



सहायक आयुक्त का कार्यालय, केन्द्रीय वस्तु एवं सेवा कर,
मण्डल, मोरबी-II, तिथरी मंजिल, कमरा क्र . 309,
“केंद्रीय वस्तु एवं सेवा कर भवन”, रेसकोर्स रिंग रोड, राजकोट -360001
**OFFICE OF THE ASSISTANT COMMISSIONER,
CENTRAL GST, DIVISION, MORBI-II**
3rd FLOOR, ROOM NO: 309, “CENTRAL GST BHAVAN”,
RACE COURSE RING ROAD, RAJKOT 360 001
Email: morbi2.cgstrjt@gov.in

F.No.I/22-01/2018-19/ADM

Dated:05.04.2021

TENDER NOTICE FOR CLEANING AND HOUSEKEEPING SERVICES

Online tenders are invited from interested parties having valid license under section 12 of the Contract Labour (Regulation and Abolition) Act, 1970, for cleaning and housekeeping services in the Office of the Superintendent, Central GST, Ranges, I/II Wankaner, 3rd floor, Sahaj Complex, City Station, Wankaner, (Gujarat) - 363621.

Interested parties who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission **on or before 21.04.2021.**

This office reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Annexures of the Tender Notice

Annexure No.	Subject
Annexure-I	Critical Date sheet & Instructions for Online Bid Submission
Annexure-II	Terms and conditions
Annexure-III	Scope of Work
Annexure-IV	Technical Bid Proforma
Annexure-V	Price Bid (BOQ format)

Bidder has to submit bids online only at CPPP website
<https://eprocure.gov.in/eprocure/app>.

(Bhubani Baral)
Assistant Commissioner

Copy to:

1. The Nodal Officer for floating the tender in E-Procurement portal.
2. Supdt. (Systems), Central GST, Hqrs., Rajkot. He is requested to upload the same in websites of the CBEC New, Delhi & Central GST Commissionerate, Rajkot.

CRITICAL DATE SHEET

Published Date	6TH April , 2021
Bid Document Download / Sale Start Date	6th April , 2021
Bid Submission Start Date	6th April , 2021
Bid Submission End Date	21ST April , 2021
Bid Opening Date	22ND April , 2021

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

Yours Faithfully,

Signature of authorized
representative

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Yours Faithfully,

Signature of authorized
representative

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Yours Faithfully,

Signature of authorized
representative

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The tenderers are asked to quote their rate **(without any taxes) only, per square meter** per month basis, which should include deductions towards PF, ESI, Pension and Bonus etc. and same would not be payable over and above the rates thus quoted & also state the number of labourers to be employed. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the bid. The bids should be as per BOQ. Any deviation from compliance with model bid may lead to disqualification of the bid.
2. Earnest Money Deposit of Rs 10,000/- **(Rupees Ten thousand only)** per application in the form of Demand Draft/ Banker's cheque of scheduled Bank drawn in favour of the Assistant Commissioner of Central GST Division, Morbi-II, Rajkot shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the Earnest Money Deposit.

The tenderers who wish to participate in the tender process should inspect the premises of Office of the **Superintendent, Central GST, Ranges, I/II Wankaner, 3rd floor, Sahaj Complex, City Station, Wankaner, (Gujarat) – 363621**, without fail.

3. The deduction towards PF, ESI and Bonus, etc., have to be factored in rates being quoted on per **square meter** (for total area of 278.31 Sq. meter) per month basis and the same would not be payable over and above the rates thus quoted.
4. Office of Assistant Commissioner, Central GST Division, Morbi-II reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason thereof. However, preference may be given to the local contractor/agency.
5. The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed.

