

केन्द्रीय विद्यालय,
के.रि.पु.ब.,पल्लिपुरम, तिरुवनन्तपुरम-
695316
Phone:0471-2750425
E-mail- kv_ppm@yahoo.com



Kendriya Vidyalaya,
CRPF, Pallipuram,
Thiruvananthapuram
695 316
Fax:0471- 2751900
Website : www.kvppm.nic.in

F.No.3189/KVPPM/ 2017-18 /

Dated: .01 Jan 2018

TENDER DOCUMENT/QUOTATION

To,
M/s

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower for Conservancy, Security, Gardening and Data Entry Operator services through service contract".

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded autonomous body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Kendriya Vidyalaya set up for imparting education to the children of transferable Central Government employees among others.

2. Sealed competitive Bids are invited by Kendriya Vidyalaya CRPF, Pallipuram from reputed/registered Consultants/Service Provider Firms for providing manpower for **Conservancy, Security, Gardening and Data Entry Operator** work through service contract initially for a period of 01 (one) year. Which may be extended by another one year.

Man power required:

S.No.	Category of Man power	Approx. No. of workers required*	Minimum Qualifications and /or experience	Timing
1	Security Guard	4	Class VIII / Two years' Experience in a reputed institution	Round the clock in 3 shift (8Hrs x 3 = 24 Hrs). 01 additional security during day time from 8 am to 4 pm
2	Housekeeping (Ladies-4, Gents-1)	5	Middle standard	7.30 am to 4.30 pm (1 hour rest)
3	Gardner	1	Knowledge of Garden Work	7.30 am to 4.30 pm (1 hour rest)
4	Data Entry operator	1	Degree with computer knowledge, office procedures and tally software	8.30 m to 4.30 pm

***Number of workers may vary as per the need.**

Name and Signature of Bidder

Seal of Firm

Area of work:-

1. The Vidyalaya comprising about 54 rooms, toilets, corridors, stairs and other enclosed as well as open areas.
2. The entire campus which is about 9 acres.

Parties are advised to see the location.

Address:

Kendriya Vidyalaya CRPF,
Pallipuram, Trivandrum
Pin:695316
Phone:0471-2750425, E-Mail id: kv_ppm@yahoo.com

An outline of tasks to be carried out by category of manpower provided is detailed as under:

S.No.	Category of Man power	Responsibilities
1	Security Guard	Appendix: C , D & E for all type of services
2	Housekeeping (Ladies and Gents)	
3	Gardner	
4	Data Entry operator	

3. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly(30/31 days) remuneration , EPF, ESI & other statutory costs and Service Charges **in the format of quotation attached only (Annexure-A and B).**

(b) The service tax and any other such tax liable to be paid shall be quoted by the bidder separately.

(c) Hourly rate of OTA should not exceed monthly **remuneration**
30x8

(d) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(e) As cost of tender form a nonrefundable amount of Rs 500 is to be submitted in the form of DD (Demand Draft) from any Nationalised Bank **in favour of VVN Account of Kendriya Vidyalaya CRPF, Pallipuram Payable at Pallipuram.** The tender documents can be downloaded from the website www.kvppm.nic.in. **Accepts only Downloaded tender documents from the said site.**

(f) The bidder should attach a DD of **Rs. 10000/-** (Rs. Ten Thousands) from any Nationalized Bank **in the favour of VVN Account of Kendriya Vidyalaya CRPF, Pallipuram Payable at Pallipuram** as **Earnest money alongwith the Bid. The Earnest money shall be returned to the unsuccessful bidders after the award of the contract.**

(g) The selected firm has to furnish a Performance Security in the form of **a DD for an amount Rs 10% of total amount quoted for the year for each service** valid for **fourteen** months from the **date of award** of the contract. The Performance Security shall be submitted within 10 days from

Name and Signature of Bidder

Seal of Firm

the date of Notification of Award of contract. The Earnest money shall be returned only after the Performance Security is submitted by the Contracting Agency.

(h) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid: The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- a) **The remuneration shall be disbursed through NEFT only (direct transfer in bank account) by KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM.**
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to its employees provided to **KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM** as per the monthly remuneration quoted without any deduction.
- c) The Contracting Agency will submit the invoice/bill along with proof of disbursement, in triplicate after making the payment to the employees provided to **KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM** Office supported with the following documents:-

(i) Details of disbursement made to the staff furnishing cheque details for each payment.

(ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax, any other applicable tax and pension subscription details along with the proof of payment to the employees in the form of bank statement/RTGS order. Amount must match with the amount as shown in Appendix 'A' of Quotation Submitted.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

(iii) The Contracting Agency should submit a copy of first page of bank passbook for bank account and IFSC code details of firm.

- d) The Contracting Agency will provide Identity Card, uniform, rain coat, green over coat (no one will be employed without proper uniform), Torch , **Name badge and Shoes (for security guard) to all its employees deputed as per the format suggested by the Indenting Office valid for the period of contract. No employee will be allowed if they are not having a proper EPF/ESI registration.**
- e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- f) The normal working hours will be from 7.30 AM to 4.30 PM. from Monday to Saturday (Expect Second Saturday). **KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM** also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted for OTA for working on beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- g) In case of absence on any working day, the monthly Remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration — A

where A = Monthly remuneration X Nos. of days of absence

Nos. of days in the month(30/31).

Name and Signature of Bidder

Seal of Firm

- h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny. Therefore, minimum three to four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by **KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM**. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence/ unsuitability for KVS shall be made within 24 hours.
- i) The contracting Agency will be required to sign a contract with the **KENDRIYA VIDYALAYA CRPF, PALLIPURAM,, TRIVANDRUM** as per the Model Contract. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, **KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM reserves the right to claim and recover damages from the Contracting Agency.**
- k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work and copy of Police verification to be submitted.
- l) The Contracting Agency will deploy trained workers including SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from any type of infectious disease before deployment for work.
- m) The Contracting Agency shall provide to its personnel impressive uniform.
- n) The contractor will not engage children below the age of 14.
- o) The contractor has to ensure that the various jobs assigned to him under this contract shall be carried out under his proper direction, control and supervision.
- p) The contractor will prepare a daily attendance and progress report specifically mentioning the quantum of work performance in respect of the jobs done. It will be duly signed by the authorized representative of the contractor.
- q) The contractor must visit the site so as to have a thorough idea of the work to be done before submitting the quotations.
- r) Sub contracts are not allowed.
- s) The contractor will not be allowed price escalation. The contract will be on firm and fixed price basis.
- t) The contractor should quote the total value **separated in Financial bid** of his offers inclusive of all elements of the cost such as labour charges (As per Kerala Govt. Minimum Wages Act/Central Govt. minimum wages (whichever is higher) rule applicable at the time of Tender opening) of specified number of un-skilled labourers.
- u) The contractor is required to quote the rate in the enclosed prescribed format only. Otherwise the tender is liable to be rejected.
- v) Income Tax will be deducted at source from the contractor's bill at the rate specified by the Govt. at the time of the tender opening. Tenders where minimum wages cannot be ensured to the laborers after deduction of Income Tax are liable to be rejected.
- w) **The contractor will be required to obtain separate E.Provident Fund Card No. for his employees and submit the same wherever applicable. The contractor will deposit the employer's and employee's PF contributions regularly and shall submit a copy of PF challan of payments to the office of the undersigned. No extra payment will be made to the contractor for EPF.**
- x) The Contractor shall not pay wages less than the minimum fixed by the state Govt. of Kerala /Govt. of India (whichever is higher) to the labourers engaged by him.
- y) The contractor shall make it clear to all the persons employed by him that he (the Contractor) is their employer. It will be his responsibility to ensure that none of the personnel engaged by him shall have any right / claim whatsoever for direct recruitment of permanent employees in the Vidyalaya.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

(I) The bid will be treated as non-responsive if the following terms & conditions are not fulfilled and related documents are not attached:-

(a) Copy of proof of registration of the agency/firm with the Labour Department of State/Central Govt.

(b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.

(c) List of clientele during last 3 years along with cost of assignment.

(d) Audited Balance Sheet & Profit and Loss Account.

(e) PAN No. and Current IT clearance certificate.

(f) Attested copy of proof of EPF registration for individual employees.

(g) Attested copy of proof of ESI registration.

