



E-NIQ FOR FACILITY MANAGEMENT SERVICES FOR
AT "APPAREL HOUSE"
SECTOR-44, INSTITUTIONAL AREA,
GURGAON-122003

Date Of Advertising of E-NIQ for financial bid	04.08.2026
Last Date of receipt of Financial Bid	08.08.2026
Date of opening of financial bid	09.08.2026

Apparel Export Promotion Council

(Sponsored by Ministry of Textiles, Govt. of India)
"APPAREL HOUSE"

SECTOR-44, INSTITUTIONAL
AREA, GURGAON-122003,
HARYANA Phone: +91-0124-
2708000-03
Website: www.aepcindia.com

Apparel Export Promotion Council

(Sponsored by Ministry of Textiles, Govt. of India)

Apparel House, Sector-44, Institutional Area, Gurgaon-122003, (Haryana)

Ref. No. AEPC/HO/AHM/2026/151

Dated the 04th August, 2026**NOTICE INVITING e-QUOTATION**

Name of Work: Engagement of Facility Management Services for providing round the clock FM services at Apparel House, Sector 44, Institutional Area, Gurgaon (Haryana)

Apparel Export Promotion Council (AEPC) invites Financial Quotes from qualified bidders in connection with the e-NIQ dated 02.07.2026. **More than one Quotation from the same owners/company will be summarily rejected.**

2. The firms may also be download the Quotation document from the AEPC website www.aepcindia.com.
3. The firms are requested in their own interest to inspect the site of work before quoting their rates.
4. The Quotation (Financial bid (Annexure-B) complete in all respect should be sent online at tender@aepcindia.com on or before **08th August,2026**. The document can also be downloaded from Council's website www.aepcindia.com. The subject shall be "**e-NIQ for Annual rate contract for Facility Management services of AEPC**". Any bids received to any other email id or otherwise are likely to be rejected.
5. The bids of the bids received will be opened in this office in the presence of the senior officers of the Council.

Location of work: Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon-122003, Haryana

Period of Contract: **Two years.** Initially for One year and shall be extended for a further period of one year subject to the condition the services were found satisfactory and on mutual agreement.

Final decision: The A.E.P.C. has the right to accept any bid in whole or part or reject it entirely without assigning any reason thereof. In case of any disputes whatsoever, the Secretary General AEPC shall be the arbitrator and his decision shall be final and binding. **The lowest bidder will be considered for award of contract though not binding. The agency with unsatisfactory record during previous contracts shall not be considered for award of contract in any case.**

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This bid document shall be read in conjunction with the e-NIQ dated 02.07.2026- E-NIQ FOR FACILITY MANAGEMENT SERVICES FOR AT "APPAREL HOUSE" SECTOR-44, INSTITUTIONAL AREA, GURGAON-122003

BID SUBMISSION:

Duly completed bid documents/quote should be submitted to tender@aepcindia.com on or before 07.08.2026

(Abhinandan Rajpal)

Head of Assets

Apparel Export Promotion Council

Apparel House, Sector 44, Gurgaon-122003

Haryana

Annexure-A

Apparel Export Promotion Council
AEPC/HO/AHM/2026/151
Tentative requirement of FMS Personnel

S.N.	Post	Job Qualification	Strength	Duty (hrs)
1.	Facility Manager	B.Tech. (Electrical) or Diploma Engineer from a government recognized institute with at least 5 years experience in a reputed organization. Having sound knowledge of maintenance and operation of HVAC (Trane), DG sets (Cummins/1050KVA), UPS, Transformers (Kirloskar), Main LT Panels, ACB/VCB, Pumps (50 HP), Motors, Telephones and other electrical items and works with knowledge of English, Hindi and computer.	01	08
2.	Store keeper / Help Desk	Graduate, qualified and experienced in maintaining records of inventories/ stores with knowledge of English and Hindi.	01	08
3.	Supervisor (Engg.)	Diploma Engineer from government recognized institute with a minimum 5 years experience in a reputed organization. Having sound knowledge of operation and maintenance of HVAC (Trane), DG sets (Cummins/ 1050KVA), UPS, Transformers (Kirloskar), Main LT Panels, ACB/VCB, Pumps (50 HP), Motors, Telephones and other electrical works with knowledge of English, Hindi and computer.	02	08
4.	D.G Operator	Diploma Engineer/Certificate with a minimum 5 years experience in maintenance and operation of DG sets (Cummins/1050KVA), ACB/VCB/ Transformers (Kirloskar) & Main LT panels in a reputed organisation. Should have Diploma/Certificate from government recognized institute with knowledge of English and computer. Should know Hindi.	02	08
5.	HVAC Operator	Diploma Engineer/Certificate with a minimum 5 years experience in maintenance and operation of Trane HVAC plant in a reputed organisation. Should have Diploma/Certificate from government recognized institute with knowledge of written English and computer. Should know Hindi.	02	08
6.	Electrician	Diploma/Certificate from a government recognized institute having minimum 5 years experience in maintenance and operations of electrical equipments including DG sets, HVAC, ACB/VCB/Transformers, LT Panels, UPS, Pumps and motors and	02	08

