



BIHAR STATE HOUSING BOARD

6, Sardar Patel Marg, Patna-15



Short Notice Inviting Quotation

Through E-procurement mode- www.eproc.bihar.gov.in

No.- BSHB-02/2022-23

Date: 31/05/22

S.No	Information to Bidders
1	Name of the Client: Bihar State Housing Board (BSHB), A Govt. of Bihar Undertaking Name of the Assignment: <u>"Contract of house keeping and Facility Management Services From House Keeping Agencies in Bihar State Housing Board."</u> Details on the services to be provided: As Mentioned in RFP
2	Financial Proposal to be submitted together with Technical Proposal: Yes
3	Last Date of submission : 22/06/2022 5:00 P.M Through www.eproc.bihar.gov.in Tender Opening Date : 23/06/2022 03:30 P.M Venue: Bihar State Housing Board The Address for clarification is : Managing Director, ` 800 015 Phone: 0612-2217992, Fax: 0612-2217605 Email: mdbshb@gmail.com , Website : www.bshb.bihar.gov.in
4	Proposals must remain valid for 120 days from the submission date.
5	The Non refundable Bid Cost and Security amount is as under in prescribed format: Rs 5,000 (Rupees Five thousands only) and Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft in favour of "Bihar State Housing Board" payable at Patna will have to submitted in the registered office of BSHB as mentioned above.
6.	The Bid processing fee to be paid through online mode i.e. Internet Payment Gateway
7.	All the information/corrigendum/addendum related to the tender shall be published on the www.eproc.bihar.gov.in . The authority shall have the right to reject the bid partially or fully without assigning any reason what so ever.

31.5.22
SECRETARY
BSHB, Patna

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BIHAR STATE HOUSING BOARD
6, SARDAR PATEL MARG, PATNA-800015

NOTICE INVITING QUOTATIONS FOR CONTRACT OF HOUSE-KEEPING AND FACILITY MANAGEMENT SERVICE FOR TWO YEAR

1. Sealed tenders are invited from House Keeping Agencies (hereinafter referred to as "Bidder/quotationer/service provider/contractor/tenderer"), for upkeep and maintaining of cleanliness of the office buildings including constructed areas, and open premises of following offices under Bihar State Housing Board '6' Mangles Road, Patna on Housekeeping on Contract basis for TWO YEAR.

Details of working area at Bihar State Housing Board '6' Mangles Road, Patna- 15

<u>SL. No.</u>	<u>Particular</u>	<u>Sq. feet (Approx)</u>
1.	<u>Building area</u>	
(a)	Managing Director Block Ground floor	3200.0 Sft.
(b)	Optimizer Block Ground floor	3200.0 Sft.
(c)	Conference Hall First floor	3200.0 Sft.
(d)	Staff wing Ground floor (Block- A)	3675.0 Sft.
(e)	Record Room + Engineering section Ground floor (Block- B)	3150.0 Sft.
(f)	Officers Block Ground floor (Block- C)	3675.0 Sft.
(g)	Samadhan Block Ground floor	525.0 Sft.
2.	<u>Open area</u>	
(a)	In the premises	27900.0 Sft.
(b)	Parking area	6400.0 Sft.

2. **SCOPE OF WORK**

- (i) Daily cleaning and moping of floors, furniture and office equipment before commencement of office hours.
- (ii) Cleaning of toilets/urinal and bathrooms in the premises on hourly basis by using required detergents, etc. Putting naphthalene balls in all the urinals and air purifiers in the toilets.
- (iii) Cleaning and moping of staircase handles, carpets/upholstery and office premises on daily basis.

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- (iv) Cleaning and dusting all furniture like table, chairs, cupboards, computer, almirahs, sofa-sets, by applying Dettol liquid, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.
- (v) Cleaning of A.C.P. (Aluminium composite panel) fixed on building walls.
- (vi) Removal of garbage from dustbins daily before commencement of office hours and removal of waste to designated areas.
- (vii) Pest control.
- (viii) Preparation of refreshments (Tea/Coffee) and distribution of the same to our employees/guests.
- (ix) Shifting of furniture and other items/stores from one place to another as required by the administration.
- (x) Cleaning of pantry area, disposal of leftover food in canteen/pantry area and ensuring placement of garbage bags in waste bins of canteen/pantry.
- (xi) Miscellaneous services such as serving of drinking water/refreshment, etc., during Conference/Meetings/Seminars and visits of assesses in Head quarter.
- (xii) Cleaning of entire building roof.
- (xiii) Maintenance of Aquarium.
- (xiv) Maintenance of Water Fountain.
- (xv) Maintenance of all Electrical Equipment.
- (xvi) Maintenance of all Air Conditions.
- (xvii) Maintenance of all Furniture.
- (xviii) Routine fogging to protect against mosquito and other insects.
- (xix) Regular dressing of trees inside and surrounding the campus.
- (xx) Maintenance of water purifier.
- (xxi) Maintenance of water cooler.
- (xxii) Sanitisation entire office premises as per govt. norms.

