

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

(An Autonomous Body under the Ministry of Culture, Govt. of India)

IB Block, Plot No. 166 Sector III

Salt Lake. Kolkata - 700106

Expressions of Interest

Expressions of interest are invited from agencies having proven experience and credentials in providing following services:

- 1 Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets & at the Salt Lake campus and the Museum at Ashraf Mistri Lane Ballygunge, Kolkata-700019.
- 2 Housekeeping services at the Salt Lake campus and Azad Museum at Ashraf Mistri Lane, Ballygunge, Kolkata-700019.

For details please visit our website www.makaias.gov.in or contact Institute's office.

Prescribed pre-qualification forms are available and may be downloaded from our website. The duly completed registration forms with credentials shall be submitted to the above Salt Lake address on or before 12.07.17.

Tender papers shall be issued at a cost of Rs.200.00 (Rupees two hundred) only in cash for each service from 20.07.17 to 27.07.17, only to the agencies duly short-listed by the institute. Decision of the institute in this regard shall be final and binding.

Tenders for item no.1 shall be received upto 2.00 p.m. on 31.07.17 at the above address and will be opened the same day at 3.30 pm at the same venue & tenders for item no.2 shall be received upto 2.00 p.m. on 02.08.17 at the above address and will be opened the same day at 3.30 pm at the same venue. Tenderers may be present in both cases.

Part-I

Pre-qualification Form for service of Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the Salt Lake campus and the Museum at Ashraf Mistri Lane Ballygunge, Kolkata-700019.

1)Name of the Agency :

2)Office Address :

3)Telephone Number:

Land Line:

Mobile:

4) Name of the Proprietor / Partner:

**Residential Address of Proprietor / Partner:
with Land Line Number**

5) Trade/Business License: Attach proof

6) Number of security guards on roll of the Agency: Attach proof

7)ESI & EPFO Code No : Attach proof

8)PAN No. Attach proof

9)Income Tax Return for the last two years. Attach proof

**10)Name, Mobile no. of the contact person
(He shall be the coordinator on behalf of the agency)**

**I /We Proprietor(s) / Partner(s)/Director(s) of M/s-----
---- here by declare that neither I / We nor any member of my / our family is / are
any way related to any officer/employee of Maulana Abul Kalam Azad Institute of
Asian Studies.**

Date

Signature(s)

Part-II

Pre-qualification Form for service of Housekeeping at the Salt Lake campus and the Museum at Ashraf Mistri Lane Ballygunge, Kolkata-700019.

1) Name of the Agency :

2) Office Address :

3) Telephone Number:

Land Line:

Mobile:

4) Name of the Proprietor / Partner:

**Residential Address of Proprietor / Partner:
with Land Line Number**

5) Trade/Business License: Attach proof

6) Number of house keepers on roll of the Agency: Attach proof

7) ESI & EPFO Code No : Attach proof

8) PAN No. Attach proof

9) Income Tax Return for the last two years. Attach proof

**10) Name, Mobile no. of the contact person
(He shall be the coordinator on behalf of the agency)**

**I /We Proprietor(s) / Partner(s)/Director(s) of M/s-----
---- here by declare that neither I / We nor any member of my / our family is / are
any way related to any officer/employee of Maulana Abul Kalam Azad Institute of
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