

F.No.J-11011/1/2017-LC
Government of India
Ministry of law and Justice
Department of Legal Affairs
Law commission of India

2nd & 4th floor, Lok Nayak Bhawan
Khan Market, New Delhi
dated 25th August, 2017

Subject:- Hiring of Services for housekeeping for new office of Law Commission of India through outsourcing

The Law Commission of India requires services for providing services for housekeeping (with material). The work is to be carried out at 2nd & 4th floor at Lok Nayak Bhawan. At least 2 housekeepers for each floor are required to be deputed for cleaning of 3 toilets on each floor, corridors, stairs and office area etc. The contractor has to provide the cleaning material and disposable toilet papers/liquid soap etc. The staff deputed is to be paid at least minimum wages as approved by NCT of Delhi from time to time. EPF/ESI account of each staff should be opened and maintained in proper way.

2. It is clarified that the staff and the material will be provided by the firm. The Commission, after considering experience and past services of the firm, if any, will take the final decision, regarding the tender allotment. The firm will charge for providing housekeeping services along with cleaning material. The firms, interested to apply, must submit a bank draft of Rs. 20,000/- as security money. If any loss is caused by the firm, the deposited money may be forfeited by the commission.

3. (i) If a firm fails to perform to the satisfaction of the Commission, the contract will be cancelled without notice.

(ii) The bills in respect of services provided will be submitted to the Commission during the first week in respect of the preceding month.

4. It is requested that quotations may be submitted to the Commission latest by **14th September, 2017 (3:30 P.M)**. The quotation may be submitted to 'The Under Secretary' Law Commission of India in room no. 229, 2nd Floor, B Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110003. The envelope should be superscribed "Quotation for Outsourcing services for housekeeping" in bold letters. The quotation will be opened on the same day at 4:00 p.m. Representative of the firms may be present at the time of opening of quotations.

5. Please quote PAN/GST/EPF Nos. of your firm. The firms not having PAN /GST/EPF etc. numbers will not be considered for the contract.



Kuldeep Kumar
(Under Secretary to Govt. of India)
Tel:- 24654939

Copy to: NIC- with request to upload the same on the website of LCI.