Yours Faithfully,

Signature of authorized
representative

6. The contract will be for a period of one year starting from 1st May 2021. The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract, whichever is later and subject to further extension from time to time. However, extension will be considered keeping in view the various factors such as prevailing market price, satisfactory performance of the firm.
7. The Contractors should satisfy themselves before submission of the Rate/quotations to Office of Assistant Commissioner, Central GST Division, Morbi-II that they meet the qualifying criteria and capability as laid down in the annexure.
8. Bidder should not indulge in employing child labour.
9. In case of any default by the Contractor in any of the terms and conditions (whether General or Special), This office may, without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
10. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out or mishap, if any that may take place. In the event of any liability/claim falling on this Directorate, the same shall be reimbursed /indemnified by the Contractor.
11. Contractor shall in no case lease / transfer / sublet / appoint care taker for services.
12. No other person, except Contractor's authorized representative, shall be allowed to enter in this office.
13. Within the premises of this office, the Contractor's personnel shall not do any private work other than their normal duties.
14. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages,

Yours Faithfully,

Signature of authorized
representative

expenses and claims whatsoever arising thereof.

15. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
16. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
17. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.
18. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds of such action.
19. The bidder should ensure the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.
20. The tender forms shall be rejected if it is not complete in any aspect.
21. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by Office of Deputy Commissioner, Central GST Division, Morbi-I.
22. The present requirement of manpower is for 750 square meter (Approx.) area and the successful vendor has to deploy sufficient persons for the house keeping services

Yours Faithfully,

Signature of authorized
representative

to be provided.

23. Contractor shall ensure that the persons sent to Office of the Superintendent of CGST, Ranges-I/II Wankaner, 3rd floor, Sahaj Complex, City Station, Wankaner-363621 wear neat and clean uniform every day while on duty and free from any communicable diseases.
24. It will be obligatory on the part of the service provider for the safe upkeep and proper handling of the office equipment. If any damage is caused to the office equipment on account of negligence of the person deployed, the service provider will be liable for action under law and the loss/damages so caused will be paid, by/recovered from the service provider.
25. Any dispute arising out of this agreement or that which may arise in future shall be resolved by taking recourse to mutual settlement / conciliation, failing which the disputes lie within the jurisdiction of Courts of Rajkot only.
26. It is also clearly brought in the notice that the cleaning material will be provided by the Office the Superintendent, Central GST Ranges-I/II Wankaner.

Yours Faithfully,

Signature of authorized
representative

ANNEXURE -III

SPECIAL TERMS & CONDITION FOR CLEANING & HOUSEKEEPING

1. SCOPE OF WORK

- i. The prime object of housekeeping service is to maintain the entire premises in a clean and proper condition. The premises is to be maintained from the hygiene point of view.
- ii. The broad details of work covered under the scope is enumerated as follows:
 - a. Cleaning, sweeping and wiping of entire area in the office including the parking area daily.
 - b. Furniture like tables, chairs, visitor's chairs sofas, almirahs, etc. and all the electronic gadgets like Servers, computers, telephones, fax machines, photocopier machines etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminium channels in the entire office should be cleaned daily. The flowers pots should be maintained and watered properly.
 - c. Thorough cleaning of toilets/urinals using required disinfectant materials like phenyl twice a day and more often if needed and by putting naphthalene balls in all the urinals and air purifiers in the toilets and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
 - d. Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.
 - e. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - f. Care should be taken that the gadgets are not tampered with during the cleaning operation.
 - g. Any other petty work assigned by the officers.

Yours Faithfully,

Signature of authorized
representative

- iii. Workmen provided are to be available in office during working hours on all working days and shall not leave the office premises without permission of the caretaker/Authorised Officer. Workmen are required to attend office and carry out jobs prescribed on holidays also whenever called for, by the caretaker/ Authorized Officer.
- iv. Workmen shall also attend to the occasional works assigned by office such as taking copies of documents under supervision of officers during working hours.

