



**DIRECTORATE (MEDICAL) DELHI
ESI DISPENSARY COMPLEX
TILAK VIHAR, NEW DELHI-110018**

TENDER NOTICE FOR HOUSE KEEPING SERVICES

1. Sealed tenders are invited from the reputed parties engaged in providing mechanized House Keeping Services having experience of a period not less than 3 years in works of similar nature for housekeeping and facility management services in the following facilities of ESIC.
 - a) Directorate (Medical), ESI Dispensary Complex, Tilak Vihar and ESI Dispensaries NIA(Karampura), Raghbir Nagar, Mangol Puri, Factory Road (Sarojini Nagar) and Tilak Vihar including all furnitures, fixtures, doors, windows, glass panes, all electrical fixtures/works etc. complete.
 - b) Residential quarters of ESIC at ESI Dispensaries NIA (Karampura), Raghbir Nagar, Mangol Puri, Factory Road (Sarojini Nagar) and Tilak Vihar including all super areas of buildings, sub-station, pump houses, all electrical fixtures/works, internal roads, internal drains, open areas within the premises excluding inside of individual flats.
2. Interested agencies may visit / inspect the site on any working day to collect all information that will be necessary for preparing the Tender and entering into a Contract for the services to be rendered between 10.00 a.m. to 12.30 p.m. and 3.00 p.m. to 4.30 p.m. by contacting the **Estate Officer/IMO I/c.**
3. Sealed Tenders with separate Technical and Financial bids filled in the specified Proforma and addressed to the Director (Medical) Delhi, ESI Dispensary Complex, Tilak Vihar, New Delhi – 18 should reach latest by 3.00 P.M., on 18th September, 2009
4. The Tender may be dropped in the Tender Box captioned "Tender for providing Housekeeping and facility management services" placed at Reception Area of Directorate (Medical), ESI scheme at above address by the stipulated date and time. Tender, if dropped in any box other than the specific tender box will not be considered for selection.
5. Tender document can be obtained from the Estate Cell (M) D(M)D Office on payment of Rs. 500/- through Bank Draft/Pay Order only in favour of ESIC A/c No. 1. Tender details / tender document may also be downloaded from ESIC's website: www.esic.nic.in. In that case a demand draft/pay order may be enclosed alongwith tender documents submitted to this office failing which the tender document will be summarily rejected.
6. The Technical Bids shall be opened at 3.30 PM on 18th September, 2009 in Committee Room, Block A, D(M)D Office in the presence of such tenderers or their authorized representatives who may wish to be present.
7. The Tenderers whose Technical Bids are accepted will be informed about the date of the opening of financial bids.
8. Tenders received after the closing date and time shall not be considered.

DIRECTOR (MEDICAL) DELHI

ELIGIBILITY CRITERIA

A. Eligibility Criteria:

1. The Tenderer must have an average annual turnover of **Rs. 60,00,000/-** (Rupees sixty lakhs) during the last three years. Copies of the following documents should be submitted alongwith the Technical Bid.
 - (a) Audited Balance Sheet of last three years i.e. 2005-06, 2006-07, and 2007-08.
 - (b) Proof of having not less than 3 years experience in the similar nature.
 - (c) Copy of Service Tax Registration certificate.
 - (d) Copy of Registration Certificate of ESI, EPF.
 - (e) Copy of PAN No.
2. The Tenderer should have the Registered / Branch Office in Delhi / NCR.
3. The Tenderer should have sufficient no. of employees on roll, specifically trained for housekeeping work.
4. The Tenderer should have a valid labour license.
5. The Tenderer should possess valid ISO – 9001 certification for Housekeeping Services. Copy of certificate has to be attached with the Technical Bid.
6. A certificate for the list of machines and equipments to be used in housekeeping and facility management work indicated at Annexure 'B' needs to be submitted.

