



CIMP Business Incubation & Innovation Foundation

CIN No.: U85300BR2021NPL055752

Mithapur Institutional Area, Patna-800001.

Ph.: 0612-2366004/15/21/34/62 | Email: startup@cimp.ac.in | website:
www.cimp.ac.in



No. CIMP-BIIF/B.HUB/3/26-Housekeeping Services

Date: 07.08.2026

QUOTATION INVITATION NOTICE

B-HUB, located at the 5th Floor, A-Block, Maurya Lok Complex, Patna-800001, and operated by the CIMP Business Incubation & Innovation Foundation (CIMP-BIIF), invites quotations from interested and eligible agencies for the selection of a service provider for providing Housekeeping Services at the said office premises.

Interested agencies are invited to submit quotations separately for **Housekeeping Services** along with the required documents mentioned below, **on or before 29th August, 2026**

Required Documents:

1. Registration Certificate from the Labour Department
2. Registration Certificate of the Agency / Company
3. The registered office or one of the regional/branch offices of the tenderer must be in Bihar/Patna.
4. EPF Registration Certificate
5. ESI Registration Certificate
6. GST Registration Certificate
7. PAN Card
8. Affidavit stating that the agency is not blacklisted
9. Minimum **03 (three) years** of work experience in the Housekeeping Services.
10. The selected service provider agency shall deposit **one month's remuneration of the manpower provided** as **Security Money** in this office.
11. **Preparation and Submission of Tender:**
 - a. All documents/papers should be numbered, signed and sealed on each page.
 - b. The rates should be quoted for the services to be provided as per Annexure-A
 - c. Sealed Quotation should be addressed and submitted to **Chief Executive Officer, CIMP Business Incubation & Innovation Foundation (CIMP-BIIF), C/O- CIMP Campus, Mithapur Institutional Area, Patna- 800001, by 15:00 hrs. of 29th August, 2026.**
 - d. Quotation submitted or received after the closing date and time will not be considered and shall be returned unopened.
 - e. B.HUB is managed by CIMP-BIIF and funded by Department of Industries (DoI) as per the MoU executed with DoI. Accordingly, the tenure of the Housekeeping Services contract shall be of four months **(Sept-2026 to Dec, 2026)** and co-terminus with the approval and availability of funds from the Department of Industries.
 - f. The contract/services of the agency or any of its partners/directors should not have been black listed/debarred prematurely terminated by any of the government agencies or department/Organization/TIA or should not have been found to be guilty of moral turpitude or major lapses or convicted of any economic offense or with violation of any labour laws by any court of law or any authority appointed to enforce such laws.

Note: This office reserves the right to **accept or reject any quotation without assigning any reason.**

Sd/-

**Chief Executive Officer
CIMP-BIIF**



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ANNEXURE-A

FINANCIAL BID

(To be printed on the Letter Head of the agency and submitted in a separate sealed Cover-II super scribed as “Financial Bid”)

S.N.	Particulars	Unit*	Rate**per persons per month (₹)	Amount per month (₹)
01	Male/Female Housekeeping	03		
02	Management Fee/Services Charges	-		
03	GST	-		
			Total	

* Excluding Relievers. Exact number may vary as per housekeeping requirements assessed from time-to-time.

** The consolidated and all-inclusive quoted rates should not contain the wages component less than the minimum wages of Govt. of Bihar and must contain the break-up in the following structure:

S.N.	Description	Percentage (To be read in conjunction with the latest rules/acts/notifications of the government)	Housekeeping Supervisor (per unit)	Housekeeping Staff (per unit)
01.	Basic wages plus VDA# per month	-		
02.	ESI			
03.	EPF			
04.				
05.	Leave/Weekly Offs			
06.				
07.	Any others			
08.		Total Grand		

Variable Dearness

Allowance P.S.:

NO overwriting(s)/correction(s)/interlineation(s) etc. are permitted in the Financial Bid. Any such instance as such, if found, shall invite summary rejection of the bid.