

श्रीधर खिस्ते
उप निदेशक (प्रशासन)



Shridhar Khiste
Deputy Director (Admn.)

BY SPEED POST
MNG-01/Admn-229/16-17
June 26, 2018

To
M/s. Indian Security Force,
Flat No. 402, D.No. 11-4-659,
Bhavya's Farooqui Splendid Apartments,
Bazar Ghat Road,
Red Hills, Lakadikapool, Hyderabad – 500 004,

Email: indiansecurityforce@gmail.com

Dear Sir,

Sub: Award of Contract "Providing housekeeping services" at MANAGE for 2018-19 – reg.
Ref: Your e-tender document dated 11/04/2018 submitted against MANAGE tender no. MNG-01/ADMN-229/2017-18 dated 23/03/2018.

With reference to your e-tender document cited above, the Director General is pleased to award housekeeping services contract @ Rs.6,96,200/- (Rupees six lakhs ninety six thousand and two hundred only) per month to M/s. Indian Security Force, Hyderabad as detailed at **ANNEXURE-I** initially for a period of **12 months** w.e.f. **1st July, 2018** on the rates, terms and conditions laid down in the e-tender as well as in this letter.

The contract is awarded for a period of one year or till further orders, whichever is earlier based on the performance and workmanship of the contractual services with the following terms and conditions:-

1. The contractor has to carry out all the works as given in the scope of work of the e-tender document.
2. The contractor shall be responsible for timely remittance deductions from the wages/all taxes/GST etc. to the concerned departments and furnish proof of remittance of EPF & ESIC contributions to MANAGE every month.
3. Installation of two bio-metric machines for the purpose of attendance in MANAGE campus for the workers engaged by your agency during the contract period.
4. The Institute shall deduct TDS from the Housekeeping services bill and remit to income tax department on monthly basis;
5. The Contractor should ensure total cleanliness and hygiene in all the service areas as mentioned above. The contractor should also ensure providing good quality consumables (**as per list at Annexure-II**) for cleanliness purpose.
6. The Contractor should provide a list of Consumables to be used on monthly basis to the Mess Manager/Housekeeper as indicated in **Item No. 2 of price schedule** above. The Contractor should also ensure to provide proper laundry services as detailed in **Item No.3 of price schedule** above.

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Shridhar Khiste

उप निदेशक (प्रशासन) मनेज
Deputy Director (Admn.) MANAGE

राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मनेज)

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन, राजेन्द्रनगर, हैदराबाद - 500 030 टी.एस. भारत)

NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)

(An organization of Ministry of Agriculture and Farmers Welfare, Government of India)

Rajendranagar, Hyderabad-500 030 T.S. India

Ph : +91 (40) 24016702 - 706 Extn : 212

E mail: raj.khiste@manage.gov.in

MNG-01/Admn-229/16-17
June 26, 2018

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7. Failure to adhere to the above terms and conditions will amount to imposition of suitable penalty or termination of contract as decided by the Competent Authority.

8. The other terms and conditions of the contract is as under:-

- (a) As a security towards satisfactory performance of the contract, you are required to furnish security deposit of **Rs.3,60,000/-** (Rupees three lakhs sixty thousand only) by means of a Demand Draft within 7 days after receipt of Award Letter from a nationalized bank in favour of MANAGE, Hyderabad The Security Deposit shall be released, without any interest, after successful completion of the entire contract period, including extension, if any.
- (b) You should enter into contract agreement with the Institute indicating the detailed terms and conditions as per e-tender document within 7 (seven) days of the receipt of this letter. The agency shall execute the agreement on Rs.100/- Non-Judicial stamp paper. The cost of the stamp paper shall be borne by the agency.
- (c) The other terms and conditions of the contract will be governed as in the e-tender document no. MNG-01/ADMN-229/2017-18 indicated by MANAGE.

This award letter is being issued to you in duplicate. It is requested to return the duplicate copy duly signed and stamped on each page as proof of your acknowledgement within 7 days from the date of this Award Letter.

Thanking you,

Encl: as above



S. S. S.
DY. DIRECTOR (ADMN.)
उप निदेशक (प्रशासन)
Dy. Director (Admin), MANAGE

Copy to:

1. Assistant Accounts Officer, MANAGE
2. PS to DG – for kind information of Director General
3. Housek Keeper
- ✓ 4. Mess Manager
5. Office Orders file
6. Case file