3. **Cleaning Materials:**

Bidder/s will provide all the necessary cleaning materials.

4. **General Terms and conditions:**

- (i) Bidder/s providing similar service to other government departments will be given preference.
- (ii) Bidder/s shall be duly registered with all the required statutory authorities.

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- (iii) Bidder/s should at least pay minimum wages to his employees as prescribed by the Central/State government or local body as the case may be if during the tenure of the contract such minimum wages are enhanced it will be the responsibility of the contractor to pay such/additional differential wages.
- (iv) Bidder should not indulge in employing child labour.
- (v) In case the staff deployed by the Service Provider is absent, suitable substitute should be provided by the Service Provider without additional costs failing which no expenses will be borne by the Board.
- (vi) The Board reserves the right to require for rotation of the housekeeping staff on three monthly basis.
- (vii) PF, ESI and all other statutory payments as per the applicable regulations shall be the responsibility of the Service Provider. The Service Provider shall also be responsible for ensuring that the provisions of the Minimum Wages Act are adhered to.
- (viii) The Service Provider should have experience in the related field for not less than **three years**. The list of clientele and financial statements of the Service Provider should be provided along with the quotes. This is subject to relaxation at the discretion of the Board.
- (ix) The bidder/s must have to submit own license certificate/Joint Ventures for providing Pest Control services and storing chemical used for pest and rodent control.
- (x) The Board reserves the right to accept or reject any of the quotations without assigning any reason whatsoever.
- (xi) Bidder/s should accept and must be apply all rules and regulation of Bihar government regarding minimum Wages, Reservation Rules and other mandatory provision for outsourcing and contract services.
- (xii) The contractor/bidder shall employ only adult trained, efficient and responsible staff with good health and sound minded for general maintenance and housekeeping services.
- (xiii) The aforesaid number of staffs may be enhanced depending upon future requirements of the Board on the same rates quoted by the bidder.

4. Specified Terms and conditions:

- (i) Bidder/s Should hold Latest ISO 9001:2015 Certificate.
- (ii) The bidders are required to submit the complete rates/quotations only after satisfying each and every condition laid down.
- (iii) The rates quoted must be written both in figures and in words and should indicate liveable taxes, if any. Corrections, if any, are to be made only by crossing out, initialling, dating and clearly rewriting. In case of discrepancy between the words and figures the rates indicated in **words shall** prevail. All overwriting/cutting, insertions shall be authenticated and attested.

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- (iv) Rates/Quotations should be submitted and signed by the authorized person of the bidding firm with its current business address, telephone numbers and email ID.
- (v) The bidders must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by the Board.
- (vi) Notwithstanding anything contained herein, the board reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason.
- (vii) Bidder/s should have a minimum average annual turnover of Rs. 100,00,000/- (Rs. One Hundred lacs only) in housekeeping services during the last three financial years i.e. 2018-19, 2019-20 and 2020-21. In support thereof their balance sheets/profit & loss accounts should be attached duly certified by their Chartered Accountant or audit report of last three year must be attach with technical bid.
- (viii) Bidder/s/shall in no case lease/transfer/sublet/appoint care taker for services agreed to be provided.
- (ix) The agency will be responsible for complying with payment of minimum wages and other benefits including prescribed number of duty hours/leave/holidays, etc. To its employee deployed in the board, as per labour laws in force from time to time. The agency will be responsible to comply with all labour legislation including social security, goods and service tax wherever applicable and such other statutory orders by government/municipality which may be in force from time to time and Contractor/agency must have 100 working staff/labour in current financial year.
- (x) No other person except Contractor's authorised representative shall be allowed to enter the premises of the Board.
- (xi) Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt.
- (xii) In case, on any working day, the number of persons reported to perform the assigned task, is less than the number of persons agreed to be deployed then the department shall deduct equal to 1½ times the prevalent per man day charges.
- (xiii) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- (xiv) The contractor will provide his staff the necessary uniform and the staff should carry their identity cards at all times. The cost will be borne by the contractor.
- (xv) Brief Bio-Data including Photo, full address and telephone number of all housekeeping personnel should be provided for records.
- (xvi) Bidder/s must have a Licence issued by the Central Labour Commissioner.
- (xvii) Contractor must maintain books of accounts and file returns to all the concerned every month and produce records to site in charge, failing which the bill for the current month will not be processed.

