



पोदार मिल्स
इकाई एन टी सी लि. (पश्चिम क्षेत्र)
(भारत सरकार का उपक्रम)
ISO 9001:2008 प्रमाणित

PODAR MILLS
Unit of N T C Ltd., W. R. Mumbai
(Govt. of India Undertaking)
C.I.NO. U74899DL1968GO1004866

ता. म. जोशी मार्ग , चिंचपोकली , मुंबई 400 011. फो.नं. 022-23099663, 23099711 फॅक्स नं. 022-23051593

N.M. Joshi marg , Chinchpokli, Mumbai-400011. Email: podar.mills@ntcltd.org; website: www.ntcltd.org

पंजीकृत कार्यालय : स्कोप परिसर, कोर - चतुर्थ, 7, लोखी रोड, नई दिल्ली - 110003. फोन : 011-24362511 फैक्स : 011-24361112

पश्चिमी क्षेत्र : एनटीसी सदन 15 एन एम मार्ग बेलार्ड हस्तेड मुम्बई - 400001, फोन : 0211-22686600 / 22686601, फैक्स : 022-22686631

Date:- 12/09/2026.

Start date: 15/09/2026

Due date: 22/09/2026

Up to: 02:30 PM

TENDER NOTICE

Sub : Invite the offers Departmental housekeeping & cleaning for the period of 01/10/2026 to 30/09/2027

Podar Mills Mumbai is inviting offers from reputed parties for Office Cleaning & Sweeping work contract. Parties are requested to submit their offers on work basis as per frequency given in the scope of work.

Eligibility Criteria:

1. Experience of at least one similar work in last 3 years (submit copy of work order)
2. G.S.T. registration certificate (submit GST registration copy).

CERTIFICATION OF WORK

The contractor has to carry out the job as per the instruction of the Podar Mills and completion of work satisfactory submit the bill in duplicate along with attendance of your work in gate for same job. Bill will not be accepted unless & until the above said documents are not along with the Bills duly certified by the user department.

Payment Terms

- I. No advance payment shall be made.
- II. 100% Payment will be released after completion of satisfactorily work and Bill certified by the Podar Mills user department.

Terms & Conditions:

1. The contractor has to carry out the job as per the instruction of Mills user department.
2. The contractor should take all necessary safety precaution to protect their labours.
3. The Contractor will use your own tools & tackles and work force.
4. The Contractor will abide by the all the labour rules & regulations as applicable from time to time.
5. PF/ESIC will be deducted from your bill amount as per prevailing rules .If you have paid the ESIC & PF of your employees, please submit the supporting document with the bills.
6. Income Tax, GST and other Taxes as applicable during the contract period shall be deducted from your bill as per the rule applicable from time to time.
7. The Contractor will be responsible to provide necessary insurance cover to

- your workers as may be required under the law.
8. The Contractor will be fully responsible for any compensation it her for accident, injury/death or damage caused during the operation to their employee's.
 9. If the party is MSME registered, submit the copy.
 10. Podar Mills can terminate the contract at any point of time without assigning any reason thereof.

SITE VISIT

The prospective bidders are requested to visit the site on following address:-Podar Mills N.M. Joshi Marg Mumbai-400011 for collecting all detail about scope of work and other constraints before submission of tender.

VALIDITY OF OFFER

The offer given by the bidders for the entire work shall be valid for 90 days from the date of opening of the tender.

RESOLUTION OF DISPUTES

The Terms & Condition of this tender documents shall prevail in case of any dispute arising out of this contract and any dispute directly or indirectly connected with this contract will be referred to sole arbitration of the General Manager of Podar Mills Ltd. or any other officer appointed by the General Manager for this purpose. The decision of the said arbitrator shall be final, conclusive and binding upon all concerned.

JURISDICTION

All suits or proceedings relating to any dispute or claim arising out of or in course of performance in this contract shall be filed in appropriate court having jurisdictional Mumbai.

The Podar Mills reserve the right to accept or reject any tender without assigning any reason thereof.

