

TENDER DOCUMENT
GOVT. INDUSTRIAL TRAINING INSTITUTE, AMBALA CANTT (HARYANA).

Govt. Industrial Training Institute, Ambala Cantt is proposing to enter into Annual contract Agreement for a period of one year for provision of services in connection with "Cleaning/Maintenance of Premises, Horticultural Work and Land Scapping work etc."

THE SCOPE OF WORK AND SITE DETAILS ARE ENCLOSED FOR YOUR REFERENCE IN THE SCHEDULE OF OPERATIONS.

The scope of work may vary from time to time depending on requirement of Govt. ITI Ambala Cantt (Haryana).

1. **Cost of Tender Document:** The Tender Document can be purchased on payment of **Rs.1000 /-**(Rupees One thousand only).
2. **Tender documents can be purchased and submitted on following terms:** Tender documents will be available for sale from 15/11/2016 between **09:00 AM to 05:00 PM** Hrs. on any working day other than Saturday, Sunday and Holiday from Govt. Industrial Training Institute Ambala Cantt . The Last date of submitting the tender form is on 23/11/ 2016 upto 04:00 PM.
 - a) The tender documents can be downloaded from website <http://www.itiAmbala Cantt .com> However, the cost of tender documents can be paid by cash.
3. **Earnest Money Deposit:** Rs.20,000/- (Rupees Twenty Thousand only) by way of Bank Draft/Bankers Cheque drawn in favour of "**Principal Govt. ITI Ambala Cantt.** " **payable** at Ambala Cantt by drawn on any scheduled bank payable at Ambala Cantt and the same should be submitted along with the Tender. No other mode of payment is acceptable.
 - 3.1 Earnest Money deposit will not carry any interest.
 - 3.2 Earnest Money Deposit amount in respect of successful tenderer can be adjusted against Security Deposit.
 - 3.3 Earnest Money Deposit in the case of unsuccessful tenderers will be refunded only on finalization of the tender.
 - 3.4 In case, the successful tenderer fails or refuses to accept the contract offered in full or in part, the Earnest Money Deposit will be forfeited.
 - 3.5 Tenders received without E.M.D. shall be rejected.

4. TWO PARTS BID SYSTEM

- 4.1 Part 'A' – **TECHNICAL BID.**
- 4.2 Part 'B' – **FINANCIAL BID.**
- 4.3 Sealed quotations are to be submitted under two-bid system as per following details
- 4.4 COVER -1 (TECHNICAL BID) - Part 'A'

The duly filled in Technical Bid along with instructions/terms and conditions, scope of work, technical bid (Part 'A') are to be kept in cover one and Super scribed as **"TECHNICAL BID FOR TENDER FOR OUTSOURCING OF CLEANING/MAINTENANCE OF PREMISES AND HORTICULTURE WORK AND LAND SCAPPING ETC."** and sealed.

TECHNICAL BID of Tenders must be accompanied by EMD as specified.

All pages of the Tender must be signed by the tenderer and he must affix his office seal in all pages.

The tenderer should enclose proof for all the information furnished by them. In case it is found, at any stage, the information/documents provided are not true, the tender/ Order/ Agreement shall be cancelled and appropriate damages shall be claimed from the tenderer/party besides forfeiture of Security Deposit.

5. COVER II (FINANCIAL BID) - Part 'B'

The tenderer must sign on **Part "B" - Financial Bid** of the tender and also affix his/her seal. The duly filled in Price Bid is to be kept in Cover II and sealed and Super scribed as **"FINANCIAL BID FOR TENDER FOR OUTSOURCING OF CLEANING/ MAINTENANCE OF PREMISES AND HORTICULTURE WORK AND LAND SCAPPING WORK ETC. "**

NOTE: No other documents should be kept in the cover containing Financial Bid (Part 'B') of the Tenderer.

6. THE ABOVE TWO COVERS BE FURTHER PUT IN A MASTER COVER, SEALED AND SUPERSCRIBED AS TENDER FOR "OUTSOURCING OF CLEANING/MAINTENANCE OF PREMISES AND HORTICULTURE WORK AND LAND SCAPPING WORK ETC."

