

E-TENDER FOR OUTSOURCING OF HOUSE KEEPING SERVICES FOR TISS- HYDERABAD CAMPUS



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University under Section 3 of the UGC Act, 1956)

**Hyderabad Off-Campus,
Turakayamjal, Sagar Highway,
Hyderabad, Telangana-501510**

E-Tender Notice No. TISSHYDHK02100920

PURCHASE & STORES SECTION **e-Notice inviting tender (ONLINE TENDERING)** **for**

Two Bids System

TISS E-TENDER / E-PROCUREMENT WEBSITE

<https://www.tenderwizard.com/TISS>

- ANNEXURE-I - Requirement (Including Manpower and Materials)
- ANNEXURE-II - Technical Bid Proforma
- ANNEXURE-III - Bidder's Declaration
- ANNEXURE-IV - Financial Bid Proforma

Schedule of Events / CRITICAL DATE SHEET

Published Date & Time	10.09.2020 (11.00 hrs)
Bid Document Download Start Date & Time	11.09.2020 (13.30 hrs)
Bid Document Download End Date & Time	05.10.2020 (16.30 hrs)
Last Date for Submission (Online)	
Date of opening of Technical Bids	07.10.2020 (11.30 hrs)
Date of opening of Financial Bid	09.10.2020 (14.30 hrs)

- *The MSMEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption.*



टाटा सामाजिक विज्ञान संस्थान
Tata Institute of Social Sciences
(Govt. of India funded Multi-campus Deemed University
under section 3 of the UGC Act, 1956)
Hyderabad Off - Campus,
1-117, Turkayamjal, Sagar Highway Road,
Ranga Reddy Dist. Hyderabad-501510.

e-Tender Notice No.TISS/HYD/ 02/2020

Date: 10.09.2020

OUTSOURCING OF HOUSE KEEPING SERVICES
NOTICE INVITING e- TENDER

Online quotations are invited in the prescribed proforma from reputed service providers engaged in the business of housekeeping to provide housekeeping services at Tata Institute of Social Sciences, Hyderabad campus. The tenderers must have a minimum experience of five years in providing housekeeping services to Government Departments, Public Sector Undertakings or large Corporate offices. Copies of agreement / work order from clients shall be provided as evidence. The tenderers may collect the details including location and nomenclature of the buildings where housekeeping service has to be provided, description of work, terms and conditions and the proforma for application in Annexure I, II, III & IV from web site: www.tiss.edu.

Interested bidders are requested to go through the minimum qualification criteria and submit their bids along with all supporting documents only through e-Tender Portal and obtain the Tender Acknowledgement copy as a proof of successful submission. All prospective bidders are requested to visit our TISS E-Procurement Website regularly for any such updates / corrigendums. Further, all the physical copies of supporting documents shall also be required to be submitted by the bidders along with the tender document downloaded from the website complete in all respects and dropped in the tender box available at Purchase Department, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088 on or before 05.10.2020 by 16.30 hrs.

The tenderer is requested to inspect the campus under consideration for providing housekeeping services between 10:00 AM and 6:00 PM (Monday to Friday excluding holidays) and submit their quotes thereafter. Any clarification in this regard may be sought from the Assistant Registrar Tata Institute of Social Sciences, Hyderabad Off-Campus, Turakayamjal, Sagar Highway, Hyderabad, Telangana-501510 (Ph: 07995007701).

The Technical bids shall be opened on 07.10.2020 at 11.30 hrs. and the Technical bids will be evaluated as per the information provided in Annexure-II. Only the price bids of Technically Qualified bidders will be opened. The date and time of opening of price bids will be 09.10.2020 at 14.30 hrs.

The Deputy Director, TISS reserves the right to accept/ reject any or all the bids without assigning any reason. The Deputy Director also reserves the right to amend the scope of the work or the number of manpower required at any point of time. Any attempt on the part of any company/ organization/firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration. The decision of the Institute in this regard shall be final.

