



**SHORT TERM TENDER NOTICE  
HOUSEKEEPING SERVICES**

Sealed Tenders in 2 Bid system are invited by Meghalaya Rural Bank from reputed firms/agencies having adequate experience for providing **Housekeeping Services at various premises of Meghalaya Rural Bank.**

Interested and eligible parties are requested to submit their offers under **2 (two) Bid System** - (A) Financial Bid & (B) Technical Bid. Seperate sealed envelopes containing the Technical and Financial bids should be submitted together in another large, sealed envelope, superscribing "**TENDER FOR HOUSEKEEPING SERVICES AT VARIOUS PREMISES OF MEGHALAYA RURAL BANK**" to the undermentioned address on or before **18-08-2025** **(4.00pm).**

The Tender document can be downloaded from the Bank's website: <https://meghalayaruralbank.co.in/> under Notices

**Address for Submission:**  
**Meghalaya Rural Bank**  
**KJP Assembly Conference Centre**  
**IGP Central Ward**  
**Shillong-793001**

**Dated:07-08-2025**

**Place: Shillong**

**-sd-  
General Manager**



## SHORT NOTICE OF INVITATION TO TENDER

Sealed Tenders are invited on behalf of Meghalaya Rural Bank, from reputed firm/agencies having adequate experience for providing Housekeeping Services at various premises of Meghalaya Rural Bank. Bidders are to note

Item	Details
Name of Work	Housekeeping services at various premises of Meghalaya Rural Bank
Security Deposit (Selected Bidder)	Rs 50,000/- in the form of the Bank's Term Deposit favouring Meghalaya Rural Bank (Refunded on expiry/termination of contract after adjustments, if any)
Issue of Tender Document	Available from 08.08.2024 at <a href="https://meghalayaruralbank.co.in/">https://meghalayaruralbank.co.in/</a>
Last Date for Submission	18-08-2025 till 4:00 pm
Opening Date of Tender	19-08-2025
Venue for Opening	Head Office, Meghalaya Rural Bank, Shillong
Tender Addressed / Submitted to	The General Manager, Meghalaya Rural Bank, Head Office, Shillong
Clarification, if any	Mail to <a href="mailto:premisesandestate@megrrb.in">premisesandestate@megrrb.in</a>
Validity of Tender	3 (three) calendar months from last date of submission
Liquidated Damages	As specified in the tender

- (i) Incomplete tenders or those not fulfilling prescribed conditions are liable to be rejected.
- (ii) Delays in submission due to postal or other irregularities will not be considered.
- (iii) The Bank is not responsible for damage in transit.
- (iv) The Bank reserves the right to accept or reject any or all offers without assigning reasons.



## TERMS AND CONDITIONS – TWO BID TENDER

### 1. Introduction

MRB proposes to outsource Housekeeping Services at various premises to a professional agency.

### 2. Invitation of Tender

- **Part-A (Techno-commercial bid):** All required details except price, as per format.
- **Part-B (Price bid):** Only price, as per format.
- Techno-commercial and price bids are to be sealed separately, then placed in a common envelope.

### 3. Eligible Bidders

- Open to all who meet the eligibility criteria as per this document.
- Bank will not bear any costs for bid preparation/submission.

#### Eligibility Criteria:

- Experienced and capable to handle housekeeping services on a manpower basis, including provision of materials/equipment.

### 4. Instructions to Tenderers

Documents to be attached:

- a. Complete, signed, stamped tender document.
- b. EPF, ESI/WCA, GST Registration certificates.
- c. Valid Trade License from respective District Council
- d. MOA (Companies)/Partnership Deed (Partnership firms).
- e. IT returns of last 3 years.
- f. Certificate of minimum 3 years similar experience (Banks/Government/PSU/Semi-govt or reputed organisation).
- g. Audited balance sheets and P&L for FY 2022-23, 2023-24 & 2024-25 (avg annual turnover min Rs 20 lakhs).
- h. Performance certificates/work orders/contract agreements.
- i. Declaration of non-blacklisting.
- j. Declaration/Board Resolution of authorised signatory (in case of partnership).