- 7. In case the Tender form is received with both Financial Bid and Technical Bid kept in the same sealed cover, the same will not be considered.
- 8. Tender will be opened in the presence of intending Tenderers/Service Providers at Govt. ITI Ambala Cantt , at **3:00 PM** on the due date of opening i.e. on **24/11/2016**. Only Technical Bids of the tenderers received will be opened on that day and the Price Bids will be sealed in the presence of those tenderers present and kept in our custody. The price bid of only those tenderers, who are successful in the "Technical Bid" evaluation will be opened. The time, date and venue for the opening of Price Bid will be intimated to only those tenderers whose Technical Bids were accepted after evaluation based on the criteria enumerated on Qualifying

Criteria. A Committee will inspect the documents of the Tenderer / Service provider who qualifies in the Technical bid, for the physical verification of the claim of the bidder(s) and upon satisfying, the committee will shortlist the parties.

9. EMD and all subsequent Payments to be made by way of crossed Demand Draft drawn in favour of **“Principal Govt. ITI Ambala Cantt ,” payable at Ambala Cantt .**
10. Sealed Tender documents are to be personally deposited /delivered in the Tender Box earmarked for this purpose. Tender documents sent by Post/Courier shall be at the risk of the Tenderer and **Govt. ITI Ambala Cantt** will not be responsible for any loss or non-receipt of tender documents. Tenders received after due date will not be entertained/considered.
11. **Price Bid**
 - 11.1 The contractors are advised to inspect and examine the site, its conditions and surroundings and satisfy themselves about the nature and scope of work before submitting their tender. Copies of specifications, terms and all documents required in connection with the work shall be open for inspection and for clarification for the tenderer at the office of Govt. ITI Ambala Cantt during office hours on working days. Offer shall also be available to clarify and explain the specifications, terms of the documents if sought by the applicant before the date of tender submission. A tenderer shall be deemed to have full knowledge of the site, specifications terms and conditions and no extra charges consequent on any misunderstanding or otherwise shall be allowed/paid.
 - 11.2 A contractor should quote in figures as well as in words the rate(s) tendered. The amount for each item should be worked out and the requisite totals given. Special care shall be taken to write rates in figures as well as in words, and the amounts in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words Rs. should be written before the figure of rupees and the words paise after the decimal figure.
 - 11.3 Tenders should be in the prescribed form duly signed and stamped and prices be clearly written without any over-writing. Over-writing, if any should be signed by the Tenderer/Service Provider.
12. Incomplete tender is liable to be rejected.
13. All columns should be furnished with relevant details duly substantiated with proof and no column should be left blank.
14. Tenderers / Service Providers are required to submit price bid/commercial bid which will be valid for a period of one year. The agreement will be for a period of one year. However, Govt. ITI Ambala Cantt reserves the right to extend the agreement for a further period of One Year at the same rates, terms & conditions.

