap solution, in all bathrooms shall be performed. <ul style="list-style-type: none">Dedicated cleaning staff shall be assigned for the chamber of all the Chairmen and Managing Directors.The office washrooms of all the Chairmen and Managing Directors shall have to be cleaned in every two hours.
v.	Trash removal <ul style="list-style-type: none">Emptying all waste paper baskets from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic waste paper basket linings and returning items where they were located.All waste from waste paper baskets will be collected and deposited in the building's waste containers.Dry & wet garbage would be segregated and dumped into designated area within the premises. Collection of old news papers, bundling & shifting to specified place.
vi.	Glass surface cleaning <ul style="list-style-type: none">All glasses at entrance doors of the premises would be cleaned using glass cleaners and adopting damp and dry method.Glass tabletops, cabin doors, cabin partitions and glass accessories should also be cleaned. Removal of grease marks or fingerprints on glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.
vii.	Spot Carpet Cleaning Spot clean carpets whenever necessary to remove stains, using appropriate products, chemicals, etc.
viii.	Damp & Dry Cleaning <ul style="list-style-type: none">Wipe clean all white boards of meeting rooms, conference rooms, workstations, etc.Wipe clean all table tops of workstations, cubicles and other furniture and fixtures.
ix.	Cleaning of Conference Rooms Cleaning includes cleaning of Glass Facade, ceiling, marble cladding, carpets, chairs, Service Rooms/ bath/ toilets, etc.
	Weekly Cleaning and Other Works
i.	Deep Cleaning <ul style="list-style-type: none">Stairways, surrounding common areas, terraces, basements, car parking, etc.



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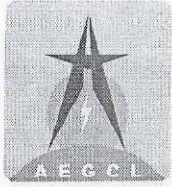
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	<ul style="list-style-type: none">• Ceilings, walls, partitions, etc.• Toilets and washrooms.• Window Glass Cleaning• Interior & Exterior glasses will be cleaned on both sides, throughout the building.• Dusting of window sills and blinds.
ii.	<p>Sanitizing</p> <ul style="list-style-type: none">• Office desk paper bins would be cleaned and sanitized though the same are also to be cleaned daily.• All washroom dustbins would be thoroughly cleaned and sanitized.• All telephone instruments would be sanitized using disinfectants.• Waste bins from Pantry and Cafeteria areas would also be thoroughly cleaned and sanitized with disinfectants.• Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfectant.
	Fortnightly Cleaning and Other Works
i.	<ul style="list-style-type: none">• Cleaning, Dusting & Wiping• Cleaning, dusting and wiping of Electrical items such as Lamp, tube lights, electrical fittings etc.• Cleaning, dusting and wiping of sanitary fittings in the Wash room, ladies toilets etc.• Cleaning, dusting and wiping of Handles, doors, door closers, fittings, windows, curtains etc.• Cleaning, dusting and wiping of all false ceilings.• After Cleaning, dusting and wiping of various items, these shall be free from dirt, grime, dust and marks.• Polishing: All the door handles /door knobs, hand railings, lift walls, other brass fittings are required to be polished and kept in shining condition by using good quality polishing agents.• Scrubbing Scrubbing of all floor areas with scrubbing machines.
	Quarterly Cleaning and Other Works
i.	<p>External Facade:</p> <p>Besides undertaking cleaning of the glasses and glass panes on daily / weekly basis as stated above, the Contractor shall also undertake cleaning of glasses and glass panes, glass windows on quarterly basis.</p>



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	Other Amenities to be provided
i.	In Ladies & Gents toilets:- Air Fresheners, Urinal cubes and Naphthalene balls, liquid Soap.

A. SERVICES TO BE PROVIDED

1. DUTIES, OBLIGATIONS AND SCOPE OF WORK OF THE CONTRACTOR:

- (1) The contractor shall have to ensure thorough cleaning of all the area as per minimum frequencies mentioned. However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Housekeeping-in-Charge, for which no extra amount shall be paid
- (2) AEGCL shall provide space for storage of machines, material and chemicals, with minimum required infrastructure like Electricity, Water Supply etc., for which no rentals for space will be recoverable. However, no extra payment shall be admissible for carriage/shifting etc
- (3) No tools & plants including special T & P etc. shall be supplied by the AEGCL. The contractor will have to make his own arrangements at his own expense for all machines, chemicals, consumables etc
- (4) The contractor shall dispose off garbage, rubbish & other unserviceable materials and waste at Dust Bin of AEGCL's premises and under no circumstances, these shall be stacked/ dumped even temporarily within the building or the surrounding premises.
- (5) Materials and chemicals required shall have to be bought by the contractor in advance for each month at his own cost. It may be noted that the material and chemicals required shall have to be brought at site and shall be kept in the safe custody at the place given by AEGCL. In case, it is observed that the cleansing material used is of interior quality or insufficient quantity is used, the material will be rejected and good quality material to be used.
- (6) The purpose of housekeeping is that the entire Bijulee Bhawan premises must look neat and clean every time and the bidder has to undertake all such jobs/ activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.
- (7) If required, the contractors should carry out manual cleaning/sweeping in the



