



# कर्मचारी राज्य बीमा मॉडल अस्पताल Employees' State Insurance Model Hospital

VOIP - 41923004

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. of India)

लेन नं०-२, सिडको इंडस्ट्रियल कम्प्लेक्स / Lane No. - 2, SIDCO Industrial Complex

बारी ब्राह्मणा, जम्मू (जे. एण्ड के.) / Bari Brahmana, Jammu (J & K)

(आई०एस०ओ० ९००१ : २००८ प्रमाणित) / ( ISO 9001:2008 Certified )

दूरभाष सं० / Ph. no.: (01923)-220302, 221105, फ़ैक्स सं० / Fax no.- 221105,

ई-मेल / E-mail : [ms-jammu@esic.nic.in](mailto:ms-jammu@esic.nic.in), [ms-jammu@esic.in](mailto:ms-jammu@esic.in),

## TENDER DOCUMENT

### FOR PROVIDING HOUSEKEEPING AND HORTICULTURE SERVICES

Sealed tenders are invited from registered and reputed agencies for providing quality Housekeeping and Horticulture Services in the ESIC Model Hospital Bari Brahmana, Jammu and ESIC MDDC at Kathua (J&K).

Sl. No.	Name of the site	Descriptions(approx)	No. of persons to be deployed
1	ESIC Model Hospital, Bari Brahmana, Jammu (J&K)	4500 Sq. mtrs (consisting of ground and 1 <sup>st</sup> floor) and total open area of 6000 Sq. mtrs	01 - Supervisor 17- Housekeeping staff 02- Gardener 01 - Plumber 01 - Barber
2	ESIC MDDC, Kathua (J&K)	900 Sq. mtrs	02- Housekeeping staff

The no. of persons to be deployed may be increased or decreased in above said locations and other sites under ESIC Model Hospital, Bari Brahmana, Jammu.

- Eligible agencies may visit / inspect the site on any working day between **10.00 AM to 12.30 PM and 2.30 PM to 3.30 PM** to collect all information that will be necessary for preparing the Tender and entering into a Contract for the services to be rendered.
- Tender documents consist of the following:-
  - Tender Notice including eligibility criteria
  - Instructions to Tenderers
  - General Conditions of Contract
  - Scope of Work (Annexure - 'A')
  - Resource requirement. (Annexure - 'B')
  - Technical Tender
  - Financial Tender
  - Declaration (Annexure- 'C')
- A set of tender documents can be purchased from ESIC Model Hospital BB Jammu between 10.00 AM to 3.30 PM on any working day ( Monday to Friday ) and 10.00 AM to 12.30 PM on Saturday upto **05 August, 2013** on payment of a non refundable cost of Rs. 300/- in the form of a Demand Draft/Banker's Cheque drawn in favour of **ESI Fund A/c No. 1**, payable at Bari Brahmana, Jammu.
- Sealed Tenders with separate Technical and Financial bids filled in the specified proforma and addressed to the Medical Superintendent, ESIC MH, BB, Jammu should reach **latest by 1.00 PM on 05 August, 2013**.
- The Tender may be sent by post to the above mentioned address or dropped in the Tender Box captioned "Tender for providing Housekeeping and Horticulture Services" placed at General Branch (1st floor) of ESIC MH BB Jammu 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.
- Tender Document also can be downloaded from our website: [www.esicmhbb.org](http://www.esicmhbb.org) or [www.esic.nic.in](http://www.esic.nic.in)
- The Technical Bids shall be opened at **2.30 P.M. on 05 August, 2013** in Conference Room of, ESICMH, B.B., Jammu, in the presence of such Tenderers or their authorized representatives who may wish to be present. In case **05 August, 2013** happens to be a closed holiday the Bids will be opened on the next working day.
- Tenders received after the closing date and time shall not be considered.