Sd/-
Deputy Director,
TISS, Hyderabad

Information & Instructions to the Bidders for Using Online Electronic Tendering System (eTS)

Standard e-Tender Terms & Conditions For TISS e-Procurement . TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage.
 2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "Enrolment" link in the homepage.
 3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
 4. For further details on e-Tender participation, please contact ITI Help desk on : • Telephone: 080-49352000 (Bangalore) & Sanjay KC – Mumbai & Maharashtra (09665721619) Email : sanjay.kc@etenderwizard.com • Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com. • Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
- Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment. Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/TISS>) by clicking on the link " Enrolment " on the home page of e- Portal which is chargeable. (Rs.2000/- + GST(18%)(Non-Refundable) to be paid online by e-payment gateway). The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual" . Class III Digital Signature Certificate are mandatory for e-Tender /eProcurement.

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . N.B: Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . KEY INSTRUCTIONS for BIDDERS by clicking on "Latest Circulars/Formats/Help Manuals/Faq". The complete Step by Step "Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines" & "Digital Signature Certificate Process" this details are available on TISS e-Procurement Website for e-Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through "Team viewer" , "Ammy Admin " Or "Any Desk" Remote software only. For Downloading this software , the downloading software links are available on home page of TISS eProcurement Website .

Sd/-
Deputy Director
Tata Institute of Social Sciences
Hyderabad Campus

TERMS AND CONDITIONS

I TENDER PROCESS

1. Earnest Money Deposit of **Rs.50,000/- (Rupees Fifty Thousand Only)** to be submitted along with bids through online mode only. The EMD & e-Tender Processing Fees through online mode only on TISS – eProcurement Site , e-payment Gateway are available on portal. e-Tender Processing fees is Non-Refundable. Technical bids without Earnest Money Deposit will be rejected. Earnest Money Deposit will be returned to all the unsuccessful bidders at the end of the selection process of the successful bidder. However, the Earnest Money Deposit shall be forfeited in case the successful bidder withdraws or the details furnished in by the bidder are found to be incorrect or false during the tender selection process.
2. Security Deposit: The Successful bidder has to submit an amount of Rs.1,00,000/- as Security deposit in the form of Bank guarantee from a Nationalized Bank / Demand Draft / Banker's Cheque of a Scheduled Bank drawn in favour of "Tata Institute of Social Sciences" before awarding the contract. The Security deposit shall be refunded to the selected bidder without any interest within one month from the completion of contract period.
3. The tenderer shall quote their rates for the Housekeeping Service to be provided at Rate per Sq. Foot per month including Manpower & Materials required for cleaning of the Premises as per Annexure-I". which should include deduction towards PF and ESI, bonus, any other Statutory deductions etc. and the same would not be payable over and above the rates thus quoted.
4. This office 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.
5. 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.
6. The tender forms shall be rejected if it is not complete in any aspect.
7. The tender documents are not transferable.
8. The successful bidders will be intimated about the award of contract to them.
9. Late submission of tenders shall not be accepted.

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II. ELIGIBILITY CRITERIA :

1. The agency/firm/company should have at least minimum five years of experience in providing Housekeeping services in Central/State Government Departments / Public Sector Undertakings /Autonomous Bodies / Large Industrial / Educational campus / reputed Private Companies etc.
2. The bidders shall have average annual turnover of Rs. 30 Lakhs in Housekeeping Services in the last three financial years 2016-17, 2017-18 and 2018-19 certified by a Chartered Accountant.
3. The bidder must be preferably from within the state of Telangana and should have a registered office in Hyderabad.
4. The bidder must have ESI Registration, EPF Registration and GST Registration. Registration certificate copies should be enclosed.
5. The bidder is also required to submit at least 2 Customer Satisfactory Performance Reports from reputed organization they served.
6. The bidder should not be declared as ineligible/blacklisted by the Government of India or any other Government body on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature.

III. OTHER TERMS AND CONDITIONS :

- 1) The housekeeping service providers should quote their rate only on per square feet per month basis and not based on the number of persons to be deployed or per person basis.
- 2) The housekeeping service is to be provided on **all days except Sundays and National holidays.**
- 3) The working hours will be from 08.30 a.m. to 5.00 p.m. daily.
- 4) Skeleton services would be required beyond 5.00 pm on all working days to cater to emergency services for which necessary arrangements should be made.