15. Quotation should be valid for a period of 90 days from the date of Opening of the tenders.
- 16. Security Deposit:**
- 16.1 The successful Tenderers/service Providers will be required to security deposit **5% of the Annual Contract Agreement value** after adjusting the amount of Earnest Money as Security Deposit with **Govt. ITI Ambala Cantt** by Demand draft/Pay Order within 1 (One) weeks of communication of acceptance of tender for the satisfactory performance of the contract.
- 16.2 Security Deposit will not carry any interest.
- 16.3 Security Deposit will be refunded only after successful completion of all the contractual obligations by the successful Tenderer/ Service Provider.
- 16.4 Security deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Service Provider.
- 16.5 The amount of Security deposit as the case may be shall stand increased if value of the actual work exceeds tender amount.
- 17. Recovery of sum due:**
- 17.1 Whenever under this contract any sum of money is recoverable from the Service Provider, **Govt. ITI Ambala Cantt** shall be entitled to recover such sum by appropriating in part or full from the said security deposit already deposited by the Service Provider.
- 17.2 In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be, the Service Provider shall pay to **Govt. ITI Ambala Cantt** ,, on demand the balance amount, if any, due to **Govt. ITI Ambala Cantt** within 15 days of the demand by **Govt. ITI Ambala Cantt** ,,
- 17.3 If any amount due to the **Govt. ITI Ambala Cantt** is so set off against the said Security Deposit, the Service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately but not later than 15 days from the date of demand being made by **Govt. ITI Ambala Cantt** ,,
- 18. Tenderers/Services provider must have registration for ESI and Employee Provident fund.**
- 19. Qualifying Criteria:**
- 19.1 The bidder must have the Certified registered companies for provision of services in connection with handling of other Cleaning of premises and horticulture work.
- 19.2 For financial soundness banker's certificate, along with Profit & Loss account and Balance Sheet for last **3 financial Years and duly certified by C.A.** must submitted.
- 19.3 The bidder should have the ESI number, EPF number and PAN number. Challans of ESIC, latest RCC copy & EPF for at least **20** employees must be submitted for six month.
- 19.4 All statutory obligations required for such type of housekeeping Contracts should be followed and documentary proof should be available.
- 19.5 Incomplete tender not accompanied by EMD are liable to be rejected.
- 19.6 Issue of tender will be at the sole discretion of **Principal Govt. ITI Ambala Cantt** ,, **Tender will not be sent by post.**
- 19.7 All other details and terms & conditions of the tender are mentioned in the

tender document.

- 19.8 The bidder must have at least single work experience of similar type of work of Rs 5 lacks in any Government organization/PSU's within last three years.

20. General:

- 20.1 The service provider will provide handling services as per requirement based on the schedule for Mechanized Housekeeping Services.
- 20.2 The service provider will cover all the jobs specified in the scope of work given in **Annexure "A"**
- 20.3 The service provider should provide one Supervisor per Shift to co-ordinate with **Govt. ITI Ambala Cantt** ,.
- 20.4. The supervisor so provided will extract work from the Service Provider personnel by properly deploying them for various kinds of work.
- 20.5 The supervisor will maintain all the mandatory records / Documents of employees to the representative of **Govt. ITI Ambala Cantt** as and when called for.
- 20.6 The service provider shall provide at his own cost **proper uniforms** to his Personnel for good present ability.
- 20.7 The Service Provider shall obtain photo-identity cards to his personnel under his signature, company's name and seal which shall be displayed by them while on duty.
- 20.8 The work carried out by the Service Provider can be spot checked by ITI's Authorized person from time to time.
- 20.9 The service provider will be solely responsible for any damage to property of **Govt. ITI Ambala Cantt** due to negligence or otherwise and will compensate **Govt. ITI Ambala Cantt** for the Damage.
- 20.10 The service provider shall be personally responsible for any theft, dishonesty, and / or disobedience on the part of the personnel/ supervisors provided by him for this service and will be bound to replace the personnel immediately on the recommendation of Principal, **Govt. ITI Ambala Cantt** ,.
- 20.11 The supervisor so provided shall ensure that all the security regulations of **Govt. ITI Ambala Cantt** or any other Agency associated with **Govt. ITI Ambala Cantt** activity are strictly adhered to and complied with by the persons engaged by him to provide the service. Any violation of security regulations will be at the cost and risk of service provider.
- 20.12 The service provider shall not transfer or assign or sub let any part of the service once agreed or any share of interest in any manner or degree directly or indirectly to any other firm or corporation what-so-ever.
- 20.13 The service provider will have to ensure presence/engage/working of at least 5 Persons for these services in the premises of **Govt. ITI Ambala Cantt** ,.
- 20.14 The service provider will have to sign an agreement with **Govt. ITI Ambala Cantt at Bitna** as per Chief Secretary Outsourcing Policy 2009.
- 21. Personnel deployed by the service provider:**
- 21.1 The personnel of Service Provider should be physically / medically fit for the specified jobs.
- 21.2 The personnel should be well mannered and courteous. They shall while on duty wear proper uniform, which shall be provided by the service

provider, should be cleaned regularly and should have their photo identity card pinned thereon.