### 5. OTHER TERMS

1. Successful tenderer will provide services throughout the contract to MRB's satisfaction.
2. Successful tenderers are required to submit a security deposit of ₹ 50000.00(Rupees Fifty thousand only) in favour of "Meghalaya Rural Bank" for the term of completion of contract + 3 months.
3. Tenderers should make themselves aware of location of the premises of MRB and conduct a self-assessment visit.



4. The tenderer is required to sign all pages of tender document before submission as token of acceptance.
5. MRB is not bound to accept lowest bid; decision at Bank's discretion.
6. Suppression of information or misrepresentation leads to rejection.
7. Negative client feedback may lead to rejection.
8. Police verification certificates for all deployed staff mandatory.
9. Successful bidder must sign agreement within 15 days on non-judicial stamp paper (agency's cost).

#### 6. SCOPE OF WORK

- Sweeping, cleaning, dusting, mopping (using equipment), shifting, procuring & using cleaning materials, supervision.
- Cleaning includes all working halls, cabins, conference rooms, store/ server room, canteen, corridors, passage, staircases, toilets, service branch, etc.
- Removal of dust, sweeping/mopping floors, cleaning glass panels, dustbins, spider webs, nests, etc.
- **Manpower required:** 15 (Fifteen) persons; 5 for each region.
- **Duty Time:** 9: 00 am to 6: 00 pm (Working Days)
- Proper disposal of garbage at designated places daily.
- Daily cleaning of toilets, fixtures; clearing plumbing blockages as needed.
- The items required for execution of the above-mentioned work are to be supplied by the vendor. The list of materials required during the normal course of providing the aforementioned services shall be listed out as per format in **ANNEXURE- IV Bill of Cleaning Materials (BOM)**. **Please note the items quoted in the BOM shall also be reckoned in the evaluation of Lowest Bidder.** Further the rates of BOM shall be remain the same throughout the period of contract and any escalation in rates shall be not be entertained.
- Staff to be in prescribed uniform.
- Daily log sheet to be maintained, submitted with monthly bills.
- ID cards to be provided to all housekeeping personnel.
- The branches wherein housekeeping services are required has been mentioned in **Annexure-III** along with their addresses.

#### 7. RATES

- Rates per month must include all expenses including statutory payments.
- GST will be reimbursed separately on production of proof.
- TDS and other statutory deductions will apply.
- The rates must be as per the Minimum Wages Act 1948 of Government of Meghalaya (Copy enclosed)

#### 8. PERIOD OF CONTRACT

- Initially **1 year**, extendable up to **2 more years** (1 year at a time) on mutually agreed terms.



## **9. TERMINATION OF CONTRACT**

- a. **Termination by Bank:** One month's notice.
- b. **Termination by Contractor:** Three months' notice. No notice or illegal suspension entails forfeiture of deposit.
- c. MRB may terminate the contract if legal action is filed by/against contractor or in case of labour agitation/strike.
- d. If contractor fails to perform the task to MRB's satisfaction, MRB may forfeit security deposit and get work done at contractor's risk and cost.

## **10. SECURITY DEPOSIT**

- Rs. 50,000/- (by Term Deposit with MRB) to be deposited by successful bidder, held for contract period + 3 months.
- Will be forfeited in case of any breach/default.

## **11. PAYMENT**

- Contractor to submit monthly bill by 5th of next month with all relevant certificates.
- Payment will be released within 30 days of verification and certification of the bills
- Bank reserves the right to recover dues from bills or security deposit.
- No Claim for interest shall be entertained by MRB in respect of any payments or deposits which may be held with Bank or in respect to any delay on the part of Bank in making monthly payments or otherwise.

## **12. PENALTY**

- Up to Rs. 1,000/- per day per lapse may be imposed for non-performance or non-compliance.

## **13. INDEMNITY**

- Contractor shall indemnify MRB against all claims arising from staff or due to violation of labour laws.
- Indemnity Bond to be executed.

## **14. DEDUCTIONS**

- Income Tax and other statutory deductions as per law from monthly bill.

## **15. PROVIDENT FUND & ESIC**

- Strict adherence to EPF and ESIC provisions; submit separate challans for contract staff at MRB.
- Insurance (ESIC) for appropriate value must be obtained and provided to Bank.