INSTRUCTIONS TO TENDERERS

1. The Tenderers are required to submit two separate Bids i.e. - Technical and Financial, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed "**Technical Bid for House Keeping and Facility Management Services in Directorate (Medical) Delhi ESI Scheme Delhi**" and "**Financial Bid for House Keeping and Facility Management Services in Directorate (Medical) Delhi ESI Scheme Delhi**". Both sealed envelopes should be put in a third sealed envelope superscribed "**Tender for House Keeping and Facility Management Services in Directorate (Medical) Delhi ESI Scheme Delhi**".
2. The declaration in the prescribed proforma enclosed should be submitted alongwith the Technical Bid.
3. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees one Lakh fifty thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "**ESIC A/c No. 1, New Delhi**". It should remain valid for a period of 6 months from a date 7 days prior to the last date for submission of the Tender. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit. No interest is payable on the EMD.
4. All entries in the Tender form should be legible and filled clearly. No overwriting or cutting is permitted.
5. Tender incomplete in any form will be rejected outright. Conditional Tenders will be rejected outright.
6. The closing date and time for receipt of tenders will be 3.00 P.M. on 18th September, 2009.
7. The Technical Bid shall be opened at 3.30 PM on 18th September, 2009 in Committee Room, Block A, D(M)D Office in the presence of the authorized representatives of the Firms, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Bids whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.
8. No Tenderer will be allowed to withdraw after submission of the tenders, otherwise the EMD submitted by the tendering firm would stand forfeited.
9. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
10. A formal contract shall be entered into with the successful bidder. In this contract, the successful bidder shall be defined as Contractor.

11. The successful tenderer will have to deposit a Performance Security Deposit of Rs.3,00,000/- (Rupees three lakhs only) by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of **Director (Medical) Delhi** valid for 60 days beyond the expiry of period of one year contract and further renewable, if required.
12. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
13. Each page of the Tender document should be signed and stamped by Tenderer in acceptance of the terms and conditions laid down by **Director (Medical) Delhi ESIC Scheme Delhi**.
14. The competent authority of **Director (Medical) Delhi ESIC Scheme Delhi** reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.
15. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason.
16. For finalization of contract, the technically qualified Tenderer whose rates, i.e., **Grand total of A+B** as given in the Financial Bid, are the lowest in comparison to other Tenderers will be considered as the Lowest Tenderer.

17. Fraud and Corruption

The Bidders, Suppliers, Contractors and Consultants, observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuit of this;

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.;
 - (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the borrower, designed to establish bid prices at artificial, no competitive levels; and
 - (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in the procurement process or affect to execution of a contract.
- (b) will reject a proposal for award if it determines that the Bidder recommended for aware has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practice in competing for the Contract in question.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
2. The Contractor should ensure the Health & safety measures of the employees. ESIC will also conduct health check up of the staff deployed at regular intervals.
3. The Contractor will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.
4. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
5. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. ESIC will not own any responsibility in this regard.
6. The Contract shall initially be valid for a period of one year and may be extended further for a period of one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the initial period of one year contract. ESIC, however, reserves the right to terminate the contract by serving one months notice, in writing. The Contract may be terminated with mutual consent by giving one month notice.
7. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.
8. The Contractor must provide standard liveries as per list provided with the tender, to its housekeeping staff /supervisors/managers. The staff shall be in proper uniform as approved by ESIC and with their identity properly displayed. Samples of liveries will have to be submitted by the Contractor for the approval of ESIC.

ESIC will provide space for a store room/control room to the Contractor in each of the premises. The store keeper / supervisor deployed by the contractor will store all their liveries, materials, equipments in the store room and maintain a computerized record of the stores. The house keeping staff will first report to the Manager / supervisor in the control room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of material and equipments, etc.

3. ESIC will depute a person in each of the premises to ensure that the office rooms, committee rooms, etc. are open at designated hours for cleaning / housekeeping work.
1. The Contractor shall:
 - a. Provide tissue boxes in all the VIP rooms
 - b. Provide toiletries, steel body liquid soap dispensers, jumbo toilet roll dispensers, etc. in wash rooms, toiletries, C-Fold Towel dispensers, Jumbo Roll dispensers, Soap dispensers, etc. in all designated wash rooms, and garbage bins/bags, etc. in all work station, wash rooms & pantries.
 - c. Ensure that their managers / supervisors are equipped with mobile phones.
 - d. Arrange for a garbage disposal vehicle, bins, and other material required for segregation and disposal of waste in a professional manner.
2. Plan; manage collection, mechanized screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco friendly manner. The Contractor will arrange for required resources, including manpower, machinery, disposal bags, bins, van, etc. The contractor will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work.

Scope of work and services for each of the premises:

1. Details and scope of work are enclosed at Annexure "A".
2. Equipment to be used and Number of Manpower to be deployed at each premises for housekeeping job at Annexure "B"
3. List of material/tools needed for execution of job is attached at Annexure "C" & "D".
4. The numbers of manpower equipments materials etc. given in Annexures 'A', 'B', 'C' & 'D' are the minimum, the contractor shall provide sufficient resources, to meet the contractual obligations and to the satisfaction of ESIC.

Payment Procedure:

1. Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on computerized print outs in standardized proforma approved by ESIC along with computer generated attendance sheet in respect of the persons deployed.