- 21.3 The personnel so deployed must be insured against all risks.
- 21.4 The service provider shall not engage any person below 18 years of age.
- 21.5 The service provider will himself be responsible and will comply with all the statutory regulations such as E.P.F, E.S.I., Minimum Wages Act, Bonus Act and all other applicable labour laws which are in force or that may become applicable in future and from time to time in all matters, relating to his employees so far as it pertains to the service being provided by him under this contract and all matters arising there from. All Statutory requirements and obligations in respect of the service provider personnel are required to be fulfilled by him and **Govt. ITI Ambala Cantt** will have no liabilities what so ever arising out of the above. The Service Provider should also maintain the records and registers in compliance with all statutory provisions applicable to his personnel under the statutes from time to time. Such records /registers should be produced before the designated officer of **Govt. ITI Ambala Cantt** at periodical intervals for general inspection. Further the copies of the returns submitted to the statutory authorities must be furnished to **Govt. ITI Ambala Cantt** ..

22. Payment of bills:

- 22.1 The service provider shall submit his monthly bills in triplicate towards the services rendered in the previous month to the **Govt. ITI Ambala Cantt** for scrutiny and certification to the effect that there is no penalty leviable in terms of Clause (23) and also that there is no case of invoking of indemnity clause as mentioned in Clause (24). The monthly bills will then be dispatched to Account Department for payment action.
- 22.2 Necessary deductions towards income tax and any other applicable Service tax etc. shall be effected at source at the time of settlement of monthly bills.

23. Penalties:

- 23.1 Prompt, punctual, efficient, safe and courteous service is the essence of this Service Agreement. Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider.
- 23.2 The Service Provider shall always endeavor to carry out all the jobs connected with or incidental to the activities of **Govt. ITI Ambala Cantt** and he shall be held responsible for any lapse/failure on behalf of any of his employees/agents and in the event of occurrence of any such loss/damage caused to the business/property/reputation of **Govt. ITI Ambala Cantt** he shall be liable to penalty in terms of money.
- 23.3 In case of failure to commence the service on the stipulated time/date, the E.M.D shall be forfeited.
- 23.4 In case of failure to carry out the service to the satisfaction of Supervisor/Principal, **Govt. ITI Ambala Cantt** will be free to get the same service done by any other agency at the cost and risk of the service provider and Security Deposit provided by the Service provider will be forfeited.

24. Indemnity:

- 24.1 The service provider shall indemnify, **Govt. ITI Ambala Cantt** against any

claims, damages, loss or penalty including costs thereof in case of liability that may occur to the customers of **Govt. ITI Ambala Cantt** and/or their baggage during the course of performance of contractual terms. The service provider shall be solely responsible for any liability whatsoever arising out of any accident /incident involving personnel deployed by him.

24.2 The service provider shall indemnify, **Govt. ITI Ambala Cantt** against any claims, damages, loss or penalty including costs thereof arising out of any breach or violation of any of the provisions of all the laws, including labour laws as applicable from time to time, governing the personnel employed by the service provider.

25. Extension / Termination of agreement:

25.1 The validity of the agreement comes to an end *ipso facto by efflux* of time unless otherwise renewed/terminated.

25.2 In the event of the service provider failing to comply with any of the terms and conditions of the agreement, **Govt. ITI Ambala Cantt** shall be at liberty to terminate the contract with immediate effect besides forfeiting the security deposit.

25.3 The contract shall be terminated by either side by giving two months notice in writing.

However **Govt. ITI Ambala Cantt** reserves the right to terminate / cancel the order partially or fully without notice and without assigning any reason and without any liability to.

26. Arbitration:

26.1 Any dispute or difference, what so ever arising out of this service agreement shall be referred to the sole arbitration of the **Principal Govt. ITI Ambala Cantt** or the person appointed by him whose decision shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and rules made there under.

