

No. P-24011/16/2011-PM
Government of India
Cabinet Secretariat
Performance Management Division

Room No. 207, 2nd Floor, 5th Wing, Hotel Janpath,
Janpath, New Delhi-110001.

Dated: 2nd September, 2011.

Subject: Tender Notice for outsourcing of services of Peons and Safai Karamcharies.

Sealed tenders are invited from registered, experienced and reputed manpower service providing agencies, having an annual minimum turnover of Rs. 20 lakh in each of the previous three years i.e. 2008-09, 2009-10 & 2010-11 and having past experience of at least three years in providing the manpower services to Government/ PSUs/ reputed Corporate Sector, for providing services of twelve Peons and three Safai Karamcharies to Performance Management Division (PMD), Cabinet Secretariat, New Delhi for a period of one year from the date of contract, as per the format at **Annexure-I**. The essential conditions to be fulfilled by the firm while submitting quotations are at **Annexure-II**. The terms & conditions of agreement are at **Annexure -III**.

2. The tender document may be collected from Room No.207, 2nd floor, 5th Wing, Hotel Janpath New Delhi. The tender details/document can also be downloaded from the website: www.performance.gov.in

3. The quotation/tenders should be sealed and superscribed "**outsourcing of services of Peons and Safai Karamcharies**" and should be addressed to the Director, Performance Management Division, Cabinet Secretariat, New Delhi. The quotation along with an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft in favour of DDO, Performance Management Division, Cabinet Secretariat, should be dropped in the Tender box placed in Room No. 207, 2nd floor, 5th Wing, Hotel Janpath, New Delhi.

4. The quotation received after the last date and prescribed time would not be opened and would be summarily rejected. Quotations having the incomplete information are also liable to be rejected.