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भारत सरकार

Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics and Programme Implementation

नेशनल सेम्पल सर्वे कार्यालय (क्षे.सं.प्र.)

National Sample Survey Office (Field Operations Division)

बी-ब्लॉक, प्रथम तल, संजय काम्पलेक्स जयेन्द्रगंज ग्वालियर म.प्र.प

जी-20011/सफाई कर्मी/सामान्य/म.प्र.प./2019-20

दिनांक 24.04.2019

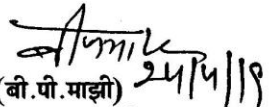
**विषय:-क्षेत्रीय कार्यालय ग्वालियर तथा उपक्षेत्रीय कार्यालय उज्जैन, रतलाम, एवं शिवपुरी में साफ सफाई सेवाओं हेतु निविदाएं का आमंत्रण ।**

क्षेत्रीय कार्यालय ग्वालियर तथा उपक्षेत्रीय कार्यालय उज्जैन, रतलाम एवं शिवपुरी कार्यालयों में साफ सफाई सेवाओं हेतु प्रतिष्ठित एजन्सी से सील बन्द लिफाफे में निविदाएं आमंत्रित की जाती है। निविदा निर्धारित प्रपत्र में होनी चाहिए। निविदा एक सील बंद लिफाफे में जिसके ऊपर "Tender for providing sweeping/cleaning services at NSSO(FOD) RO Gwalior" अंकित हो प्रेषित की जानी चाहिए। निविदा के साथ EMD के रूप में ₹ 20000/- (बीस हजार मात्र) का Demand draft सहायक निदेशक NSSO (FOD), Gwalior के पक्ष में देय हो संलग्न होना चाहिए। बिना EMD के Quotations स्वीकार नहीं किया जायेगा। Quotations कार्यालय प्रमुख, NSSO (FOD), B-Block, 1<sup>st</sup> Floor, Sanjay Complex, JayendraGanj, Lashkar, Gwalior- 474009 की सम्बोधित होने चाहिए। इस निविदा से सम्बंधित प्रमुख तिथियां इस प्रकार है।

(1)	निविदा दस्तावेज जारी किए जाने की तिथि	:	25/04/2019
(2)	निविदा प्राप्त होने की अंतिम तिथि एवं समय	:	17/05/2019 up to 06.00 PM
(3)	Technical Bid खोले जाने की तिथि एवं समय	:	18/5/2019 at 11AM
(d)	Financial bid खोले जाने की तिथि एवं समय	:	बाद में अलग से सूचित किया जाएगा
(e)	निविदा खोलने का स्थान	:	नेशनल सेम्पल सर्वे कार्यालय (क्षे.सं.प्र.) बी-ब्लॉक, प्रथम तल, संजय काम्पलेक्स जयेन्द्रगंज ग्वालियर म.प्र.प ग्वालियर
(f)	Pre bid consultation session	:	29 <sup>th</sup> अप्रैल 2019, 11:30 AM नेशनल सेम्पल सर्वे कार्यालय (क्षे.सं.प्र.) बी-ब्लॉक, प्रथम तल, संजय काम्पलेक्स जयेन्द्रगंज ग्वालियर म.प्र.प ग्वालियर

निर्धारित तिथि एवम समय के उपरान्त प्राप्त Quotations पर विचार नहीं किया जायेगा।

Tender document [www.mospi.gov.in](http://www.mospi.gov.in) पर उपलब्ध है।

  
(बी.पी. माझी) 24/4/19

सहायक निदेशक एवं कार्यालय प्रमुख  
बी.पी. माझी / B.P. MAJHI  
सहायक निदेशक / Assit. Director  
NSSO (FOD) म.प्र.प. ग्वालियर

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Ministry of Statistics and Programme Implementation

नेशनलसैम्पलसर्वेकार्यालय (क्षे.सं.प्र.)

National Sample Survey Office (Field Operations Division)

बी-ब्लॉक, प्रथमतल, संजय काम्पलेक्स जयेन्द्रगंज ग्वालियर म.प्र.प.