(h) Attested copy of proof of Service Tax Registration.

(i) **Attested copy of proof of GST registration.**

(j) The Bidder shall have deposited **Rs. 10,000/- (Ten thousands only)** in the form of Bank Guarantee valid for 135 days after the dates of submission of the Bids or DD/ Pay order in favour of **VVN Account of KENDRIYA VIDYALAYA CRPF, PALLIPURAM, payable at Trivandrum** as earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(II) Remuneration of staff, quoted below Minimum Wages applicable for clerical and non technical supervisory staff, in the **state of Kerala /Central Govt** shall render the bid disqualified for evaluation.

8. Award of Contract:

(a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.

(b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.

(c) The indenter prior to the expiry of the Bid Validity Period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

(d) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

9. Last date and Time of Submission of Tender is 19 January 2018

Name and Signature of Bidder

Seal of Firm

- a. Separate Technical and Financial Bids duly sealed and superscripted**
(1) **Quotations for providing Manpower service (Housekeeping/ Security/Gardners/DEO) in Kendriya Vidyalaya CRPF, Pallipuram: Technical Bids'** and
(2) **'Quotations for providing Manpower service (Housekeeping/ Security/ Gardners/DEO) Kendriya Vidyalaya CRPF, Pallipuram: Financial Bids'** shall be submitted as per bid details given above.

b. All the three independent covers (Envelop I, II and III) should be placed in one Big cover and sealed with the superscription Tender for **providing**

Manpower service (Housekeeping/ Security/ Gardners/DEO) in the Kendriya Vidyalaya CRPF, Pallipuram due on 19.01.2018 at 1.00 P.M.

c. The tender has to be dropped in the Vidyalaya Office /Registered/Speed post/Courier on or before 1.00 PM on due date: **19.01.2018.**

d. Right is reserved with the indenter to ignore any tender which fails to comply with the above instructions.

e. The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The Vidyalaya Authorities will not be responsible for non-receipt of quotation within the specified date and time due to any reason including holidays or delays.

f. Two bids i.e. Technical Bid and Financial Bid should be identical in all respect except that the Technical Bid should have blank space at the places where prices have been stated in the Financial Bid.

g. Soft copy of Technical Bid document should also be submitted in the technical bid cover (envelop II).

h. Soft copy of Financial Bid document should also be submitted in the Financial Bid cover (envelop III).

A. Envelope I (EMD)

The EMD should be enclosed in a separate envelop marked for the same and noting to be made in the original covering letter.

B. Envelope II (Technical Offer/Bid)

The technical offer should be complete in all respects in **Appendix C**

C. Envelope III (Financial Offer/Bid)

The Financial Offer/Bid (**Appendix A(State Govt)** and **Appendix 'B'(Central Govt .)** should give all relevant price information The Bid Form must be filled in completely, without any errors, erasures or alterations.

6. Opening of Tender:

a. The tender will be opened in the office of PRINCIPAL on 19.01.2018 at 3.00 P.M.

b. Financial Bids of only those firms shall be opened which qualify in technical bids.

c. The tenderers are at liberty to be present or authorize a representative to be present at the opening of quotations.

Yours faithfully

Signature

Name:

Designation:

For and on behalf of the KENDRIYA VIDYALAYA CRPF, PALLIPURAM, TRIVANDRUM

Name and Signature of Bidder

Seal of Firm

APPENDIX 'C'

TECHNICAL BID -APPLICATION FORM
(For providing Manpower services to KV CRPF, Pallipuram)

S.No.	Particulars	
1	Name of the Organization Address , email :Telephone No. & Fax: Website:	
2	Name of the contact person: Telephone:Email ID :	
3	Type of the Organization (Public Sector/ Limited/Private limited/Partnership, Proprietary/Society/Any other):	
4a)	Labour License Registration details: (enclose certificates of Company Registration under the ACT 1970	
4(b)	Certificate from District HQ/Commissioner of Police to operate such firm and services in Trivandrum city	
5	GST Number(enclosed a copy) PAN No (enclose certificate): Please enclose the last 3 Years Income tax return statement .	
6	EPF Registration No.(Attach Copy, Proof of remittance of EPF Share may be enclosed)	
7	ESI Registration No. .(Attach Copy, Proof of remittance of ESI Share may be enclosed)	
8	Activities of the Company: (List the activities, Separate list may be attached if necessary)	
9	List of clients(with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract)	
10	Turnover of the Company for the last 3 years: enclose proof	
11	Total No. of Employees: <ul style="list-style-type: none"> • Technical Staff • Non-Technical Staff 	
12	Details of EMD Enclosed	
13	Banker of the service provider, Bank Account & IFSC Code	
14	Any other information the applicant wants to furnish	

