



## NOTES & DECISIONS

Ref: MDO-I/ OS/Prtg & Stny

28/02/2025

**Re: Principal Approval for floating GeM Tender Housekeeping Services at Divisional Office Departments, Branch Offices, EDMS Center, Satellite Offices, Customer Zone, P&GS Units under MDO-I.**

The Housekeeping activity is outsourced for our Mumbai Divisional office Departments, Branch Offices, EDMS Centre , Satellite Offices , Customer Zone, P& GS Units under MDO-I. At present M/S New Look Services is providing the services in satisfactory manner.

The Contract for Housekeeping Services was awarded to M/S New Look Services as per work order dated 27/04/2022 Ref: MDO-I/OS/HOUSEKEEPING /AMC/2022-23 for the period 01.04.2022 to 31.03.2025. The expenditure incurred under account code 11329100 under above mentioned maintenance contract is as under:

| <b><u>Sr. No.</u></b> | <b><u>Year</u></b>         | <b><u>Total Expenditure (Rs.)</u></b> |
|-----------------------|----------------------------|---------------------------------------|
| 1                     | April 2022 to March 2023   | 1,10,83,197/-                         |
| 2                     | April 2023 to March 2024   | 1,16,11,063/-                         |
| 3                     | April 2024 to January 2025 | 98,93,533/-                           |

Detailed area wise bifurcation of Mumbai Divisional office Departments, Branch Offices, EDMS Centre , Satellite Offices , Customer Zone, P& GS Units under MDO-I. is enclosed herewith (As per ANNEXURE –D).

As per the CVC Guidelines and Stores Code, purchase preference to be given to MSE. In case participating MSEs in a tender, quoting price within the band of L1+15% may also be allowed to supply a portion of the requirement by bringing down their price to the L1 price, in a situation where L1 price is some entity other than an MSE. Such MSEs shall supply to 25 % of the total tendered value. As per Procurement Manual and GeM 25% is earmarked for MSE.

In order to avoid any complications and for smooth functioning of the contract, we may put the condition at the time of floating tender as it is not feasible to spilt the Bid. So in case any MSE quotes the price L1+15% and that MSE is ready to bring down their price to the L1 price then the Bid to be awarded to MSE at L1 price for full work contract.

In view of the above, Competent Authority may kindly approve the following:

To float a tender (through GeM) for Housekeeping Services to be provided at Mumbai Divisional office Departments, Branch Offices, EDMS Centre , Satellite Offices , Customer Zone, P& GS Units under MDO-I for the period of two years and the provision for extension of one year at the discretion of LIC. We may avail the services of the existing Vendors for housekeeping services M/S. New Look Services at the same rate and condition till tendering process is completed.

submitted for approval/instructions.

A.O.(OS)

MANAGER (OS)

SENIOR DIVISIONAL MANAGER