**ELIGIBILITY CRITERIA**

1. The Tenderers must have an average annual turnover of Minimum Rs. 20,00,000/- (Rupees Twenty Lakhs) and should be a profit making concern during the last three years.
2. Copies of the following documents should be submitted along with the Technical Bid.
  - (a) Audited Balance Sheets and profit and loss account of last three Financial years i.e. 2009-2010, 2010-11 & 2011-12.
  - (b) Service Tax certificate.
  - (c) Registration Certificate under ESI, EPF, Labour and any other legislation applicable to the firm.
  - (d) Copy of PAN Card
  - (e) Copy of ESI and EPF challans for the year 2011-12 and 2012-13.
3. The Tenderers should have the Registered / Branch Office in Jammu.
4. The Tenderers should be capable of providing sufficient employees as detailed in Annexure 'B'.
5. The Tenderers/Sub Contractor/Associate should have a valid labour license if applicable.
6. The Tenderers should have minimum three years experience in doing similar nature of work in reputed organizations and should have among list of big clients at least three Govt./Semi Govt./PSUs organizations. The Contractor should have running contract of:
  1. a) One similar work of value equal to Rs. 15,00,000/-
  - b) Two similar works of value each equal to Rs. 10,00,000/-
  - c) Three similar works of value each equal to Rs. 7,00,000/- in the last three years.
7. Tenderers to submit satisfactory completion certificates from the Client/Employer in support of above, failing which the information is liable to be treated as invalid.

Sd/-  
Medical Superintendent

## **INSTRUCTIONS TO TENDERERS**

1. The annual value of this tender is Rs.16,00,000/- approximately including manpower and material cost.
2. 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 separate sealed envelopes super scribed “Technical Bid for House Keeping and Horticulture Services in ESIC MH, BB, Jammu and MDDC, Kathua” and “Financial Bid for House Keeping and Horticulture Services in ESIC MH, BB, Jammu and MDDC, Kathua”.Both sealed envelopes should be put in a third sealed envelope superscribed “Tender for House Keeping and Horticulture Services in ESIC MH, BB, Jammu and MDDC, Kathua”.**
3. The declaration in the prescribed proforma (Annexure ‘C’) enclosed should be submitted alongwith the Technical Bid.
4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 32,000/- (Rupees Thirty Two Thousand only) in the form of Demand Draft/Pay Order from a nationalised bank drawn in favour of ESIC Fund A/c No.-1, payable at **SBI, Bari Brahmana, Jammu**. It should be valid for a period of 3 months from 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. EMD amount is adjustable towards the performance Security in case of successful Tenderer. No interest is payable on the EMD.
5. All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
6. The bid shall be valid for 180 days from the date of opening.
7. The Tenderers shall quote for all works failing which the bid shall be considered as non-responsive.
8. Tender which is incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright.
9. The closing date and time for receipt of tenders will be 1.00 PM on 05 August, 2013.
10. The Technical Bid shall be opened at 2.30 PM on 05 August, 2013 in Conference Room, ESIC Model Hospital, Bari Brahmana, Jammu in the presence of the authorized representatives of the Tenderers, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Tenderers whose Technical tenders are accepted their Financial Bid will be opened subsequently.
11. The Tenderers should not quote those manpower charges in financial Bid which is not in accordance with the minimum wages as decided by the State Govt. If the rates quoted falls below the minimum wages the Tenderers shall be disqualified.
12. No Tenderers will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.

13. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
14. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
15. The successful Tenderer will have to deposit a Performance Security Deposit at the rate of 5% of the annual value of the contract by way of Demand Draft drawn in favour of ESIC Fund A/c No. 1, Payable at Bari Brahmana, Jammu valid for 60 days beyond the expiry of period of one year contract.
16. The successful Tenderer will have to commence the work within 15 days of acceptance of tender. Otherwise the contract will be cancelled and EMD will be forfeited.
17. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by ESIC.
18. 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.
19. The competent authority of ESIC reserves the right to select a competent/ suitable service provider by considering the qualification, experience in providing similar services in reputed Govt./Corporate institutions, and mere quoting of certain unjustified rates will not confer any right on the part of Tenderers for automatic selection.
20. The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason(s) thereof.

Sd/-  
Medical Superintendent

## **GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The persons deployed by the Contractor should have sufficient knowledge of the work.
2. The Contractor should ensure the Health and safety measures of the employees.
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 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. 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; State Shops and Establishments 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 one year and may be extended further for a period of two years (one year at a time maximum upto two times) subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the 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.