Declaration

I hereby declare that the above information/documents /furnished are true to the best of my knowledge. I/we, am/ are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law . I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Place
Date
Name and Signature of Bidder

Signature with Name & Seal
Seal of Firm

Appendix 'D'

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The Service Provider should fulfill the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm Limited Company, corporate body legally constituted.
2. The Service Provider should have at least 5 years' experience in providing manpower to Government Departments/Public Sector Companies/Banks etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Kerala during the preceding 5 year period. Proof of such Man power deployed departments should be enclosed.
3. Provider must have a minimum turn-over of Rs.5 Lakhs per annum for the last three consecutive years as per the audited statement of accounts. The bidder organization should be a profit making one in the preceding two financial years.
4. There should be no case pending with the police against the proprietor/ Firm/ Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
5. The service provider should be duly registered with the Service Tax Authorities and having valid labour Registration license under Contract Labour (Regulation & Control) Act, 1970.
6. The service provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
7. Necessary Permission/Licence from local body/Police should be attached.
8. The service provider should have its own Bank Account.
9. The Registered Office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. Office address and residential address which are one and the same will not be considered.
10. The Service provider should have Minimum 100 employees engaged in the services and the proof of engaging such services , deposit of ESI/EPF Share to the Govt should be enclosed.
11. Tenders of service provider firms will not be considered if any one of the conditions, as per Technical Bids, is not satisfied.

PRINCIPAL

K.V. CRPF, Pallipuram

Name and Signature of Bidder

Seal of Firm

Terms and Conditions for Conservancy/Cleaning staff/Housekeeping (ladies/Gents) in the Vidyalaya:

Work will have to be got done in the following way **Conservancy/Cleaning staff/Housekeeping(ladies/Gents):-**

- i) Sweeping of the entire area of the building and its surroundings and collection of all waste material and disposal of the same as per the instructions of the indenting agency or Principal.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before the opening of the office and there after every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment and rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies termite/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of carpets of the officers' room with vacuum cleaner to be provided by the contractor.
- v) In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
- vi) Sweeping and cleaning of open areas, roads, passages, lawns etc. within the boundary of the Vidyalaya (9 Acr).
- vii) Regular dusting/cleaning of office furniture (table and chair) and equipment, telephones, book cases, filing cabinets, almirahs and doors and windows and other fittings including removal of cobwebs every day before opening of the office i.e. 7.30 A.M.
- viii) Provision of shoap and liquid soap in the toilets and placing sufficient quantity of naphtholine balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- vii) The choking of the sanitary installations e.g. W.Cs traps, bottle traps, gully traps etc. is to be cleared within 24 hours of noticing of the complaint.
- viii) All complaints of leakage in the GI &Cl pipes etc. are also to be attended to within 24 hours.

1. **ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY CONSERVANCY/CLEANING STAFF/HOUSEKEEPING(LADIES):-**
 - i) Washing and scrubbing of floor areas with detergents and dirt removing agent.
 - ii) Acid cleaning of sanitary wares, without damaging their shine.
 - iii) Removing stains from floors, doors and partitions by using a suitable detergent when found necessary without leaving any undesirable post cleaning marks.
 - iv) Cleaning of filled surfaces in the corridors and staircases.
 - v) Cleaning of water storage tanks, water coolers, desert coolers.
 - vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/boards.
 - vii) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical/agents and cleaning of partition, paneling etc. Including removal of cobwebs.
 - viii) Removal of cobwebs in all rooms and other spaces of the school.