## **16. ARBITRATION**

- Disputes to be referred to sole arbitration of General Manager of the Bank.
- Arbitration per Arbitration & Conciliation Act, 1996.
- Venue: Shillong, Meghalaya.



**Format of Technical Bid (To be submitted on Tenderer's Letterhead)**  
(To be given on tenderer's letter head)

To,  
The General Manager,  
Meghalaya Rural Bank,  
Head Office, Shillong

**SUBJECT: TECHNICAL BID FOR HOUSEKEEPING SERVICES**

- a. I/We certify that before signing this bid, I/We have read and fully understood all the terms and conditions and instructions laid down in tender document and undertake to abide by them.
- b. I/We understand that minimum wages and all statutory payments (EPF/ESI/Bonus, Gratuity, Leave etc) shall be made as per law.
- c. On award of contract, I/We will furnish Security Deposit of Rs. 50,000/- for period of contract.
- d. I/We accept that MRB may reject my/our bid without assigning reasons, and decision will be binding.
- e. Registration details of Employees Provident Fund, ESI, GST and Trade License submitted.
- f. We undertake that if our bid is accepted, we will provide housekeeping services as per the requirements of the bank.
- g. Security deposit is liable to be forfeited on breach or if we fail to execute the agreement/work.

Signed: \_\_\_\_\_



**Particulars of the tendering Company/Firm**

(To be given on tenderer's letter head)

S.No.	Particulars	Details	Documentary Evidence
1	Name of the Company/Firm		
2	Type (Proprietorship/Partnership/etc)		
3	Name and Address of Proprietor/Partners/Directors		
4	Registration Authority, Date & Number		
5	Registered Office Address, phone, email		
6	Address for handling this work (with authorized person's email)		
7	Years of experience in similar services		
8	Details of services provided to Govt/Semi-Govt/PSUs		
9	PAN No. (attach copy)		
10	Annual Turnover for last 3 years FY 2022-23: Rs. ____ FY 2023-24: Rs. ____ FY 2024-25: Rs. ____		
11	ESI No.		
12	License number under Contract Labour (R&A) Act		
13	Trade License Detail (Validity upto)		

*Note: Attach supporting documents as per instruction.*

Signed: \_\_\_\_\_

Name &amp; Seal: \_\_\_\_\_

Date: \_\_\_\_\_



## FINANCIAL BID

(To be given on Tenderer's Letterhead)

To,

The General Manager,

Meghalaya Rural Bank,

Head Office, Shillong

Tender for Providing Housekeeping Services at various premises of Meghalaya Rural Bank.

Financial Bid for Housekeeping Services

Description: Deployment of Housekeeping Personnel

Sl No,	Description	No of Persons to be engaged	Monthly rate (in Rupees) GST Extra
1	Housekeeping Personnel	15	
Grand Total			

Note: I/We have read all terms and agree to them.

Authorised Signatory

(Name, Designation & Seal)

Date: \_\_\_\_\_



## BRANCHES WHERE HOUSEKEEPING SERVICES IS REQUIRED

REGIONAL OFFICE-I						
SI No.	Branch Code	Branch	CONTROLLER	AREA	DIST NAME	NEW BLOCKS SLBC 2024
1	6	SOHRYNGKHAM	RM 1	RURAL	EAST KHASI HILLS	MAWRYNGKNENG
2	45	IOOKSI	RM 1	RURAL	WEST JAINTIA HILLS	LASKEIN
3	48	LAD RYMBAI	RM 1	RURAL	EAST JAINTIA HILLS	KHLIEHRIAT
4	70	LATYRKE	RM 1	RURAL	EAST JAINTIA HILLS	SAIPUNG
5	74	KHLIEHRIAT	RM 1	RURAL	EAST JAINTIA HILLS	KHLIEHRIAT

