

No.D-31013/1/2008-G.A.
Government of India
Planning Commission
(General Administration)

Yojana Bhavan, Sansad Marg,
New Delhi, 9th March, 2009.

TENDER NOTICE

1. Sealed tenders are invited for housekeeping and facility management services in Yojana Bhawan, Planning Commission.
2. Interested agencies may visit / inspect the site on any working day between 10.00 a.m. to 12.30 p.m. and 3.00 p.m. to 4.30 p.m.
3. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (Protocol), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 10.04.2009 (Friday).
4. The tender may be sent by post to the above mentioned address or dropped in the Tender Box captioned "Tender for providing housekeeping and facility management services" placed at Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time. Tender, if dropped in any box other than the specific tender box will not be considered for selection.
5. Tender Details / Document may be downloaded from Planning Commission's website: <http://planningcommission.gov.in>.
6. The Technical bids shall be opened at 3.30 PM on 10.04.2009 (Friday) in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.
7. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.
8. Bids received after the closing date and time shall not be considered.

[Mahender Chaudhary]
Under Secretary to the Government of India

ELIGIBILITY CRITERIA

A. Eligibility Criteria:

1. The bidder must have an annual turnover of **Rs.2,00,00,000/-** (Rupees Two Crores) during the last three years and fixed assets of minimum **Rs.20,00,000/-** (Rupees Twenty Lakhs Only) on an average per year- calculated on the basis of past 2 years. Copies of the following documents should be submitted alongwith the technical bid.
 - (a) Audited Balance Sheet of last three years.
 - (b) Audited Income and Expenditure statement of last three years.
 - (c) Audited Profit & Loss Account of last three years.
 - (d) Audit report of last three years.
 - (e) Service Tax certificate.
 - (f) Registration Certificate
 - (g) PAN No.
2. The tenderer should have the Registered / Branch Office in Delhi / NCR.
3. The bidder should have a minimum of 100 permanent employees on roll, specifically trained for housekeeping work for the past three years. Full list of the employees, viz., name, age, gender, educational qualification, employee code, designation, experience in the field of housekeeping, PF, ESI, local address & permanent address etc. should be attached with the technical bid. Document in support of ESI, EPF deductions, should be attached with the technical bid. The bidder should also attach details regarding training imparted to each employee. Supportive documents for the above may be attached with the technical bid.
4. The staff of the successful bidder will be interviewed, the antecedents verified by the competent authority in Planning Commission, before their deployment.
5. The persons deployed by the bidder should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments. Details regarding the training imparted to employees should be attached with the technical bid.
6. The bidder should ensure the Health & safety measures of the employees. Details of health and safety measures that the bidder takes, should be attached. Planning Commission will also conduct health check up of the staff once in 3 months in its clinic.
7. The bidder should presently be having 5 or more contracts, with a billing of Rs.4,00,000/- per month or more in each case. Details of the contracts, viz., organization name, officer's name, telephone & fax number, agreement copy and PO with contract validity, etc., should be attached with the technical bid.
8. The bidder should have a valid labour license and license for providing Pest control services.
9. The bidder should possess valid ISO – 9001 certification for Housekeeping Services for the past two years. Copy of certificate has to be attached with the technical bid.
10. The bidder should submit a complete list of items / equipments that will be used for the housekeeping services. The bidder should make a disaster recovery plan and submit it with the technical bid.
11. The bidder will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.

