

REGISTERED WITH ACKNOWLEDGEMENT DUE

F. No.2-25/201-15/Estt/

Date : .02.2015.

Serial No. \_\_\_\_\_ Date \_\_\_\_\_

NOT TRANSFERABLE

ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, JUNAGADH 362 001

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS GOVERNING CONTRACT FOR THE HOUSE - KEEPING SERVICES  
AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH JUNAGADH

- A Cost of Tender Form Rs.1000/-(Rupees one thousand only) **IN PERSON or even if downloaded from website, payment of Rs.1000/-(Rupees one thousand only)** should be made in the form of Demand Draft (non-refundable).
- B Last date of sale of Tender Form is **03.03.2015 up to 1500 hrs**
- C The pre-bid conference will be held on **24.02.2015 at 1500 hrs**
- D Last date of receipt of Tenders in Office is **04.03.2015 up to 1500 hrs**
- E Tenders to be opened on **04.03.2015 at 1530 hrs**

NOTE : If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.

- F Tender to remain open for acceptance up to 90 days from the date of opening.

NOTE :

1. The Director, ICAR-Directorate of groundnut Research, Junagadh may at his discretion, extend this date by a fortnight and such extension shall be binding on Bidders.
2. If the date up to which the Tenders is to be opened for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.

INVITATION OF TENDER  
FOR THE HOUSE KEEPING SERVICES AT ICAR-DIRECTORATE OF GROUND  
RESEARCH, JUNAGADH 362 001

From : Administrative Officer,  
ICAR-Directorate of Groundnut Research,  
IV nagar Road P.O.Bag No.5  
Junagadh 362 001

To

Dear Sir(s),

Sealed Tenders are hereby invited for contract of **providing of House keeping service on Job/Service contract at ICAR-DGR, Junagadh**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.30,000/- (Rupees thirty Thousand only)** must be deposited in the form of demand draft/pay order payable to "ICAR Unit DGR, Junagadh". The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD will be refunded to the unsuccessful bidders' as early as possible whereas in the case of successful tender, EMD will be refunded after deposition of **Security Deposit of Rs.75,000/- (Rupees seventy five thousand) in form of Demand Draft.**

3. The bidder is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resign from his offer or modify the terms and conditions thereof. If the bidder fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-DGR Junagadh. In the event of the offer made by the bidder not being accepted, the amount of earnest money deposited by the bidders will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-DGR.

4. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Bidder. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Bidder will not be allowed otherwise the Tender will be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tender is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If Bidder does not accept the offer, after issue of letter of award by ICAR-DGR, Junagadh within 15 days, the offer made shall be withdrawn & Earnest money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tender and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Bidder.

8. The original copy of the Tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed " providing of House keeping service on Job/Service contract at ICAR-DGR, Junagadh" with address of this office and of the Bidder. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the office not later than 1500 hrs on 04.3.2015.

Tender received after the specified date and time for receipt of tender shall not be considered.

9. The rates quoted by each firm for job/House keeping service contract in Tender be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. The ICAR-DGR, Junagadh does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tender in whole or in part of the Tender. You are however at liberty to bid for the whole or any portion or to state in the Tender that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

11. **Security deposit of Rs.75,000/- (Rupees seventy five thousand only)** is to be deposited by the Selected Agency/Successful Bidder through Account payee Demand Draft only after receiving a communication from the DGR, Junagadh. In the event of non-deposition of the same, and non undertaking of contract the earnest money will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

12. No interest on security deposit and earnest money deposit shall be paid by the Council/Institute to the Bidder.

13. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Bidder, as per rules.