6. 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 termination of the contract.
7. The Contractor must provide standard liveries as per list enclosed at Annexure 'B' to its housekeeping staff /supervisors deployed at ESI MH BB Jammu and MDDC Kathua. The staff shall be in proper uniform as approved by ESIC and with their identity properly displayed.

ESIC will provide space for keeping their materials. The Housekeeping supervisor deployed by the contractor will keep all their liveries, materials, equipments in the space provided and the material supplied to this location will be checked/verified by security/authorized officer of this office which shall be shown during working hours.

8. The Contractor shall:
  - a. Ensure clean and dust \ garbage free environment in the premises of ESIC.
  - b. Provide toiletries, steel body liquid soap dispensers, toiletries, etc. in all wash rooms, and garbage bags, etc. in all work station, wash rooms and pantries.
  - c. Ensure that their supervisors are equipped with mobile phones.
  - d. The contractor will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff.

Sd/-  
Medical Superintendent

## **Scope of work and services for each of the premises:**

- a. Details of the scope of work are enclosed at Annexure "A".
- b. Details of Equipments to be used, Number of Manpower and liveries to be used at each of the premises for housekeeping job are given at Annexure "B"
- c. The numbers given in Annexure 'B' are the minimum. The contractor shall provide resources, to meet the contractual obligations.

### **Payment Procedure :**

Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate along with challans of ESI, EPF and other statutory dues. However the agency must make the payment to their workers through Bank transactions on or before 7<sup>th</sup> of each month and payment is not linked to the clearing of the bill by the Office. Agency which do not provide proof of payment of the statutory liabilities would be given one month's written notice for termination of the contract right away.

### **Liquidated damages :**

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 two hours, liquidated damages @ Rs.500/- per complaint shall be imposed. The decision of ESIC shall be final, in this regard.

### **Manpower :**

- a. 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.
- b. The Contractor should ensure to maintain specified no. of manpower as per Annexure 'B' and also arrange a pool of standby housekeeping staff/ supervisor. In case any housekeeping staff/supervisor absents 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.
- c. As asked by the ESIC, contractor should provide additional manpower as per same terms and conditions.

### **Materials:**

Any deviation in the material quality and 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:**

The Contractor shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement. 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 the Contractor Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis with the ESIC.

- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractor staff, if established after an enquiry, then the Contractor shall compensate/indemnify the loss to ESIC.
- The Contractor or its representative(s) shall meet ESIC representative(s) regularly to take feedback regarding the Housekeeping services. The Contractor will also maintain a suggestion book for comments on the services rendered by it.
- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ESIC premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ESIC. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Sub Contractor/Associate.
- Licenses if any required for Housekeeping services at the site will be procured by the Contractor as per extant rules in this regard.

**Dispute Settlement:**

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator Medical Superintendent ESIC MH BB Jammu whose decision shall be final and binding on both the parties.

Sd/-  
Medical Superintendent

## **ANNEXURE – ‘A’**

### **Scope of Work:**

#### **Cleaning Services:**

The aim and objective is to provide a high level of a cleanliness, hygiene and presentable look to the entire ESIC Model Hospital and ESICMDDC area. Pre-designated supervisor of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform displaying name. Officials of ESICMH, BB, Jammu and ESICMDDC, Kathua will further monitor the entire work and staff deployed by the selected contractor.

#### **(a) Daily Services:**

Housekeeping/ cleaning services should be done daily 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.
2. Sweeping, cleaning, mopping with disinfectant of area covered under the contract.
3. Cleaning of baskets, wastepaper baskets 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, 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 and 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.
10. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, etc.
11. Cleaning of all open areas between the building and boundary including sweeping and maintaining of roads, lawns, paths, cleaning open drains etc. as directed by the ESIC official /officer.



**(b) Waste Disposal Management:**

The contractor will ensure collection, screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of biodegradable and non bio degradable garbage.

The Contractor shall keep suitable size and specification bins 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 into main garbage site.

**(c) 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 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 preferably with high power jet machines.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The contractor 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 and when required.

**(d) 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. 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 and produced to ESIC regularly.

