

**TENDER FORM FOR “JANITORIAL AND MISCELLANEOUS SERVICES”**  
**DIRECTORATE OF INTELLIGENCE AND INVESTIGATION-IR HYDERABAD,**  
**BUNGALOW NO.184, TARIQ ROAD, CIVIL LINE, HYDERABAD FOR THE FINANCIAL**  
**YEAR 2026-27.**

|     |                                |  |
|-----|--------------------------------|--|
| 1.  | Name of Firm                   |  |
| 2.  | Proprietor's Name              |  |
| 3.  | Postal Address, Fax and E-mail |  |
| 4.  | N.T.N.                         |  |
| 5.  | Sales Tax Registration No.     |  |
| 6.  | C.N.I.C No.                    |  |
| 7.  | A.G.P.R Vendor No.             |  |
| 8.  | Experience                     |  |
| 09. | Contact / Cell No.             |  |
| 10. | Amount of Bid                  |  |
| 11. | IBAN No.(Cheque Photo Copy)    |  |

**Authorized  
Signature With  
Stamp**

**DETAILS AND SPECIFICATION OF JANITORIAL AND MISCELLANEOUS SERVICES AT  
DIRECTORATE OF INTELLIGENCE & INVESTIGATION IR, HYDERABAD.**

| S.No | Nature of Services                                                                                                                                                                                                                                               | Labors Required | Amount Per Month |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| 1    | <b>JANITORIAL SERVICES</b><br><b>03</b> Persons at Office Premises.<br><b>01</b> Person at Ware House / Transit Accommodation.<br><b>01</b> Person at Karachi Camp Office.                                                                                       | 05 Persons      |                  |
| 2    | <b>MISCELLANEOUS SERVICES</b><br><b>02</b> Person for Generator Operator & Maintenance, UPS/Electric appliance / Solar System inspection, Plumber and maintenance.<br><b>01</b> Person for Computer / Hardware / photocopier machine inspection and maintenance. | 03 Persons      |                  |
|      |                                                                                                                                                                                                                                                                  | TOTAL           |                  |

**Note:** The rates should be inclusive of all applicable Govt Taxes / Duties etc. The payment will be made after deducting all the applicable Govt taxes at the time of payment.

**Authorized  
Signature With  
Stamp**

**TERMS AND CONDITION FOR THE WORK OF JANITORIAL SERVICES AND  
MISCELLANEOUS SERVICES AT 1<sup>st</sup> & 2<sup>nd</sup> FLOOR, WAREHOUSE & KARACHI CAMP  
OFFICE IN THE DIRECTORATE OF INTELLIGENCE & INVESTIGATION IR,  
HYDERABAD FOR THE FINANCIAL YEAR 2026-2027**

**1. JANITORIALS SERVICES.**

- i. Daily cleaning and mopping of the floors on continuous basis including area outside building.  
(Directorate of I&I-IR Hyderabad)
- ii. Cleaning and washing of all WCs, wash basins and sinks on daily basis and as when required.  
Cleaning of sanitation lines and gutters inside the premises, if found clogged.
- iii. Cleaning of Glass / Windows panes, both inside and outside of the building and cabins, walls  
partitions of all type, roofs / ceilings and all the premises, including plant pots.
- iv. Cleaning of tube lights / air conditioners as and when required.
- v. Contractor shall fill the Toiler Soap Dispensers as and when found empty.
- vi. The Contractor shall depute at least one contract person for keeping liaison with the office  
administration for proper execution of work.
- vii. Machinery & equipment required for cleaning and washing of floors, vacuum cleaners etc,  
shall be kept and stored in Directorate premises for the use, however, the safety of the said  
machinery and equipment shall be the contractor's responsibility.
- viii. The Contractor shall provide the uniform duly approved by the Directorate at his own cost and  
the cleaning staff shall wear the same uniforms during the working hours in the office  
premises.
- ix. The safety of fittings and fixtures and equipment in the office premises etc. shall be the  
responsibility of the contractor.
- x. The contractor shall be responsible for all losses and damages to building other property  
caused due to mishandling / negligence of staff of the contractor.
- xi. The term of this contractor shall be a period of one year.
- xii. Materials i.e phenyl, acid, soaps, surfs, etc will be provided by the Directorate.

**2. MISCELLANEOUS SERVICES.**

- i. Regular Inspection and maintenance of UPS, Generators and Electric installation.
- ii. Regular inspection and maintenance of computers / printers / scanners / photocopier  
machine etc.
- iii. Parts shall be provided by the Directorate of I&I-IR Hyderabad.

**(CHAIRMAN)**  
Purchase Committee