B. Terms & Conditions:-

1. The tenderers are required to submit two separate bids - Technical and Financial, as per prescribed proforma. The two bids should be submitted in two separately sealed envelopes superscribed **“Technical Bid for House Keeping and Facility Management Services in Planning Commission”** and **“Financial Bid for House Keeping and Facility Management Services in Planning Commission”**. Both sealed envelopes should be put in a third sealed envelope superscribed **“Tender for House Keeping and Facility Management Services in Planning Commission”**.
2. The declaration in the prescribed proforma should be submitted alongwith the technical bid.
3. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of **“Pay & Accounts Officer, Planning Commission, New Delhi”**. It should remain valid for a period of 6 months. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract. It shall be refunded to the successful bidder on receipt of performance security deposit. No interest is payable on the EMD.
4. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the tender bids. Conditional bids will not be considered and will be rejected outright.
5. Tender incomplete in any form will be rejected outright.
6. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. Copies of the Character, Police Verification, health check up, etc. should be attached with the technical bid. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to Planning Commission.
7. The bidder shall deal with and settle the matters related with unions and shall make sure that no labour disputes/problems are referred to Planning Commission. It shall totally indemnify Planning Commission in this regard.
8. The bidder at all times should indemnify Planning Commission against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer’s Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Planning Commission will not own any responsibility in this regard.
9. The closing date and time for receipt of tenders will be 3.00 P.M. on 10.04.2009 (Friday).
10. The Technical bid shall be opened at 3.30 PM on 10.04.2009 (Friday) in Room No. 412, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the tenderers whose Technical bids are accepted will be informed about the date and time for opening the Financial Bids.
11. No bidder will be allowed to withdraw after submission of the bids, otherwise the EMD submitted by the bidding firm would stand forfeited.

12. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
13. The successful tenderer will have to deposit a Performance Security Deposit of Rs.1,00,000/- (Rupees one lakh only) by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of **“Pay & Accounts Officer, Planning Commission, New Delhi”** valid for 60 days beyond the expiry of period of one year contract and further renewable, if required.
14. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
15. The Scope of Work at present complete area on ground floor, first and second floor, including outer area, parking area, etc. The scope of work may be modified by the competent authority at any stage to include other areas or exclude some of the areas mentioned above.
16. The contract shall initially be valid for a period of one year and may be extended further on a yearly basis subject to satisfactory performance, on the same terms & conditions upto a maximum of three years. The rates quoted by the bidder shall remain unchanged during the initial period of one year of contract. Planning Commission however reserves the right to terminate the contract by serving three month's notice in writing to the bidder. The contract may also be terminated with mutual consent by giving one month's notice.
17. The successful bidder must provide standard liveries as per list providing by him with the bid, to its housekeeping staff /supervisors/managers, with their identity properly displayed. Samples of liveries will have to be submitted by successful bidder for the approval of Planning Commission.
18. If any worker arrives late (or leaves early) but permitted to perform duty, pro-rata deduction of the duty rate would be made on hourly basis. If a person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the service provider to provide a substitute.
19. If a worker proceeds on leave or leaves the job, it will be the responsibility of the agency to provide a substitute immediately. In case substitute is not provided, deduction of charges will be made on a pro-rata basis from the monthly bills. Further, if a substitute is not provided within 3 days, deduction @ double the charges per worker will be made.
20. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract.
21. The security personnel of Planning Commission will have the authority to frisk the staff while entering or leaving the premises.
22. Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person.
23. Planning Commission or its Officers / Staff will not extend any loans or advances to any staff of the bidder working at site. Planning Commission or its staff will not entrust any valuables or keys of any cabin / office / enclosure where confidential/ valuable documents / items / assets are stored, to the staff member of the bidder.

24. The bidder should have following machines & equipments at Planning Commission premises.

Sl.No.	Description	Quantity
1	SCRUBBING MACHINE (TASKI)	2
2	AUTO SCUBBER MACHINE (TASKI)	1
3	WET/ DRY VACCUM CLEANER (TASKI)	2
4	HIGH PRESSURE JET (TASKI)	1
5	WRINGER TROLLEY	6
6	CADDY BUCKET	8
7	SINAGES	16

25. Each page of the tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by Planning Commission.
26. The competent authority, Planning Commission reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.
27. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.
28. For finalization of contract, the bidder whose rates, i.e., **Grand total of A+B+C** as given in the Financial Bid Form, are the lowest in comparison to other bidders will be considered as the lowest bidder.

C. Infrastructure

1. Control Room:

Planning Commission will provide space for setting up a control room. The control room will have seating arrangements for the Manager and/or Supervisor and will be equipped with a computer work station. The contractor will arrange for all other items, viz., time keeping machine, computerized inventory of stores, computerized daily duty roster chart, etc. The house keeping staff will first report to the Manager / supervisor in the control room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of material and equipments, etc.

2. Store Room:

Planning Commission will provide space for a store room. The store keeper / supervisor deployed by the contractor will store all their liveries, materials, equipments in the store room and maintain a computerised record of the stores.