No.G-20011/Cleaning Services/MPW/2019-20

Date: 24.04.2019

**Sub: Quotations for engaging a registered agency for providing Sweeping & Cleaning Services (Safaiwalas) in NSSO (FOD) RO, Gwalior and its SROs at Ujjain, Ratlam and Shivpuri.**

Sealed quotations are invited from reputed Agencies for providing Sweeping & Cleaning Services (Safaiwalas) at NSSO (FOD) RO, Gwalior and its SROs located at Ujjain, Ratlam & Shivpuri. The quotations should be submitted in the formats enclosed.

2. The quotations should be submitted in a sealed envelopesuper scribed as” **Tender for Sweeping & Cleaning Services in NSSO (FOD) RO, Gwalior and at SROs Ujjain, Ratlam and Shivpuri.**

The quotations must accompany an Earnest Money Deposit of Rs20,000/-(Rs Twenty Thousand only) in the form of a **Demand Draft** drawn in favor of Assistant Director, NSSO (FOD) Gwalior. The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to **the Head of Office, NSSO (FOD), B-Block, 1<sup>st</sup> Floor, Sanjay Complex, JayendraGanj, Lashkar, Gwalior-474009.**

3. The various crucial dates relating to “Tender for SWEEPING SERVICES at NSSO (FOD) RO, Gwalior and SROs Ujjain, Ratlam and Shivpuri” are cited as under:

(a)	Date of issue of Tender Documents	:	25 <sup>th</sup> April 2019
(b)	Last date and time for submission of Tender Documents:	:	17 <sup>th</sup> May 2019 up to 6:00 PM
(c)	Date and time for opening of Technical Bid	:	18 <sup>th</sup> May 2019 at 11.00AM
(d)	Date and time for opening of Financial Bid	:	At a later stage which shall be communicated separately to the technically qualified bidders.
(e)	Place of opening of technical & financial bids	:	NATIONAL SAMPLE SURVEY OFFICE (FOD), B-Block, 1 <sup>st</sup> Floor, Sanjay Complex, JayendraGanj, Lashkar, Gwalior-474009
(f)	Pre bid consultation session	:	29 <sup>th</sup> April 2019, NATIONAL SAMPLE SURVEY OFFICE (FOD), B-Block, 1 <sup>st</sup> Floor, Sanjay Complex, Jayendra Ganj, Lashkar, Gwalior-474009

4. The quotations submitted after the stipulated time and date will not be entertained.

**The tender document is available at [www.mospi.gov.in](http://www.mospi.gov.in)**

*(Signature)*  
24/4/19

(B.P. Majhi)

Head of Office

बी.पी. माझी / B.P. MAJHI  
सहायक निदेशक / Asstt. Director  
NSSO (FOD) म.प्र.ब. ग्वालियर

**Tender Document No. G-20011/Cleaning Services/MPW/2019-20**

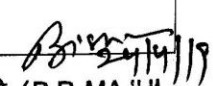
Sealed tenders are invited under Two Bid System, i.e. (Part-1 Technical Bid and part-2 Financial Bid) from reputed, experienced and financially sound Manpower Agencies to provide manpower for sanitation (Sweeping/Cleaning) 'Safaiwalas' services at National Sample Survey Office (Field Operations Division), B-Block, 1<sup>st</sup> Floor, Sanjay Complex, JayendraGanj, Lashkar, Gwalior -474009 [hereinafter called NSSO (FOD)] and its sub Regional Offices located at Shivpuri, Ratlam & Ujjain.

