

सेवा में,

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विषय: एन.एस.एस.ओ.(क्षे.स.प्र.) क्षेत्रीय कार्यालय, जयपुर के अधीनस्थ कार्यालयों में अनुबंध के आधार पर सफाईकर्मियों की सेवाओं के लिए मुहरबंद निविदाएं आमंत्रित करने के क्रम में ।

महोदय,

राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षेत्र संकार्य प्रभाग) के विभिन्न कार्यालयों यथा जयपुर स्थित क्षेत्रीय कार्यालय व अलवर, कोटा व श्रीगंगानगर स्थित उपक्षेत्रीय कार्यालयों में अनुबंध के आधार पर कुल 4 सफाईकर्मियों की सेवाओं हेतु प्रतिष्ठित पंजीकृत एजेंसियों से मुहरबंद निविदाएं आमंत्रित की जाती हैं । इन 4 सफाईकर्मियों में से प्रत्येक स्थान पर एक-एक सफाईकर्मी की तैनाती की जाएगी। प्रत्येक स्थान के लिए निर्धारित प्रोफोर्मा में अलग अलग कोटेशन प्रस्तुत किये जाएं। इन सेवाओं को उपलब्ध कराने के लिए नियम और शर्तों की प्रति संलग्न है ।

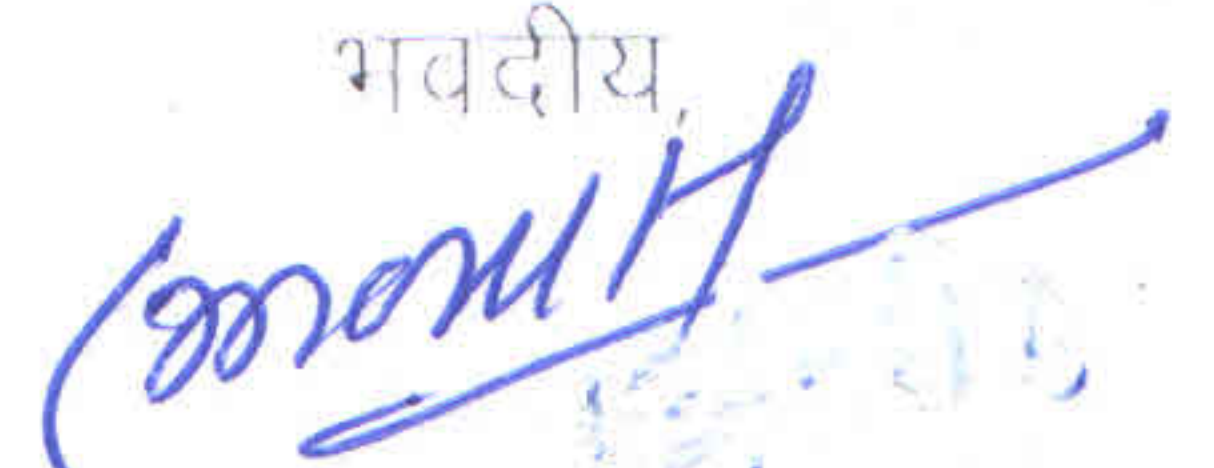
प्रत्येक कोटेशन संलग्न प्रारूप में भरकर सीलबंद लिफाफे में लिफाफे के उपर "राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय, क्षेत्रीय कार्यालय, जयपुर हेतु अनुबंध के आधार पर सफाईकर्मियों सेवाओं के लिए कोटेशन" व इसी प्रकार अन्य स्थानों यथा अलवर, कोटा, श्रीगंगानगर में सफाईकर्मियों सेवाओं के लिए कोटेशन" लिखकर प्रेषित की जानी है ।

प्रत्येक स्थान पर स्थित कार्यालय के लिए दिये गए कोटेशन के साथ अमानत राशि रूपये 3000/- (रूपये तीन हजार मात्र) का अलग-अलग डिमांड ड्राफ्ट "डीडीओ, एनएसएसओ.(एफओडी), जयपुर" के पक्ष में देय होगा । अमानत राशि जमा (ईएमडी) के बिना प्रस्तुत कोटेशन सरसरी तौर पर खारिज कर दिया जाएगा । कोटेशन कार्यालय अध्यक्ष, एनएसएसओ. (एफओडी.), क्षेत्रीय कार्यालय, 70/149-154, पटेल मार्ग, मानसरोवर, जयपुर को प्रेषित करना होगा ।