List of Items / materials required for cleaning

1. Phenyle(Liquid)
2. Odonil
3. Liquid soap
4. Vim Powder
5. Acid for cleaning
6. Duster cloth
7. Floor Duster
8. Room freshner
9. Naphthaline balls
10. Hariyali Jhadoo
11. Phool Jhadoo
12. Nirma
13. Surf
14. Kerosene oil
15. Glass Cleaner
16. Any other requirement for cleanliness/Sweeping.

Note:

1. **Material for cleanliness to be used as per attached list.** The cost of material will be paid only after submitting detailed bill showing unit rate ,Quantity and Amount. The bill amount should not exceed the amount in the quotation/Bid.

Terms and Conditions for Security services and Gardening in the Vidyalaya:

1. That the agency shall provide security arrangements for Kendriya Vidyalaya building/premises located atwith effect from.....

2. That the agency would undertake to engage, employ and provide the requisite number of trained Ex-Servicemen/Civilian for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Ex-Servicemen are not available, others can be engaged for the purpose by the Agency.

3. That the responsibility for taking security measures of the said building/premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapse as provided. The agency will be responsible for any loss of property etc., for negligence of the persons employed by it.

4. That the Agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.

5. That the Vidyalaya on its part at no time directly or indirectly employ the services of or deal with any person introduced by the agency for a period of one year from the date of termination of the contract.

6. The retainer ship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/ Distt. Soldier Board or any other body of Ex servicemen, recognized for the purpose by the State Govt., as the case may be.

7. That the tenure of the service agreement shall be initially for a period of one year with effect from 01 Feb 2018 and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's notice in advance to the other side or paying one month's dues in lieu of the notice.

8. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.

9. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the executive Committee of Kendriya Vidyalaya CRPF, Pallipuram as per the Indian Arbitration Act. The seat or the arbitration shall be at Pallipuram and the proceedings shall be governed by the Indian Arbitration Act, 1940.

SCOPE OF WORK FOR SECURITY:

Providing round the clock security services.

SCOPE OF WORK FOR GARDNER:

Maintenance and upkeep of gardens, play-fields and compound of the Vidyalaya including grass bush cutting.

FORMAT OF BID (STATE GOVT RATE)

SLNO	CATEGORY OF THE MANPOWER	NUMBER	UNIT MONTHLY REMUNERATION	EPF RATE	ESI RATE	OTHER STATUTORY COSTS AND SERVICE CHARGE INCLUDING OVERHEAD AND PROFIT, UNIFORM, BONUS AND ALL OTHER CHARGES etc..	MONTHLY UNIT RATE Col 4+5+6+7	UNIT OTA RATE PER HOUR	TOTAL MONTHLY COST col 8+3
1	2	3	4	5	6	7	8	9	10
1	Workers for cleaning and sanitation (30 Days)	5							
2	Security Personal	4							
3	Gardener	1							
4	Data Entry/Secretarial Work	1							
5	Cost of cleaning materials								

Note :1. Service Tax shall be quoted separately

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3. Rate shall be quoted excluding the cleaning materials and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed Bid Security of Rs..... Rupees
 DD No..... Dated
 is furnished herewith vide Bank Draft drawn on

(Bidder)

Signature :

Name :

Date & Time :

Name and Signature of Bidder

Seal of Firm

FORMAT OF BID (CENTRAL GOVT RATE)

SLNO	CATEGORY OF THE MANPOWER	NUMBER	UNIT MONTHLY REMUNERATION	EPF RATE	ESI RATE	OTHER STATUTORY COSTS AND SERVICE CHARGE INCLUDING OVERHEAD AND PROFIT, UNIFORM, BONUS AND ALL OTHER CHARGES etc..	MONTHLY UNIT RATE Col 4+5+6+7	UNIT OTA RATE PER HOUR	TOTAL MONTHLY COST col 8+3
1	2	3	4	5	6	7	8	9	10
1	Workers for cleaning and sanitation (30 Days)	5							
2	Security Personal	4							
3	Gardener	1							
4	Data Entry/Secretarial Work	1							
5	Cost of cleaning materials								

Note :1. Service Tax shall be quoted separately

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3. Rate shall be quoted excluding the cleaning materials and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed Bid Security of Rs..... Rupees
 DD No..... Dated
 is furnished herewith vide Bank Draft drawn on

(Bidder)

Signature :

Name :

Date & Time :