**A. SCOPE OF THE WORK**

**1. SWEEPING/ CLEANING:-**

Cleaning the entire premises which include office rooms/halls, verandas/corridors, Toilet and lavatories both Gents and Ladies located in the office premises. The scope will also include proper collection/disposal of the garbage/waste/dirt material as per the procedures of the local authority. Detailed scope of the work is as under:-

Sl No.	Description of work	Periodicity	Remarks
(i)	Sweeping and cleaning of all floors.	Thrice Daily	Using cleaning powder and wipe-out for floors
(ii)	Dusting and cleaning of tables, chairs, filing, cabinets, sofas curtains and blinds, library books racks;	Once Daily	Conventional way of cleaning(including vacuum cleaning of upholstery)
(iii)	Cleaning of all computers, telephone instruments, photocopiers and other office equipments in the office premises.	Once Daily	Using fine cotton cloth
(iv)	Cleaning Gents and Ladies toilets and wash basins with fittings, mirrors etc.;	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality of liquid/hands wash daily. Cleanliness of containers should be maintained, good quality air freshener to be added in sufficient no. for urinals and wash basins.
(v)	Cleaning choked toilets;	As and when required	Conventional way of cleaning,
(vi)	Cleaning of notice board, nameplates, key boxes, etc.;	Daily	Conventional way of cleaning,
(vii)	Cleaning of fans, bulbs, tube lights, windows, doors, glass panels, partitions of cabins, A/C outlets, cobwebs, etc.;	Once in a week	Conventional way of cleaning,
(viii)	Cleaning of committee Room and Conference Room	Once in a week	Conventional way of cleaning,
(ix)	Collection/ Disposal of garbage from dustbins/ containers;	Twice daily	Collection through dustbins located at different positons in the offices premises

  
 बी.पी. माझी / B.P. MAJHI  
 सहायक निदेशक / Asst. Dir  
 NSSO (FOD) म.प्र.पं. ग्वाळी

(x)	Upkeep of the building (including cleaning of terrace/corridor/staircase/verandas/ Window panes of all the floors etc.)	As and when required	
(xi)	Cleaning Window glass panel	Once in a Month	
(xii)	Miscellaneous Work like fogging in the office premises	As and when required	

**Apart from the above, the NSSO (FOD) can assign any type of job in the office premises related to sanitation and cleaning etc**

### **B. ELIGIBILITY CRITEREA**

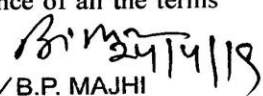
Agency/Proprietary/Firm/Partnership Firm/Company which fulfills the following eligibility criteria need to submit their bids and failure to provide necessary documents will render the bid disqualified on technical grounds:

- The manpower supplying agency should have its Registered Head Office at Gwalior and have been in existence for a period not less than 2 years and having annual turnover of Rs. 25 lakh during the last 2-3 financial years.
- It should have been registered under Relevant Act and a copy each of the registrations shall be attached with the bid.
- It should have PAN/TIN and Sales Tax/ Goods & Service Tax Registration (proof in this regard may be attached with the bid).
- It should be registered under EPFO & ESI.
- It should not have been **blacklisted** by any Government Organization/PSU. Undertaking in this regard is to be furnished.
- It should have experience of at least 3 years with Central Govt/State Govt/Central Autonomous bodies.
- The bidders must have successfully completed minimum 1-2 contract jobs of providing Safaiwalas under the respective contract for Govt organizations/Education Institutions / reputed Private firms during the last 2 years.

### **C. INSTRUCTIONS TO TENDERERS**

The Tender should be addressed to the Head of Office, NSSO (FOD) NATIONAL SAMPLE SURVEY OFFICE (FOD), B-Block, 1<sup>st</sup> Floor, Sanjay Complex, Jayendra Ganj, Lashkar, Gwalior M.P. -474009

- The Tenderers are required to submit one Technical and Financial Bid as per prescribed proforma in Section-E and F. The Technical Bid should be submitted in a separately sealed envelope super scribed "**Technical Bid for Sweeping & Cleaning Service in NSSO (FOD)**". The Financial Bid should be submitted in a separately sealed envelope super scribed "**Financial Bid for Sweeping & Cleaning Services in NSSO (FOD)**". All the two sealed envelopes should be put in another big sealed envelope super scribed. "**Tender for Sweeping & Cleaning Services in NSSO (FOD)**". Financial Bid shall be opened only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.
- The Tenderer are advised to visit the NSSO (FOD) Office premises located at Gwalior, Shivpuri, Ratlam & Shivpuri, before submitting their tender bid.
- Tenderers should sign at each page of the documents confirming the acceptance of all the terms and conditions.