**Thanking you, Your faithfully,
For Podar Mills.**

Asst. Manager (Matls)

Signature and Seal of the party

Scope of Work

**Departmental housekeeping & Cleaning contract for the period of
01/10/2026 to 30/09/2027**

Sr.No.	Description	Frequency	Qty	Rate
A	Spinning dept:-			
1	Cleaning of mxing, cording, frame dept. walls, ceiling, pillers, pipes etc,	Weekly	1	
2	Cleaning of 1st floor R/fr dept. walls, ceiling, pillers. Etc & cleaning of preparatory dept	Weekly	1	
3	Cleaning of ground floor new china ring frame dept, walls, celing, pillers, etc.	Weekly	1	
4	Cleaning of bottom air duct & false ceiling	Fourth nightly	1	
5	Cleaning of chaina R/fr humidity channel, underground gutters, filters, fan room etc.	Fourth nightly	1	
B	Winding dept			
1	Cleaning of semi-central humidity ducts	Fourth nightly	3	
2	Cleaning of winding dept block 8-A & 8-B	Weekly	1	
C	Other depts :			
1	Cleaning of glasses, windows, walls, ceiling, stair cases, canteen, new admin office, gate keeper & security office, spg, engg, sqc, office	Fourth nightly	1	
2	Cleaning of kotastone flooring of canteen, staff mess & wash with soap watter	Weekly	1	

Report ID: GEM/GARPTS/08092026/GUWV59WHNR90
Report Name: Departmental housekeeping & Cleaning contract
Generated By: Popat Vishnu Harihar , NA , Ministry of Textiles

Generated On: 08/09/2026
Valid till: 08/10/2026

GeM Availability Report and Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Departmental housekeeping & Cleaning contract

Search type: Service

1. There are categories available on GeM matching your requirements (as listed here). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.
2. If you feel that category TP needs updating you can submit category updating request also through RMS.
3. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications of the required product for creation of new category on GeM for future procurement.

Search Result: Category available/suggested on GeM but marked as "not matching requirements" by the buyer with undertaking as under:

It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of List of Values(LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirement are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories. This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.

Estimated Value Of Procurement: ₹ xxxxxx.x

Category Name	Order Count			Order Value (in Lakhs)		
	Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Haulage & Housekeeping Services	0	3	358	0	2,394	80,492
OBHS and Related Service for Railways (New Version 2.0)	0	0	249	0	0	1,12,392
Hiring of Sanitation Service - Manpower Based Model	391	5	5,882	1,017	484	4,38,988
Cleaning, Sanitation and Disinfection Service - Outcome Based	3,633	787	20,239	5,881	27,979	2,65,668
Facility Management Services - LumpSum Based	0	1,291	15,520	0	73,162	8,71,788

Category Name	Order Count			Order Value (in Lakhs)		
	Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Facility Management Service - Outcome Based	1	86	1,632	0	12,616	48,111
Facility Management Service- Manpower based (Version 2)	928	5	5,091	2,670	731	2,00,725

पोदार मिल्स PODAR MILLS

भंडार हेतु मांग पत्र
INDENT FOR STORES

एस. पी. डी. की प्रति
(S. P. D. Copy)

विभाग
Dept.

Spg/wdg

मांग-पत्र संख्या
Indent No.

दिनांक
Date 07-09-2026

क्र.संख्या Sr.No.	वस्तुओं का नाम Name of Items	कोड Code	मात्रा Qty.	स्टॉक Stock		पिछले.. महिने की गरात Consumption last month	प्राप्त माल Goods Received	विशेष विवरण Remarks	राशि Amount
				शेष In Hand	विचाराधीन मांगपत्र Indent Pending				
	Departmental housekeeping & cleaning contract for the period of 01-10-2026 to 30-09-2027								
A	Spinning dept:-								
1.	Cleaning of mixing, carding, frame dept. walls, ceiling, pillars, pipes etc. - weekly - 1								
2.	Cleaning of 1 st floor R/R dept. walls, ceiling, pillars etc & cleaning of preparatory dept. - weekly - 1								
3.	Cleaning of ground floor new dining hall frame depts walls, ceiling, pillars etc. - weekly - 1								
4.	Cleaning of bottom air duct & false ceiling. - - - - - fortnightly - 1								
5.	Cleaning of chime R/R humidity channel, underground gutters, filters, fan room etc - fortnightly - 1								
B	Winding dept:- 1. cleaning of semi-central humidity ducts. - - - - - fortnightly - 3								
2.	Cleaning of winding dept's block - 8A & 8B - - - - - weekly - 1								
C	Other depts:- cleaning of glasses, windows, walls, ceiling, stair cases, canteen,								
	new admin office, gate keeper & security office, spg, engg, ssc, office - - - - - fortnightly - 1								
2.	Cleaning of kotastone flooring of canteen, staff mess, & wash with soap water - - - - - weekly - 1								

विभागीय प्रमुख
Dept. Head

भंडार पालक
Store Keeper

प्रबंधक सामग्री
Manager Material

उत्पादन प्रबंधक
Product Manager

महा प्रबंधक
General Manager