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- portions where machines do not give proper and desired level of cleaning. The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of AEGCL whose decision in this regard shall be final and binding on the contractor.
- (8) The contractor shall arrange the necessary water supply fitting, flexible pipes etc. for collecting/using water from the water taps and extension wires for electricity connection from designated points provided in the building for the work of housekeeping at his own cost. However, water & electricity will be supplied free of cost.
- (9) The contractor shall take at his own cost necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the mentioned services to be rendered to AEGCL and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify AEGCL against all acts of omissions, fault, breaches and/ or any claim or demand, loss, injury and expenses to which AEGCL may be party or involved as a result of the contractor's failure to comply and of the obligation under the relevant act/law which the contractor is to follow.
- (10) The cost of Machine Maintenance will be borne by the contractor. The successful bidder has to properly maintain the machinery required for the cleaning purpose.
- (11) The chemicals should be Eco-friendly, Bio-degradable as mentioned in the tender document. Other chemicals of equivalent quality can be used by taking written consent from concerned AEGCL Officials.
- (12) Contractors and their workers are to strictly follow all safety precautions required for handling machines, electrical power, work on heights etc., and AEGCL will not be responsible for any losses, damages, injuries or fatalities. The contractor shall comply with legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which may be payable.
- (13) The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the officer in-charge of the AEGCL whose decision in this regard will be final and binding on the contractor.
- (14) The contractor shall appoint exclusively for this work one qualified and experienced exclusive Supervisor / Operation Manager who shall coordinate with the authorities concerned of the AEGCL as & when needed.



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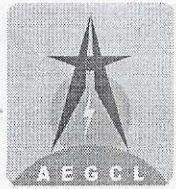
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- (15) The contractor shall execute his work in such a manner that no damage is made to the existing structure. The contractor shall conduct his work so as not to interfere with or hinder with the operations of other contractors, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of AEGCL In-charge.
- (16) Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense.
- (17) All the cleaning personnel to be provided for undertaking the housekeeping services in the Organisation premises shall be provided with required uniform and maintain decent behaviour.
- (18) All the cleaning personnel provided for the housekeeping services shall be governed by the notification of Labour Commission, Government of Assam ordinance Minimum Wages Act/Government of Assam Minimum Wages Act.
- (19) Income Tax as per Income Tax Rules & GST Rules will be recovered from the gross of the bill.
- (20) The antecedent of all the workers deployed by the contractor will have to be verified from the police. The Agency's workers shall not enter into any unlawful activity within the AEGCL's premises and shall have good moral character.
- (21) The bidder shall visit the site & get acquainted with the Bijulee Bhawan premises for proper understanding of the work and deployment of personnel & machinery. The bidder can contact Bijulee Bhawan Maintenance (BBM) wing, Ground floor, Bijule Bhawan, Paltan Bazar, Guwahati-01 for site visit.
- (22) Pre Bid Meeting: A pre Bid meeting may be arranged by The Organization in case such a need arises and this EoI may be modified based on such Pre Bid meeting. In case a Pre Bid meeting is arranged, it will be duly notified.
- (23) Shifting of items of stationery/records/furniture/equipments etc., within the premises, as and when required, to be carried out by the contractor.



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- (24) All the cleaning personnel to be provided for housekeeping services are bound to work on all days except and they should reach the office premises well in advance at least 08:00AM to start cleaning work. The working hour of housekeeping is 8.00AM to 5.00PM with Lunch Break of 30 Minutes.
- (25) The bidder shall be liable to pay the monthly wages on or before 07th of succeeding month to his deployed housekeeping personnel in accordance with applicable Minimum Wages Act.
- (26) The bidder shall observe and ascertain adherence of the following from their deployed housekeeping personnel.
- Should be smart and vigilant.
 - Should be punctual and arrive at least one hour before start of their duty time.
 - Should take charges of their duties properly and thoroughly.
 - Should perform their duties with honesty and sincerity.
 - Should read and understand their post and side instructions and follow the same.
 - Should extend respect to all officers and staff of the office.
 - Shall not consume intoxicants on duty hours, or come intoxicated and report for duty.
 - Should not gossip or chit chat while on duty.
 - Should never sleep while on duty.
 - Should immediately report to the concerned AEGCL official in the event of any untoward incident/misconduct or misbehaviour.
 - Shall not smoke in the office premises.
- (27) It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to Organisation's assets while discharging the duty, amount equivalent to the damage will be deducted from the bidder's monthly bill.
- (28) The bidder shall follow the instructions of the Organisation from time to time in discharging the duty every day.
- (29) The Organisation shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be inappropriate.
- (30) The bidder shall exercise adequate supervision to reasonably ensure proper



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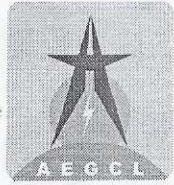
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performance of housekeeping work in accordance to the schedule of work. The bidder shall issue Identity Card/Identity documents of the employees who are deployed to execute the work.