27. Jurisdiction:

27.1 In respect of any matter pertaining to such arbitration the courts of law in Ambala shall have the exclusive jurisdiction and both the parties will submit to the said jurisdiction.

**-Sd-
Principal
Govt. ITI Ambala Cantt**

Annexure "A"

SCOPE OF WORK

1. **Sweeping and Cleaning:** Sweeping and Cleaning is a routine affair of housekeeping. Sweeping will be Carried out with Unger Kit such that worker does cleaning in upright position. The Sweeping and Cleaning of following building elements will be done at least once a day. Corridors, staircase, railings, rooms, toilet blocks, ceilings, sidewalls, lofts, weather sheds, windows glass panels. Fixtures, lounge shed, pillars, Columns, exterior walls terraces, ground entrapped within and at least 5 feet outside all around the building with Unger Kit.

2. **Vacuum Cleaning:** Ultra Clean rooms have to be cleaned with the help of vacuum cleaner as sweeping with broom is prohibited in these areas. Vacuum cleaners fitted with HEPA at the exhaust. Vacuum cleaning will be carried out only by the trained personnel well acquainted with the vacuum cleaning.

3. **Mopping:** Mopping will be carried out only after the cleaning/sweeping is over, Mopping will be done by sprinkling water with appropriate detergent solutions/scented phenyl. Rubber broom only will be used for this work. After mopping floor swabbing will be done with dry cloth broom to avoid slippage of anyone. The areas e.g. corners, edges and pockets where rubber broom could not be used mop cloth will be used for manual mopping and swabbing. The elements under mopping are as under. Corridors, railings, rooms, toilet blocks, mirrors, ceramics, marble, glazed and mosaic tiles in skirting and aside walls, window glass panels, fixtures, decorative pillars & columns, idols and photo frames.

4. **Window glass panel cleaning:** Window frames will be cleaned with detergent. Dust from window platform outside and inside will be removed. Glass will be cleaned with suitable chemicals without any scratch. Use of newspaper and old cloth for cleaning glass will be permitted. Glass panels in will be cleaned very frequently.

5. **Spraying perfumes:** Perfume will be sprayed after routine cleaning work, in the Office Premises everyday in the corridors, office rooms, conference halls etc.

6. **De-dusting of furniture and fixtures:** De-dusting and fixtures will be carried out with clean dhoti cloth every day morning before office hours. Glass top will be cleaned wet cloth to remove stain. Each room will have furniture like tables, chairs, stools, side tables, computers, office equipments, show cases, cupboards, display board, etc. There will be lighting fixtures, fans, air-conditioner and electrical fittings. Lighting and decorative fixture, fans, etc. will be cleaned periodically in phased manner with the convenience and requirement of concerned officer sitting in that room.

7. **Stain removal:** Stain accumulates on various water connections fittings near water cooler, sanitary fittings in toilet block on mosaic, marble and ceramic tiles, glass panes, mirrors, etc. Periodic stain removal will be carried out with appropriate anti-stain materials.

8. **Removing spider webs and cobwebs:** Removing spider and cobwebs will be carried out periodically with broom. This work will be done before sweeping.

9. **Toilet related specific work:** Each toilet will be provided with liquid or solid soaps at washbasin, naphthalene balls at water outlets, bucket and tumbler or toilet papers and availability of water. Contractor shall ensure that all the consumables are available inside toilet. In case of failure of water supply concerned office will be kept informed. Maintenance of ladies **toilets will** be done before office hours only. While cleaning toilet, board will be hung on the face of the door to intimate the users about cleaning in progress. Any theft or loss of sanitary **fittings, taps,** light bulbs will be brought to the notice of the concerned officer.

10. **Washing Flushing:** Washing of all floors will be carried out at least once a month to remove accumulated dust or mud in deep corners and tiles joints. During monsoon corridors and floors I be spoiled with mud etc. Washing will be carried out with water pipe and rubber broom/map **cloth.**

11. **Dumping/disposing:** Garbage collected after daily sweeping and cleaning will be carried away in suitable manner for disposal.

12. **Horticulture Work:** Maintenance of Existing Lawns including Grass Cutting, training & pruning, Irrigation, weeding, manuring etc. of the existing lawns.

TENDER FORMAT TO BE FILLED ON THE LETTER HEAD OF THE TENDERER AND TO BE SUBMITTED ALONG WITH TECHNICAL BID

NO.

Date:

To

**Principal
Govt. ITI Ambala Cantt ,.**

**SUB: - TENDER FOR OUTSOURCING OF CLEANING OF PREMISES AND
HORTICULTURE WORK ETC. OF GOVT. ITI AMBALA CANTT ,.**

R/sir,

We have gone through the tender documents hosted by you purchased from your office or download from your web site consisting of covering letter and Terms and Conditions and are pleased to submit Technical Bid and Price Bid. We agree to accept the terms and conditions as stipulated.

Thanking you,

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Name of Company: _____

Address: _____

Company Seal: _____

Phone No. _____ Fax No. _____

E-Mail _____

Govt. Industrial Training Institute Ambala Cantt .,
TECHNICAL BID (PART 'A')

TENDER FORM NO: _____ DATE: _____
 RECEIPT NO : _____ AMOUNT: _____ DATE: _____
 TENDER SL NO : _____
 ISSUED ON: _____
 ISSUED: _____
 ISSUED TO : _____

Tender for HOUSEKEEPING SERVICES

A	NAME OF THE TENDERER AND ADDRESS:	PHONE : MOBILE : FAX : E-MAIL :
B	IS YOUR COMPANY REGISTERED (ATTACH PHOTOCOPY)	Yes No
C	ANNUAL TURN OVER (Attached photo copy of a audited Balance-sheet of last three years)	
D	INCOME TAX PERMANENT ACCOUNT NO. (ATTACH PHOTOCOPY)	
E	WHETHER INCOME TAX RETURN FILED FOR THE LAST 3 YEARS : (ATTACH PHOTOCOPY)	
F	ESI CODE / CERTIFICATE : (ATTACH PHOTO COPY)	
G	EPF CODE / CERTIFICATE : (ATTACH PHOTO COPY)	
H	Total span of experience in the field :	
I	NAME A FEW REPUTED COMPANIES / PUBLIC SECTOR ORGANISATIONS WHERE SUCH JOBS WERE UNDERTAKEN ON ANNUAL CONTRACT DURING THE LAST THREE YEARS (Attach Proof).	
J	Annual contract value of such single order and the period of execution	
K	Please furnish the following details:	
	Number of Existing Employee:	More than 100 More than 75 More than 50 More than 25 Less than 25

	Number of skilled employees :	More than 100 More than 75 More than 50	
		More than 25 Less than 25	
	Number of semi skilled employees:	More than 100 More than 75 More than 50 More than 25 Less than 25	
	Number of Unskilled employees :	More than 100 More than 75 More than 50 More than 25 Less than 25	
	Number of Supervisors :	More than 50 More than 25 Less than 25	
L	Have you or your Company been served with Show-cause notice for Non-compliance with any of the provisions of statutory Labour laws/criminal offences in the past? - YES/NO	Have you or your Company been served with Show-cause notice for Non-compliance with any of the provisions of statutory Labour laws/criminal offences in the past? - YES/NO	

If Yes, state the outcome and its present status (use the space at reverse of the page)

SIGNATURE

NAME OF TENDERER

SEAL

Date:-

Note : Govt. ITI Ambala Cantt reserves the right to accept or reject the tender application/cancel the tender process without assigning any reason thereon.