एन.एस.एस.ओ.(क्षे.स.प्र.) क्षेत्रीय कार्यालय, जयपुर के अधीनस्थ कार्यालयों के लिए सफाईकर्मियों सेवाओं से संबंधित कोटेशन की महत्वपूर्ण तिथियाँ निम्नानुसार होंगी ।

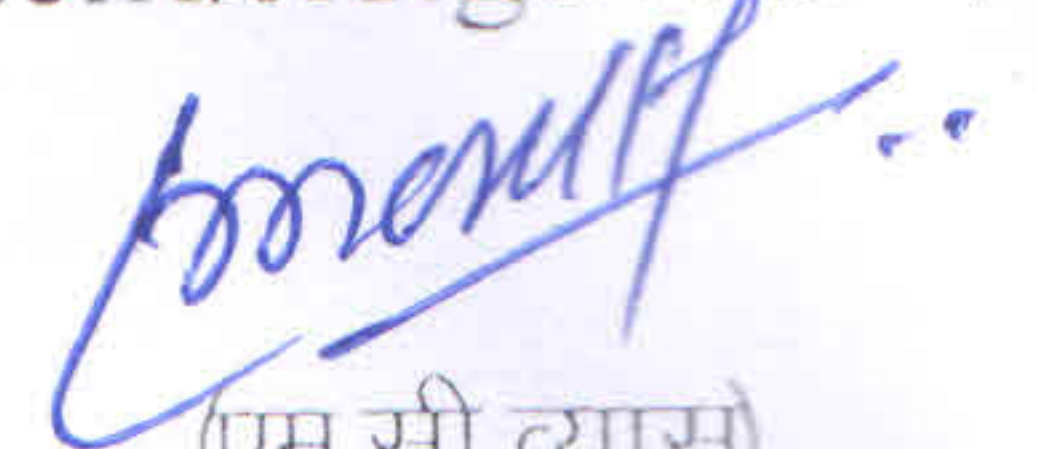
- |     |  |   |
|-----|--|---|
| (अ) | निविदा प्रपत्र जारी करने की तिथि एवं समय:-                     | 13.05.2016 प्रातः 10:00 बजे से  |
| (ब) | निविदा प्रपत्र जमा कराने की अन्तिम तिथि एवं समय:-              | 01.06.2016 सायं: 3:00 बजे तक ..                                       |
| (स) | निविदा खोलने की तिथि एवं समय:- तकनीकी बोली:-<br>वित्तीय बोली:- | 03.06.2016 प्रातः 11:00 बजे<br>इसके बाद                               |
| (द) | निविदा प्रस्तुत करने का स्थान:-                                | एन.एस.एस.ओ.(एफ.ओ.डी.),<br>70/149-154, पटेल मार्ग,<br>मानसरोवर जयपुर । |
| (ध) | निविदा खोलने का स्थान:-  | उपरोक्तानुसार-  |

निर्धारित तिथि एवं समय के बाद प्राप्त निविदा पर विचार नहीं किया जाएगा ।

भवदीय,  
  
(एम.सी.व्यास)  
कार्यालय अध्यक्ष

प्रति:

1. उप महानिदेशक, कम्प्यूटर सेंटर, पूर्वी खण्ड, आर.के.पुरम, नई दिल्ली, को इस अनुरोध सहित कि निविदा को सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय की वेबसाइट और tenders.gov.in पर टेण्डर हैड में अपलोड करावें।
2. सूचना पट्ट।