REGIONAL OFFICE-II						
SI No.	Branch Code	Branch	CONTROLLER	AREA	DIST NAME	NEW BLOCKS SLBC 2024
1	33	NONGPOH	RM 2	SEMI URBAN	RI BHOI	UMLING
2	68	UMLYNGKA	RM 2	RURAL	EAST KHASI HILLS	MYLLIEM
3	69	UMSNING	RM 2	RURAL	RI BHOI	UMSNING
4	87	MAWHATI	RM 2	RURAL	RI BHOI	UMSNING
5	89	MAWLASNAI	RM 2	RURAL	RI BHOI	BHOIRYMBONG

REGIONAL OFFICE-III						
Si No.	Branch Code	Branch	CONTROLLER	AREA	DIST NAME	NEW BLOCKS SLBC 2024
1	51	SEINDULI	RM 3	RURAL	WEST KHASI HILLS	MAWSHYNRUT
2	85	PHULBARI	RM 3	RURAL	WEST GARO HILLS	SELSELLA
3	88	NONDEIN	RM 3	RURAL	WEST KHASI HILLS	NONGSTOIN
4	96	MAHENDRAGANJ	RM 3	RURAL	SOUTH WEST GARO HILLS	ZIKZAK
5	32	KYN Shi	RM 3	RURAL	EASTERN WEST KHASI HILLS	MAWTHADRAISHAN

**PLEASE NOTE: A ROTATION POLICY SHALL BE FOLLOWED FOR POSTING OF HOUSEKEEPING STAFFS AT THE ABOVE BRANCHES AND NO EMPLOYEE SHALL BE POSTED A SPECIFIC BRANCH FOR MORE THAN A YEAR AT A STRETCH.**



## BILL OF CLEANING MATERIALS (BOM)

Sl No.	Item Name	Manufacturer	Additional Information on Item(if required)	Rate (in ₹)
1				
2				



## DECLARATION OF FIDELITY AND SECRECY

I, Shri/Smt \_\_\_\_\_ resident of \_\_\_\_\_  
s/o d/o Shri/Smt \_\_\_\_\_

do hereby declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me by the authority of my employer engaged in providing services to Meghalaya Rural Bank and which properly relate to the work assigned to me by the Bank.

I further declare that I will not divulge or allow to be divulged to any person not legally entitled thereto any information relating to the affairs of Meghalaya Rural Bank or to the affairs of any person having any dealing with the Bank and nor will I allow any such person to inspect or have access to any books or documents or electronic records belonging to or in possession of the Bank and relating to the business of the Bank or the business of any person having any dealing with the Bank.

**Signature:** \_\_\_\_\_  
**Name in**  
**full:** \_\_\_\_\_  
**Mobile No:** \_\_\_\_\_

Place :

Date :

In witness of:

### For Designated Agency

**Name of Authorized Signature:** \_\_\_\_\_

**Signature of Authorized Signature:** \_\_\_\_\_

**Seal of the Designated Agency:** \_\_\_\_\_

**Name in full:** \_\_\_\_\_

Place :

Date :



**MEMORANDUM OF APPOINTMENT**  
**(By the Employer)**

1. **Name of the employee (in full):**

\_\_\_\_\_

2. **Father's name, occupation and address:**

\_\_\_\_\_

3. **Date of birth:**

\_\_\_\_\_

4. **Educational qualification:**

\_\_\_\_\_

5. **Name of the Educational institution last attended:**

\_\_\_\_\_

6. **Address:**

(a) **Permanent:**

\_\_\_\_\_

(b) **Present:**

\_\_\_\_\_

7. **Place of domicile (village, town, Dist):**

\_\_\_\_\_

8. (i) **Whether a member of Scheduled Tribe/Caste/Other Backward Caste:**

\_\_\_\_\_

11. **Previous work experience, if any and salary received:**

12. **Medical Report:**

13. **Character certificates and references:**

14. **Particulars of relatives, if any, in the Bank:**

15. **Appointed as:**

**On:**

16. **Signature of the candidate (in full):**

**Certified that all necessary declarations have been obtained from  
Shri/Smti \_\_\_\_\_ and recorded at this office.**

For \_\_\_\_\_ **(designated agency)**

**Signature:**

**Name of Authorized Signatory:**



## ATTESTATION FORM FOR POLICE VERIFICATION

*(The furnishing of false information or suppression of any factual information in the attestation form would be disqualification and is likely to render the candidate unfit for appointment. If the fact that false information has been furnished or there has been suppression of any factual information in the attestation form comes to notice any time during the service of a person, his/her service would be liable to be terminated.)*