- 5) The personnel deployed by the service provider should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably Hindi also.
- 6) If a particular person is absent on any day another person should be deployed in his/her place.
- 7) No other persons except the persons authorized by the service provider shall be allowed to enter the office premises.
- 8) The personnel should attend to work punctually and undertake the housekeeping work of the entire office premises daily. The cleaning and sweeping work should be completed by 09.30 a.m. daily. The personnel will perform all the duties assigned to the housekeeping service provider.
- 9) Suitable insurance cover protecting the agency against all claims applicable under the workmen's compensation act, 1948 shall be taken by the service provider. The service provider shall arrange necessary insurance cover for any persons even for short duration. This office shall not be liable to any claim arising out of mishap, if any that may take place while discharging the housekeeping services. In the event of any liability/claim falling on the institute in this regard, the same will be reimbursed/indemnified by the Service Provider.
- 10) The housekeeping service provider should be registered under the ESI & Provident Fund Acts and other relevant statutory enactments for the employment of labour and for GST.
- 11) The housekeeping service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them. The workers should be provided with a salary slip every month. The housekeeping service provider is responsible for the **payment of minimum wages as prescribed by the Government of Telangana under Minimum Wages Act and as per Minimum compensation Act 1948 as applicable to the jurisdiction of the services been rendered** in this regard. Besides, ESI and EPF per head and other statutory requirements at the current rate should be paid by the housekeeping service provider every month as per the existing Rules. The housekeeping service provider should also maintain Pay Roll containing the above details.
- 12) The housekeeping service provider 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 service provider will be in the employment of the Housekeeping Service provider only and not of the Institute. The staff provided by the service provider shall have no right to claim/seek employment in the institute based on the service rendered or on any other basis and it is purely a contractual responsibility through the service provider.
- 13) Mode of payment will be monthly and payments to the Housekeeping service provider

will be through online transfer only. Tax shall be deducted at source as per the Income Tax Act from the monthly bills.

- 14) The Housekeeping service provider shall indemnify and shall keep this Office indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the housekeeping personnel shall be charged to the housekeeping service provider and recovered from its dues/bills.
- 15) This Institute reserves the right to terminate the services of the Housekeeping service provider at any time without giving any notice whatsoever.
- 16) All existing statutory regulations of the State Government shall be adhered to and complied with by the Housekeeping Service provider and all records maintained thereof should be available for scrutiny by the Institute. The Housekeeping service provider shall strictly comply with the terms and conditions of the agreement which will be executed with the successful housekeeping service provider. Failure by the Housekeeping Service provider to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
- 17) The contract will be in force for one year from the date of award of contract.
- 18) The Housekeeping Service provider shall submit the bill for every month by the first day of the following month along with the statement showing the area for which housekeeping work was carried. No interim bills will be entertained.
- 19) All the Housekeeping materials/consumables required for the cleaning should be inclusive of the rates quoted per Sq. foot per month.
- 20) The Manpower deployed for Housekeeping Services should be Minimum of ***Eight [Including one Supervisor]***.
- 21) The Quote Should Include the Material Cost also.
- 22) No escalation of price whatsoever would be allowed during the pendency/currency of the contract, for whatever reason.
- 23) If at any time during currency of job the scope of work for which this job has been awarded is reduced/abandoned, the payment/value of this job order shall be reduced on pro-rata basis by this office and would be binding on the Housekeeping service provider.
- 24) This office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.

- 25) **The bidder quoting lowest Monthly Charges will be selected as L1 subject to the wages to Housekeeping staff shall be paid as per latest circular on Minimum wages issued by Labour and Welfare Department, Govt. of Telangana. The Successful L1 Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.**

IV. DESCRIPTION OF NATURE OF WORK :

(1) COVERED AREA DAILY SERVICES:

- A. Daily Sweeping and wet mopping of the entire Campus Building area specified in Annexure – I.
- B. Furniture like tables, chairs, visitor's chairs, sofas, almirahs etc., and all the electronic gadgets like computers, telephones, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
- C. Thorough cleaning of the toilets including WCs and Urinals with attached water Tanks and washbasins, by using disinfecting materials like phenyl, Harpic, etc., be done **twice a day** and more often, if needed. And also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- D. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- E. Collecting all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- F. Maintenance and up keep of the entire office area specified above.
- G. Shifting of furniture and other equipments and files whenever required.
- H. Conference room should be cleaned before and after every meeting organized there.
- I. Artificial plants if any, door mats and carpets are to be cleaned daily.
- J. Care should be taken that the gadgets are not tampered with during the cleaning Operation.