3. Planning Commission will depute a person(s) to ensure that the office rooms, committee rooms, etc. are open at designated hours for cleaning / housekeeping work.

4. The service provider shall:

- a. Ensure Pest / Animal and Rodent free environment in the premises of Planning Commission.
- b. Provide tissue boxes in all the VIP rooms
- c. Provide toiletries, steel body liquid soap dispensers, jumbo toilet roll dispensers, etc. in wash rooms, toiletries, C-Fold Towel dispensers, Jumbo Roll dispensers, Soap dispensers, etc. in all designated wash rooms, and garbage bins/bags, etc. in all work station, wash rooms & pantries.
- d. Ensure that their managers / supervisors are equipped with mobile phones.

- e. Arrange to install an electronic time punching machine and submit an electronically generated attendance sheet alongwith the monthly bills. The Manager / Supervisor will be responsible for checking the liveries, equipments to be provided to each of the staff.
 - f. Arrange for a garbage disposal vehicle, bins, and other material required for segregation and disposal of waste in a professional manner.
 - g. Provide a roster chart giving floor wise / area wise / station wise deployment plan.
 - h. Provide on a regular basis services of a plumber for the area under contract. The Plumber should be equipped with requisite tools and accessories for carrying out small repair works.
5. Plan; manage collection, mechanized screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco friendly manner. The bidder will arrange for required resources, including manpower, machinery, disposal bags, bins, van, etc. The contractor will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work.

D. Scope of work and services:

1. Details and scope of work are enclosed at Annexure "A".
2. Number of Manpower to be deployed at Planning Commission for housekeeping job at Annexure "B"
3. List of material/tools need for execution of job is attached at Annexure "C" & "D".

E. Payment Procedure:

1. Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on computerised print outs in standardized proforma along with computer generated attendance sheet in respect of the persons deployed

F. Penalty Clause:

1. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the bidder by PLANNING COMMISSION and if no action is taken within **ONE** hour, penalty @ Rs.500/- per day per complaint will be imposed by invoking the penalty clause.
2. Any misconduct / misbehavior on the part of the manpower deployed by the bidder will not be tolerated and such person will have to be replaced by the bidder at his own costs, risks and responsibilities immediately, with written intimation to PLANNING COMMISSION.
3. The bidder should ensure to maintain the adequate no. of manpower as per Annexure-B and also arrange a pool of stand by housekeeping staff/ supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the bidder from an existing pool of housekeeping staff. If the required numbers of workers / supervisor/ manager are less than the minimum required as per Annexure-B, a penalty @ Rs.500/- per worker per day will be deducted from the bill.
4. Any deviation in the material quality & quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material which are environment friendly, not harmful to human and government property should be used.

G. RISK CLAUSE:

1. PLANNING COMMISSION reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by PLANNING COMMISSION from his Security Deposit or pending bill or by raising a separate claim.

H. Applicable Law

1. Principal Adviser (Admn.), Planning Commission reserves the right to cancel the tender or modify the requirement, cancel the contract and settle any dispute that may arise.

ANNEXURE – A

(I) Scope of Work

Yojana Bhavan, Planning Commission is located at Parliament Street. The specified area for services at present includes outer, inside and parking area on ground floor, complete area on the 1st and 2nd floor. The scope of work would broadly encompass cleaning / maintaining the areas so that the area is always clean, presentable and hygienic. The area broadly includes the following:

1. Ministers Rooms, V.I.P. Rooms, Executives Rooms, Officers Rooms, Staff Rooms, Committee Rooms, Pantry Rooms, Library etc.
2. Lobby, staircase, ledges, open area between the halls, etc.
3. Ladies and Gents Toilets.
4. CISF office Rooms, CPWD Panel Rooms, Substations, Electrical Store Rooms, Training Rooms, D.G. Set Area, etc.
5. Roofs, Parking Area, Porche, etc.

(II) Cleaning Services

The aim and objective is to provide a clean, hygienic and presentable look to the entire area. Pre-designated managers/supervisors of the agency will supervise the awarded work. The agency has to ensure that the staff deployed is dressed in neat and clean uniform. General Administration Section of Planning Commission will monitor the entire work and staff deployed by the agency.