Sd/-  
Medical Superintendent

**ANNEXURE – ‘B’**

**RESOURCES REQUIREMENT -**

**Manpower Requirement for ESIC MH, B.B., Jammu and ESICMDDC, Kathua (J&K)**

Sl. No.	Manpower Description	No. of staff required
1	Housekeeping Supervisor	01 at ESIC MH, Bari Brahmana, Jammu
2	Housekeeping Staff	17 at ESIC MH, Bari Brahmana, Jammu
3	Gardener	02 at ESIC MH, Bari Brahmana, Jammu
4	Plumber	01 at ESIC MH, Bari Brahmana, Jammu
5	Barber	01 at ESIC MH, Bari Brahmana, Jammu
6	Housekeeping Staff	02 at ESICMDDC, Kathua.

**List of Equipments -**

Sl. No.	Description	Quantity
01	Vacuum Cleaner	01
02	Scrubber Machine	01
03	Wheel Barrow	02

**List of cleaning Materials & Aids for ESICMH, BB, Jammu and ESICMDDC, Kathua (per Month)-**

Sl.No.	Items	Qty	Sl.No.	Items	Qty.
01	Liquid Hand Wash	10 ltrs	11	Glass cleaner/Colin	15 pcs.
02	Toilet Soap	50 pcs.	12	Flush cleaning brush	8 pcs.
03	Detergent (Surf Excel)	10 kg	13	Harpic(Toilet cleaner)	15 pcs.
04	Duster	12 pcs.	14	Scrubber	15 pcs.
05	Hard Broom	12 pcs	15	Odonil	36 pcs.
06	Room Spray(Premium)	6	16	N. Balls	2 kg
07	Soft Broom	12 pcs.	17	U. Cubes	36 pcs
08	Wiper	7 pcs.	18	No. of plants	As per requirement
09	Phenyl	30 ltrs.	19	Manure	As per requirement
10	Bathroom cleaner (Acid)	20 Bottles	20		

Note: The required quantities of cleaning material and aids for the month shall be procured and shall be stored in the store room and issue to the staff daily as required. Detailed registers of records shall be maintained which shall be opened to inspection by ESIC staff during working hours.

Date:  
Place:

Signature of authorized person:  
Full Name:  
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

Sr. No.	Particulars	Information
1.	Name of the firm	
2.	Status of the firm (Proprietorship \ partnership \ company \ any other )	
3.	Name of the Owner\ partners\ Directors	
4.	<b>Full particulars of office</b>	
I.	Address	
II.	Telephone \ Mobile No.	
III.	Fax No.	
IV.	e-mail address	
5.	<b>Full particulars of bankers</b>	
I.	Account name	
II.	Account No. and type	
III.	Bank Name and Branch Name	
IV.	IFSC code	
V.	MICR code	
6.	<b>Registration details</b>	
I.	ESI No.	
II.	EPF NO.	
III.	Service tax No.	
IV.	Contract Labour (Regulation and Abolition) ACT, 1970	
V.	Shop and establishment	
7.	PAN	
8.	<b>Details of earnest money deposit</b>	
	Amount	
	DD No.	
	Name of the Bank	

Signature :-

**TECHNICAL BID for House keeping Tender 2013** (Page – 2/3)

**Details of the existing contracts -**

	Name and Address of the organization.	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					
D	Additional information, if any				

Signature :-

**TECHNICAL BID for House keeping Tender 2013** (Page – 3/3)

Documents to be attached with the technical bid:-

1)	Audited Balance Sheets and profit and loss account of last three Financial years i.e. 2009-10, 2010-11 & 2011-12.
2)_	Service Tax registration certificate.
3)_	Registration Certificate under ESI, EPF, Labour and any other legislation applicable to the firm
4)_	Copy of PAN Card
5)_	Signed copy of instructions to the tenderers
6)_	Signed copy of General Conditions of contract
7)_	Signed copy of Scope of work and services for each of the premises
8)_	Signed copy of Annexure 'A' Scope of work and Annexure 'B'.
9)_	Income tax return for the assessment year 2010-2011, 2011-2012, 2012-13 along with Income Tax clearance certificate.
10)	ESI and EPF Challans for the year 2011-12 and 2012-13.