  
 बी.पी. माझी / B.P. MAJHI  
 सहायक निदेशक / Assst. Director  
 NSSO (FOD) म.प्र.रा. ग्वालियर

4. Tenders received after due date & time(17/5/2019 up to 6pm) shall not be entertained. The office shall not be responsible for any postal delay.
5. Tenderers are advised to attend the pre-bid consultation session and clear their doubts, in case, they have any, during the pre-bid consultation session. No doubts/queries will be entertained afterwards. The office shall not be responsible for any misinterpretation of the provisions of the tender document, on part of the firm/agency. The agencies/firms are advised to carefully go through the tender document before submitting bids to avoid disqualification at later stage.
6. The eligible MSEs seeking exemption for EMD, annual turnover & experience are instructed to submit self certified Udyog Aadhar certificate(clearly mentioning the date of validity) issued by the competent authority, as per extant rules, failing which they will not be granted any exemption. In case it is found that the certificate is fake or forged either at the stage of technical evaluation or after the award of the contract, the bid/contract will be rejected/cancelled besides initiating legal action against the defaulting agency.
7. **The tenderers are advised to carefully go through the tender document and ensure that they meet the eligibility criteria & are in position to comply with the terms & conditions to avoid rejection at later stage. They are also advised to enclose all the necessary documents/EMD/certificate/formats for technical & financial bids etc at the time of submission of tender to avoid rejection at the time of technical/financial evaluation of bids.**
8. The tenderers are advised not to put the financial bid in the envelope earmarked for technical bid, otherwise their tender will be rejected.
9. The representatives of the bidders who wish to attend bid opening should bring authorization letter written on the letter head of the respective Agency/firm

**D. TERMS & CONDITIONS**

1. The persons to be deployed by the service provider as Safaiwalas should be in the age group of 18-40 years, active and having good health and should be at least semi-literate.
2. The Agency will have to employ trained civilians as Safaiwalas , who have at least one year of experience in cleaning of bathrooms, toilets, open areas/ carpet areas with electronic gadgets, garbage collection etc.
3. The contractor shall ensure:
  - (a). That the safaiwalas do not smoke in the office premises;
  - (b). That any specific sanitation task assigned by the NSSO (FOD) or any officer authorized by the administration is carried out diligently and well in time;
  - (c). That before using any equipment/appliances or material and products of sanitation, it is having the approval of the NSSO (FOD).
  - (d). That the salary/wages shall be distributed in full as settled between the contractor and the workers duly keeping the view the contract signed between the contractor and the NSSO (FOD).
4. For Safaiwalas, the working hour would normally be of 8 ½ hours (0800 hrs to 1630 hrs ) per day including half an hour lunch break from Monday to Saturday ( 6 days) with weekly off on Sunday. However, the Agency shall depute workers on holidays/weekly offs in case of need.
5. The cleaning materials should be provided by the Agency as per the list enclosed in **Annexure-1**. The cleaning materials should be of high quality and according to the brand and specification approved by the NSSO (FOD).
6. NSSO (FOD) will have the right to adopt any measures / setup system for ensuring proper performance of duty of Safaiwalas deployed by the contractor including their being in proper uniforms, punctuality, discipline etc.

बी.पी. माझी / B.P. MAJHI  
 सहायक निदेशक / Asst. F  
 NSSO (FOD) म.प्र. व. ट



7. Initially NSSO (FOD) may require 04 (Four) Safaiwalas (one each for Gwalior, Shivpuri, Ratlam & Ujjain) for sweeping and cleaning Services. Their strength may increase or decrease as per the requirement of NSSO (FOD).

8. Payment shall be made on monthly basis on receipt of a bill from the contractor in duplicate, duly pre-receipted on revenue stamp and complete in all respect. **No advance payment in any case would be made.** The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate at satisfactory completion of the work has to be given and certified by the Officer / Caretaker, NSSO (FOD) on the monthly payment bill. The payment would be based on actual attendance.