(a) Daily Services

Housekeeping/ cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain, spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 A.M. However bidder will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains & stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.

(b) Waste Disposal Management:

The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the contractor will arrange to have a mini garbage disposal vehicle permanently stationed in Planning Commission for transport and disposal of garbage from the earmarked area to the Corporation's bin, located outside Planning Commission.

For this purpose the contractor will advise Planning Commission on the suitable size, specification of the bins to be placed at the collection area. The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed off at least twice a day. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

(ii-b) Weekly Services:-

The deep cleaning of the entire area will be done by the bidder once a week as under:-

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.
2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Washing of outside area with High Pressure Jet machine.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The bidder will make a cleaning programme and submit to Planning Commission for weekly cleaning so that Planning Commission's concerned official / Incharge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The bidder will work in the specified area mentioned in the scope of work.
9. The bidder will provide the duty register to Planning Commission.

(ii-d) Plumber

1. Check for proper functioning of valves, drain pipes, leakages, etc. and rectify all such faults immediately. Whenever, some spares, fittings, etc., that may be required to be installed for repair of the fault, the Manager / Supervisor will take necessary approval for the expenditure involved by submitting an estimate for the expenditure and get the work done. Bill in respect of the above may be submitted on a monthly basis.
2. Check all plumbing fittings in toilets for proper operation.
3. Any other requirement that may arise.

(ii-e) Pest & Rodent Control Services

1. The bidder shall take effective measures for Rodent and Disinfection Services including fogging etc. in the area under contract.
2. The bidder shall use chemicals that are harmless to humans and machines and are of WHO specification. Further, the chemicals should not leave any spots in the treated area. MSDS report of these chemicals should also be attached.
3. The bidder will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the bidder.
4. The bidder will submit a detailed plan for carrying out the Pest and Rodent Control Services for the approval of Planning Commission.

(iii) Housekeeping Monitoring and Control

For better management and smooth services, the following monitoring mechanism will be adopted by the bidder:-

1. Toilets Checklist

This is to be attached on the back of the toilet door. It is to be filled up by the bidder supervising staff on duty daily.

2. Management / Housekeeping Service Requirements/ Complaints Report

This is to be filled up by the management and administrative staff of the bidder who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the bidder will be registered at site on the computer provided to the bidder and reported to Caretaker, Planning Commission. The bidder will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

3. Housekeeping Services Complaint Register

This register is to be completed on the basis of information received by the Housekeeping Manager from Planning Commission through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from Planning Commission, etc. and necessary action is to be taken.

ANNEXURE – B

Number of Manpower to be deployed at Planning Commission

Sl. No.	Manpower Description	No. of staff required
1	Housekeeping Manager	01
2	Housekeeping Supervisor	02
3	Skilled Housekeeping staff	30
4	Plumber	01

ANNEXURE - C

Monthly requirement of toiletries / dispensers

1	Kimberly Clark Soap Pouch
2	Daffodil Toilet Roll / Jumbo Roll
3	Wintex / Daffodil Tissue Box
4	Kimberly Clark C- Fold Towel – 1150
5	Kimberly Clark C-Fold towel dispenser
6	Kimberly Clark Jumbo roll dispenser
7	Kimberly Clark Soap dispenser

