



भारतीय खेल प्राधिकरण

**SPORTS AUTHORITY OF INDIA**

**Training Centre**

**Major Dhyan Chand Stadium, Bareilly Cant, Bareilly**

**NOTICE INVITING OF TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE, MAJOR, DHYAN CHAND STADIUM, BAREILLY CANT. BAREILLY.**

Sealed tenders are invited by Sports Authority of India, Training Centre, Bareilly from reputed Agencies with minimum annual turnover of Rs. 10 lakhs having minimum 3 years experience in job of Housekeeping & Horticulture work in reputed organizations for awarding contract for the job of Horticulture including Play Filed & Housekeeping Services in the campus of SAI Training Centre, Major Dhyan Chand Stadium, Bareilly Cant. Bareilly.

1.	Tender Cost (Cash or draft)	Rs. 400/-
2.	Last Date of Submission of Tender Documents	26.8.2013 upto 2.00 pm
3.	Date of Opening of Tender Documents	26.8.2013 at 2.30 pm
4.	Estimated Value	5.00 lakhs per annual
5.	Venue of the Opening of Tender Documents	STC, Dhyan Chand Stadium, Bareilly Cant.
6.	Earnest Money in way of draft	Rs. 10000/-
7.	Website	<a href="http://www.sportsauthorityofindia.nic.in">http://www.sportsauthorityofindia.nic.in</a>

The detailed information, terms and conditions governing the award of contracts are contained in the tender documents which may be obtained from SAI Training Centre, Bareilly. The tender document is also available on website.

Sports Authority of India reserves the right to accept or reject any tender without assigning any reason whatsoever.

**REGIONAL DIRECTOR**

Tender Cost 400/-

TENDER NO \_\_\_\_\_

*SPORTS AUTHORITY OF INDIA*

*TRAINING CENTRE, BAREILLY*

**TENDER**

**FOR**

*THE JOB OF HORTICULTURE*

*INCLUDING*

*PLAY FIELD*

*&*

*HOUSE KEEPING*

*AT*

**STC BAREILLY**

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[www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in)

LAST DATE & TIME FOR SUBMISSION OF TENDER : 26.8.2013 upto 2.00 pm  
DATE & TIME FOR OPENING OF TENDER : 26.8.2013 at 2.30 pm

SPORTS AUTHORITY OF INDIA  
TRAINING CENTRE, BAREILLY

TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY  
FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE,  
MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY

1. INVITATION OF BIDS:

- 1.1 Sports Authority of India, Training Centre, Bareilly invites sealed tender from reputed Contractor/firms having minimum annual turn over of Rs.10 Lakhs during last 3 financial years in Housekeeping & Horticulture for awarding job of House Keeping & Horticulture etc. for one year at STC, Major Dhyan Chand Stadium, Bareilly Cant. Bareilly from starting of the service.
- 1.2 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender.
- 1.3 Tenders documents are neither transferable nor cost of tender documents is refundable under any circumstances.
- 1.4 Offers sent by telex/fax/telegram will not be accepted.
- 1.5 SAI reserves the right to reject the tender of all or any party without assigning any reason.
- 1.6 Any tender received after the specified date, time and place mentioned in the advertisement will not be entertained under any circumstances.

2. EARNEST MONEY DEPOSIT(EMD) & SECURITY

- 2.1 Earnest money of Rs.10,000/- (Rupees Ten thousand only) by the tenderer through demand draft in favour of Administrative Officer, Sports Authority of India payable at Bareilly from any nationalized bank. In case of downloading from website the bidder will have to submit tender cost in form of demand draft separately along with EMD. Cheques are not accepted.
- 2.2 Offers not accompanied by the required EMD will be rejected.
- 2.3 The Earnest Money draft will be returned to the unsuccessful bidders with in three months of the date of approval of the successful bidder. The earnest money of the successful bidder will be liable to be forfeited, if he does not fulfill any of the following conditions of the contract.
  - a) The successful tender will furnish SECURITY MONEY equivalent to 10% (Ten percent) of total annual bid amount rounded off to next Hundred Rupees within seven days of the receipt of the award of contract.
  - b) Execution of the agreement on Rs. 100/- (Rupees ten only) Stamp Paper within 7 days of the receipt of award letter.
- 2.4 The earnest money of the successful bidder will be refundable after completion of the above-mentioned formalities.