(2) WEEKLY SERVICES (Saturdays):

- a) Removal of cobwebs in the office buildings.
- b) Removal of dust accumulated on the walls, windowpanes and ventilators in the toilets.
- c) Thorough washing, rubbing and cleaning of corridors.

d) All name boards, wall panels, paintings etc., should be wiped off of dirt at regular intervals.

(3) Rate and Prices

The bidders shall quote their rates for the housekeeping Service at “**Rate per Sq. Foot per month including Manpower & Materials required for cleaning**”. which should also include deductions towards EPF, ESI, other statutory payments and any other taxes as applicable.

(4) Final Payment

The Housekeeping Service provider shall submit the bill for every month by the 1st day of the following month. No interim bills will be entertained. Payment will be made through online transfer within a month from the date of submission of bill provided. There is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officer. The payment is subject to TDS as applicable under the Income Tax Act, 1961.

The tenderer should ensure that the following documents are part of

Sd/-
Deputy Director
Tata Institute of Social Sciences
Hyderabad Campus

The total area on each floor is mentioned hereunder:

Sl.No.	Floor No.	Total Area (in Sq.ft)
01.	First Floor (Including Toilet Areas)	9500.00
02.	Second Floor (Including Toilet Areas)	9500.00
03.	Third Floor (Including Toilet Areas)	9500.00
04.	Open Space	12594.00

Cleaning Material Requirement for One Month

S.No.	Description of Item	Unit	Make/Brand	Monthly Qty Requirement	Remarks
1	Air Freshener	Each	Odonil (50gms)	15	
2	Floor Cleaner	Ltr.	Domex/LYzol or Equivalent	15	
3	Washing liquid	Ltr.	Vim (500ML)	04	
4	Naphthalene Ball	Kg	Trisul B 132 or Equivalent Quality	01	
5	Soft Broom	Each	Local	06	
6	Hard Broom for Open Area	Each	Local	06	
7	Dusting Soft Clothes (Yellow)	Pack	10 pieces/pack	05	
8	Detergent powder	Kg	Surf excel or equivalent	01	
9	Hand Wash (200ml bottles of 5 Ltr.)	Ltr.	Dettol or equivalent	05	
10	Toilet Brush	Each		06	
11	Toilet Cleaner	Ltr.	Harpic	10	
12	Floor Duster Dry & Wet Spin Mop	Each	Pocha or equivalent	03	
13	Mop Refills	Each		06	
14	Floor Brush (Hard & Metallic)	Each	Local	03	
15	Room Freshener Spray (*500ml bottles)	Each	Odonil or Equivalent	15	
16	Glass Cleaner (500 ml)	Each	Colin Spray or equivalent	01	
17	Garbage Covers	Kg	(Black Covers Big Size)	05	
18	Garbage Covers	Kg	(Black Covers	05	

			Small Size)		
19	Toilet Tissue Rolls	Each		15	
20	Bleaching Powder	Kg		01	
21	Scrubbers	Each	Scotch brite or equivalent	06	
22	Double Lip Wiper	Each		06	
23	Multi-Function Window Slot Brush (Cleaning purpose)	Each		03	
24	Urinal Screen Mat	Each		15	

ANNEXURE – II

Technical Bid Proforma

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HOUSEKEEPING SERVICES (Note: This form is also available in EXCEL Format for online submission (Mandatory))

e-Tender Notice No. No.TISS/HYD/ 02/2020

Date: 10.09.2020

1.	Name of the Firm/Company/Agency (Attach a copy of registration)	
2.	Name of the Director/Proprietor/Head etc.	
3.	Address of the Registered office, Local office in Hyderabad	
4.	Whether ISO certified. If so enclose the copy of relevant certificate.	
5.	Contact Details: Phone/Fax/Mobile Nos. Email Web Campus if any	
6.	PAN No./TIN (Attach a copy)	
7.	GST Registration No. (Attach a copy)	
8.	Labor Commission Registration No. (Attach a copy)	
9.	EPF Registration No. (Attach a copy)	
10.	ESI registration No. (Attach a copy)	
11.	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each	
	(a) FY: 2016-17	
	(b) FY: 2017-2018	
	(c) FY:2018-19	
	<i>Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed</i>	
12.	List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)	
	Organization	Contract Value (Annual)
	Duration	
	1	
	2	
	3	
	4	
	5	
13.	EMD Details (Enclose the Online Receipt with Technical Bid)	