**1. Name in full (in BLOCK CAPITALS with Surname first):**

Aliases if any (please indicate). If you have added or dropped at any stage any part of your name, age or surname, please specify:

**2. Present address in full (i.e., village, thana, district, or house no., lane/street/road and town):**

**3. (a) Home address in full (i.e., village, thana, district or house no., lane/street/road and town and name of the district headquarter):**

**3. (b) If originally a resident of country other than India, address in that country and the date of migration to Indian Union:**

**4. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years:**

From (Month/Year)	To (Month/Year)	Residential address in full (village/thana/district/house no./lane/street/road/town)	Name of District HQ of the place mentioned in previous column

**5. (a) Father's Name in Full with Alias, if any:**

**(b) Present Postal Address (if dead, give last address):**

**(c) Permanent Address:**



**(d) Profession:**

**(e) If in service, give designation and official address:**

**6. (a) Husband's / Wife's Name in Full:**

**(b) Profession:**

**(c) Designation and Office Address:**

**7. Nationality of:**

- (a) Father: \_\_\_\_\_
- (b) Mother: \_\_\_\_\_
- (c) Husband / Wife: \_\_\_\_\_

**8. Exact Date of Birth:** \_\_\_\_\_

**Present Age:** \_\_\_\_\_

**Age at Matriculation / School Last Attended:** \_\_\_\_\_

**9. (a) Place of Birth (District and State in which situated):**

**(b) District and State to which you belong:**

**10. (a) Your Religion:** \_\_\_\_\_

**(b) Are you a member of Scheduled Caste / Scheduled Tribe / Other Backward Class?**

Answer 'Yes' or 'No': \_\_\_\_\_

If yes, state the name thereof: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_



**GOVERNMENT OF MEGHALAYA**  
**DEPARTMENT OF LABOUR, EMPLOYMENT & SKILL DEVELOPMENT**  
Room No.511 (A), Addl. Secretariat Building, Shillong-793001  
E-mail: labourdeptt.sectt@gmail.com  
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**NOTIFICATION**

Dated Shillong, the 21<sup>st</sup> July, 2025

No.LE&SD.9/2023/P/14—In exercise of the powers sub-section (2) of Section 5 of the Minimum Wages Act, 1948 (Central Act XI of 1948) as amended, the Governor of Meghalaya is pleased to revise the rates of minimum wages in respect of the following schedule of Employments all categorized and defined as indicated in the table below :-

(1) Agriculture (2) Construction and maintenance of Buildings including Public Health Engineering, etc., (3) Stone crushing and breaking operations (4) Construction, Generation and Distribution of Powers, Water supply, land development excavation and reclamation, (5) Sericulture & Weaving, (6) Fruit Preservation, (7) Soil Conservation, (8) Animal Husbandry and Veterinary, (9) Forest, (10) Local Authority, (11) Public Motor Transport (12) Saw Mill, (13) Plywood Industry, (14) Motor Workshops, (15) Furniture Industry, (16) Bakery (17) Shops and Establishment, (18) Printing Press (19) Sales, Distribution and handling of petroleum products (20) Steel Fabrication and concrete products including brick making, (21) Tailoring, (22) Wax and Candle industry (23) Hotels and Restaurants (24) Mines and Minerals (25) Safai Karamcharis (26) Employment in Registered Factories not elsewhere classified (27) Employment under Government Authority (casual contingency Employee) (28) Domestic Workers and (29) Security Guard :-

Sl. No.	Category	Minimum wage + Revised VDA payable w.e.f 1.4.2025
1.	Unskilled	₹525/- + ₹ 16 = ₹ 541/-
2.	Semi-skilled	₹565/- + ₹ 18 = ₹ 583/-
3.	Skilled	₹605/- + ₹ 19 = ₹ 624/-
4.	Highly-skilled	₹645/- + ₹ 20 = ₹ 665/-

The above rates of minimum wages are effective from 1<sup>st</sup> April, 2025.