Penalty Clause:

1. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by ESIC and if no action is taken within **ONE** hour, penalty @ Rs.500/- per day per complaint will be imposed by invoking the penalty clause.

2. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.
3. The Contractor should ensure to maintain adequate no. of manpower as per Annexure-B and also arrange a pool of stand by housekeeping staff/ supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff. If the required numbers of workers / supervisor/ manager are less than the minimum required as per Annexure-B, a penalty @ Rs.500/- per worker per day will be deducted from the bill.
4. Any deviation in the material quality & quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material which are environment friendly, not harmful to humans and property should be used.

RISK CLAUSE:

1. ESIC reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from his Security Deposit or pending bill or by raising a separate claim.

ANNEXURE – A**(I) Scope of Work**

The ESIC facilities are located at Delhi/New Delhi. The specified area for services at present includes Directorate (Medical), ESI Dispensary Complex, Tilak Vihar and ESI Dispensaries NIA (Karampura), Raghur Nagar, Mangol Puri, Factory Road (Sarajini Nagar) and Tilak Vihar. The scope of work would broadly encompass cleaning / maintaining the areas so that the area is always clean, presentable and hygienic. The area broadly includes the following:

The scope of work broadly includes the following areas:

- a)** Directorate (Medical), ESI Dispensary Complex, Tilak Vihar and ESI Dispensaries NIA (Karampura), Raghur Nagar, Mangol Puri, Factory Road (Sarajini Nagar) and Tilak Vihar
- b)** Residential quarters of ESIC at ESI Dispensaries NIA (Karampura), Raghur Nagar, Mangol Puri, Factory Road (Sarajini Nagar) and Tilak Vihar

(II) Cleaning Services

The aim and objective is to provide a high level of a clean, hygienic and resentable look to the entire area. Pre-designated managers/supervisors of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the D(M)D Estate Cell (M) will monitor the entire work and staff deployed by the selected tenderers.

(a) Daily Services

Housekeeping/ cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain, spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 A.M. Contractor will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.

4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains & stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.

(b) Waste Disposal Management:

The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the contractor will arrange to suitably transport and dispose garbage from the earmarked area to the nearest Corporation bin outside each premises.

For this purpose the contractor will advise ESIC on the suitable size, specification of the bins to be placed at the collection area. The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed off at least twice a day. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

(ii-b) Weekly Services:-

The deep cleaning of the entire area will be done by the Contractor once a week as under:-

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.

2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Washing of outside area with High Pressure Jet machine.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Tenderer will make a cleaning programme and submit to ESIC for weekly cleaning so that ESIC's concerned official / Incharge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.
9. The Contractor will provide the duty register to ESIC as required.

(iii) Housekeeping Monitoring and Control

For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor:-

1. Toilets Checklist

This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervising staff on duty daily.

2. Management / Housekeeping Service Requirements/ Complaints Report

This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site on the store room/control room provided to the Contractor and reported to Caretaker/concerned IMO I/c. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

3. Housekeeping Services Complaint Register

This register is to be completed on the basis of information received by the Housekeeping Manager from ESIC through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from ESIC, etc. and necessary action is to be taken.

ANNEXURE – B

The Contractor should have following machines & equipments at Directorate (Medical), ESI Dispensary Complex, Tilak Vihar and ESI Dispensaries NIA, Raghbir Nagar, Mangol Puri, Factory Road and Tilak Vihar. Use of manpower for operations where suitable equipment is identified shall not be permitted.

Sl.No.	Description
1	SCRUBBING MACHINE (TASKI)
2	AUTO SCUBBER MACHINE (TASKI)
3	WET/ DRY VACCUM CLEANER (TASKI)
4	HIGH PRESSURE JET (TASKI)
5	WRINGER TROLLEY
6	CADDY BUCKET
7	SINAGES

**Number of Manpower to be deployed at Directorate (Medical),
ESI Dispensary Complex, Tilak Vihar and ESI Dispensaries NIA,
Raghbir Nagar, Mangol Puri, Factory Road and Tilak Vihar**

Sl. No.	Manpower Description	No. of staff required				
		D(M)D/ Tilak Vihar	NIA	Mangol Puri	Factory Road	Raghbir Nagar
1	Housekeeping Manager	1	-	-	-	-
2	Housekeeping Supervisor	2	1	1	1	1
3	Skilled Housekeeping staff	15	6	8	7	5

ANNEXURE - C**Monthly requirement of toiletries / dispensers at D(M)D /Dispensaries**