  
(एम.सी.व्यास)  
कार्यालय अध्यक्ष

### निविदा दाताओं के लिए निर्देश

1. निविदा, कार्यालय अध्यक्ष, राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षेत्र संकार्य प्रभाग) क्षेत्रीय कार्यालय, 70/149-154, पटेल मार्ग, मानसरोवर, जयपुर-302020 के नाम भेजी जावे।
2. निविदा 2 भागों में प्रस्तुत की जाएं। भाग-I तकनीकी बोली और भाग-II वित्तीय बोली। भाग-I (तकनीकी बोली) में बयाना राशि जमा (ई.एम.डी/सुरक्षा बोली) रू. 3,000/- (रूपये तीन हजार मात्र प्रत्येक कोटेशन हेतु) और खण्ड "बी" में वर्णित विवरण में दर्शाये अनुसार पात्रता के मानदंड पूरे होने चाहिए। भाग II (वित्तीय बोली) में प्रोफार्मा "एफ" के अनुसार केवल वित्तीय प्रस्ताव दिये जाए। दोनों भागों को ठीक से चिन्हित कर उनके समुचित पहचान के लिए अलग-अलग मुहरबन्द लिफाफे में प्रस्तुत किए जावें।  
लिफाफों के उपर तकनीकी बोली तथा वित्तीय बोली लिखकर तीसर बड़े लिफाफे में रखा जाना चाहिए और लिफाफे पर "कोटेशन संख्या" तथा "राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय, क्षेत्रीय कार्यालय, जयपुर हेतु अनुबंध के आधार पर सफाईकर्मि सेवाओं के लिए कोटेशन" व इसी प्रकार अन्य स्थानों यथा अलवर, कोटा, श्रीगंगानगर में सफाईकर्मि सेवाओं के लिए कोटेशन" अंकित होना चाहिए। भाग -I (तकनीकी बोली) निविदा खोलने की निर्धारित तिथि को निविदादाता या उनके अधिकृत प्रतिनिधि की उपस्थिति में खोला जाएगा तथा भाग II (वित्तीय बोली), भाग I के मूल्यांकन के बाद खोला जाएगा। भाग II (वित्तीय बोली) केवल उन निविदा दाताओं के लिए खोली जायेगी जो कार्य करने के लिए तकनीकी रूप से योग्य पाये जाएंगे, जिनके लिए वित्तीय बोली खोलने की तिथि व समय की पूर्व सूचना उन्हें दी जाएगी।
3. क्षेत्रीय कार्यालय जयपुर के लिए सफाईकर्मि की सेवाएँ प्रातः 8:00 बजे से साँय 16:30 बजे (8 ½ घंटे जिसमें ½ घंटे का लंचब्रेक सम्मिलित है) (सोमवार से शनिवार तक ) एवं अलवर, कोटा व श्रीगंगानगर स्थित उपक्षेत्रीय कार्यालयों के लिए सफाईकर्मि की सेवाएँ प्रातः 8:00 बजे से प्रातः 10:30 बजे (सोमवार से शनिवार तक ) (2 से 2 ½ घंटे तक) ही ली जावेगी।

नोट:- इस निविदा हेतु अंग्रेजी वर्जन में वर्णित तथ्य ही मान्य होंगे।





F.No:-5/9/S.G./Raj(E)/2016-17  
 Government of India  
 Ministry of Statistics & Programme Implementation  
 National Sample Survey Office  
 (Field Operations Division)

70/149-154, Patel Marg,  
 Mansarovar, Jaipur-20,  
 Ph./Fax:- 0141-2395061/2396372,  
 Email: [fod-ro.jpr@nic.in](mailto:fod-ro.jpr@nic.in)

M/s.....  
 .....  
 .....

Sub: Quotations for engaging a registered agency for providing personnel for Sweeping & Cleaning Services (Safaiwalas) in NSSO (FOD) Regional office, Jaipur-regarding.

Sir,

Sealed quotations are invited from reputed registered agencies for providing 4 sweeping personnel, one each personnel for Sweeping & Cleaning Services (Safaiwalas) to various offices of NSSO (FOD) viz. Regional office located at Jaipur and Sub regional offices located at Alwar, Kota and Sri Ganganagar. The quotations should be submitted separately for each location in the formats enclosed.

Each quotation should be submitted in a sealed envelope super-scribed as "Quotation for Sweeping & Cleaning Services in NSSO (FOD) Regional Office, Jaipur" and similarly super-scribed for other locations (viz. Quotation for Sweeping & Cleaning Services in NSSO (FOD) SRO Alwar etc.). Each quotations must accompany an Earnest Money Deposit of Rs. 3000/- (Rupees Three Thousand Only) in the form of a Demand Draft drawn in favor of "DDO, NSSO (FOD), JAIPUR". The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to the Head of Office, NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.


The various crucial dates relating to "Quotation for Sweeping & Cleaning Services in NSSO (FOD)"

(a)	Date of issue of Quotation Documents	:	13 <sup>th</sup> May 2016 from 10:00 A.M.
(b)	Last date and time for submission of Quotation Document:	:	1 <sup>st</sup> June 2016 up to 3:00 P.M.
(c)	Date and time for opening of	:	Technical Bid: 11:00 A.M. on 3 <sup>rd</sup> June 2016
		:	Financial Bid: At a later stage
(d)	Place of submission of quotation	:	NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.
(e)	Place of opening the quotation	:	-do-

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


Yours faithfully,

Encls:-Quotation Document for Sweeping Services

  
 (M.C.Vyas)  
 Head of Office

Copy to: 1. the Deputy Director General, Computer Centre, East Block, R.K.Puram, New Delhi, with a kind request to upload the quotation documents on the website of MoSPI and the [tenders.gov.in](http://tenders.gov.in) under tender head.

