

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

Yojana Bhavan, Sansad Marg,  
New Delhi, 15<sup>th</sup> October, 2008.

**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 30.10.2008 (Thursday).
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 30.10.2008 (Thursday). 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**

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**A. Eligibility Criteria:**

1. The bidder must have a total turnover of **Rs.5,00,00,000/-** (Rupees Five Crores) during the last three years and fixed assets of minimum **Rs. 50,00,000/-** (Rupees Fifty 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 30.10.2008 (Thursday).
10. The Technical bid shall be opened at 3.30 PM on 30.10.2008 (Thursday). 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 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. Be it private or public areas, 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.

### 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 housekeeping 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. Maintain garden, trees, outdoor and indoor plants on regular basis and shall arrange for all durables, consumables, tools, equipments & machines required for gardening work and for the maintenance work.
  - i. 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**

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 1<sup>st</sup> and 2<sup>nd</sup> floor. The scope of work would broadly encompass cleaning / maintaining the areas so that the area is always clean and presentable. The area broadly includes the following:

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

**(II) Cleaning Services**

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

**(a) Daily Services**

Housekeeping/ cleaning services should be done daily from Monday to Saturday and minimum twice a day once before 0900 hrs and second time between 1300 hrs to 1400 hrs. The working hours will be from 7:30 am to 4:00 pm daily. 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 papers 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, moping 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 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 daily at regular intervals.
6. Scrubbing of toilets, wash basins, sanitary fittings, glasses and toilets floors.
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. Restock toiletries, which include Liquid hand soap, Toilet paper, air freshener, and Sanitary Cubes and Naphthalene balls in toilets 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. Putting plastic bags in all dustbins 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. The cleaning in occupied area should be done as and when the hall/ room/ cabin is opened and in the presence of the officer concerned or in the presence of his/her authorized representative once in a day or on call basis by the officer concerned during office hours on all working days only.

**(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 van 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 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-c) Horticulture**

1. Maintenance of lawns, flowerbeds, shrubbery, trees and greenery around the building & all indoor and outdoor plants (potted or otherwise) etc.
2. Weeding including elimination of grass and weeds from cracks and joints within building, sidewalks and curbs. Mowing of lawns & disposal of grass thereafter.
3. The lawns, plants, trees and potted plants shall be watered to provide water penetration.
4. Daily cleaning of Lawn.
5. Pruning of shrubs, bushes and trees.
6. Rich soil shall be applied evenly over sunken garden lawns and around the roots of the plants.
7. Fertilizing and liming- to be performed in a manner that promotes proper health of plants.
8. Clearing storm / monsoon damage.
9. Disposal of debris in an environmentally acceptable manner approved by 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 Disinfestations Control Services including fogging etc. in the area of contract.
2. The bidder shall use chemicals that are harmless to humans, 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 disinfestations services in the areas covered during this period of the 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.

**(ii-f) Drycleaning Services:**

1. The bidder will provide dry-cleaning / shampooing, vacuum cleaning services for the furniture / fixtures, sofa chairs, Venetian blinds, curtains, towels, etc. in the area covered under contract.
2. The bidder will use only standard / approved material for the above work.
3. The bidder will submit a plan for the dry cleaning work 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, 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	03
3	Skilled Housekeeping staff	42
4	Gardener	02
5	Plumber	01

#### ANNEXURE - C

##### Monthly requirement of toiletries / dispensers

Kimberly Clark Soap Pouch
Daffodil Toilet Roll / Jumbo Roll
Wintex / Daffodil Tissue Box
Kimberley Clark C- Fold Towel - 1150
Kimberly Clark C-Fold towel dispenser
Kimberly Clark Jumbo roll dispenser
Kimberly Clark Soap dispenser

**ANNEXURE - D****List of cleaning Materials & Aids**

<b>Sl. no.</b>	<b>Items</b>	<b>Sl. no.</b>	<b>Items</b>
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)		

**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.	
	I 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**

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

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 (Form-A)****For House Keeping and facility Management services in Planning Commission.**

I. Name of bidder: \_\_\_\_\_

II.

S. NO.		Rate Per Month	Pro-Rata Rate Per Day	Pro-Rata Rate Per Hour
A	<b>Charges for manpower</b> including – 1 Manager, 02 Supervisors, 30 Skilled Housekeeping staff, 02 Gardeners and 01 Plumber, machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal van, bins, bags and any other item(s) that may be required for fulfillment of the contract			
B	<b>Charges for Pest Control</b>			
C	<b>Charges for Dry Cleaning/ shampooing and laundry services</b>			
D	<b>Total charges inclusive of taxes, service charges, EPF, ESI, Service Tax, etc.</b>			

The above format may be used to provide requisite details.

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

**APPLICATION – FINANCIAL BID (Form-B)****Area-wise Break up of charges given financial bid form – A**

I. Name of bidder: \_\_\_\_\_

II.

S. NO.		Rate Per Month	Pro-Rata Rate Per Day	Pro-Rata Rate Per Hour
A	<b>Charges for Ground Floor Area</b>			
B	<b>Charges for First Floor Area</b>			
C	<b>Charges for Second Floor Area</b>			
D	<b>Total Charges</b>			

The above format may be used to provide requisite details.

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