ANNEXURE - D

List of cleaning Materials & Aids

Sl.No.	Items	Sl.No.	Items
1.	FLOOR DUSTER	27.	SPIRAL
2.	DUST CONTROL REFILL	28.	TR-101 (Carpet shampoo)
3.	KENT MOP REFILL	29.	TR-103 (Carpet detergent)
4.	DUSTER WHITE	30.	D-7 (Stainless steel polish)
5.	DUSTER YELLOW	31.	BRASSO
6.	DETERGENT	32.	MIN CREAM
7.	VIM	33.	MANSION POLISH
8.	MULTI-CLEANER	34.	Q2 (Liquid polish)
9.	ROOM SPRAY (PREMIUM)	35.	GARBAGE BAG (BIG)
10.	AUTO SPRAY	36.	GARBAGE BAG (SMALL)
11.	ODONIL	37.	TOILET BRUSH
12.	U. CUBES	38.	HAND BRUSH
13.	N. BALLS	39.	CARPET BRUSH
14.	DETTOL ANTI SEPTIC	40.	COWEB BRUSH
15.	STEEL WOOL SCRUBBER	41.	DUST CONTROL MOP
16.	PLASTIC SCRUBBER	42.	KENT MOP
17.	SPONGE	43.	FLOOR BRUSH WITH HANDLE
18.	SOFT BROOM	44.	DUST PAN
19.	HARD BROOM	45.	BUCKET
20.	BAMBOO BOOM	46.	FLOOR WIPER
21.	FEATHER BRUSH	47.	GLASS WIPER - UNGER
22.	CLEANZO/ PHYNYL	48.	VACCUM PUMP
23.	R1 (Bathroom cleaner)	49.	COLIN DISPENSER
24.	R2 (Glass cleaner/Colin)	50.	GLOVES (PB/HB)
25.	R4 (Furniture cleaner)	51.	SAFETY SHOES
26.	R6 (Toilet cleaner)	52.	

APPLICATION - TECHNICAL BID

For House Keeping and Facility Management services in Planning Commission.

Technical Bid Page: 1

1.	NAME OF TENDERING COMPANY / FIRM / AGENCY	
2.	NAME OF OWNER / PARTNERS/ DIRECTORS	
3.	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4.	FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM / AGENCY, WITH FULL ADDRESS/ TEL. NO.	
(A)	NAME OF THE BANK	
(B)	ADDRESS OF THE BANK	
(C)	TELEPHONE NO.	
(D)	FAX NO.	
(E)	E-MAIL ADDRESS	
5.	REGISTRATION DETAILS :	
	(A) PAN / GIR NO.	
	(B) SERVICE TAX REGISTRATION NO.	
	(C) E.P.F. REGISTRATION NO.	
	(D) E.S.I. REGISTRATION NO.	
6.	DETAILS OF EARNEST MONEY DEPOSIT	
(A)	AMOUNT(RS.)	
(B)	D.D. / P.O. NO. & DATE	
(C)	DRAWN ON BANK	
(D)	VALID UPTO	

The above format may be used to provide requisite details.

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Seal :

Details of staff

Name, Temp. Address, Permanent Address, ESI No., P.F. No..	Date of Birth	Gender (M/F)	Educational Qualification	Employee Code	Designation	Experience in house-keeping	Training	Health Check

The above format may be used to provide employee details.

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Seal :

Details of the existing contracts

	Name and Address of the organization, Name, Designation, and contact telephone / fax number of the Officer concerned	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
A					
B					
C					
	Additional information, if any				

The above format may be used to provide requisite details.

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Seal :

DECLARATION

1. I, _____ Son / Daughter of
Shri _____ Proprietor/Partner/Director/
Authorized Signatory of _____ am competent
to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Full Name:
Company's Seal :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical bid.

APPLICATION – FINANCIAL BID

For House Keeping and Facility Management services in Planning Commission.

I. Name of bidder: _____

II.

S. NO.		Rate Per Month (Rs.)	Pro-Rata Rate Per Day (Rs.)	Pro-Rata Rate Per Hour (Rs.)
A	Charges for manpower - 1 Manager			
i	Charges for manpower including – 02 Supervisors			
ii	Charges for manpower including – 30 Skilled Housekeeping staff			
iii	Charges for manpower including – 01 Plumber.			
iv	ESI (mention %)			
v	EPF (mention %)			
vi	Service Tax (mention %)			
vii	Service Charges (mention %)			
viii	Total of A (Rs.)			
			Rates per month (Rs.)	
B	Charges, if any, for machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal vehicle, garbage bags and bins, and any other item(s) that may be required for fulfillment of the contract			
	Service Tax (mention %)			
	Any other charges, if any			
	Total of B (Rs.)			
C	Charges for Pest Control			
	Service Tax (mention %)			
	Any other charges, if any			
	Total of C (Rs.)			
	Grand Total of A+B+C (Rs.)			

The above format may be used to provide requisite details.

Please note that, for finalization of contract, the bidder whose **Grand total of A+B+C** above are the lowest in comparison to other bidders will be considered as the lowest bidder.

Date:
Place:

Signature of authorized person
Full Name:
Company's Seal :