		Telephones etc. in a Ltd./Pvt. Ltd. reputed organization. Should know Hindi.		
7.	Carpenter	12 th passed with minimum 5 years Experience in maintenance and repair of all type of office furniture and fittings etc including Glass fitting in an organization of repute. Should know Hindi.	01	08
8.	Plumber	12 th passed having minimum 5 years experience in maintenance and operation of all plumbing items and good knowledge of various plumbing works in an organization of repute. Should know Hindi.	01	08
9.	Painter	12 th passed having minimum 5 years experience in painting works in an organization of repute. Should know Hindi.	01	08
10	Mason	12 th passed having minimum 5 years experience in maintenance and operation of all civil repairs and good knowledge of various masonry works in an organization of repute. Should know Hindi.	01	08
11.	Lift Operator	12 th Pass with Diploma/Certificate from a recognized institute with a minimum experience of 5 years in a reputed organization and Good knowledge of maintenance and operation of lifts (Kone) & Escalators (Otis).	01	08
12..	Fire Technician	Inter passed with Certificate/diploma from a govt. recognized Institute. Should have knowledge of all fire equipments maintenance and 5 years experience	01	08
13.	H/Keeping Supervisor	Graduate having certificate of Housekeeping works with a minimum 5 years experience in an organization of repute. Should have knowledge of all cleaning procedures, chemicals in an office with knowledge of English and Hindi.	01	08
14	Spiderman	10 th Passed with minimum 3 years experience in a reputed Ltd company. Should have knowledge to operate and maintain the Facade cleaning machines and other glass cleaning jobs. Should know Hindi.	02	08
15	Houseman/ Housemaid	Preferably High School passed with minimum 3 years experience of cleaning works and other housekeeping jobs in a ltd company of repute. Should know Hindi.	14	08
Grand total			33	

Annexure-B

AEPC/HO/AHM/2026/151Financial Bid

Cost break up	%	8hrs	8hrs	8hrs	8hrs	8hrs	8hrs	8	8	8	8	8	8	8	8	8
Particulars	0	F/M	H/D	SUP(E)	DGO	ACO	ELEC.	L/O	F/T	PLM	CAR	Mas	Pntr	SUP (HK)	F/C	H/M
Strength	33	1	1	2	2	2	2	1	1	1	1	1	1	1	2	14
a) Basic wages (8 hrs-26 days)																
b) Other allowances, if any (Pl. specify)																
Subtotal-I																
c) Provident Fund																
d) E. S. I. (8 hrs-26 days)/ Insurance																
e) Bonus																
f) Leave (8 hrs-26 days))																
g) L. W. Fund (8 hrs -26 days)																
h) Uniform & Maintenance																
i) Misc. wage code compliance																
Subtotal-II																
j) Statutory contribution (Employee's)																

k) Statutory contribution (Employer's)																
Carry home Salary																
Management fee																
Government Tax																
Grand Total																

Note: Management fee/Commission and Tax should not be loaded on salary and mentioned separately.

Total cost of Tender (in figures) _____

Total cost of Tender (In words) _____

Signature with office seal _____

Name and Designation: _____

Company address _____

Email and contact number _____

Note:

1. AEPC shall pay to successful agency in accordance to statutory provisions including all payable allowances in conformity with the Minimum wages notified by Labour Commissioner, Government of Haryana. All the mandatory and statutory compliance requirement shall be deemed to have been covered in the financial bid breakup
2. The agency should quote Management Fees and tax separately payable on monthly bill amount towards Facility Management Services.
3. The agency which stands lowest in financial bid shall be considered for award of contract although not binding.
Previous Service record of the agency shall be taken into consideration while deciding to award the contract.
The agency with previous unsatisfactory record with AEPC or any other organization shall not be considered. Bids of defaulter firms/agencies shall not be considered.
4. The rate of the Govt. payable at Haryana will be applicable as per the prevailing provision of Minimum Wages Act, 1948 by the Labour Commissioner, Haryana Govt. and payable to all deputed staff as and when revised by Haryana government.
5. No other charges other than quoted above shall be payable and mentioned in the Bid.
5. The agency shall pay full wages to all deputed staff without any deductions thereon except statutory deductions and submit documentary evidence i.e. name-wise bank statement of transfer of wages every month along with the Monthly Bill. The wages shall be paid to all deputed staff on or before 10th of each month without fail.
6. The lowest bidder will be considered for award of contract though not binding. The agency with unsatisfactory Record during previous contracts shall not be considered in any case.
7. All applicable wages and compliance pertaining to the wage code 2019 as amended, shall be deemed to be included in the above rates. The successful agency shall submit timely compliance report to the Council.