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- (xviii) Contractor shall pay wages before 8th of every month to the employees.
- (xix) Payment shall be released on monthly submission of bill along with statutory liability payment copy.
- (xx) Statutory deduction shall be deducted as per rules.
- (xxi) Contractor must maintain attendance daily and produce it to site Incharge.
- (xxii) Bidder/s should enter into a agreement on a stump paper of Rs. 1,000.00 (Rs. One thousand) only.
- (xxiii) If it is found at any stage that the bidder is indulged in any activity which in against the interest of the Bihar State Housing Board, his bid/contract shall be cancelled.
- (xxiv) The Board will be entitled to rescind/terminate the contact if the contractor fails to perform its duty in accordance with the terms of the agreement or in accordance with the conditions contained in this bid document of whatsoever reasons.
- (xxv) The conditions mentioned in this bid document shall be decened to be included in the agreement executed with the contractor.
- (xxvi) The contractor/bidder shall not any sub-contractor for work assign to him/her and joint ventures are not acceptable.
- (xxvii) The performance security will be invoked in case of any loss incurred by the first party due to negligence of the second party and its deployed personnel.
- (xxviii) Any dispute regarding the contract shall be resolved through arbitrator to be nominated by the managing director of the board. The contract shall be subject to Indian law and the jurisdiction of the court located in Patna.

5. PERIOD

Contract, once awarded, shall remain valid for a period of two years, unless terminated earlier as per the provisions in Bid document/agreement. The contract can be extended further one year after completion of valid period of two years with mutual consent.

6. TIMING

The employees of the contractors deployed at the premises of Board shall report for duty at 6.00 AM and shall remain on duty till 8.00 PM on all working days including Saturdays. The Janitors shall be eligible for a break of 1 hour on a rotational basis in order to ensure that all the Janitors do not leave the office together thereby disrupting the smooth operations. Board shall, however, have the right to detain all or some of the employees of the contractor, beyond the above hours, on need basis and payment of overtime calculated on per man-hour basis on prevailing rates for manpower costs shall be made for the same.

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7. RESPONSIBILITIES OF THE CONTRACTORS

- (i) Strict compliance of the terms and conditions of this document. The staff employed by the contractors shall be subject to inspection by the authorized officers of BOARD.
- (ii) The contractors shall make payments to its employees in strict observance of Minimum Wages Act and other statutory requirements with regard to ESI / PF / Gratuity/Paid Leave etc. Any failure on the part of the contractor in this regard will entail termination of the contract and forfeiture of the Security Deposits in addition to other penal action as per law.
- (iii) The contractors shall maintain a log book under the Supervisor's care in which daily attendance of the staff shall be marked to ensure that required number of persons have been engaged.
- (iv) The logbook maintained by the Supervisor of the Contractors shall be shown daily to BOARD representative at 11.00 AM and at any other time on demand.
- (v) The contractors shall ensure that the Supervisor supervises all the jobs and attends to Complaints personally.
- (vi) Supervisor shall take care of any complaints regarding unsatisfactory jobs and shall, in addition, attend to any other job assigned by the authorized representative of the BOARD.
- (vii) The contractors shall be responsible for the discipline of its personnel deployed at BOARD's premises. Any failure in this regard will be viewed as breach of contract leading to forfeiture of Security Deposits and other action, as deemed fit by BOARD.
- (viii) If any of the contractors' employee is found absent, the contractor shall immediately provide replacement at no additional expenses. Any absence without replacement shall entail deduction at the rate of the amount equal to 1½ times the prevalent per man day charges. If substitute reports for duty after 8.00 A.M., it will be viewed as absence for the half day and payment on that account shall be restricted by the amount equal to half the prevalent per man day rate.
- (ix) The contractors shall deal and settle the matters connected with service matters/ Conditions of its employees, Union activities etc., and shall make sure that no labour problem is passed on to BOARD under any circumstances. All precautions shall be taken by the contractors to ensure that no liability on account of its personnel deployed to serve the BOARD is in any condition passed on to BOARD.
- (x) The contractors shall ensure that the staff employed by them is well mannered, well trained in the housekeeping services and posses good conduct. Physical and medical fitness of the personnel for the job shall also be ensured.
- (xi) The contractors shall provide uniform to each of its staff members and ensure that they are properly attired including dress, shoes and also carry nameplates etc.
- (xii) BOARD shall not be responsible for any claim of whatsoever nature against the contractors from third party including claims, if any, from the personnel employed by the contractors and deployed at the BOARD's offices.