**(SIGNATURE OF THE BIDDER)**

### **3. SCHEDULES OF TENDER**

- 3.1 The Tender Document will be available between 10.00 am to 4.30 pm on all working days up to 24.8.2013. The intended bidders may purchase the same from SAI Training Centre, Bareilly by making payment of Rs 400/- (Rs. Four hundred only) through A/C Payee Demand Draft/ Pay Order drawn in favour Administrative Officer, SAI Training Centre, payable at Bareilly or by cash.

The bidders who download the tender documents from given website are required to pay Rs. 400/- (Rs. Four hundred only) in the form of separate Demand Draft as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

- 3.2. Technical & Financial bids shall be received upto 26.8.2013 till 2.00 pm. The technical bids will be opened thereafter on the same date i.e. 26.8.2013 at 2.30 pm.
- 3.3. Technical bid will be opened if the EMD and tender cost (in case of downloading from website) is found in order. The Financial Bid of only those bidders will be opened who qualify the Technical bid. The date time and venue for opening of Financial Bids shall be communicated to the qualified bidders later on.

### **4. PROCEDURE FOR SUBMISSION OF BIDS.**

- 4.1. The Bids shall be submitted in three separate sealed envelopes as under:-

- a) **Envelope A** – should contain the Bank Drafts for the EMD & Receipt/Bank Draft of Tender Cost along with details in (Annexure-I)
- a) **Envelope B**- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
- b) **Envelope C**- should contain the Financial Bid Documents (Annexure-III)

- 4.2. All three envelopes should be submitted in one single envelope duly sealed, addressed to Centre Incharge, Sports Authority of India, Training Centre, Major Dhyan Chand Stadium, Bareilly Cant. Bareilly and super scribed on it “**Tender for the Job of Horticulture including Play field & House Keeping Contract at Bareilly**”. The cover should also bear the name and address of the bidder including telephone number.
- 4.3. The bidder must put his seal and signatures on each page of the bid. No cutting/correction etc. will be accepted in the financial bid and if so the tender will be rejected.
- 4.4. The bid duly completed in all respect should be dropped in a sealed box placed in the office of Sports Authority of India, Training Centre, Major Dhyan Chand Stadium, Bareilly Cant. Bareilly.
- 4.5. The bidder who wishes to submit bid duly completed in all respect by post will ensure that the same reaches to this office on or before due date and time given for submission of the same. Bid received after due date and time will not be considered under any circumstances.

(SIGNATURE OF THE BIDDER)

with address and seal

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**5. BIDDER QUALIFICATION**

5.1 The bidder should have minimum three years experience of the Horticulture & Housekeeping work. The bidder should enclose satisfactory services certificate from the clients to whom services have been provided during the last 3 years in support to the experience.

5.2 The minimum annual turn over of the agency should be Rs. 10 Lakhs per annum during the last three preceding years.

5.3 Comparison of Bids and Award Criteria:

For comparison and ranking (purpose for evaluation, the comparison of the responsive Bids shall be carried out on total of all the items of Rate schedule along with applicable taxes/surcharge etc. for the entire period of months.

The contract may be awarded to the lowest responsive Bidder who meets the laid down eligibility criteria as mentioned in the Bid documents.

**6 PAYMENT PROCEDURE**

6.1 The agency will submit the bill by the first week of every month for preceding month. The payment of the bills will be made within 10 days from the date of submission of the bill through electronic payment system, if services are found satisfactory and all required documents are enclosed.

6.2 The agency will be wholly and solely responsible for making payment of monthly wages to the persons deployed at the centre which should not be less than minimum wages as prescribed from time to time by State Government and shall also be responsible for depositing employee's and employer's share of contribution under EPF & ESI Acts. A certificate also be furnished along with the bill by the contractor to the effect that the contribution (EPF/ESI as the case may be) has been deposited through the enclosed challan in respect of persons posted/deployed at SAI Training Centre, Bareilly.