14. The Director, DGR, Junagadh reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Bidder.

15. Decision of the Director, DGR, Junagadh will be final for any aspect of the contract and binding to all parties. **Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.**

16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

17. **The following documents/vouchers are required to be enclosed** with the Tender documents:

- a) Registration certificate of the firm under the work contract of the appropriate authority [**Registration under Shop & Establishment Act, 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act**].
- b) **Three years continuous experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organization provide the details in enclosed tabular form [**page No. 15 of the document**].
- c) Certified Balance Sheet of the firm for last threeyear of the service contract by the Chartered Accountant.
- d) Duly certified copies of the satisfactory services where the Bidder is providing the services for the **last three years**.
- e) Employee EPF registration certificate issued by local govt. etc.
- f) Employee ESI registration certificate issued by local govt. etc.

- g) Nos. of workers registered under ESI & EPF separately along with their ESI & EPF contributions. Documentary proof of vouchers **[i.e. challan for last six months of previous financial year]** to be required and may be attached.
- h) Income Tax Permanent Account allotted by Income Tax dept.
- i) Service Tax No. allotted by Central Custom and Excise Dept. **[ please attach a copy of challan for last six months of previous financial year]**
- j) Only those firms will be considered for financial bid who will qualify in the technical bid.

**Note : (I) The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.**

**(II) Please attach a Photostat copy of the all documents mentioned against SI. No. 17 (a) to (j).**

LUQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to three times of the rate quoted for a specific job will be levied as liquidated damages for non-performance/partial performance/poor performance of the specific job assigned to the Agency for carrying out within the specified time/day.

2. Any misconduct/misbehavior on the part of the staff/supervisor engaged by the Agency will not be tolerated and such person(s) will have to be replaced immediately by the Agency and loss/damage caused, if any, shall be recovered from the Agency.

Yours faithfully,

Administrative Officer  
For and on behalf of the Director,

CHECK LIST REQUIRED TO BE SUBMITTED ALONG WITH TENDER DOCUMENTS:

Name of the Firm:

	E.M.D. for Rs.30,000/- furnished	
(a)	Registration certificate of the firm under the work contract of the Appropriate Authority. [Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/Or any other Act.] (Valid)	
(b)	Minimum turnover of the firm not less than Rs.20.00 lakhs (Rupees twenty lakhs) during the last financial year.	
(c)	<b>Last three years continues experience</b> of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the <b>details in enclosed tabular form [page No. 15 of the document]</b>	
(d)	Certified Balance Sheet of the firm for last three year of the service contract by the Chartered Accountant.	
(e)	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the <b>last three years.</b>	
(f)	Employee EPF registration certificate issued by local govt. etc.	
(g)	Employee ESI registration certificate issued by local govt. etc	
(h)	Nos. of workers registered under ESI & EPF separately. Along with their ESI & EPF contributions. Documentary proof of vouchers [ <i>i.e. challan for the last six month of previous financial year</i> ] to be required and must be attached.	
(i)	Income Tax Permanent Account Number allotted by Income Tax Deptt.	
(j)	Service Tax No. allotted by Central Custom and Excise Dept. [Please attach a copy of challan for the last six month of previous financial year]	
(k)	Only those firms will be considered for financial bid who will qualify in the technical bid	

TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF HOUSE KEEPING SERVICES AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, JUNAGADH

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Full Name & Address of the Bidder in addition to Post Box No., if any, should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address :

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From

To

The Administrative Officer,  
ICAR-Directorate of Groundnut Research,  
Iv Nagar Road P.O.Bag No. 5  
Junagadh 362 001

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **providing of House Keeping services at ICAR-DGR, Junagadh** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_ . The Schedules-I & II to accompany this Tenders are at pages \_\_\_\_\_

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of "ICAR Unit DGR, Junagadh, and payable at Junagadh is enclosed as earnest money required.