Note: Below mentioned form are available in EXCEL Format also on e-Tender Website. Vendors need to fill up that excel form and same should be uploaded online

Signature & Seal of the Bidder

Bidder's Declaration

1. I, ...Son/Daughter of Shri
Proprietor/
Partner/Director/ Authorized Signatory of M/s.....am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all terms and conditions of the tender and here by convey my
acceptance of the same.
3. I /We(Tenderer)hereby also declare that the Firm / agency
namely M/s.....has not having
any
pending criminal case against Partners / Proprietor / Others and we are not blacklisted by any
Government Agency for any fraudulent practices so far.
4. The information/documents furnished along with the above application are true and authentic to the
best of my knowledge and belief.
5. I/We am/are well aware of the fact that furnishing of any false information/fabricated
documents would lead to rejection of my tender at any stage besides liabilities towards prosecution
under appropriate law.

Signature of the Authorized Person

Date:.....

Place:.....

Full Name.....

Seal.....

{Note: This declaration must be submitted along with technical bid. **Above mentioned form - Vendors need to fill up the form with stamp and signed on letter head and same should be uploaded online also}**

ANNEXURE – IV

(to be submitted through online mode only “Financial Bid - Contract for providing Housekeeping services”)

{Note: Below mentioned form are available in EXCEL Format also on e-Tender Website, Vendors need to fill up that excel form and same should be uploaded online}

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HOUSEKEEPING SERVICES THROUGH ONLINE MODE

1.	Rate quoted per Sq. ft. per month including of Manpower and Material required for cleaning build-up area per Sq. foot per month (Requirement as per Annexure-I)	
2.	Rate quoted per Sq. ft. per month including of Manpower and Material required for cleaning Open area per Sq. foot per month (Requirement as per Annexure-I)	
3.	Monthly Service Charges	
4.	GST	
5.	Total Monthly Charges	

(Rupees in words):

.....

Terms & conditions of Financial bid:

- (1) The rate quoted against S.No.-1 & 2 in Annexure-IV above shall include all expenditure like Manpower (Eight - Including one Supervisor] monthly salary, E.P.F. employer's share, ESI or equivalent, other allowances, also include material cost, transportation cost if any.
- (2) The Financial Bid shall be free from any conditions. Conditional bid shall be rejected straightway and no representation in this regard shall be entertained.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Institute in future.

Station:

Signature of the Authorized Signatory with date



TATA INSTITUTE OF SOCIAL SCIENCES
(A Deemed University under Section 3 of the UGC Act, 1956)
Hyderabad Off-Campus,
Turakayamjal, Sagar Highway,
Hyderabad, Telangana-501510

Tender No.TISS/HYD/02/2020

Name of Work:E-TENDER FOR OUTSOURCING OF HOUSE KEEPING SERVICES FOR TISS- HYDERABAD CAMPUS

ANNEXURE - IV PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HOUSEKEEPING

PURCHASE & STORES SECTION

Name Of The Bidder (Mandatory):

Sr.No.	Description	Rate In Rs.	Amount In Words
1	Rate quoted per Sq. ft. per month including of Manpower and Material required for cleaning build-up area per Sq. foot per month (Requirement as per Annexure-I)		
2	Rate quoted per Sq. ft. per month including of Manpower and Material required for cleaning Open area per Sq. foot per month (Requirement as per Annexure-I)		
3	Monthly Service Charges		
4	GST In Rs.		
5	Total Monthly Charges	0.00	

Terms & conditions of Financial bid:

(1) The rate quoted against S.No.-1 & 2 in Annexure-IV above shall include all expenditure like Manpower (Eight - Including one Supervisor] monthly salary, E.P.F. employer's share, ESI or equivalent, other allowances, also include material cost, transportation cost if any.

(2) The Financial Bid shall be free from any conditions. Conditional bid shall be rejected straightway and no representation in this regard shall be entertained.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Institute in future.

Station: Signature of the Authorized Signatory with date

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.

"This Is The Electronic Spread Sheet Singature Is Not Required"