



Employees' State Insurance Corporation
(ESIC)

TENDER NOTICE

1. Sealed tenders are invited for housekeeping and facility management services in the following facilities of ESIC.
 - a) ESI Corporation, Hqrs. office, Panchdeep Bhawan, C.I.G. Road, New Delhi – 110 002 including all furnitures, fixtures, doors, windows, glass panes, all electrical fixtures/works etc. complete.
 - b) Residential quarters of ESIC at Sector-56, Noida including all super areas of buildings, sub-station, pump houses, all electrical fixtures/works, community centre, internal roads, internal drains, open areas within the premises excluding only the 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 following officials
 - a) ESI Corporation, Hqrs. office, Panchdeep Bhawan, C.I.G. Road, New Delhi – 110 002.
 - b) Residential quarters of ESIC at Sector-56, Noida.

3. Sealed Tenders with separate Technical and Financial bids filled in the specified proforma and addressed to the Director General, ESI Corporation, Panchdeep Bhawan, C.I.G. Road, New Delhi should reach latest by 3.00 P.M., on 18th August, 2009

4. The Tender may be sent by post to the above mentioned address or dropped in the Tender Box captioned "Tender for providing Housekeeping and facility management services" placed at Reception Area of ESIC, Hqrs. Office 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 Office of the Chief Engineer 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 August, 2009 in Committee Room, Ground Floor, ESIC Hqrs. 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.

ELIGIBILITY CRITERIA

A. Eligibility Criteria:

1. The Tenderer must have an average annual turnover of **Rs.2,00,00,000/-** (Rupees Two Crores) 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) Audited Income and Expenditure statement of last three years i.e. 2005-06, 2006-07, and 2007-08.
 - (c) Audited Profit & Loss Account of last three years i.e. 2005-06, 2006-07, and 2007-08.
 - (d) Audit report of last three years i.e. 2005-06, 2006-07, and 2007-08.
 - (e) Service Tax certificate.
 - (f) Registration Certificate
 - (g) PAN No.
2. The Tenderer should have the Registered / Branch Office in Delhi / NCR.
3. The Tenderer should have sufficient no. of permanent employees on roll, specifically trained for housekeeping work. Full list of the employees, viz., name, age, gender, educational qualification, employee code, designation, experience in the field of housekeeping, PF, ESI, local address & permanent address etc. should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the tenderer takes for his workers should also be attached with the technical bid.
4. The Tenderer should have a valid labour license and license for providing Pest control services.
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 ESIC”** and **“Financial Bid for House Keeping and Facility Management Services in ESIC”**. Both sealed envelopes should be put in a third sealed envelope superscribed **“Tender for House Keeping and Facility Management Services in ESIC”**.
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.50,000/- (Rupees 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 August, 2009.
7. The Technical Bid shall be opened at 3.30 PM on 18th August, 2009 in Committee Room, ESIC, Hqrs. Office, Ground Floor 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.1,00,000/- (Rupees one lakh only) by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of **Director General, ESIC** valid for 60 days beyond the expiry of period of three years 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 ESIC.
14. The competent authority of ESIC 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+C** as given in the Financial Bid, are the lowest in comparison to other Tenderers will be considered as the Lowest Tenderer.

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.

The Contract shall initially be valid for a period of three years and may be extended further for a period of three years subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the initial period of three years 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 setting up a control room of the Contractor in each of the premises. The control room will have seating arrangements for the Manager and/or

Supervisor and will be equipped with a computer work station. The contractor will arrange for all other items, viz., time keeping machine, computerized inventory of stores, computerized daily duty roster chart, etc. 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.

ESIC will provide space for a store 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.

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. Ensure Pest / Animal and Rodent free environment in the premises of ESIC.
 - b. Provide tissue boxes in all the VIP rooms
 - c. 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.
 - d. Ensure that their managers / supervisors are equipped with mobile phones.
 - e. 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.

(I) Scope of Work

The ESIC facilities are located at The specified area for services at present includes 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) ESI Corporation, Hqrs. office, Panchdeep Bhawan, C.I.G. Road, New Delhi – 110 002 consisting of
- b) Residential quarters of ESIC at Sector-56, Noida consisting of all super areas, common areas i.e. all areas internal and external other than areas within the flats.....

{Note:- The details are to be inserted for each premises by ESIC}.