6.3 While quoting the rates, the agency should keep in view enhancement in cost of living allowance (DA rate) if any as notified by the State Government during the contractual period and reliever charges for weekly off and other holidays. The agency should also keep in view the associated factors.

**7. TERMS & CONDITIONS**

7.1 The successful bidder will have to submit a list of all the employees along with photographs and address for security reasons at the time of award of contract.

7.2 The contractor shall indemnify and hold the SAI property harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

7.3 The successful bidder will depute a responsible person through out to take instructions, if any and supervise the work of his men in fulfilling the contractual obligations.

7.4 That the successful bidder shall be the sole employer of all their staff and labour employed by them and shall be responsible for observing and complying

with all the employment regulations, labour laws and other laws as applicable and laid down in this behalf from time to time, in respect of all the employees during the period of this agreement.

**(SIGNATURE OF THE BIDDER)**

with address and seal

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- 7.5** In case of any dispute between the successful bidder & employees of the employer, SAI will not be party and shall have no responsibility of any kind under any law and shall not be responsible to pay any compensation in any form to such employees. SAI will not be responsible for providing any compensation to any of such employees during the period of contract and/or after the expiry of these agreements.
- 7.6** The successful bidder shall be responsible for fulfilling all the statutory provisions of all the labour laws of the Union as well as the State. The agency should be in a possession of a valid license from the Competent Licensing Authority for providing such services and will give an undertaking before starting services and thereafter with every bill that he is abiding by all the provisions of the Labour Law Acts.
- 7.7** The persons deployed at the centre by the agency in terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to any claim employment or permanency of job with SAI. Also an undertaking will have to be given that the persons put on duty at the Complex are verified by the police authorities.
- 7.8** The contract shall be period of one year. The contract can be terminated by the either party at any time before the ending of the contract by giving one month notice. The contract can be extended for 03 months and for a further period of 3 months and again for 03 months if required, subject to satisfactory performance and mutual consent of contractor.
- 7.9** If dispute or difference of any kind shall arise between the SAI and the contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultations, within twenty one days of its occurrence, then, either the SAI or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 in India. In the case of a dispute or difference between the SAI and Contractor relating to any matter arising of or connected with the contract, such dispute or difference shall be referred to the Sole Arbitration, appointed to be the arbitrator by the Director General (Sports Authority of India), The award of the Arbitrator will be final and binding on the parties to the Contract.

Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e. Lucknow.

Jurisdiction of Courts-

The courts at Lucknow shall be exclusive jurisdiction to try all disputes, if any, arising out of this contract between the parties.

- 7.10** Bid Validity:

- a) The bid shall remain valid for acceptance for a period of six months after the date of Bid opening prescribed in the Bidding Documents. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

**(SIGNATURE OF THE BIDDER)**

with address and seal

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- b) In exceptional cases, the Bidders may be requested by the SAI to extend the validity of their bids up to a specified period. The Bidders who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly. A bidder, however, is at liberty to extend/not to extend its validity without forfeiting its Bid Security.
- 7.11** The Bidder may visit the campsite if needed to have an overall view of the areas of deployment before submitting the Bid.
- 7.12** The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.
- 7.13** If even after approval, information/facts submitted by the bidder are found misleading/incorrect/false etc. SAI reserves the right to disapprove the contract.
- 7.14** The successful bidder should maintain all the records and documents under various labour laws applicable to contract labour/personnel. Indicative list of such record is given for example: a) Register for Workmen (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages etc.
- 7.15** In case of the breach/non-fulfillment of any of conditions contained in the contract, the Sports Authority of India shall be at liberty to get the work done at the risk and cost of the successful tenderer along with damages from the security.
- a) In case any of contractor's personnel (s) deployed under the contract is (are) absent, damage equal to double the wages of number of worker absent on that particular day shall be levied by the SAI and the same shall be deducted from the contractor's bills.
- b) In case any of contractor's personnel deployed under the contracts fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and damages shall be levied.
- c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, damage of Rs. 2000/- for each incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the SAI immediately.
- d) If during inspection/complaint, the contractor's service is found not to be satisfactory, the SAI have the right to levy pre-estimated damages ranging from Rs. 2000/-, Rs. 3000/- depending upon the severity of non fulfillment

of contractual obligations on each such occasions. The same shall be deducted from the Contractor's monthly Bills.

- 7.16** The successful bidder will be exclusively responsible for compliance of all environmental labour and other Govt. directives/acts.
- 7.17** The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-fulfillment of any such provision/rule.

**(SIGNATURE OF THE BIDDER)**  
with address and seal

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- 7.18** In case of any loss caused to SAI due to lapse on the part of personnel deployed by the agency, such loss of the appropriate amount shall be deducted from the bill besides imposition of penalty.
- 7.19** The cleaning is required on all days including holidays during the month. In case if any function or event is organized in the SAI premises and the same involves additional work, then the payment will be made on „Pro-rata basis“ prevailing daily wages rate.
- 7.20** The successful bidder shall be responsible for using such equipments and materials as may be necessary in accordance with the requirements of the Centre Incharge. Arranging equipments is the responsibility of the successful bidder. Material to be purchased for House Keeping work shall be responsibility of the successful bidder and the material purchased should be of good quality as approved by the Incharge.
- 7.21** Any damages done to the building, sanitary installations, water supply fittings, floors and roads etc by the employees of the bidder, will have to repair accordingly.
- 7.22** The successful bidder shall ensure proper Horticulture including maintenance of play field & Housekeeping work of the entire complex and application of material as may be necessary for the cleanliness and upkeep of the area interest to them to the satisfaction of the Incharge. In case there is any dispute regarding the quality, standard and extent of cleaning, the Incharge shall be sole authority to determine the same.
- 7.23** In case of death or mishap occurred during discharging the duty, the compensation liability will solely rest with the contractors.
- 7.24** The personnel deployed shall be healthy, active and shall not have any communicable diseases.
- 7.25** The detergent, disinfectants and deodorants shall be used in sufficient quantities to keep the entire complex public convenience and drains etc. free from any type of sinking/foul smell.
- 7.26** Any damages done to the building, sanitary installations, water supply fittings, floors and roads etc by the employees of the bidder, will have to repaired accordingly.
- 7.27** The successful bidder will be fully responsible for payment of wages and other dues as prescribed in and in compliance of the provisions of the Labour laws.



7.28 The successful bidder shall be responsible for obtaining the required permission/ license, order of the authorities competent to grant/issue the same for the purpose of horticulture/house keeping work. The successful bidder shall be responsible for all payments and fees for such permission/license payable to the competent authorities and shall also be liable for payment of all damages/fines or any other charges/penalties which may be levied by any authority for breach of any laws bye-laws regulations orders etc. issued by such authorities.

7.29 These are only proposed terms and conditions and can be modified or added to at any time of finally concluding and signing of agreement.

(SIGNATURE OF THE BIDDER)  
with address and seal

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**8.00 SCOPE OF WORK & MANPOWER REQUIRED TO PERFORM OF CONTRACT**

<u>Purpose</u>	<u>Scope of Work</u>	<u>Minimum Manpower to be deployed</u>
Housekeeping	Hostel: Room – 06, Toilets & Bathroom – 06 each, including surrounding area of hostel, Office room – 01, Conditioning Hall – 1, Toilets -04 & approx 400 Sq. meter open area near by office. It should be cleaned/swepted/ wiped on regular basis as per schedule of work at the serial no. 10. For safety & security of overall campus, two persons may be deployed in night shift.	04 Nos.
Horticulture & Maintenance of Play field	Approximate 05 acre area,	03

**9.00 SCHEDULE OF WORKS FOR HORTICULTURE AND MAINTENANCE OF PLAY FIELD.**

1. Regular maintenance of Hockey Field, Sepaktakrow, Basket Ball Ground, Volley Ball Ground including road side hedge, floor beds, lawns in front of office/sports complex.
2. The maintenance of grass is a continuous process. The cutting of grass is required to be mowed upto soil level ( 1” growth ) from soil level.
3. The contractor will mow the grass after 15 days (twice in a month) or as per requirement of the season/decided by the Incharge to ensure properly maintained lawn as on regular basis.
4. The contractor will trim/cut out the Hedges every month. In the rainy season, the contractor will trim the Hedges after 15 days. More trimming is required in the month of July, August and September. The contractor will ensure properly cut and maintained Hedges on regular basis.
5. The contractor will weed out the unwanted vegetative growth.

6. The contractor will grow seasonal flowers etc. maintain flower buds as per season for beautification of the campus as per requirement of the season.
7. The watering to the grass to be done as per requirement
8. The contractor will plant good quality of grass in the brown area, wherever there is no grass.
9. Whenever any damage is done to grass during cultural event / sports events. The contractor will replace / restore the damage at its own cost.
10. The maintenance and development of all play fields, grounds and other open area work of plantation and other horticulture work including cleaning, cutting the wild grass is the duty of the contractor.
11. The successful bidder shall have to all required equipments of his own cost for the above said work as lawn movers, pipes, sprinklers etc. and material like manure, fertilizers and insecticides, seeds, plants etc. SAI will not provide any of these items.

**(SIGNATURE OF THE BIDDER)**

with address and seal

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12. The reclamation and development of land will be sole responsibility of the successful tenderer in the schedule of time as decided by Centre Incharge. SAI will not pay any extra charges for the same.
13. In order to develop the centre in a planned way, it is desirable that the agency has experience land scaping consultants and that they shall submit detailed annual plan of action which shall be flowed regularly.

**10. SCHEDULE OF WORK HOUSEKEEPING**

1. The work of cleaning, sweeping and scrubbing of the areas, particularly toilets and office rooms and hostels shall be completed every day as decided by Centre Incharge. On the day of any event is to be held at the complex, the cleaning of the entire area shall be completed within time prescribed.
2. The toilets shall be cleaned and disinfected everyday. There should be no dirty stains spots left in the toilets and urinals and urinals should have disinfectant naphthaline balls available all the time. There should be no blockage of toilets urinals or drains on any day and there should be regular flow of water through these urinals, toilets, drains etc.
3. Wiping of floors of Hostel, Office & other areas to be done daily.
4. The floor of the toilets etc. should be washed and wiped dry every day. There should be no collection of water or wet floors in any toilet to make it dirty and unhygienic.
5. Daily sweeping of the roads, parking area, toilets, corridors, rooms, change rooms and play fields, open areas etc. should be done and maintained spick and span clean through out the day.
6. Under no circumstances the garbage collected would be kept inside the complex and the bidder will make arrangements for its disposal at a place, as decided by concerned department at his own cost.
7. The sinks, floor area, walks etc. around water points, water coolers would always be kept thoroughly clean through out the day, free from any type of

stains, refuse collection or blockages, washing or cleaning of pouches or dusters or any other material would not be done here.

8. All rooms, corridors, stairs and other attached area and toilets of Hostel should be kept clean all the time.
9. Acid cleaning of sanitary wares & Cleaning of water storages tank/water coolers.
10. Sweeping/cleaning of the roofs of Buildings like Hostel, Office etc. should be cleaned at least fortnightly.
11. Immediate cleaning of the blockage of any kind in the toilets, sewerages etc. through the complex will be the responsibility of the contractor.
12. Cleaning of sewerages/safety tank should be done if needed.
13. Spraying of finites in Hostels daily.
14. Any other house keeping works as assigned by Centre Incharge.

**Certificate to be given by the bidder:**

Certified that I/We have studied site, gone through the above terms & conditions and undertake to abide by these.

(SIGNATURE OF THE BIDDER)

with address and seal

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**ANNEXURE : I**

**SPORTS AUTHORITY OF INDIA  
TRAINING CENTRE, BAREILLY**

**To**

The Centre Incharge,  
Sports Authority of India,  
Training Centre,  
Major Dhyan Chand Stadium,  
Bareilly Cant. Bareilly.

**Sub.: TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE, MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY**

**(TO BE SUBMITTED IN ENVELOPE "A")  
(EARNEST MONEY DEPOSIT)**

In response to the tender published in the ..... on .....,

I am enclosing herewith demand draft no. .... dated..... of Rs. 10000/- (Rupees ten thousands only) drawn on ..... Bank, in favour of Administrative Officer, SAI Training Centre payable at Bareilly on account of **Earnest Money Deposit (EMD).**

**AND**

I am also enclosing demand draft no. \_\_\_\_\_ dt. \_\_\_\_\_ of Rs. 400/- /Receipt dated \_\_\_\_\_ of Rs. 400/- towards cost of tender

**(SIGNATURE OF THE BIDDER)**  
with address and seal

**ANNEXURE : II**

**SPORTS AUTHORITY OF INDIA**  
**TRAINING CENTRE, BAREILLY**

TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY FIELD &  
HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE, MAJOR, DHYAN CHAND  
STADIUM, BAREILLY CANTT. BAREILLY

**(TO BE SUBMITTED IN ENVELOP "B")**  
**TECHNICAL BID FORM**

1.	Name of the Firm/Agency	
2.	Full Postal Address with Tel. No.& Fax No.	
3.	Name, Address & Tel. No. of the Director/Proprietors & Chief Executive of the firm.	
4.	Registration No. of Firm (Copy enclosed)	

5.	PAN No (Copy enclosed)	
6.	EPF Registration No. (Copy enclosed)	
7.	ESI Registration No (Copy enclosed)	
8.	Service Tax No. (copy enclosed)	
9.	Certified/Audited Balance Sheet by CA of last three financial years confirming minimum annual turn over of Rs.10 lakhs (2010-11, 2011-12 & 2012-13) In case for the year 2012-13 is not finalized, for the year 2009-10 should be enclosed.	
10.	Details of at least three clients within last three years for providing Horticulture & Housekeeping services along with copies of award letter.	
11.	Declaration by the agency on a stamp paper of Rs. 50/- that no case/dispute/claim with arbitration court/consumer forum etc. are pending.	

This is to certify that I/we have studied site, read and understood all clauses of the tender in case of award of contract, I/we undertake to abide by all terms and conditions mentioned in the same.

**(SIGNATURE OF THE BIDDER)**  
with address and seal

ANNEXURE : III

**SPORTS AUTHORITY OF INDIA**  
**TRAINING CENTRE, BAREILLY**

**TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY FIELD & HOUSEKEEPING CONTRACT AT SAI, TRAINING CENTRE, MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY**

**FINANCIAL BID FORM**  
**(TO BE SUBMITTED IN ENVELOPE "C")**

1. Name of the Tenderer : .....
2. Address of the Tenderer : .....
3. Tender No./Website : .....

4. Rate schedule per month:

Sl.	Particular		Rate per person	Total Amount
A	Persons for cleaning, Security &			

	Horticulture work (unskilled) - 07			
1		Basic Wages		
2.		DA		
3.		EPF @		
4.		ESI @		
B	Reliever's charges for 02 persons for four weekly off			
	Total Wages			
C.	Cost on : 1)Material and, Equipment for daily cleaning work & Horticulture Work (2) Cleaning of overhead /water storage tanks twice in a year and sewerage / septic tanks on need basis.			
D.	Service Charges of the agency			
	Total			
E.	Service Tax on the total quoted amount			
	Grand Total			

While quoting the rate the agency should keep clause no. 6.2 & 6.3 of the tender document in view.

This is certify that I/We have studied assessing the Housekeeping & Horticulture work, read and understood all clauses of the tender and in case of award of contract, undertake to abide by all the terms and conditions mentioned in the same.

**(SIGNATURE OF THE BIDDER)**

Dated .....  
seal

with address and