9. The period of contract shall initially be for a period of one year from the date of awarding the contract extendable for another year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. NSSO(FOD) also reserves the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.

10. The service provider shall be contactable at all times and message sent by Tel / E-mail / Fax / Special Messenger from the office to the service provider shall be acknowledged within 2 hours on the same day.

11. The persons engaged by the agency should not have any adverse Police records / criminal cases against them. The agency would be responsible to make adequate enquiries about the character and antecedents of the persons before proposing deployment their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before deployment. Proof of identity like driving license, Election photo Identity Card, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the NSSO(FOD). The Service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from NSSO(FOD).

12. If any of the Contract workers is found misbehaving with the supervisory staff or any other Staff member/Trainees of the NSSO (FOD), the contractor shall, on receipt, of instruction of the competent authority in this regard, replace such workers. The Contractors shall issue necessary instructions to its employees to act upon the instructions given by the supervisory Staff of NSSO (FOD).

13. The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by NSSO (FOD) on this account.

14. The contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of **ESI & EPF** towards the persons deployed at NSSO (FOD) in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of proof of payment by the contractor.

15. The contractor shall particularly abide by the provisions of Minimum Wages Act (Central Sphere), 1948 as notified by M/o Labour & Employment, Govt of India, from time to time. If the minimum wages are revised by the Government of India, the incremental wages, if applicable, will be provided.

16. The Earnest Money Deposit (EMD) (Bid Security) of Rs 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft from a commercial bank, drawn in favor of "Asstt. Director NSSO (FOD) Gwalior" should be enclosed with the tender. The EMD should remain valid for a period of **forty- five days** beyond final bid validity period. **The tender received without EMD would be summarily rejected. EMD will be exempted for eligible MSEs on production of self certified Udyog Aadhar certificate issued by a competent authority.** The earnest money will be returned on completion of the tender process.

बी.पी. माझी / B.P. MAJHI 24/9/19  
सहायक निदेशक / Asstt. Director  
NSSO (FOD) म.प्र.पं. ग्वालियर

17. It is mandatory for the successful tenderer to submit Performance Security Deposit amounting to 10% of the total contract value for the one year in the form of Bank Guarantee/Fixed Deposit Receipt/ Demand Draft of in favor of Asstt. Director NSSO (FOD) Gwalior as **Performance Security**. The Security Deposit should be valid beyond 60 days of the period of the contract. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.

18. The successful Agency will be required to execute an agreement with NSSO (FOD) within the period specified in the award letter. In case the successful agency fails to enter into the agreement with NSSO (FOD) within the specified date mentioned in the award letter, the EMD deposited by such Agency shall forfeited without giving any further notice.

19. There is no **master and servant** relationship between the employees of the service provider and the NSSO (FOD) and further the engaged persons of the service provider shall have no claim for any absorption in service of the Government of India at any stage.

20. The NSSO (FOD) reserves the right to accept or reject any or all tenders without assigning any reason.

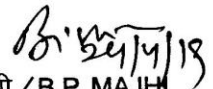
21. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.

22. Unsatisfactory performance of contract at any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.

23. **PENALTY CLAUSE:** - In case of any irregularities noticed, the penalty amount will be levied by NSSO (FOD) up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will, make the agency liable for cancellation of contract with forfeiture of the Security Deposit.

24. **ARBITRATION CLAUSE:** - In case of any disputes between the parties viz. NSSO (FOD) on one hand and the agency/firm who is awarded the Contract on the other, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred on an Arbitrator as per Arbitration and Reconciliation Act 1996 in M.P. Gwalior jurisdiction or as per the directions of the M/o Statistics & Programme Implementation, Govt of India.

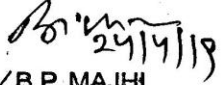
25. **Evaluation Criteria:** - The Technical bids will be scrutinized on the basis of Eligibility Criteria as mentioned in Section-B. Financial bids will be opened only for the technically qualified (responsive tender) bids. L1 (Lowest Responsive Bid) would be decided on the basis of monthly expenditure taken together on Safaiwalas, charges for cleaning materials changes for cleaning window glass panel etc.