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- (xiii) The contractors shall submit character verification of the workers deployed at BOARD's offices and at other places through BOARD from the Police Authorities within two months of the award of contract.
- (xiv) The contractor should indemnify the BOARD at all times against all claims, damages or compensation under provisions of payment Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen compensation Act, 1923; Industrial Disputes Act, 1947; The Maternity Benefit Act, 1961; Delhi Shops and Essential Commodities Act including any amendments to the said acts or any other law relating to such contracts made hereunder from time to time by Central or State Governments or any other Authorities. BOARD shall not be subjected to own any responsibility under the provisions of any such Act, Law or Rules.
- (xv) The offices of BOARD are located in different buildings and as such, its employees have to follow and observe the instructions issued by these organizations with regard to security, conduct, general behaviour etc. The contractors shall ensure that their employees strictly follow these instructions;

8. RESPONSIBILITIES OF THE BOARD

The BOARD shall provide:-

- (i) Sitting place for the personnel of the contractors and storage space for the material to be stocked.
- (ii) Telephone for any complaints, if necessary.
- (iii) Dustbins, etc.

9. TERMINATION AND PENALTY

- (i) The contractors shall be responsible for compliance of the terms & conditions of this Agreement, failure on this account will attract forfeiture of their security deposits as well as termination of their contract. In the event of termination of the contract, BOARD shall be free to get the work done through some other agency for the remaining period of the contract at the cost and risk of the contractors;
- (ii) In case of unsatisfactory performance on the part of the contractors of their personnel, BOARD shall be at liberty to deduct upto 25% of monthly-billed amount. This 25% will be in addition to the deductions made on account of non-supply of materials and absence of personnel of the contractors.
- (iii) This Contract can be terminated by either side by giving sixty days notice. In the event of such termination the payments proportionate to the work performed shall be paid.

10. PROCEDURE FOR SUBMISSION OF THE BIDS

(i) Submission of Proposal

The Consultants shall submit the Proposals only online on the Portal www.eproc.bihar.gov.in. Manual submission of Proposals is not permissible. The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms.

b

An authorized representative of the Consultant shall digitally sign the Proposal submission letters in the required formats for both the Technical Proposal and the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. The digitally signed and encrypted technical and financial Proposals shall be uploaded in respective folders in the Procurement Portal as mentioned below, using valid DSC. The Proposal or its modifications must be uploaded on the portal not later than the deadline indicated in the Date Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.

Once the Proposal is uploaded on the Portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission.

Other requirements are specified below:

The Consultants must have Class II/III Digital Signature Certificate (DSC) with signing + Encryption and User-id of the e-Procurement website before participating in the selection process. The Consultant may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website www.eproc.bihar.gov.in and submit their Proposals online on the same.

Offline bids shall not be entertained by the Client.

(ii) **Technical Proposal**

The Technical Proposal shall necessarily comprise the following:

- Profile of the Firm/registered entity
 - Experience in providing accounting and financial management services
 - Detailed profile of proposed team members
 - Turnover of the Firm/Registered entity
 - Approach & methodology for handling accounting and financial management services
- The formats of the Technical Proposal to be submitted as per the requirement of the Technical & Financial formats provided in Chapter 5 of the RFP. In case of non-compliance with the formats marks may be deducted.

(iii) **Financial Proposal**

The agency is required to submit the Professional Fee quote for accounting and financial management services. The Financial Proposal to be submitted in the format provide in the Annexure-II

- (iv) No price should be mentioned in Technical Bid otherwise the bid is liable to be rejected.

(11) Late and delayed tenders:-

- (i) The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Date Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.