Yours faithfully,

Dated :

Signature & Seal of the Bidder  
Telephone No. Office  
Resi. Mobile

Witness

\_\_\_\_\_  
Address

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Signature of witness to contractor's signature

Address :

Name & Signature of Witness :

Address:

**SCHEDULE – I**

**SCHEDULE TO TENDERS**

**PART – I**

1. Name of the Firm/Agency
2. Full address with Post Box No.  
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)
  - a) Indian Companies Act, 1956
  - b) Indian Partnership Act, 1932  
(Please give names of partners)
  - c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
  - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration
  - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

**PART – II**

8. Earnest Money Deposited: Yes/No

**PART – III**

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting ICAR-DGR, Junagadh regarding the contract

Date

: \_\_\_\_\_

Place: \_\_\_\_\_

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Bidder.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF HOUSE KEEPING SERVICES AT ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, JUNAGADH

1. **Building and location:** Below mentioned office-cum-laboratory building, farm office, guest house, farmers training hostel, and residential quarters are located in ICAR-DGR campus, ivanagar road, P.B.no.5, Junagadh.

Sr. No.	Description	Office-cum-Lab	Farm section+ Recreation room* + canteen**+ Training hall <sup>s</sup>	Guest house	Training hostel	Residential quarters
1.	Storey	Four storied	Single storied	Single storied	Two storied	---
3.	Total room	77 nos. (un-numbered and partitioned room may be considered as part of numbered room)	7 + 1* + 1**+1 <sup>s</sup>	7+kitchen+dining hall	12+ kitchen+dining hall	Type-I: 04 Type-II: 08 Type-III: 14 Type-IV: 14 Type-V: 03
4.	Common toilet	10 nos.	01 nos.	01 nos.	01 nos.	--
5.	Attached toilet	02 nos.	01 nos.	07 nos.	12 nos.	--
6.	Corridor	04 nos.	01 nos.	01 nos.	02 nos.	--
7.	Stairs	02. nos.	---	--	01 no.	6+7+1= 14
8.	Vehicle Parking	--	01(two wheel) 01(four wheel)	----	---	4 (two wheel)
9.	Path & open area	Concrete floor in front of main office building and approach roads around the main office premises.	Open area in farm section with vehicle shade and approach road from two wheeler parking to farm section and annexae lab.	---	---	Approach roads connecting to quarters and main road from residential colony main gate to last junction of approach road to residential quarters.

2. Estimated man days for total services per day: 7

3. **Scope of Work:** As per Schedule-II

4. The work of providing of housekeeping services at ICAR-DGR, Junagadh shall have to be under taken without causing any damage to the ICAR-DGR properties. In case, any damage is caused by the mandays deployed by the contractor to do the work of cleaning/sweeping at ICAR-DGR, Junagadh the same shall be made good by the contractor.

5. The Agency/Firm shall not appoint any Sub-Contractor to carry out any obligations under this Contract.
6. The contractor has to carry out the work on needs basis. However the contractor shall carry out the contract work under the direct supervision/ instruction/ satisfaction of the Director or his nominee between **8.00 hrs. to 17.00 hrs.** The Contractor shall complete the job works within the stipulated time. However, in case, if he fails to complete the work entrusted to him within the stipulated time, the proportionate amount as per minimum wages act applicable at that time will be deducted from the monthly bill keeping in view the fact that had the contractor actually provided mandays to complete the work in time.
7. Payment for maintenance work will be made monthly upon submission of pre--received bill. However, the bill may be prepared with full details indicating all the charges separately keeping in view the actual requirement provided during the month.
8. **An earnest money of Rs. 30,000/-**(Rupees thirty thousand only) in the form of DD/Pay Order is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resile from the offer.
9. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of Housekeeping at ICAR-DGR, Junagadh shall be got done from other source at the expenses of the defaulting firm.
10. All essential items for cleaning/sweeping should be provided by the agency at their own cost such as Soft broom (phul jharu), Hard broom (sari jharu) Broom, Wiping cloth (pocha) with long handle, Table duster, acid, Phenyl Naphthalene balls, Road cleaning brush, Toilet cleaning brush, Buckets, Colin, Harpic, Liquid Detergent etc. of standard quality.
11. **The work at ICAR-DGR should be supervised by providing suitable personnel.**
12. After physical inspection of the site, a very detailed assessment/requirements of sweeping personnel for providing House Keeping services at the ICAR-DGR, Junagadh shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of mandays to be provided under the contract. No request for alteration in the rates once quoted will be permitted within one year.
13. The Agency/firm shall employ fresh, good and reliable workers (men) with robust health and clean record preferably within the age group of 21 to 50 years. The Agency/Firm shall be responsible for the conduct and decent behavior of its employees In case any employee of the Agency/Firm is found misbehaving with any staff of the Instituted, visitors, etc. or creating any disturbance to the peaceful atmosphere in the corridors, etc. the Agency/Firm shall withdraw them at their own risk and responsibility. The Agency/Firm shall therefore, issue necessary instruction to its employee to act upon the instructions given by the concerned officers of this Institute.