2. Notice Board

  
 (M.C.Vyas)  
 Head of Office

Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
(Field Operations Division)  
Regional Office, Jaipur

PHONE: 0141-2395061  
Email: [fod-ro.jpr@nic.in](mailto:fod-ro.jpr@nic.in)  
[fodro.jpr@gmail.com](mailto:fodro.jpr@gmail.com)

Quotation No.- 5/9/S.G./Raj/E/2016-17/2 Dated:-13-05-2016

## QUOTATION DOCUMENT

### ANNUAL CONTRACT FOR PROVIDING SWEEPING/CLEANING SERVICES AT

1. NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur-302020
2. NSSO (FOD) Sub Regional Office, 8/11, N.E.B. Rajasthan Housing Board Colony, Alwar-301001
3. NSSO(FOD), Sub Regional Office, Plot No.-9, Shiv Shakti Bhawan, New Colony, Gumanpura, Kota-324007
4. NSSO(FOD), Sub Regional Office, Opposite-Hakam Maruti Garage, Near Govt. Hospital, Suratgarh road, Sriganganagar-335001

Last date for submission: Date: 1<sup>st</sup> June 2016 upto 3:00 P.M.

Opening of Technical Bid: Date: 3<sup>rd</sup> June 2016 at 11:00 A.M.



Sealed quotations are invited under **Two Bid System**, i.e. (**Part-I Technical Bid and Part-II 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) Regional Office and SROs located at Alwar, Kota, Sri Ganganagar.**

#### 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. 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 book racks;	Once Daily	Conventional way of cleaning
(iii)	Cleaning of all computers, telephone instruments, photocopiers and other office equipment in the office premises	Once Daily	DETTOL Liquid spray and fine cotton/cloth would be provided by the concerned office
(iv)	Cleaning Gents and Ladies toilets and wash basins with fittings, mirrors etc.;	Thrice Daily	Phenyl, hydrochloric acid, detergent powder, naphthalene balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins) air fresher for urinal and wash basins would be provided by the concerned office. Cleanliness of containers should be maintained.
(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 weekly or As and when required.	Conventional way of cleaning,
(ix)	Collection / Disposal of garbage from dustbins / containers;	Twice daily	Collection through dustbins located at different positions in the offices premises
(x)	Upkeep of the building (including	As and when	



	cleaning of terrace/corridor /staircase/verandas/window panes on all the floors etc.)	required	
(xi)	Cleaning Window glass panel	Once in a month.	
(xii)	Miscellaneous Work	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

Only those Agency/Proprietary Firm/Partnership Firm/Company who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

- The manpower supplying agencies should have its Registered/Head Office in Jaipur and have been in existence for a period not less than 2-3 years and having annual turnover of Rs. 5-10 lakh during the last 2- 3 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 number and Sales Tax/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. Undertaking in this regard is to be furnished.
- The bidders must have successfully completed minimum 1-2 contract jobs of providing Safaiwalas under the respective contract for organisations, Institutions or reputed Private firms.

## C. INSTRUCTIONS TO QUOTATIONERS

- The Quotation should be addressed to Head of Office, NSSO (FOD), Regional Office, 70/149-154, Patel Marg, Mansarovar, Jaipur-302020.
- The Quotationers are required to submit **one Technical and one Financial Bid** as per prescribed proforma in Section E and F. The Financial Bid should be submitted in a separately sealed envelope super-scribed "**Financial Bid for Sweeping & Cleaning Services in NSSO (FOD)**". All the sealed envelopes should be put in a sealed envelope super-scribed "**Quotation for Sweeping & Cleaning Services in NSSO (FOD)**". **Financial Bid shall be opened only for those quotationers 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 Quotationer are advised to visit the NSSO (FOD) Office premises before submitting their quotation bid.
- The various crucial dates relating to "**Quotation for Sweeping & Cleaning Services in NSSO(FOD)**" are cited as under:-
  - Date of issue of Quotation Documents:-**13<sup>th</sup> May 2016 from 10:00 A.M.**
  - Last date and time for submission of Quotation Document: **01<sup>st</sup> June 2016 up to 3:00 P.M.**
  - Date and time for opening of

Technical Bid:-11:00 A.M. on 03<sup>rd</sup> June 2016

Financial Bid: At a later stage

(d) Place of submission of quotation:- NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.