(12) Bid Opening and Evaluation:-

- (i) The Client's shall conduct the opening of the Technical Proposals online on 23.06.2022 at 3:30 PM. The opening of proposals can be viewed by The Consultants online. The

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folder with the Financial proposal shall remain unopened, encrypted and shall be securely stored on the portal. The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. **The online opening procedure shall be available on the e-procurement of the State i.e. www.eproc.bihar.gov.in**

RESOURCES REQUIREMENT

(i) MACHINE REQUIREMENT

Following equipments, tools and tackles are minimum in number but some of following tools are mandatory which are essential for maintenance to be provided to the housekeeping staff by the contractor. Numbers can be increased as per requirement but payment will only be done as per financial bid. Minimum No. of Equipments, tools, tackles etc have to be maintained in the Board at all times.

S. No.	Description	Number required
1.	SCRUBBING MACHINE	2
2	WET/ DRY VACCUM CLEANER	2
3	HIGH PRESSURE JET	1
4	WRINGER TROLLEY	6
5.	CADDY BASKET	10
6.	GLASS CLEANING KIT	2
7.	WET MOPS KENTACKY	Minimum 5
8	WET MOPS ROUND (FOR BATH ROOMS)	Minimum 5
9	SWEEPINGBRUSHES (DRY DUST CONTROL MOPS)	Minimum 5
10	HARDBROOMS FOR GROUND SWEEPING	Minimum 02
11	Nylon scrubbers, dusters, hard and soft brooms, buckets, squeezers	As per requirement
12	Equipments for Pest control and Rodents control	As per slandered guide lines
13	Fogging machine	Minimum 01

2. MAN POWER REQUIREMENT :

S.No.	Manpower Description	Number
1.	Trained Housekeeping Staff in uniform and I – card (including two gardener and two female staffs)	12* Including relievers
2	Trained Housekeeping supervisor in uniform and I-card	01* Including relievers

*Numbers may decrease or increase depending on the requirement.

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3. MATERIAL REQUIREMENT

LIST OF GENERAL CLEANING MATERIALS / MACHINES FOR DAILY USE.
SHOULD BE AVAILABLE ISI MARKS / AS PR SAMPLE APPROVED

1 Liquid Soap / Paste Soap	Homacol / as per sample approve
2 Phenyl	Doctor brand
3 Naphthalene ball	Trishool brand
4 Deterents	Nirma, Fena etc
5 Odonil	Branded ISI Mark
6 Cleanzo	-do-
7 Freshner	Premium good quality ISI mark branded
8 Urinal cake	-do-
9 Brasso	-do-
10 Brooms Soft	-do-
11 Brooms tiliwala	-do-
12 White Duster	Full size
13 Floor Duster	Full size
14 Vim	Branded ISI mark
15 Pan with handle	-do-
16 Yellow Duster	Full size
17 Hand Brush	Big size
18 Freshener refills for auto dispenser	Good quality branded as per approved sample
19 Colin	-do-
20 Cobwebs removal	Strict high height with brush
21 Washing Powder	Good quality ISI mark
22 Acid	-do-
23 Soap Cakes	-do-
24 Mops	-do-
25 Garbage sacks	-do-
26 Disinfectant spray	-do-
27 Refill for auto spray (Air neutralizer)	Poison CD / as desired sample
28 Battery for dispenser (spray)	As required
29. Mosquitoes/Flies/Cockroaches repellent + spray.	As required
30. Sanatizer	As required

MATERIAL TO BE SUPPLIED IN EACH TOILET

1. Liquid Soap / Soap Cake
- 2 Naphthalene Balls
- 3 Odonil
- 4 Auto Dispenser with Freshener
- 5 Urinal cake

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TECHNICAL BID

(ANNEXURE-I)

FOR HOUSE KEEPING AND FACILITY MANAGEMENT SERVICE
BIHAR STATE HOUSING '6' MANGLES ROAD, PATNA.

A. DETAILS OF TENDERER :

1.	NAME OF TENDERER/NATURE OF FIRM/ORGANISATION	
2.	NAME OF PROPRIETOR/DIRECTORS/PARTNER	
3.	FULL PARTICULAR OF OFFICE	
(a)	Address	
(b)	Telephone No.	
(c)	Fax No.	
(d)	E-Mail Address	
5	REGISTRATION DETAILS	
(a)	Firm/Co. Registration Number of the Tenderer	
(b)	PAN/GIR No.	
(c)	Goods and Service Tax Registration No.	
(d)	E.P.F. Registration No.	
(e)	E.S.I. Registration No.	
(f)	Labour Licence No.	
(g)	Pest control Licence Certificate of own/Joint Ventures for Pest control & storing chemicals	
(h)	Any other registration which is mandatory for such agencies stipulated by Concerned authorities.	
6.	DETAILS OF EARNEST MONEY DEPOSIT	
(a)	Amount (Rs.)	
(b)	D.D./B.C. No. and Date	
(c)	Drawn on Bank	
(d)	Valid up to	

7.	Total Turn Over	
(a)	F. Year - 2018-2019	
(b)	F. Year- 2019-2020	
(c)	F. Year -2020-2021	
8	Total Nos. of captive manpower as on the day of filling the tender.	