2. JOBS TO BE CARRIED OUT DAILY

- i. Cleaning of toilets, windows, washbasins & other fittings, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.
- ii. Cleaning of corridors and common area once with phenyl in morning with plain water in the afternoon.
- iii. Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, almirahs, filing cabinets, glass panes. Collecting waste paper, unwanted materials and its disposal at indicated locations.
- iv. Cleaning of rooms by mopping floor with cloth soaked in water and phenyl.
- v. Providing toilets with liquid soap, naphthalene balls and deodorant block etc. Liquid soap is to be kept in press and pour type steels or plastic containers.
- vi. The contractor shall refill the sanitary cubes, cakes, odonil, air purifier, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc.
- vii. Miscellaneous services such as serving of drinking water/refreshment etc. to the officers and staff and during Conference / Meetings / Seminars and visit of Tax payers.
- viii. General maintenance and up keeping of the entire office premises.
- ix. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office, its towel, bed sheets, pillow covers, other cloth items, kitchen and utensils, dining rooms, other rooms, toilets etc neat and tidy.

Yours Faithfully,

Signature of authorized
representative

3. JOBS TO BE CARRIED OUT WEEKLY

- i. Washing of floors in the entire office area with detergent/vim/soap and water.
- ii. Removal of cobwebs in the corridors, rooms, chambers and lavatories
- iii. Removal of dust accumulated on the walls, window panes and ventilators in the toilets.
- iv. Vacuum cleaning in the Electric Room, computer section, Server Section, all computers in the office and the sofa sets twice a week.
- v. If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor.

4. MISCELLANEOUS CONDITIONS

- i. Sweeping cleaning of all parts as per specification vide the items of schedule shall be completed before 9.00 a.m. every day.
- ii. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
- iii. The contractor shall on award of the contract furnish the list containing names and address of the workmen sent to Office of Superintendent, Central GST Ranges-I/II, Wankaner for housekeeping services to Office of Assistant Commissioner, Central GST Division, Morbi-II.
- iv. The services provided by contractor shall be to the satisfaction of Office of the Superintendent, Central GST, Ranges-I/II Wankaner.
- v. The contract rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of Office of Superintendent, Central GST, Ranges-I/II Wankaner.

Yours Faithfully,

Signature of authorized
representative

- vi. The contractor shall have no claim against Office of Assistant Commissioner, Central GST Division, Morbi-II, in respect of any work, which may be withdrawn.
- vii. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall subject to check by the concerned officer of Office of Superintendent, Central GST, Ranges-I/II Wankaner. The personnel will render services on all working days and any other day as may be required, excluding 1st Saturday of every Month, Every Sunday and National/Public holidays. They will maintain cleanliness of toilets, lavatories, pantry, floors, etc., and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made. The rate of items of scheduled work includes the cost of this provision as well.
- viii. The contractor shall comply with all the relevant statutory conditions and all the disputes arising out of noncompliance of relevant statutory provisions, if any, has to be dealt with by the contractor alone and the department will not be a party in such cases.
- ix. Bidders shall be duly registered with ESIC, Provident Fund, GST/Service Tax and other relevant statutory authorities dealing with employment of labour. All existing statutory regulations of both the State as well as Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. CONTRACTORS not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.
- x. Bidders should pay to their personnel a minimum wages at the prevailing rate as fixed under Minimum Wages Act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The contractor should ensure payment of increase in DA as and when announced by the Govt. For this payment Contractor may take into account anticipatory increase in DA while making his bid. The service provider should also maintain Pay Roll containing the above details.

Yours Faithfully,

Signature of authorized
representative

- xi. The persons employed should present and work for at least 8 hours on working days of week or as and when required. Bidder should quote rate for providing housekeeping/multi-tasking services keeping in mind total working days in a week/month.
- xii. **The contractor will provide his staff with the necessary uniform & proper safety materials. The cost will be borne by the Contractor.**
- xiii. Manpower required for execution of the entire work, including transport, shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
- xiv. The Contractor shall, on award of the contract, furnish the list containing names, photographs and addresses of the workman sent to this office for housekeeping services for records.
- xvi. The personnel will report to the Officer-in-charge assigned by this Superintendent, Central GST, Ranges-I/II Wankaner daily.
- xvii. The Contractor or his authorized representative should report to the Superintendent, Central GST, Ranges-I/II Wankaner daily. He shall visit office daily to supervise cleaning activities.
- xviii. In case of emergency and residual situations, the Contractor has to make the personnel available to cater for emergency services and urgent work entrusted by this office as and when need arises.
- xix. The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages or there is any decrease in their applicable wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of this Office.
- xx. No escalation of price whatsoever would be allowed during the pendency/ currency of the contract.
- xxi. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
- xxii. The Service Provider should be registered and well established Housekeeping Agency and should have a sufficient experience in rendering such services to establishment of Central/State/Public Sector Organizations. A list indicating the Departments where the bidder has contract for Housekeeping services along with

Yours Faithfully,

Signature of authorized
representative

supporting documents should be submitted with bid.