Sl. No.	Name of the Item
1	Kimberly Clark Soap Pouch
2	Daffodil Toilet Roll / Jumbo Roll
3	Wintex / Daffodil Tissue Box
4	Kimberley Clark C- Fold Towel – 1150
5	Kimberly Clark C-Fold towel dispenser
6	Kimberly Clark Jumbo roll dispenser
7	Kimberly Clark Soap dispenser

ANNEXURE – D**List of cleaning Materials & Aids at D(M)D / Dispensaries**

Sl.No.	Items	Sl.No	Items
1	FLOOR DUSTER	27	SPIRAL
2	DUST CONTROL REFILL	28	BRASSO
3	KENT MOP REFILL	29	MIN CREAM
4	DUSTER WHIT	30	MANSION POLISH
5	DUSTER YELLOW	31	GARBAGE BAG (BIG
6	DETERGENT	32	GARBAGE BAG (SMALL)
7	VIM	33	TOILET BRUSH
8	MULTI-CLEANER	34	HAND BRUSH
9	ROOM SPRAY	35	COWEB BRUSH
10	. AUTO SPRAY	36	DUST CONTROL MOP
11	ODONIL	37	KENT MOP
12	U. CUBES	38	FLOOR BRUSH WITH HANDLE
13	N. BALLS	39	DUST PAN
14	DETTOL ANTI SEPTIC	40	BUCKET
15	STEEL WOOL SCRUBBER	41	FLOOR WIPER
16	PLASTIC SCRUBBER	42	GLASS WIPER - UNGER
17	SPONGE	43	VACCUM PUMP
18	SOFT BROOM	44	COLIN DISPENSER
19	HARD BROOM	45	GLOVES (PB/HB)
20	BAMBOO BOOM	46	SAFETY SHOES
21	FEATHER BRUSH	47	D-7 (Stainless steel polish)
22	CLEANZO/ PHYNYL	48	Q2 Liquid Polish
23	R1 (Bathroom cleaner		
24	R2 (Glass cleaner/Colin)		
25	R4 (Furniture cleaner)		
26	R6 (Toilet cleaner)		

APPLICATION - TECHNICAL TENDER

For House Keeping and Facility Management services in ESIC.

Technical Tender Page: 1

	Name of Tendering Company / Firm / Selected tenderers	
	Name of Owner / Partners/ Directors	
	Full Particulars of Office	
(a)	Address	
(b)	Telephone No.	
(c)	FAX No.	
(d)	E-Mail Address	
	Full particulars of the Bankers of Company / Firm / selected tenderers, with full address/ tel. no.	
(a)	Name of the Bank	
(b)	Address of the Bank	
(c)	Telephone No.	
(d)	Fax No.	
(e)	E-Mail Address	
5.	Registration Details :	
	(a) PAN / GIR No.	
	(b) Service Tax Registration No.	
	(C) E.P.F. Registration No.	
	(d) E.S.I. Registration No.	
6.	Details of Earnest Money Deposit	
(a)	Amount(Rs.)	
(b)	D.D. / P.O. No. & Date	
(c)	Drawn on Bank	
(d)	Valid upto	

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Details of the existing contracts

	Name and Address of the organization, Name, Designation, and contact telephone / fax number of the Officer concerned	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
A					
B					
C					
	Additional information, if any				

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal :

DECLARATION

1. I, _____ Son / Daughter of Shri _____ Proprietor/Partner/Director/ Authorized Signatory of _____ am 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 authorized person

Date:

Full Name:

Place:

Company's Seal :

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

APPLICATION – FINANCIAL TENDER

For House Keeping and Facility Management services in ESIC.

I. Name of Tenderer: _____

II.

S. NO.		Rate Per Month (Rs.)
A	Charges for manpower - 1 Manager	
1		
2	Charges for manpower – 06 Supervisors	
3	Charges for manpower - 41 Skilled Housekeeping staff	
4	Total of 1+2+3	
5	ESI (mention %).....	
6	EPF (mention %).....	
7	Service Tax (mention %)	
8	Service Charges (mention %	
9	Total of A (Rs.)	
B	Charges for machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal vehicle, garbage bags and bins, and any other item(s) that may be required for fulfillment of the contract	
	Service Tax (mention %)	
	Any other charges, if any	
	Total of B (Rs.)	
	Grand Total of A+B (Rs.)	

The above format may be used to provide requisite details.

Please note that, for finalization of contract, the Tenderer whose **Grand total of A+B** above are the lowest in comparison to other Tenderers will be considered as the lowest Tenderer.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal :