



**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR:.....GUWAHATI-781006**

Dated: 25-08-2023

Notice Inviting Tender (NIT) for engagement of outsource agency for facility management and catering services including foods and beverages

The General Administration Department, Government of Assam, Dispur, Guwahati, invites **Tenders for facility management and catering services including foods and beverages staff at State Guest House No. 1 at Koinadhora, Guwahati** with total carpet area = 17800.00 sqft, + lawn area through GeM Portal.

The General Administration Department, Government of Assam, Dispur, Guwahati, invites **tenders** for providing human resources on outsourcing basis to work as House Keeping and Maintenance staff in two- bid (i.e. Technical bid & Financial bid), from reputed (4 Star and above), leading and resourceful registered/ licensed firms, having **at least 2 years' experience** in providing House Keeping, Facility Management along-with Foods & beverages and Maintenance Staff to guest houses/ offices of State/ Central Government/ PSU. Interested agencies may collect the tender document from General Administration Department, Government of Assam. Interested agencies may also download the tender terms and conditions from the website of Assam Government: <https://gad.assam.gov.in/document/tenders-and-expression-interest>.

Interested firm/ company/ agency who meet the criteria may furnish their tenders with all necessary documents through the GeM Portal. A scanned copy of the D.D. for EMD must be enclosed along with the technical bid in the GeM Portal.

Filled up tender documents, along with bank draft of earnest money drawn in favour of **Joint Secretary to the Govt. of Assam, General Administration Department, Assam Secretariat, Dispur, Guwahati** should be uploaded at GeM Portal by **11 September, 2023 till 4.00 PM**. The tender bids will be opened on **12 September, 2023 at 12.00 noon** in the O/o General Administration Department, Government of Assam, Dispur, Guwahati. The bidder himself or any one representative authorized in written on behalf of the bidder may remain present during the opening of tender.

Tenders received without EMD would be rejected.

Tenders received after the stipulated date and time will not be accepted.

The General Administration Department, Government of Assam, Dispur, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons.

Signed by Bimal Deka

Date: 25-08-2023 11:50:11

Joint Secretary to the Govt. of Assam,
General Administration Department

Memo. No. 289642/I/260007/2023

Dated Dispur the 25-08-2023

Copy to :-

1. P.S to the Principal Secretary to the Government of Assam, General Administration Department, Assam Secretariat, Dispur, Guwahati-781006 for kind appraisal of the Principal Secretary.
2. P.S to the Commissioner and Secretary to the Government of Assam, General Administration Department, Assam Secretariat, Dispur, Guwahati-781006 for kind appraisal of the Commissioner and Secretary.
3. The Secretary, Coordination to the Chief Secretary, Govt. of Assam, Assam Secretariat, Dispur, Guwahati-6 for information.
4. The Additional Secretary to the Govt. of Assam, G. A. Department & Chairman, Tender Evaluation Committee (for Facility Management at State Guest House, Koinadhora) for kind information.
5. Director, Information and Public Relation, Government of Assam, Dispur, Guwahati-781006. He is requested to take necessary action for wide publicity of the advertisement floated in GeM portal through two leading English and Assamese Daily Newspapers. He is also requested to forward a copy of the Advertisement to the office and General Administration Deptt., Dispur, Guwahati for record.
6. S.I.O., NIC, Assam Unit. He is requested to upload this Short Notice Inviting Tender in the Government website.
7. Website Content Manager, G.A. Department for information and to upload this Notice Inviting Tender in the General Administration Department's website.

(e-signed)

Joint Secretary to the Govt. of Assam,
General Administration Department