



पोदार मिल्स  
इकाई एन टी सी लि. (पब्लिक सेक्टर)  
(सरकार का उपक्रम)  
ISO 9001:2008 प्रमाणित

PODAR MILLS  
Unit of N T C Ltd., W. R. Mumbai  
(Govt. of India Undertaking)  
C.LNO. U74899DL1968CO1004866

ना. म. जोशी मार्ग, चिंचपोकली, मुंबई 400 011. फोन नं. 022-23099883, 23099711 फैक्स नं. 022-23061593  
N.M. Joshi marg, Chinchpokli, Mumbai-400011. Email: podar.mills@ntcltds.org; website: www.ntcltds.org  
परीक्षण प्रमाणिका : एन सी ई एल, कोर - बंगलूरु, 7, जोशी रोड, नई दिल्ली - 110003. फोन: 011-24362811 फैक्स: 011-24361112  
पब्लिक सेक्टर: एन टी सी लिमिटेड 15 एन एन एन सी लिमिटेड मुंबई - 400001, फोन: 0211-22686600 / 22686601, फैक्स: 022-22686601

Tender Date :- 23/06/2025

Due date: 30/06/2025

### TENDER NOTICE

**Sub : Invite the offers for Office Cleaning & Sweeping work contract for the period of One Year**

Podar Mills Mumbai is inviting offers from reputed parties for Office Cleaning & Sweeping work contract. Parties are requested to submit their offers on work basis as per frequency given in the scope of work.

#### **Eligibility Criteria:**

1. G.S.T. registration certificate (submit GST registration copy).

#### **CERTIFICATION OF WORK**

The contractor has to carry out the job as per the instruction of the Podar Mills and completion of work satisfactory submit the bill in duplicate along with attendance of your work in gate for same job. Bill will not be accepted unless & until the above said documents are not along with the Bills duly certified by the user department.

#### **Payment Terms**

- I. No advance payment shall be made.
- II. 100% Payment will be released after completion of satisfactorily work and Bill certified by the Podar Mills user department.

#### **Terms & Conditions:**

1. The contractor has to carry out the job as per the instruction of Mills user department.
2. The contractor should take all necessary safety precaution to protect their labours.
3. The Contractor will use your own tools & tackles and work force.
4. The Contractor will abide by the all the labour rules & regulations as applicable from time to time.
5. PF/ESIC will be deducted from your bill amount as per prevailing rules .If you have paid the ESIC & PF of your employees, please submit the supporting document with the bills.
6. Income Tax, GST and other Taxes as applicable during the contract period shall be deducted from your bill as per the rule applicable from time to time.
7. The Contractor will be responsible to provide necessary Insurance cover to your workers as may be required under the law.
8. The Contractor will be fully responsible for any compensation it her for

- accident, injury/death or damage caused during the operation to their employee's.
9. If the party is MSME registered, submit the copy.
10. Podar Mills can terminate the contract at any point of time without assigning any reason thereof.

**Due Date:- 30/06/2025**

The parties should submit the completely filled up tenders in sealed pockets in the tender box kept in Podar Mills S.P.O office on or before 30/06/2025 before 2:00 PM.

Tender opening Date: 30/06/2025 at 2:30 PM

**SITE VISIT**

The prospective bidders are requested to visit the site on following address:-Podar Mills N.M. Joshi Marg Mumbai-400011 for collecting all detail about scope of work and other constraints before submission of tender.

**VALIDITY OF OFFER**

The offer given by the bidders for the entire work shall be valid for 90 days from the date of opening of the tender.

**RESOLUTION OF DISPUTES**

The Terms & Condition of this tender documents shall prevail in case of any dispute arising out of this contract and any dispute directly or indirectly connected with this contract will be referred to sole arbitration of the General Manager of Podar Mills Ltd. or any other officer appointed by the General Manager for this purpose. The decision of the said arbitrator shall be final, conclusive and binding upon all concerned.

**JURISDICTION**

All suits or proceedings relating to any dispute or claim arising out of or in course of performance in this contract shall be filed in appropriate court having jurisdictional Mumbai.

**The Podar Mills reserve the right to accept or reject any tender without assigning any reason thereof.**

Thanking you, Your faithfully,  
For Podar Mills.

Asst.Manager(Matls)

**Signature and Seal of the party**



# Office Cleaning & Sweeping work contract for one year

## Scope of work

Sr .No	Description	Frequency	Type of work	Rate
1	All offices	Daily	Sweeping	
		Weekly	Cleaning with water	
2	All washrooms	Daily	Cleaning with water	
3	Compound	Daily	Sweeping	
4	Compound	Weekly	Removing Shrubs	
Total				

Please quot the rates per month basis