**DECLARATION**

1. I, \_\_\_\_\_ Son/ Daughter of Shri \_\_\_\_\_  
Proprietor/Partner/Director/ Authorized Signatory of M \ S \_\_\_\_\_  
\_\_\_\_\_ 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.

<b>Signature of the person</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Place</b>	
<b>Date</b>	

**FINANCIAL BID (Tender for Housekeeping services 2013)**

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I. Name of Tenderer: \_\_\_\_\_

**A) List of cleaning Materials & Aids for ESIC MH BB Jammu and MDDC Kathua (for one month)**

Sl.No.	Items	Qty required.	Qty offered	Market price (per unit) Rs.	Price Offered (Per unit) Rs.	Total Price (Rs.)
01	Liquid Hand Wash	10 ltrs				
02	Toilet Soap	50 pcs.				
03	Detergent Powder	10 kg				
04	Duster	12 pcs.				
05	Hard Broom	12 pcs				
06	Room Spray(Premium)	6				
07	Soft Broom	12 pcs.				
08	Wiper	7 pcs.				
09	Phenyl	30 ltrs.				
10	Bathroom cleaner (Acid)	20 Bottles				
11	Glass cleaner/Colin	15 pcs.				
12	Flush cleaning brush	8 pcs.				
13	Harpic(Toilet cleaner)	15 pcs.				
14	Scrubber	15 pcs.				
15	Odonil	36 pcs.				
16	N. Balls	2 kg				
17	U. Cubes	36 pcs				
18	No. of plants	As per requirement				
19	Manure	As per requirement				

Signature of the tenderer:-

**B) MANPOWER CHARGES:**

**B<sub>1</sub> - For Housekeeping and Horticulture Staff (including weekly off)**

Sr. No.	Particulars	Minimum rates as per the state Govt. Notification (Rs.)	Rates offered (Rs.)
1.	Basic rate		
2.	ESI		
3.	EPF (including all charges)		
4.	Bonus*		
5.	Any other (Specify)		
	<b>Total</b>		

\*Payment of Bonus is mandatory as per section 10 of Payment of Bonus Act, 1965.

**B<sub>2</sub> - For Housekeeping staff and Horticulture Supervisor (including weekly off)**

Sr. No.	Particulars	Minimum rates as per the state Govt. Notification (Rs.)	Rates offered (Rs.)
1.	Basic rate		
2.	ESI		
3.	EPF (including all charges)		
4.	Bonus*		
5.	Any other (Specify)		
	<b>Total</b>		

\*Payment of Bonus is mandatory as per section 10 of Payment of Bonus Act, 1965.

**B<sub>3</sub> - For Plumber (including weekly off)**

Sr. No.	Particulars	Minimum rates as per the state Govt. Notification (Rs.)	Rates offered (Rs.)
1.	Basic rate		
2.	ESI		
3.	EPF (including all charges)		
4.	Bonus*		
5.	Any other (Specify)		
	<b>Total</b>		

\*Payment of Bonus is mandatory as per section 10 of Payment of Bonus Act, 1965.

**B<sub>4</sub> - For Barber (including weekly off)**

Sr. No.	Particulars	Minimum rates as per the state Govt. Notification (Rs.)	Rates offered (Rs.)
1.	Basic rate		
2.	ESI		
3.	EPF (including all charges)		
4.	Bonus*		
5.	Any other (Specify)		
	<b>Total</b>		

Signature of the tenderer:-

**C. Abstract/Summary:-**

<b>Sr. No.</b>	<b>Description</b>	<b>Amount (Rs.)</b>
01	<b>EQUIPMENT AND CONSUMABLES CHARGES (A)</b>	
02	<b>MANPOWER CHARGES (B)</b>	
03	<b>Total (A+B)</b>	
04	<b>Service Charges ( percentage of A + B ) %</b>	
05	<b>Service charges (Amount)</b>	
06	<b>Grand Total per month</b>	

\* The above rates are inclusive of all taxes, including ESI contribution, EPF etc. but excluding service tax which shall be paid extra as and when becomes payable.

<b>Signature of the person</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Place</b>	
<b>Date</b>	