14. The rates to be quoted should include cost of each and every item including transportation cost, mandays prevailing minimum labour wages, material cost, etc. The ICAR-DGR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, Consumable items etc.
15. The Agency/Firm will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Agency/Firm shall indemnify and keep indemnified the ICAR-DGR, Junagadh from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR-DGR shall be final and binding on the contractor.
16. Income Tax will be deducted from the payments due for the work done as per rule.
17. The Agency/Firm shall be responsible to the Director of this Institute and other Officers nominated by him for the execution of the contract and for day to day cleanliness work in various rooms, toilets, corridors and other areas mentioned in the Schedule – II.
18. On proceeding on leave, etc. by the employee of the Agency/Firm, his substitute shall be posted immediately under intimation to this Institute without any additional charge or expenses. Changing of workers should be intimated to the Officer-in-charges, House Keeping.
19. The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, if required as per rules.

The Director, ICAR-DGR, Junagadh reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-DGR, Junagadh shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

## SCHEDULE-II

### SCOPE OF THE WORK REQUIRED HOUSE KEEPING SERVICE FOR THE VARIOUS POINTS DURING INSTITUTE WORKING HOURS AND WORKING DAYS

Sl. No.	Job Description
1	Cleaning & washing of all lavatories, water closets, wash basins, urinals and doors etc.
2	Sweeping of floors of office/ room/ laboratory including outer window seal (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); museum, training hall, canteen, recreation club, parking (two & four wheelers - 1 each), open area in farm section with vehicle shade; reception area with counter, auditorium, conference hall & committee room (with furniture) and terrace etc. on need based.
3	Mopping/wiping of floors of office/ room/ laboratory (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); museum, training hall, canteen, recreation club, parking (two & four wheelers - 1 each), open area in farm section with vehicle shade, reception area with counter, auditorium, conference hall & committee room and terrace etc. on need based.
4	Sweeping of <b>concrete floor</b> in front of main office building and approach roads <b>around</b> the main office premises.
5	Cleaning of pits from bottom of all residential quarters, office buildings and guest house etc.) after inspecting the size of the pit.
6	Collection of garbage from the residential quarters including Type I and its disposal at a place identified for the purpose. Sweeping of staircase and roads in front of each residential building, parking stands, approach roads connecting to quarters and main road from colony main gate to last junction of approach road.
7	Cleaning of small septic tank/chambers in quarters, office buildings, guest house, hostels and farm section etc.
8	Cleaning of big sewerage chambers in quarters, office buildings, guest house, hostels and farm section etc.
9	Sweeping of approach road from two wheeler parking to farm section and annexae laboratory as and when required.
10	Cleaning of glass doors, wooden doors and windows (both sides) as and when needed. Windows/ doors separated with masonry wall will be considered a separate window/door (irrespective of the size)
11	Cleaning of fans/ tube lights/ lamps
12	Cleaning and removal of webs from office/ room/ laboratory (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); museum, training hall, canteen, recreation club, parking (two & four wheelers - 1 each), reception area with counter, auditorium, conference hall & committee room etc. on need based.
13.	Cleaning of residential quarters, on occasion of vacation / occupation etc. on need based.

Note:-Additional man days have also to be provided during the important meetings /functions as and when required. No extra payment will be made on this account.

**Details of the Minimum 3 years experience/work done.**

Sl. No.	Name of the Deptt ./ Organisation & Name of contact Person with Ph. No.	Period		No. of Manpower deployed	Remarks
		From	To		

**(Authorised Signatory)**

**FINANCIAL BID :-**

(This financial bid to be enclosed in a separate envelop with seal)

**Last date for receipt of Tender** : \_\_\_\_\_ **UP TO** \_\_\_\_\_ **PM**  
**Date of opening of Financial Bid** : \_\_\_\_\_ **AT** \_\_\_\_\_ **PM**

**To,**  
The Administrative Officer,  
ICAR-Directorate of Groundnut Research,  
Iv Nagar Road, P.O.Bag No.5,  
Junagadh 362 001  
Sir,

I/We wish to submit our Tenders for **providing the House Keeping Services at DGR, Junagadh** on contract basis, on the following rates

**SCOPE OF JOB WORK**

Sl. No.	Job Description	Area	Rates (in rupees)/unit ( to be quoted both figures and words)	
			Figures	Words
1	Cleaning & washing of all lavatories, water closets, wash basins, urinals and doors etc.	Each lavatory/day (Irrespective of no. of cleaning times)		
2	Sweeping of floors of office/ room/ laboratory including outer window seal (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); museum, training hall, canteen, recreation club, parking (two & four wheelers - 1 each), open area in farm section with vehicle shade; reception area with counter, auditorium, conference hall & committee room (with furniture) and terrace etc. on need based.	Each room or item /day By name or no. of room (un-numbered and partitioned room may be considered as part of numbered room)		
3	Moping/wiping of floors of office/ room/ laboratory (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos., farmer's hostel-1 nos.); museum,	Each room or item /day By name or no. of room (un-numbered and partitioned room may be considered as part of numbered room)		

	training hall, canteen, recreation club, parking (two & four wheelers - 1 each), open area in farm section with vehicle shade, reception area with counter, auditorium, conference hall & committee room and terrace etc. on need based.			
4	Sweeping of <b>concrete floor</b> in front of main office building and approach roads <b>around</b> the main office premises.	Lump sum / day		
5	Cleaning of pits from bottom of all residential quarters, office buildings and guest house etc.) after inspecting the size of the pit.	Lump sum/one time		
6	Collection of garbage from the residential quarters including Type I and its disposal at a place identified for the purpose. Sweeping of staircase and roads in front of each residential building, parking stands, approach roads connecting to quarters and main road from colony main gate to last junction of approach road.	Lump sum / day		
7	Cleaning of small septic tank/chambers in quarters, office buildings, guest house, hostels and farm section etc.	Per small chamber / one time		
8	Cleaning of big sewerage chambers in quarters, office buildings, guest house, hostels and farm section etc.	Per big chamber / one time		
9	Sweeping of approach road from two wheeler parking to farm section and annexae laboratory as and when required.	Lump sum/day		
10	Cleaning of glass doors, wooden doors and windows (both sides) as and when needed. Windows/ doors separated with masonry wall will be considered a separate window/door (irrespective of the size)	Per door or window/one time		
11	Cleaning of fans/ tube lights/ lamps	Per item/one time		
12	Cleaning and removal of webs from office/ room/ laboratory (in main office building, farm section, guest house, farmer's hostel); corridors (in main office building – 4 nos., farm section- 1 no., guest house - 1 no., farmer's hostel-2 nos.); stairs (in main office building – 2 nos.,	Each room or item /one time By name or no. of room (un-numbered and partitioned room may be considered as part of numbered room)		

	farmer's hostel-1 nos.); museum, training hall, canteen, recreation club, parking (two & four wheelers - 1 each), reception area with counter, auditorium, conference hall & committee room etc. on need based.			
13	Cleaning of residential quarters, on occasion of vacation / occupation etc. on need based.	Each /one time		

Present rate of Service Tax is 12%. I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature\_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No.\_\_\_\_\_ Mobile No.\_\_\_\_\_

Date\_\_\_\_\_

Signature of the Agency/Firm or his representative