**Explanation:**

- 1. UNSKILLED** : means work which involves simple operation, little or no skill or experience in the job.
  - 2. SEMI-SKILLED** : means work which involves some degree of skill and competence acquired through experience on the job which is capable of being performed under the supervision and guidance of skilled employees and includes unskilled supervisory works.
  - 3. SKILLED** : means work which involves skill or competence acquired through experience on the job or through training as apprentice in a technical or vocational institute and the performance of which calls for initiative and judgement.
  - 4. HIGHLY - SKILLED** : means expert in the work requiring great skills.
- The revised rates proposed are inclusive of Variable Dearness Allowance but exclusive of other concession if any enjoyed by the employees. The existing task and hours of work i.e. 8 (eight) hours a day 48 (forty eight) hours a week shall continue until further orders. The Minimum rates of wages proposed include the wages payable for weekly day of rest. The rate of wages of overtime work shall be double the ordinary rate of wages.

The revised rates shall be deemed to come in force with effect from 01.04.2025 and will be revised every 6 (six) months by adoption of Consumer Price Index (CPI) linked Variable Dearness Allowance (VDA).

This supersedes this Department's earlier Notification No.LE&SD.9/2023/101 dt 14.01.2025.

Contd.....P 2/-



ML  
1186  
23/7/25

The Variable Dearness Allowance has been rounded off to the next higher rupee.

This issues with the concurrence of Finance (PR) Department vide I/D No.F(PR)-56/2025 dated 10.07.2025

Sd/-

C. Songate, IRS,

Principal Secretary to the Govt. of Meghalaya,  
Department of Labour, Employment & Skill Development

Dated Shillong, the 21<sup>st</sup> July, 2025

Memo No. LE&SD. 9/2023/Pt/14-A

Copy to :

1. P.S. to Chief Minister, Meghalaya for favour of kind information of Hon'ble Chief Minister.
2. P.S. to Minister i/c Department of Labour, Employment & Skill Development, Meghalaya for favour of kind information of Minister.
3. P.S. to all Ministers, Meghalaya for favour of kind information of Minister.
4. P.S. to Chief Secretary to the Govt. of Meghalaya for favour of kind information of the Chief Secretary.
5. P.S. to the Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary for kind information of Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary.
6. The Labour Commissioner, Meghalaya, Shillong for information and necessary action.
7. Finance (Pay Revision) Department (consulted I/D above).
8. Finance (EA) Department.
9. Director of Information and Public Relations for wide publicity.
10. Director of Printing and Stationery, Meghalaya, Shillong for publication in the extra ordinary gazette and to supply 100 copies to this Department urgently.
11. Managing Director, MTC, Meghalaya, Shillong
12. Chairman/Chief Executive Officer, Shillong/Jowai/Tura/Williamnagar/ Baghmara/ Resubelpara Municipal Board
13. All Administrative Department/All Heads of Department.
14. President, Frontier Chamber of Commerce, G.S. Road, Shillong-2
15. Managing Director, Meghalaya Plywood Pvt. Ltd C/o Bawri Mansion, Dhankheti, Shillong
16. General Secretary, Shillong Municipality Harijan Mazdoor Union, Bara Bazar, Harijan Colony, Shillong-2
17. President INTUC, Meghalaya Branch, Opp. Lum Jingshai, Short Round Road, Shillong
18. General Secretary, AITUC, Meghalaya Branch, C/o CPI Officer, Quinton Road, Shillong-2
19. General Secretary, Meghalaya Power Workers' Union, C/o B.C. House, Me.E.C.L., Shillong-1
20. General Secretary, Garo Hills PWD, Labour Union, P.O. Tikrikilla, P.S. Phulbari.
21. General Secretary, Shillong Municipal Employers' Association, Shillong.
22. General Secretary, Meghalaya PWD, Muster Roll Workers' Union, C/o CPI Office, Quinton Road, Shillong-1
23. General Secretary, All Jaintia Muster Roll Workers & Labour Union, Central Executive Committee, Headquarter, Jowai-793150.

By Order etc.,

Joint Secretary to the Govt. of Meghalaya,  
Department of Labour, Employment & Skill Development