B. DETAILS OF STAFF*

[illegible]

C. DETAILS OF EQUIPMENTS, TOOLS AND TACKLES

[illegible]

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D. DETAILS OF THE EXISTING CONTRACTS @

Sr. No.	Name and address of the Organisation, Name, Designation and Contact Telephone/Fax No. of the Officer concerned	Details Regarding the Contract including total manpower deployed	Value of Contract (Rs.)	Duration of contract	
				From	To
				DD/MM/YY	DD/MM/YY
A.					
B.					
C.					

* The above format must be used to provide employee details.

@ The above format must be used to provide requisite details.

Date:

Place:

Signature of Tenderer

Name :

Seal:

(ANNEXURE-II)
FINANCIAL BID FOR HOUSE-KEEPING AND FACILITY
MANAGEMENT SERVICES AT BIHAR STATE HOUSING BOARD
'6' MANGLES ROAD, PATNA-15

Name & Address of the Tenderer:

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I. MAN POWER CHARGES

Sr. No.	Type of man power	Rate per Month* (Rs.)	Total Nos.	Amount Per Month (Rs.)
A.	Trained Housekeeping supervisor		1 Nos.	
B.	Trained Housekeeping Staff (Male/Female)		12 Nos.	

II. MACHINES, EQUIPMENTS TOOLS CHARGES (Amount per month)

C	Charges for providing and maintaining machines, equipments, tools and tackles, small or big, and any other item (s) that may be required for fulfilment of the contract	
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III. HORTICULTURE CHARGES (Amount per Month)

D	Horticulture work along with gardener and tools, tackles, Manure & Replacement of Dead plants.	
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IV. PEST AND RODENT CONTROL SERVICES (Amount per Month)

E	Charges for providing the services for Pest and Rodent control including man power, equipment and consumable chemicals./month	
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F. Total of A+B+C+D+E

V. MANAGEMENT/SERVICE CHARGES
(In percentage of F above)

G	Service charges/Management fee which should include: All expenditure on providing managerial/supervisory/ administrative services by all means to get the work done through deployed housekeeping staff	
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Total of F + G (Rs./ Month)

* The above rates should be towards wages to manpower including all allowances, statutory levies like ESI & EPF Employer shares, but excluding only Goods & Service Tax (GST), which shall be paid as per prevailing rate, on submission of periodic tax invoice.

Tender will be awarded after taking into account all the components i.e. I to V above

Signature of Authorised Person

Date:

Full Name :

Place:

Company's Seal:

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ANNEXURE-III**DECLARATION**

1. I, Son / Daughter of
Shri Proprietor / Partner / Director /
Authorised Signatory of competent to sign
this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorised Person

Date:

Full Name:

Place:

Company's Seal:

**N.B.: The above declaration, duly signed and sealed by the authorised signatory of the
company, should be enclosed with Technical Bid.**

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CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

Sr. No.	Items	Confirm (Yes/No)
1.	Earnest Money Deposit	
2.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page	
3.	Audited Balance sheet of last three years with details of annual turnover, profit & loss account etc.	
4.	Income tax returns of last three years.	
5.	Attested Photo copy of PAN Card	
6.	ESI Registration certificate copy with last three year payment details.	
7.	EPF Registration certificate copy with last three year payment details.	
8.	Goods and Service Tax registration certificate with details of the last payment.	
9.	Registration certificate under central labour law authorities. Copy of valid labour licence.	
10.	Minimum wages payment/clearance certificate from LEO.	
11.	Documents in support of contracts fulfilled in last 3 years along with their values in support of the experience and financial credibility.	
12.	Satisfactory completion of contract certificate from previous organizations. (Minimum three required)	
13.	Pest control Licence Certificate of own/Joint Ventures for Pest control & storing chemicals	
14.	Declaration as per annexure III.	

Signature of Authorised Person

Date:

Full Name:

Place:

Company's Seal: