

**INSTITUTE OF HOTEL MANAGEMENT**  
**MAHARAJPURA, GWALIOR.**

Name of Work:-**Tender for “ Providing Man Power for Technical Work, Office work, Lab work, General cleaning ( House keeping )Services and Gardening at IHM, Gwalior.**

**COST OF TENDER FORM :- 2,000-00.**

**IMPORTANT DATES**

1.	Date of Issue of Tender Form	From 27 <sup>th</sup> August 2021 10:00 am
2.	Last Date of issue of Tender Form	9 <sup>th</sup> September 2021 up to 1:00 pm
3.	Last Date of Receiving Bids	9 <sup>th</sup> September 2021 up to 3:00 pm
4.	Period of downloading the Bid	27 <sup>th</sup> August 2021 10:00 am to 9 <sup>th</sup> September 2021 up to 12:00 Noon from website: <a href="http://www.ihmgwalior.net">www.ihmgwalior.net</a>
5.	Date, Time and Place for Opening Technical Bid	9 <sup>th</sup> September 2021 at 4:00 pm at Board room IHM, Gwalior
6.	Time, Date and Place for Opening Financial Bid	13 <sup>th</sup> September 2021 at 3:00 pm at IHM, GWALIOR, Gwalior
7.	Validity Date of Bid	6 months from the date of Opening of the bid

The Management reserves the right to reject any or all applications without assigning any reasons thereof.

**PRICIPAL**

INSTITUTE OF HOTEL MANAGEMENT  
AIR PORT ROAD, MAHARAJPURA,  
GWALIOR M.P

**TENDER NOTIFICATION PERTAINING TO OUTSOURCING OF MANPOWER**

Name of the work :- **Tender for “ Providing Man Power for Technical Work, Office work, Lab work, General cleaning ( House Keeping ) Services and Gardening at IHM, Gwalior.**

IMPORTANT DATES

LAST DATE OF RECEIPT OF BID	9 <sup>th</sup> September 2021 up to 3:00 pm
DATE AND TIME OF OPENING TECHNICAL BID	9 <sup>th</sup> September 2021 at 4:00 pm
DATE AND TIME OF OPENING FINANCIAL BID	13 <sup>th</sup> September 2021 at 3:00 pm

1. Sealed tenders are invited in Two Bid system( both Technical Bid & Financial Bid ) in prescribed format by the Principal, IHM, Gwalior from experienced, reputed, financially sound and licensed private Agencies for outsourcing of manpower in regard to Cleaning and Housekeeping jobs, Technical Work , Office work, Lab work and maintenance and Cleaning of Garden at IHM, GWALIOR .
2. Cleaning work:- Ten Experienced Cleaning staff, Administrative Building, Academic Blocks, Hostels, Residential stairs and surrounding Area, Roads, New Building, Disposal of Garbage, cleaning of institute's & Hostels campus chambers etc for an initial period of 01 Year, which can be extended, subject to satisfactory performance of the work assessed on yearly basis. Age not exceeding 50 years
3. Technical Work :- i. One Technical person having Knowledge of Electrical Maintenance work, Plumbing work, Gas equip. maintenance work. Age not exceeding 40 years.  
ii. Two electrician , person having ITI Electrician trade pass Certificate withy Wiring License and Knowledge of Electrical Maintenance work, Age not exceeding 40 years.
4. Office work:- Three Clerk ( LDC ) 10+2 or Higher Secondary School pass having typing speed 40wpm and Knowledge of computer operating. Age not exceeding 28 years.
5. Lab work:- Three Lab Attendant 10<sup>th</sup> Pass. Having minimum One year experience in Hotel Kitchen, F & B Bakery and other departments. Age not exceeding 28 years.
6. Garden work:- Five experienced Gardner, Age not exceeding 50 years.

## General terms and obligations:-

1. Experience of similar work in Central/State Govt./Autonomous Bodies/Public Sector Undertaking/ Govt. Institutions should be of minimum Rs.25,00,000/- (Rupees Twenty Five lakhs only) per annum during last three years. duly certified by the Chartered Accountant along with audited balance sheets of the last three years
2. The bidder shall provide the details of list of ongoing projects along with copies of work orders minimum three similar projects.
3. Registration Certificate / License issued from Assistant Labour Commissioner / Regional Labour Commissioner (Central).
4. Registration Certificate from EPF, ESI and GST.
5. Copy of PAN Card.
6. The Contractor should have local office and bank account at Gwalior for ensuring satisfactory fulfillment of contractual obligations.
7. Tender document of the contractor not producing proof of possessing documents listed from item No.1 to 6 are liable to be rejected without any notice.
8. Complete bid (single sealed envelope containing two separate sealed envelopes of technical and financial bid) must be submitted on or before 9<sup>th</sup> September 2021 up to 3:00 pm. The Bid submitted by the bidder shall be in two separate parts:-
9. Tender documents available from The Office of The Principal, Institute of Hotel Management, Maharajpura, Gwalior at 10.00am to 5.00pm on working days on payment of Rs-2000-00( Non refundable). Who Participated and remitted the tender fees in July 2021 for the same they need not remit the tender fees again.
10. Complete set of tender document can also be downloaded by the interested parties from IHM, Gwalior's website [www.ihmgwalior.net](http://www.ihmgwalior.net) in such case a DD/Pay Order, payable in favour of Secretary, IHM,GWALIOR, payable at Gwalior, for Rs.2,000/- ( Two Thousand only) must be attached along with the completed tender document as the cost of the tender ( Non refundable ) along with the technical bid.
11. Tenders received after stipulated time and period for any reason will not be entertained under any circumstance.
12. The Financial bid of only those tenderers would be opened who qualify in Technical Bid and after inspection of the office/premises and related other unit(s) by the Institute authority in a later date, if required.

13. The Institute reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons
14. Contract will be awarded initially for a period of *one year* to the successful bidder. This period may be extended with the same percentage of service charges on year to year basis up to a maximum of 3 years on satisfactory performance and mutual agreement. The successful bidder shall execute an agreement on non-judicial stamp paper of Rs.500/-.
15. In the event of any breach / violation or contravention of any terms and conditions contained tender and signed by the party, the contract will be terminated and the said security deposit of the tenderer shall stand forfeited.
16. The IHM, Gwalior reserves the right to cancel/reject full or any part of the tender without assigning any reasons.
17. During vacation of the Institute the manpower will be deputed on need base only.
18. For additional requirement of manpower, the contractor shall have to respond immediately on receipt of intimation from the Institute.
19. The age of the deployed manpower should be above 18 years and in conformity to Labour Act/Rules of the State.
20. The Contractor must furnish a copy of disbursement of minimum wages to the personnel(s) employed by the agency after satisfactorily completion of job in the specific area of the manpower deployed for the month and maintenance of all statutory requirements along with the certified copies of challan e.g. ESI, Provident Fund, and other relevant documents thereof.
21. A statement showing details of amount deposited for individual employee under the Contractor should be submitted every month/quarterly along with the bill in respect of ESI, PF and other statutory payments.
22. All the persons engaged by the Contractors shall be on the Contractors payroll and be paid by him only, the Institute will have no liability whatsoever in this regard. Nothing under the contract shall confer any right or lien on the personnel of the contractor to claim any direct employment under the Institute or to be treated at any time as an employee of the Institute. All administrative and financial responsibilities/liabilities including those arising out of the acts/rules framed/to be framed by the Central/State Government or any other administrative notification of competent authority shall be borne by the Contractor.
23. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection

of the tender.

24. The tender should be clearly filled in ink legibly or typed. Any type of correction, overwriting or erasing will lead to disqualification of the tender . The tender form should be signed by the tenderer himself or an authorized signatory on behalf of the Company/Firm. Attested copies of the Registration Number of the Firm, License No., under Contract Labour Act, Provident Fund Account No. allotted by the Provident Fund Commissioner, ESI Number, PAN Number allotted by the Income Tax Deptt., satisfactory performance certificate issued by concerned agencies/ organizations where such type of works/jobs have been performed by the contractor earlier etc. shall also be enclosed.
25. The contractor shall be responsible to provide immediate replacement of the worker/labour, who does not make himself available for duty, and such other additional staff as may be required for additional duty, for which prior intimation will be given. In case, contractor fails to provide replacement, a sum of Rs.300/- per day per worker may be deducted from his bill.
26. The contractor shall also be responsible for compliance of all relevant provisions of Labour Laws including payment of minimum wages and to provide all the benefits viz. EPF, ESI, etc. to eligible labourers / Workers engaged by the contractor.
27. Quotation/tender must be unconditional. Conditional tenders are liable to be rejected.
28. The IHM, Gwalior shall have the right to ask for the removal of any person of the contractor, who is not found suitable in discharging of his / her duties and an efficient worker in exchange will be provided by the Contractor.
29. The Contractor staff shall not engage any sub-contractor or transfer the contract to any other person in any manner.
30. The antecedents of the staff as deployed by the contractor shall be got verified by the contractor from the Local Police at his own cost and the photocopies of the documents after verification of antecedents shall be submitted to the IHM, Gwalior at the time of deputing the workers initially for duty.
31. The requisite satisfactory work performance certificate from the other Employers for the similar works stated to have been executed in the support of eligibility criteria, must be attached with the tender in original.

**Pre- Qualification Criteria:**

The Agencies that fulfill the following requirements shall be eligible to apply

1. Bidder should enclose the copy of their valid certificate of 1. PAN No., 2. Service Tax Registration., 3. GST Registration, 4. Valid License, 5. PF Registration, 6. ESI

Registration, 7. Registration with Income Tax Department for permanent income tax code, 8. Registration as proprietary firm, Partnership firm, Limited Company, Corporate body,

2. There should be no case civil/criminal/arbitration pending with the police or other statutory institutions against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not have been blacklisted at any point of time in history. An undertaking to this effect on firm's letterhead should be attached.
3. Every paper in the tender should be signed by the tenderer with seal of the Agency/Firm and forwarding letter should clearly indicate the list of enclosures attached with the tender.
4. Incomplete tender documents shall be summarily rejected.
5. In case a holiday is declared on the opening day of the tender. Then it will be opened at the same time on the next working day.
6. The tenderer in his own interest shall inspect the site of the proposed work before quoting the rates.
7. Penalty: For any damage, loss in the furniture/equipment/owner's property which occurs due to the negligence of the Service Provider or his staff, the institute will have every right to charge the actual cost of damage or loss plus 10% from the Service Provider.
8. All prices shall be inclusive of all taxes/ duties as applicable at present. Service Tax applicable will be paid extra on production of valid documentary evidence. Tenderer may submit the tax / duty structure considered by him while quoting the rates.
9. All the necessary tools, equipments, machinery & Cleaning material required for this purpose will be provided by the institute. the Service Provider has also to take care necessary and ensure safety and insurance of all the above mentioned items.
10. In case of poor performance or failure to carry out this contract or the part of the contract, the Institute will have the authority to get the work done by other agency at the cost of the tenderer/service provider. The Institute will also have the right to impose any penalty and adjust the same either through security deposit or by deduction from the bills payable to the service provider.
11. In case of delay or poor quality of work on the part of the service provider, Institute will have the right to terminate the contract and the Security Deposit or to get it recovered from sources at service provider's cost and risk.
12. Any lapse in the proper fulfillment of contract along with various terms and conditions, shall result in forfeiture of the security deposit and disqualifications.
13. The Institute can terminate the contract given to the service provider at any time giving one-month notice in writing without assigning reason(s) thereof.
14. The Institute reserves the right to accept or reject any or cancel all the tenders without assigning any reason.
15. In the event of any question, dispute or difference arising under this agreement or in connection there with except as to the matter, the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator to be

appointed by the IHM, Gwalior and the decision of the Arbitrator will be binding on both the parties of this agreement

16. After the tenders have been opened and taken into consideration, no revision or abatement of any kind will be permitted.
17. The bank guarantee furnished as Performance security deposit should be valid for a period of not less than fifteen months from the date of agreement. If required the period of validity can be extended by the competent authority for a period considered necessary
18. The service provider shall submit to the Institute in the first week of every month its bills along with copy of ESI, PF Contribution, payment sheets and service tax payment challans of the preceding month in respect of the services rendered during the previous months in terms of the Schedule hereunder for scrutiny and verification. The bill will not be cleared till the service provider submits the ESI, PF Contribution payment challans for his employees deployed in the Institute. After the process of scrutiny and verification is over to the satisfaction of the Institute, the Institute shall make payment Through NEFT. However, the service provider will not charge any interest/penalty for delayed payment and all the payments to the workers will be made by him through NEFT.
19. Income Tax and Commercial Tax, as applicable on the bill, which has been passed, will be deducted as tax at source under relevant Government Rules. However if any new legislation comes into the effect for deduction of tax at source, the deduction will be made under that legislation. Necessary tax deduction certificate will be issued by the Accounts Officer-IHM, for the amount so deducted as tax at source at the time of payment of each bill.
20. During audit or internal check if any over payment is noticed, the same shall be recovered from the service provider
21. The service provider shall be solely responsible for his own manpower for the purpose of providing necessary services to the Institute. For all legal and other purposes, the Service Provider shall be the employer; and the Institute shall in no case be treated as an employer of any such person or persons employed by the Service Provider for the purpose of providing the service to the Institute under this Agreement.
22. The Service Provider will obtain the full details about the names and addresses of all its employees to be engaged by him in the institute to enable him to go for police verification of their character and antecedents and satisfy himself about their suitability for deployment in the institute. Any change of the staff by the service provider will be intimated to the Institute in advance before deployment
23. The Service Provider shall provide to its employees, deployed at IHM premises, clean uniforms and safety equipment's in conformity with the nature of work to be performed and to ensure that the personnel engaged wears the uniform and use safety equipments at service provider's cost. The Service Provider's employees shall be required to display their identity cards as a part of their uniform.
24. Mandatory submission :- Annexure A, B & C along with the Earnest Money, Tender Cost and photocopies of all related documents should be submitted with Tender Document in a sealed envelope. Annexure D, which is financial bid, should be submitted

Separate envelope . The tender is liable to be rejected without any of the above mentioned documents in the Technical Bid.

**Earnest Money Deposit:**

- a) The Bidder shall deposit Earnest Money of **Rs.1,00,000/- (One Lakh only)** and another separate demand draft of Rs.2,000/- (Rupees One Thousand only) as a non-refundable tender fee, drawn in favour of "Secretary , IHM, "payable at Gwalior. The Earnest money so deposited will be refunded to the Bidder whose offers have not been accepted, within 45 days of opening of tenders. Earnest Money Deposit of the successful Bidder will become part of interest free security deposit/performance security till successful completion of the contract.
- b) No interest will be payable on Earnest Money/Security Deposit.
- c) Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.

**Financial Bid:**

- i. The applicant shall submit duly filled & certified 'Financial Bid Application' in prescribed Form in a separately sealed Envelope.
- ii. The financial bid shall comprise the price component for all the services the applicant shall quote all-inclusive charges (excluding
- iii. The price quoted by the applicants must be fully compliant with the State Govt. Minimum Wages Act and shall also include all statutory applicable taxes or statutory obligations viz. Minimum wages, Provident Fund, ESI, Bonus, HRA, Pay for National Holidays, and all other levies etc. if applicable under relevant statutory provisions from time to time.
- iv. Financial bids quoting "Nil" consideration or "Zero percent or its derivatives upto 0.9999 percent and thereof" as service charge shall be rejected summarily.
- v. A Lottery system will be adopted when the Financial bid Tie with more than one bid for L-1.
- vi. The Applicants shall quote the rates in the Financial Bid in Indian Rupees (in words & figures) only.

**SCOPE OF WORK** :- "Providing Man Power for Technical Work , General and specialized cleaning and maintenance and Cleaning of Garden at IHM, GWALIOR. in its Administrative Building, New Blocks, Hostel, Residential stairs and surrounding Area, Roads , Disposal of Garbage, cleaning of institute's and Hostels campus chambers and Entire garden.



The scope of work encompasses cleaning the Institute's entire premises, i.e, the whole premises from the entrance onwards are clean and presentable at all times. The housekeeping services will be of a comprehensive nature as under:-

- Sweeping and moping of all Class rooms and other areas once a day Academic Building.
- Sweeping and cleaning wet moping, drying all common areas like corridors, passages, stairs, entrance, once a day Academic Building, Hostels and new Building.
- Cleaning the whole premises including open areas.
- Cleaning wet moping, drying, dusting etc. of the furniture & fittings etc.
- Cleaning the windowpanes, door panels, electrical gadgets etc.
- Cleaning of all Drainages, chambers and septic tank blockages with suitable equipments in the campus
- Any other cleaning requirements that may arise from time to time
- The job points will be manned as per the instructions of competent authority of the IHM.
- Housekeeping work will be done as per the instruction of competent authority of IHM.
- Cleaning roads and parking, storm water drain areas in the campus .
- Minor shifting work in the institute premises.
- Removal of cobwebs, posters, banners and other hard stencches which are difficult to attend in the normal process of cleaning/ sweeping with the help of specialized materials twice in a week.
- Removing stains from partition, walls, furniture and fixtures
- Collection of all waste, plastic, glass & other solid waste from Departments, hostels, mess & Canteen, open areas, various offices, quarters and shifting it daily main entrance of the IHM campus.

**Daily Cleaning** - The cleaning routine shall be taken as per mutual convenient time so that the staff and others are not put to inconvenience. The daily cleaning routine would comprise of cleaning the premises at regular intervals so that they remain spick-and-span at all times. As far as the toilets are concerned special attention will be paid to keep them hygienically clean at hourly intervals. While cleaning the toilets including the floor and disinfectants would be used every time the cleaning is undertaken. The cleaning work would commence in the morning one hour before the start of working hours so that the offices are completely and hygienically ready for work. Similarly, the cleaning staff will continue to be on duty/per building till one hour after the closing time. Once the offices are closed the service provider will undertake cleaning of each office and remove all unwanted papers which are found on the floor or in the waste paper baskets and any other obnoxious item lying around so that the place of work looks clean at the beginning of the next day.

**Toilets and Wash Areas** - Service Provider will pay special attention to these areas, as they are prone to unhygienic conditions if not cleaned properly. All the urinal stands, toilet bowls, wash basins, w/c etc are cleaned with disinfectants, dried and kept hygienic all the time. d Trained

staff to clean windows from inside as well as outside. In a supremely professional way the service provider will have to monitor timely cleaning and various check lists prepared and maintained on hourly basis.

**Weekly Cleaning** - As a complementary and composite service, the weekly cleaning is undertaken on holidays when the premises are closed during which, the whole premises is thoroughly cleaned from ceiling to floor. During this time the premises is washed, dried, dusted including all overhead fittings, windows, door panes, partitions are given through cleaning.

The scope of Gardening work :-

1. Time to time pruning of Plants and trees.
2. Cleaning and maintenance of Gardens.
3. Time to time cutting of grass.
4. Watering of all plants and trees.
5. Cultivation of new plants on time.

PRINCIPAL

Technical Bid for outsourcing of manpower in regard to Cleaning and Housekeeping jobs, Technical Work , Office work, Lab work and maintenance and Cleaning of Garden at IHM, GWALIOR

(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of the Tenderer  
Son/Wife/Daughter of Shri  
Age /D.O.B
2. Name of the Firm/ Company  
Permanent Address  
Registered Office (if any)  
Telephone No. (Office)  
Residence)  
(Mobile)
3. Address of Co/Establishment/Unit.
4. Yearly turn-over of Business  
(Should not be less than 25 lakhs)
5. Status of Tenderer (Whether Sole  
Proprietor/HUF Business/  
Partnership/Limited Company
6. Status of the Signatory of this  
Tender in case of HUF Business/  
Partnership/Limited Company
7. Names and Address of the Bankers with  
Account No.
8. Details of licenses: Tender should be submitted along with photocopies of the following documents:
  - i. Valid Trade license.
  - ii. Valid Professional Tax Registration certificate with No.
  - iii. Valid Provident Fund Registration certificate with No.
  - iv. Valid E.S.I. Registration certificate with No.
  - v. Valid GST Registration No.
  - vi. Valid Labour License Registration with No.
  - vii. Tender Cost of Rs.2,000/- by Demand Draft
  - viii. Earnest deposit Rs. 1,00,000/= ( Rupees One Lakh) by D.D. only in

favour of "Secretary, IHM,GWALIOR", payable at Gwalior.

9. Past Experience in the Trade (minimum 3 years)  
(A brief and certified copy of the credentials to be enclosed) : YES / NO
10. Particulars of Income Tax, last assessment with permanent : YES / NO  
Account Number (photocopy of IT Return to be enclosed)
11. Balance Sheet of last three years. The Company/firm is : YES / NO  
required to annex the financial turn over not less than  
Rs.25.00 lakhs)
12. Particulars of Earnest Money Deposit (DD No. & Date and : YES / NO  
Bank Name)
13. Particulars of cost of tender documents, if downloaded from : YES / NO  
Website (DD No, Date & Name of Bank)
14. Declaration Certificate as per Annexure B : YES / NO

NOTE:

- a) In case of sole proprietary concern, the name of the proprietor,  
father's/husband's name, age, residential address and office & residence  
phone numbers are to be indicated.
- b) In case of Partnership Concern, the Attested Photostat copy of the Registered  
Partnership Deed is to be enclosed. The Partnership Deed should state  
specifically that a particular partner or partners are authorized to deal with any  
matter of Firm/Company. Certified Photocopy of the Income Tax assessment  
of the Partnership Firm as well as Individual Partners (for last 3 years) is to be  
enclosed.
- c) In the case of HUF Business, an Income Tax Registration Certificate is to be  
enclosed in addition to the above as per (b).
- d) In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid  
as on date of submission of tender) should be enclosed.

SIGNATURE & SEAL OF THE TENDERER

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

1. I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely

M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely

M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm / company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender /contract will be rejected /cancelled by Principal, IHM, Gwalior and EMD / Performance Security shall be forfeited.

In addition to the above, Principal, IHM, Gwalior will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:  
(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

ANNEXURE -C

List of Minimum Three Present Major Clients, including Govt. / private Organizations / Academic Institutions.

S.No.	Name of Client with contact details	Category / Nature of Manpower supplied	Duration for which Manpower Supplied Year	Number of Manpower supplied
1.				
2.				
3.				
4.				
5.				

Copies of relevant documents are to be enclosed in support of above information.

Also provide list of ongoing projects along with copies of work orders /completion certificates.

Turnover during the last three years

S.No.	Years	Turnover in Rupees (in figure and words)	Copy Enclosed/Not Enclosed
1.			
2.			
3.			

Please enclose documentary evidence for above facts, dully verified by the Chartered Accountant (CA).

Undertaking

- (a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.
- (c) I also certify that, all employees enrolled are police verified.

Seal & Signature of the authorized signatory  
of the agency

**INSTITUTE OF HOTEL MANAGEMENT  
MAHARAJPURA,  
GWALIOR.**

**Tender for “ Providing Man Power for Technical  
Work,Office work, Lab work, General and specialize  
cleaning Services and Gardening at IHM, Gwalior.**

**PRICE BID**

S.No.	Category	Qty	Monthly Total( 26 days ) based on state Gov. Wages ( Including All )	Service Charges ( % Basis )
1	Cleaning Staff (Unskilled ) ( 3 for Boys hostel 4 for Adm. Building and1 for New Building)	08 No		
2	Lady Cleaning Staff (Unskilled ) ( 2 for Girls hostel ).	02 No		
3	Staff for gardening (Unskilled )	05 No		
4	Technical Person for Elec., Plumbing and maintenance work ( Skilled )	01 No		
5.	Electrician ( Skilled )	02 No		
6.	Clerk ( LDC ) ( Skilled )	03 No		
7.	Lab Attendant ( Skilled )	03 No		

The above figures are only indicative, institute at its discretion may increase or decrease the number and the payment will be made accordingly.

The rates should be based on present Minimum Wages State Govt. Inclusive of all taxes , PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leave, Reliever Cost, Any Special Allowances, and Administrative Charges if applicable.

**Note:-** Break-up of the rate must be provided along with copy of the Order of Minimum Wages to facilitate revision of rates whenever minimum wages are revised by the Govt.



- **Price bid without proper break-up will not be considered**

Declaration by the Bidder:

This is to certify that I/We before signing this tender have carefully read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note: i) No other charges would be payable by Client. ii) There would be no increase in rates during the contract period except as per provisions under the terms and conditions.

SIGNATURE OF AUTHORIZED  
PERSON OF AGENCY with  
seal and Date