- xxiii. The persons deployed by the service provider should have sound medical fitness, well behaved and should be well experienced and trained adequately to handle any type of cleaning/ housekeeping.

5. TERMS OF PAYMENT

- i. The contractor will submit the monthly bill for reimbursement in duplicate, which shall be got duly certified by the officer-in-charge and the same shall paid thereof after making recovery, if any.
- ii. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to his/her personnel deputed under services contract and furnish necessary proof whenever required.
- iii. Payments will be based on the actual deployment of personnel & their attendance.
- iv. Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

6. PENALTIES

- i. The Contractor will attract a penalty of Rs.300/- (Rs. Three hundred only) per day, per person in case the person fails to carry out the housekeeping services due to his absence or any other reason.
- ii. In the event of failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the contractor is liable to be penalized @ Rs.1000/- (Rupees One thousand only) per day shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Office of Deputy Commissioner, Central GST Division, Morbi-I will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- iii. The contractor shall ensure that peace and order is maintained in the premises.
- iv. The contractor would ensure that all his personnel would behave courteously and

Yours Faithfully,

Signature of authorized
representative

decently with employees of the Office of Deputy Commissioner, Central GST Division, Morbi-I and visitors to the office and also ensure good manners.

7. CHARGES AND PAYMENTS

Bills chargeable to the Office of Deputy Commissioner, Central GST Division, Morbi-I shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Office of Deputy Commissioner, Central GST Division, Morbi-I reserves the right to deduct the payments due from the contractor from monthly bill(s).

Yours Faithfully,

Signature of authorized
representative

TECHNICAL BID
Qualifying criteria for Tender

Sr. No.	Description	Details to be filled by Tenderer
1.	Name of the party/bidder/Tenderer.	
2.	Address (With Tel. No. & FAX No)	
3.	Name & Address of the proprietor/partners/Directors (With Mobile Numbers)	
4.	Name of Contact person(s) (With mobile Numbers)	
5.	Registration of Company/Firm/Proprietorship	
6.	EPF Registration No.	
7.	Copy of Contract Labour Act Licence No. with date and validity period	
8.	Permanent Account Number (PAN Number)	
9.	Employees State Insurance Corporation Registration No.	
10.	Experience in providing cleaning and housekeeping services to Government Departments/PSUs, copies of contract Papers/ letters to be attached.	

- Scanned copy in support of all above details shall be attached with technical bid.

Yours Faithfully,

Signature of authorized
representative

DECLARATION

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicated in Annexure I and shall abide by them. I/We also understood the parameters of the proposed scope of work in Annexure II and shall abide by them also. I/We hereby certify that the information furnished above is true and correct to the test of my/our knowledge. I/we understand that in case, any deviation is found in the above statement at any state; I/We will be blacklisted and will not have any dealing with the Department in future.

Place:

Date:

Signature of Authorized Signatory with date

Name of the Firm

Seal

Note: - non-qualification in above criteria will result in disqualification of bid.

Yours Faithfully,

Signature of authorized
representative

FINANCIAL BID

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ XXXX.xls

PRICE BID UNDERTAKING

From: (Full name and address with Tel/Mobile No. of the Bidder)

To,

Dear Sir/Madam,

I submit the Price Bid for the TENDER FOR CLEANING AND HOUSEKEEPING SERVICES and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure B inclusive of all applicable taxes.
- 4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.
- 5. I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future.
- 6. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Yours Faithfully,

Signature of authorized
representative