- (31) All necessary reports and other information shall be supplied immediately by the bidder as and when required by the Institute and at regular meeting will be held with the Institute.
- (32) The Housekeeping personnel would be of legal age as per laws/acts in force and they should be medically fit.
- (33) The bidder shall not subcontract the assigned work to any other agencies.
- (34) Replacement of housekeeping personnel should be provided in the event of sickness or in any other circumstances, when the person is absent, with approval of the Organization.
- (35) The Organisation shall comply with and fulfill the recommendations (if any), if deemed necessary by the Organization, made in writing by the bidder in connection with the performance of the service. The Organisation shall notified the bidder of any dishonest, wrongful or negligent acts or omission of the contractor's employees or agents in connection with the assigned services as soon as possible after the Organization becomes aware of them.
- (36) If required amendment to the contract shall be effect from time to time in accordance to government notification or otherwise.
- (37) All the payments to the bidder by the Organisation shall be made through NEFT/RTGS only with applicable TDS in accordance with the Govt. of Assam guidelines from time to time and on receipt of fund from the Government through FOC.
- (38) In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the bidder to meet any expenditure on medical treatment/compensation.
- (39) The contract may be terminated by the Organization by giving one month notice in writing.
- (40) The contract may be terminated by the Organisation by giving notice in writing to the bidder, if in case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the Organisation is of the opinion that any further continuance of the contract is not in the interest of the Organisation,



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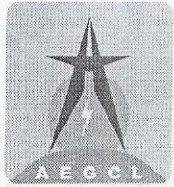


then the Organisation shall have the right to terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by the Organization as well as the performance security is liable to be forfeited.

- (41) The bidder shall engage 25 (Twenty Five) numbers of housekeeping personnel's in the office premises.
2. Period of contract: Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. The period may be extended further (as decided by the Organization) if mutually agreed between the Organization and the selected bidder.
3. Reporting Place: Bijulee Bhawan premises.
4. Jurisdiction: Any legal dispute will be subject to the Jurisdiction of Guwahati courts.

B. Eligibility Qualifications

Eligibility Qualifications		
Sl. No.	Eligibility Criteria	Documentary proof to be submitted
	This invitation to submit Expression of Interests is open to those bidders who meet the following eligibility criteria. Documents to be submitted to testify eligibility are also listed for providing Housekeeping Services at the Institute premises situated at Bijulee Bhawan at Paltanbazar, Guwahati-781001.	
1.	Agency/Firm License to employ labourer	Valid Labour License.
2.	The bidder should not have ever been blacklisted by any State/ Central Government Department/ PSU/ Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt Business practices.	Declaration of same on the Letter Head of Firm.
3.	Experience as Housekeeping Service provider	Minimum 5 Years
4.	No. of Housekeeping Personnel in Service	Minimum 25 Personnel



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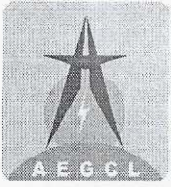
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5.	Establishments where presently service is being provided	Minimum 3 Govt. departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government/Public Sector banks or Local Bodies/Municipalities or private organization of repute where at least 15 Housekeeping personnel are engaged daily.
6.	Average Annual Turnover(in last 3 Years)	Minimum Rs.20.00 Lakh Per annum.
7.	EPF Registration	Valid Registration Certificate
8.	ESI Registration	Valid Registration Certificate
9.	GST Registration	Valid Registration Certificate
10.	Income Tax PAN	PAN No. along with the Copy of PAN
11.	License under Contract Labour Act	Valid Registration Certificate & GST return of latest three quarters
12.	Remuneration to Housekeeping Personnel's	Must follow the Minimum Wages notified by the Govt. from time to time by the Labour and Employment Department, Govt. of Assam under Minimum Wages Act.

Such Service Providers who fulfil the aforesaid pre-qualification criteria must submit EOI in the format attached at “Annexure-A” and “Annexure-B” supported by requisite documents in two separate sealed cover to the **Chief General Manager (PP&D), Assam Electricity Grid Corporation Bijulee Bhawan, Paltanbazar; Guwahati - 781001 Limited** latest by **24/06/2026**. The envelope should be superscripted as “EOI for Housekeeping Services” Part ‘A’ & ‘B’ as the case may be.