  
 बी.पी. माझी / B.P. MAJHI  
 सहायक निदेशक / Asstt. Director  
 NSSO (FOD) म.प्र.घ. ग्वालियर

**List of Documents to be enclosed with the tender document:**

1. Earnest Money Deposit in the form of Bank Draft.
2. Attested copy of valid Registration No. of the Agency issued by the appropriate authority.
3. Attested copy of PAN Card under Income Tax Act.
4. Attested copy of valid Service Tax/GST registration certificate.
5. Attested copy of Registration and License No. of the Agency under Contract Labour (Regulation & Abolition) Act.
6. Attested copy of registration under EPFO.
7. Attested copy of registration under ESI.
8. Proof of at 1-2 successfully carried out sweeping/cleaning contracts during the last 2 years in Govt./Semi-Govt./Central Autonomous bodies/reputed firms/educational institutions.
9. Proof of three years experience with the Govt/State-Govt/Central Autonomous bodies.
10. Proof of annual turnover duly certified by the Chartered Accountant, for the last 2 financial years.
11. An undertaking that the agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.
12. Self certified Udyog Aadhar certificate issued by the competent authority, for seeking exemption from EMD, annual turnover & experience. (for eligible MSEs only)

**Note: The firm/agency is advised to ensure that all the documents/bid formats are duly enclosed with the tender document else their tender may be rejected.**

  
बी.पी. माझी / B.P. MAJHI  
सहायक निदेशक / Asst. Director  
NSSO (FOD) म.प्र.पं. ग्वालियर



**E. PROFORMA FOR TECHNICAL BID**

1. Name of Agency :
2. Name of Proprietor/ Director  
of the agency :
3. Full Address of Reg. Office :
- a) Telephone No. :
- b) FAX No. :
- c) E-Mail Address :
4. Registration & License No. of the  
Agency under Contract labour  
(Regulation & Abolition) Act, 1972  
(Attach attested coy of the Reg.) :
5. PAN/TIN No of the Agency  
(Attach attested copy of the Reg.Certificate) :
6. Service Tax/GST Registration No  
(Attach attested copy of the Reg.Certificate) :
7. EPF Registration No.  
(Attach attested copy of the Reg.Certificate) :
8. E.S.I. Registration no.  
(Attach attested copy of the Reg.Certificate) :
9. Demand Draft of requisite Earnest Money(Detail):
10. Financial turnover of the Agency for the last 2 years  
(Copy of the turnover statement of last two years duly  
Certified by Chartered Accountant to be attached

Financial Year	Amount (in Rs.)	Remarks if any
2017-18		
2018-19		

*B.P. MAJHI*

बी.पी. माझी / B.P. MAJHI  
सहायक निदेशक / Asstt. Director  
NSSO (FOD) म.प्र.पं. ग्वालियर

11. Details of successfully completed sweeping/cleaning contracts(along with proof) with Central Government/State Government/PSUs/Reputed Private Firms/Education Institutions, handled by the Agency for providing manpower during the last two years in the following format :

S. No	Details of client along with address, telephone and FAX number	Amount of Contract (in Rs.)	Duration of Contract		Nature of contract	
			From	To	Type of man power provided	No. of persons deployed
1						
2						
3						

(If the space provided is insufficient, a separate sheet may be attached)

- I,.....Son/Daughter/ Wife of Shri .....  
Proprietor/Director/Authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 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.

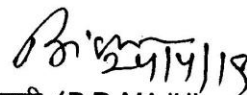
Signature of authorized person

Full name: \_\_\_\_\_

Place:

Seal:

Date:

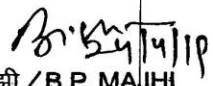
  
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**F. PROFORMA FOR FINANCIAL BID**

- (a) The Contractor is advised to visit the Head of Office, NSSO (FOD), B-Block, 1<sup>st</sup>Floor, Sanjay Complex, JayendraGanj, Lashkar, Gwalior – 474009  
Following information may be used while calculating the cost of cleaning material and other items.