Price Bid

Govt. Industrial Training Institute, Ambala Cantt .,

Part- B

TENDER FOR OUTSOURCING OF CLEANING OF PREMISES AND HORTICULTURE WORK

Sr. No.	Place	Description	Area	Amount (Rs.) per Month
1	Govt. ITI Ambala Cantt ,	Scrubbing, Buffing, Vacuum Cleaning etc. and chemicals, toiletries and consumables etc. complete with labour, and machines as required as per scope of work and specification for one year inclusive of all taxes. Maintenance of Existing Lawns including Grass Cutting, trimming & pruning, irrigation, Weeding manuring etc. of the existing lawns.	1) Area of Ground floor / 1 st Floor/ 2 nd Floor 2) Total No. of Rooms on Ground Floor/1 st Floor / 2 nd Floor 3) Total No. of Toilets on Ground Floor/1 st Floor / 2 nd Floor 4) Total Lawn area 5) Total covered area 4000sqmtr and total area 10acre Applicable Service Tax	
2.				
3.			Total Amount per Month	
TOTAL AMOUNT FOR 12 MONTHS =				
In Words:				

SIGNATURE

NAME OF TENDERER

SEAL

Note : Govt. ITI Ambala Cantt reserves the right to accept or reject the tender application/cancel the tender process without assigning any reason thereon.

Details of Quoted Price

Basic Applicable Minimum wage to be per. Manpower per Month	= Rs.....
EPF @ 13.36% per Manpower per Month	= Rs.....
ESI @ 4.75% per Manpower per Month	= Rs.....
Total payable wages per Manpower per month	= Rs.....
Total payable wages for 07 nos. Manpower per month	= Rs.....
Required Cleaning material/Consumable Charges per month	= Rs.....
Service Charge/Contract profit% on Basic	
Total wages per month	= Rs.....
Applicable Service Tax.....% per month	= Rs.....
Total Charges/Amount per Month for 07 nos. Manpower	= Rs.....

SIGNATURE

NAME OF TENDERER

SEAL

Note : Govt. ITI Ambala Cantt reserves the right to accept or reject the tender application/cancel the tender process without assigning any reason thereon.

ANNEXURE- B

Other Terms and Conditions applicable for Outsourcing of Cleaning/Land Scapping activities through Mali-cum-Sweepers at Govt. ITI Ambala Cantt ,:-

- 1 The entire work shall be done according to the detailed scope of work mentioned in the tender documents.
- 2 The minimum basic wages to be paid to the Mali-cum-sweeper shall be Rs.8100/- + applicable EPF, ESI etc.
- 3 The above activities of out sourcing in this Institute shall be according to the Policy of Outsourcing of services/activities issued by Chief Secretary to Govt. Haryana vide letter No.43/5/2001/IGSI dated 1/9/2006 and circular bearing same No. dated 16/2/2009, 43/5/2001-3GSII dated 20/2/2014 and General Administration Department No. 43/5/2001-3GSII dated 12/8/2014.
- 4 The duty hours of the supplied Manpower (Mali-cum-Sweeper) shall be 8:00 A.M. to 5:00 P.M. with the lunch break of 12 Noon to 1:00 P.M.
- 5 A penalty of Rs.500/- (Rs. Five Hundred only) per Man power per day shall be imposed for Absent per day(s) . Similarly, a penalty of Rs.500/- (Rs. Five Hundred only) per Man power per day shall be imposed for late coming & early going by the outsourced manpower and non performing his/her duties.
- 6 The self attested copies of following documents shall be produced alongwith the monthly Bill by the contractor :-
 - (i) EPF Challan.
 - (ii) ESI Challan.
 - (iii) Wage register/muster-roll.
 - (iv) Paid service tax challan if applicable.
 - (v) Proof of Transfer/payment of monthly wages to the each man power by the contractor.
- 7 In case of any short coming found during execution of cleaning/landscaping etc. work, the allotted tender is liable to be cancelled without assigning any notice.
- 8 The contractor shall be bound to follow the instructions issued by Haryana Govt. time to time.

SIGNATURE

NAME OF TENDERER

SEAL

Note : Govt. ITI Ambala Cantt reserves the right to accept or reject the tender application/cancel the tender process without assigning any reason thereon.