(e) Place of opening the quotation:- NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.

#### D. TERMS & CONDITIONS

1. The persons to be deployed by the service provider as Safaiwalas should be in the age group of 18-25 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. \*For Safaiwalas required at RO and ZO, the working hour would normally be of 8 ½ hours (08:00 hrs to 16:30 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. For Safaiwalas deployed at SROs situated at Alwar, Kota, Sriganganagar the working hours would be 2 to 2 ½ hours (08:00 hrs to 10:30 hrs)
4. The cleaning materials would be provided by the concerned office.
5. 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.
6. **Initially NSSO (FOD) may require 4 Safaiwalas for Sweeping and Cleaning Services. Their strength may increase or decrease as per the requirement of NSSO (FOD).**
7. 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 of 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.
8. 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.
9. 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.
10. 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 their deployment through the local police and such report should be submitted before deployment. Proofs 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).
11. 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).
  12. 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.
  13. 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.
  14. The contractor shall particularly abide by the provisions of Minimum Wages Act (Central Sphere, category "C" area), 1948. In any case, the wage should not be lower than the minimum wage of central sphere category "C" area. If the minimum wages is revised by the Government of India., the incremental wages, if applicable, will be provided.
  15. **The Earnest Money Deposit (EMD)(Bid Security) of Rs.3000/-(Rupees Three Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of "DDO, NSSO (FOD), JAIPUR" should be enclosed with each quotation. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The quotation received without EMD would be summarily rejected. The earnest money will be returned on completion of the quotation process.**
  16. It is mandatory for the successful quotationer to submit Performance Security Deposit amounting to 10% of the total contract value for one year in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft of in favour of "**DDO, NSSO (FOD), JAIPUR**" 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.
  17. 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.**
  18. 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.
  19. The NSSO (FOD) reserves the right to accept or reject any or all quotations without assigning any reason.



20. Quotations should remain valid for 90 days from the date of opening of quotations with a provision for suitable extension.
21. 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.
22. **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.
23. **ARBITRATION CLAUSE:**-In case of any disputes between the parties viz. NSSO (FOD) on one hand and the agency/firm 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 to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Jaipur jurisdiction.**
25. **Evaluation Criteria:** The Technical bids will be scrutinised on the basis of Eligibility Criteria in Section-B. Financial bids will be opened only of the technically qualified (responsive quotation) bid. The LI would be decided on the basis of monthly expenditure taken together on Safaiwalas, charges for cleaning materials, charges for cleaning window glass panel etc.
- .....



**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 & Licence No. of  
the Agency under Contract Labour  
(Regulation & Abolition)Act, 1972  
(Attach attested copy of the Reg.) :
5. PAN / TIN No of the Agency  
(Attach attested copy of the Reg. Certificate) :
6. Service Tax 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 three years duly  
Certified by Chartered Accountant to be attached).

Financial Year	Amount (in Rs.)	Remarks if any
2014-15		
2015-16		



11. Details of Major contract with Central Government/State Governments/PSUs/Reputed Private Firms handled by the quotationing Agency for providing manpower during the last 2-3 years in the following format (attested copies of the last 2-3 years work award may be enclosed):

S. No.	Details of client along with address, telephone and FAX numbers	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 quotation document;
- I have carefully read and understood all the terms and conditions of the quotation 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 quotation at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person  
Full Name:

Place:  
Date:

Seal:

**F. PROFORMA FOR FINANCIAL BID**

1. Facilities

Ground Floor	1 <sup>st</sup> Floor
Wash Room, Urinal, Wash Basin, Indian Style	Wash Room, Urinal, Wash Basin, Indian Style

2. Price Bid

S. No.	Description	Rate Per Month (Rs.) Safaiwalas	Extra Work	
			Per Day (Rs.) Safaiwalas	Per Hour (Rs.) Safaiwalas
	<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 %)			
(v)	Total [ (i) to (v) ]			
(vi)	Service Tax (mention %)			
	<b>TOTAL (v+vi)</b>			

Description	Rate Per Month
Charges for cleaning material as per the list and aids, garbage gunny bags and bins and any other item(s) that may be required for fulfilment of the contract.	

Description	Rate Per Month
Charges for cleaning Window glass panel once in a month.	

Date & Place

Signature of the authorised person  
with Name & Company's seal