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EXPRESSION OF INTEREST FOR PROVIDING HOUSEKEEPING SERVICES AT THE PREMISES OF BIJULEE BHAWAN , PALTANBAZAR, GUWAHATI : 781001

1.	Name of the Agency/Firm			
2.	Name of the Contact person(s)			
3.	Office Address for Communication			
4.	ContactNumbers	Telephone		
		Mobile		
		Email		
5.	Registration of the Firm/ Company/Society/Partnership and Year of Registration (**)	Year of Registration_____ (Copy of Registration attached at Annexure_____)		
6.	Experience as Housekeeping Service Provider (in months)			
7.	Location where service provided in the past (Names & Address of Organization/Units)	1.		
		2.		
		3.		
8.	Annual Turnover(**) (Acceptable proof is a certificate from Chartered Accountant)	2022-23	Rs.	Annexure_____
		2023-24	Rs.	Annexure_____
		2024-25	Rs.	Annexure_____



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9.	(**) Name of Govt. Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government or Public Sector Banks or Local Bodies/Municipalities or private organization of repute where currently at least 15 Housekeeping personnel are engaged daily	Organization	No. of Persons employed	Contract Annual Value (Rs. In Lakh)
		1.		
		2.		
		3.		
		4.		
10.	EPF Registration No. (**)		Annexure _____	
11.	ESI Registration No. (**)		Annexure _____	
12.	GST Registration No. (**)		Annexure _____	
13.	PAN No. (**)		Annexure _____	
14.	Contract Labour License No. (**)		Annexure _____	
15.	License No. under Central/State Act, if any		Annexure _____	
16.	Eol Fees (Non-Refundable) of Rs. 500.00 in Demand draft drawn in favour of Managing Director, Assam Electricity Grid Corporation Limited payable at Guwahati	Demand Draft no: Bank Name:		



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17.	Conviction, if any, of the agency or its Sole Proprietor/Partner/Director/ Manager in criminal cases?	Cases No(s) with name of the Hon'ble Court and other details of the case. <hr/> <hr/> <hr/> <hr/>
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1. Certified that the Agency/Firm has not been black listed by any of the Department/Organizations of the Government of India/Government of Assam and no criminal case is pending against them on the date of submission of this EOI.

2. Certified that the terms and conditions of EOI are acceptable.

3. Certified that the person signing as authorized signatory is competent to sign this document on behalf of the service provider and has been duly authorized in this behalf.

NOTE: 1. "EXPRESSION OF INTEREST" NOT ACCOMPANIED BY ANY OF THE DOCUMENT MARKED BY ASTERISKS () IN THE PRESCRIBED FORMAT WILL NOT BE CONSIDERED FOR EVALUATION.**

2. Each page of EOI should be signed by the authorized signatory.

Date:

Signature _____

Name of Authorized Signatory _____

(Affix Office Seal)



ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office:(FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520Web: www.aegcl.co.in



ANNEXURE-B

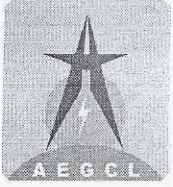
PART-B

Rates offered by the bidder against EOI No. **Notice No. AEGCL/MD/BBM/Housekeeping Service/2023/Part File/13 dtd. 25.05.26** for providing Housekeeping Services in the premises of the Bijulee Bhawan at Paltanbazar, Guwahati-781001.

Sl. No.	Particulars	Amount (In Rs.)
1.	Rate as per the minimum Wages notified by the by the Labour and Employment Department ,Govt. of Assam under Minimum Wages Act per Month per Person	
2.	Agency Service Charge per Month per Person	
3.	Other Charges(if any)(Please describe)	
4.	Total Amount (excluding all taxes) for 25 persons per Month	
5.	GST @ 18% on Sl.No. 4	
6.	Material Cost Per Month (Excluding GST)	
7.	GST @ 18% on Sl no. 6	
8.	Total Amount (including all taxes) per Month (Total of Sl. No. 4, sl no. 5, sl. no 6 and sl. No. 7 above)	
9.	Total Amount (inclusive of all taxes) for 12 Months with 25 Nos.of Housekeeping Personnel and Material Cost	

In words: Rupees Only

Seal and signature of bidder



ASSAM ELECTRICITY GRID CORPORATION LIMITED

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DECLARATION

1. We have inspected the premises and assessed the work .We undertake to take-up the work at total quoted price as mentioned above.
2. I / We undertake that the payment to the employees will be made as per rates prescribed by State Govt. of Assam from time to time under Minimum Wages Act and applicable statutory payments on account of EPF & ESI.
3. We have gone through the terms & conditions stipulated in the EOI document and confirm to abide by the same.
4. No other charges would be payable by Organisation.

Date: _____

Signature _____

Name of Authorized Signatory _____

(Affix Office Seal)