(II) Cleaning Services

The aim and objective is to provide a high level of a clean, hygienic and presentable 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 ESIC..... Section of ESIC 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.

(ii) Pest & Rodent Control Services

1. The Contractor shall take effective measures for Rodent and Disinfection Services including fogging etc. in the area under contract.

2. The Contractor shall use chemicals that are harmless to humans and machines and are of WHO specification. Further, the chemicals should not leave any spots in the treated area. MSDS report of these chemicals should also be attached.
3. The Contractor will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the Contractor.
4. The Contractor will submit a detailed plan for carrying out the Pest and Rodent Control Services for the approval of ESIC.

(iii) Hospital Waste management Services including all bags, containers, consumables trolleys etc. and other equipment required and manpower for proper completion of the work as per Laws and statutory requirements from the Point of generation to final disposal complete.

(iv) 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 computer provided to the Contractor and reported to Caretaker, ESIC. 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 ESI Corporation, Hqrs. office, Panchdeep Bhawan, C.I.G. Road, New Delhi – 110 002. 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 ESIC, Hqrs.

Sl. No.	Manpower Description	No. of staff required
1	Housekeeping Manager	01
2	Housekeeping Supervisor	02
3	Skilled Housekeeping staff	30

Number of Manpower to be deployed at ESIC Colony, Sector-56, Noida

Sl. No.	Manpower Description	No. of staff required
1	Housekeeping Manager	01
2	Housekeeping Supervisor	01
3	Skilled Housekeeping staff	10

ANNEXURE - C

Monthly requirement of toiletries / dispensers at ESIC, Hqrs. office

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 ESIC, Hqrs. office**

Sl.No.	Items	Sl.No	Items
1.	FLOOR DUSTER	27	SPIRAL
2.	DUST CONTROL REFILL	28	TR-101 (Carpet shampoo)
3.	KENT MOP REFILL	29	TR-103 (Carpet detergent)
4.	DUSTER WHITE	30	D-7 (Stainless steel polish)
5.	DUSTER YELLOW	31	BRASSO
6.	DETERGENT	32	MIN CREAM
7.	VIM	33	MANSION POLISH
8.	MULTI-CLEANER	34	Q2 (Liquid polish)
9.	ROOM SPRAY (PREMIUM)	35	GARBAGE BAG (BIG)
10.	AUTO SPRAY	36	GARBAGE BAG (SMALL)
11.	ODONIL	37	TOILET BRUSH
12.	U. CUBES	38	HAND BRUSH
13.	N. BALLS	39	CARPET BRUSH
14.	DETTOL ANTI SEPTIC	40	COWEB BRUSH
15.	STEEL WOOL SCRUBBER	41	DUST CONTROL MOP
16.	PLASTIC SCRUBBER	42	KENT MOP
17.	SPONGE	43	FLOOR BRUSH WITH HANDLE
18.	SOFT BROOM	44	DUST PAN
19.	HARD BROOM	45	BUCKET
20.	BAMBOO BOOM	46	FLOOR WIPER
21.	FEATHER BRUSH	47	GLASS WIPER - UNGER
22.	CLEANZO/ PHYNYL	48	VACCUM PUMP
23.	R1 (Bathroom cleaner)	49	COLIN DISPENSER
24.	R2 (Glass cleaner/Colin)	50	GLOVES (PB/HB)
25.	R4 (Furniture cleaner)	51	SAFETY SHOES
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

Date:

Name:

Place:

Seal :

Details of staff

Name, Temp. Address, Permanent Address, ESI No., P.F. No..	Date of Birth	Gender (M/F)	Educational Qualification	Employee Code	Designation	Experience in house- keeping	Training	Health Check

The above format may be used to provide employee details.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal :

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.)	Pro-Rata Rate Per Day (Rs.)	Pro-Rata Rate Per Hour (Rs.)
A	Charges for manpower - 1 Manager			
i	Charges for manpower including – 02 Supervisors			
ii	Charges for manpower including Skilled Housekeeping staff			
iv	ESI (mention %)			
v	EPF (mention %)			
vi	Service Tax (mention %)			
vii	Service Charges (mention %)			
viii	Total of A (Rs.)			
			Rates per month (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.)			
C	Charges for Pest Control			
	Service Tax (mention %)			
	Other charges, if any			
	Total of C (Rs.)			
	Grand Total of A+B+C (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+C** 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 :