**1 Facilities**

Office	Ground Floor	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	3 <sup>rd</sup> Floor
1.Regional Office 1 <sup>st</sup> Floor, B-Block, Sanjay Complex, JayandraGanjLashkar Gwalior M.P. 474009	0	Entire Office premises Wash Room-Urinal, Wash Basin Western Style- Indian Style Office equipment Computer,photocopy machines etc. as per the scope of the work mentioned in the tender document Area 2753 Sq. feel.	0	0
2.S.R.O Shivpuri MIG 6-7 M.P. Housing Board Jhansi Road DeendayalPrum,Shivpuri PIN 473551	Entire Office premises Wash Room,Urinal ,Wash Basin Western style-Indian Style-including office furniture, Equipment Computer etc. as per the scope of the work mentioned in the tender document Area 192 Sq. Met.	0	0	0
3.S. R .O .Ujjain 20 H.X.HIG Laxmi Nagar, Ujjain (M.P.) PIN 456010	Entire Office premises Wash Room-Urinal, Wash Basin Western Style-Indian Style-including office furniture, Equipment Computer etc. as per the scope of the work mentioned in the tender document Area 108 Sq. Met	Entire Office premises Wash Room- Urinal, Wash Basin Western Style- Indian style-including office furniture Equipment Computer etc. as per the scope of the work mentioned in the tender document Area 108 Sq. Met.	0	0
4.S.R.O. Ratlam No. 71, J Block, Type- A, Block	0	Entire Office premises Wash	0	0

  
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No.A-1 Rajeev Gandhi civic Centre 1 <sup>st</sup> floor Ratlam, M.P.PIN 457001		Room-Urinal wash Basin Western Style- Indian style- including office furniture, Equipment Computer etc. as per the scope of the work mentioned in the tender document Area 98 Sq. Met.		
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2. There are about 25 Windows at NSSO Gwalior, 10 Windows at SRO Shivpuri, 8 windows at SRO Ujjain and 4 windows at SRO Ratlam.

### Price Bid

S.No	Description	Rate per month/safaiwala (Rs.) (Safaiwalas)	
		Gwalior & Ujjain(Area B)	Ratlam & Shivpuri(Area C)
	<b>MANPOWER</b>		
(i)	Basic pay (to be paid to the worker)		
(ii)	ESI (mention%)		
(iii)	EPF(mention%)		
(iv)	Service Charge on the Basic Pay (mention in %) @		
(v)	Total [ (i) to (iv) ]		
(vi)	Service Tax (mention%)		
(vii)	TOTAL (v+vi)		

@ In case of Nil charges/consideration, the bid shall be treated as unresponsive and will not be considered, vide Ministry of Finance OM No. 29 (1)/2014-PPD dated 28.01.2014

Description	Rate Per Month (Rs.) for all the 4 offices
Change for cleaning material as per the list and aids, garbage gunny bags and bins and any other item (s) that may be required for fulfillment of the contract.	

Description	Rate Per Month (Rs)for all the 4 offices
Changes for Cleaning Window glass panel once in a month.	

Date & Place


Signature of the authorized person  
with Name & Company's Seal

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SL.NO.	ITEMS
1	Acid
2	Brasso
3	Liquid Soap Floor Wash
4	Dettol
5	Flush Clean Mat
6	Floor Duster
7	Hand Duster
8	Hard Broom
9	Harpic (Liquid)
10	Hit Cockroach
11	Phenyl
12	Naphthalene Ball Scented
13	Room Freshener
14	Soft Broom
15	Yellow Duster
16	PVC scrubber
17	Coir Brush Round
18	Liquid Perfumed hand wash
19	Cleano sanitizer
20	Mops-Floor Duster
21	Teepol
22	Thinner
23	Dustbin with lid
24	Wipers
25	Cob wed removers
26	Mansion floor polish
27	Finit with pump
28	Gunny Bag
29	Any other items required for cleaning

Date &amp; Place

Signature of the authorized person  
With Name & Company's seal

  
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 सहायक निदेशक / Asstt. Director  
 NSSO (FOD) म.प्र. खा.नि.स.