

## **HOUSE - KEEPING**

### **REGISTERED WITH ACKNOWLEDGEMENT DUE**

F. No.19-3/08-Contract/Vol.V/

Date : / 01 /2012.

Serial No. \_\_\_\_\_ Date \_\_\_\_\_

#### **NOT TRANSFERABLE**

**DIRECTORATE OF MEDICINAL & AROMATIC PLANTS RESEARCH  
BORIAVI – 387 310, DIST : ANAND (GUJARAT)**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS GOVERNING CONTRACT FOR THE HOUSE KEEPING SERVICES  
AT MAIN CAMPUS, BORIAVI AND FARM CAMPUS, LAMBHVEL**

- [A] Cost of Tender Form `1,000/-(Rupees one thousand only) **IN PERSON**  
and ` 1,100/- (Rupees one thousand one hundred only) **BY POST**
- [B] Last date of sale of Tender Form is **09 / 02 /2012 up to 15.30 PM**
- [C] Last date of receipt of Tenders in Office is **10 / 02 /2012 up to 15.30 PM**
- [D] Tenders to be opened at **11.00 AM on 13 / 02 /2012**

NOTE : If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.

- [E] Tender to remain open for acceptance up to 90 days from the date of opening.

#### **NOTE :**

1. The Director, Directorate of Medicinal & Aromatic Plants Research, Boriavi may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

**DIRECTORATE OF MEDICINAL & AROMATIC PLANTS RESEARCH  
BORIAVI – 387310, DIST : ANAND (GUJARAT)**

Note :-All communications must be addressed to the Director ( by designation),  
Directorate of Medicinal & Aromatic Plants Research, Boriavi – 387 310, Dist : Anand

**INVITATION OF TENDER  
FOR THE HOUSE KEEPING SERVICES AT**

- [1]. MAIN CAMPUS, BORIAIV
- [2]. FARM CAMPUS, LAMBHVEL

From : Director, Directorate of Medicinal & Aromatic Plants Research, Boriavi – 387 310,  
Dist : Anand, Gujarat

To

Dear Sir(s),

Sealed Tenders are hereby invited for contract of **providing of House Keeping Service on Job/Service contract at Main Campus, Boriavi and Farm Campus, Lambhvel**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.9,000/- (Rupees Nine Thousand only)** must be deposited in the form of demand draft/pay order payable to "ICAR Unit – DMAPR, Anand/Lambhvel". The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD will be refunded to the unsuccessful tenderers' as promptly as possible whereas in the case of successful tender, EMD will be refunded after deposition of Security Deposit @ 5% of the contract value in form of Demand Draft.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the DMAPR. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the DMAPR.

4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer, after issue of letter of award by DMAPR within 15 days, the offer made shall be withdrawn & Earnest money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "**providing of House keeping service on Job/Service contract at Main Campus, Boriavi & Lambhvel Farm**" with address of this office and of the Tenderer. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the Office not later than **15.30 PM on 10 / 02 /2012**.

Tender received after the specified ate and time for receipt of tender shall not be considered.

9. The rates quoted by each firm for job/House keeping service contract in Tenders be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. The DMAPR does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

11. **Security deposit @ 5%** of the contract value is to be deposited by the Selected Agency/Successful Tenderer through Account payee Demand Draft only after receiving a communication from the DMAPR. In the event of non-deposition of the same, the earnest money will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

12. No interest on security deposit and earnest money deposit shall be paid by the Council/Institute to the Tenderer.

13. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rule.

14. The Director, Directorate of Medicinal and Aromatic Plants Research reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

15. Decision of the Director, Directorate of Medicinal and Aromatic Plants Research will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.

16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

17. **The following documents/vouchers are required to be enclosed** with the Tenders form which are the terms and conditions of the Tenders document :

- (a) Registration certificate of the firm under the work contract of the appropriate authority [Registration under Shop & Establishment Act, 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act].
- (b) **Three years continues experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organisations provide the details in enclosed tabular form **[page No. 13 of the document]**.

- (c) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- (d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the **last three years**.
- (e) Employee EPF registration certificate issued by local govt. etc.
- (f) Employee ESI registration certificate issued by local govt. etc.
- (g) Nos. of workers registered under ESI & EPF separately along with their ESI & EPF contributions. Documentary proof of vouchers [**i.e. challan for the month of October, 2011 to December, 2011**] to be required and may be attached.
- (h) Income Tax Permanent Account allotted by Income Tax dept.
- (i) Service Tax No. allotted by Central Custom and Excise Dept. [**please attach a copy of challan for the month of October, 2011 to December, 2011**]
- (j) Only those firms will be considered for financial bid who will qualify in the technical bid.
- (k) Successful tenderers will have to enter into detailed contract agreement with DMAPR on non judicial paper of `100/- (Rupees one hundred only)

**Note : (I) The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.**

**(II) Please attach a Photostat copy of the all documents mentioned against Sl. No. 17 (a) to (j).**

Yours faithfully,

Assistant Administrative Officer  
For and on behalf of the Director,

**TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF HOUSE KEEPING SERVICES AT MAIN CAMPUS, BORIAVI & FARM CAMPUS, LAMBHVEL**

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Full Name & Address of the Tenderer In addition to Post Box No.,if any, should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

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From

To

**The Director,  
Directorate of Medicinal and Aromatic Plants Research,  
Boriavi – 387 310, Dist : Anand**

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **providing of House Keeping service on Job/Service contract at Main Campus, Boriavi & Farm Campus, Lambhvel** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_ . The Schedules-I & II to accompany this Tenders are at pages\_\_\_\_\_

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. \_\_\_\_\_ of ` \_\_\_\_\_ drawn in favour of "ICAR Unit – DMAPR, and payable at \_\_\_\_\_ is enclosed as earnest money required.

Yours faithfully,

**Dated :**

**Signature & Seal of the Tenderer**  
**Telephone No. Office**  
**Resi. Mobile**

**Witness**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Occupation**

\_\_\_\_\_  
**Signature of witness to contractor's signature**

**Address :**

**Name & Signature of Witness :**

**Address:**

**SCHEDULE TO TENDERS**

**PART – I**

1. Name of the Firm/Agency
2. Full address with Post Box No.  
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)
  - a) Indian Companies Act, 1956
  - b) Indian Partnership Act, 1932  
(Please give names of partners)
  - c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
  - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration
  - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner
5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward

7. Any other relevant information

**PART – II**

8. Earnest Money Deposited: Yes/No

**PART – III**

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders

10. Name of the Permanent Representative to be visiting NRCM&AP regarding the contract

Date

: \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF HOUSE KEEPING SERVICES AT MAIN CAMPUS, BORIAVI & FARM CAMPUS, LAMBHVEL.**

- 1] **Scope of Work:** The work of providing of house keeping services at Main Campus, Boriavi and Farm Campus, Lambhvel shall have to be under taken without causing any damage to the DMAPR properties. In case, any damage is caused by the mandays deployed by the contractor to do the work of cleaning/sweeping at Main Campus, Boriavi and Farm Campus, Lambhvel the same shall be made good by the contractor.
- 2] The Agency/Firm shall not appoint any Sub-Contractor to carry out any obligations under this Contract.
- 3] The contractor has to carry out the on needs basis. However the contractor shall carry out the contract work under the direct supervision/ instruction/ satisfaction of the Director or his nominee between 8.00 hrs. to 17.00 hrs. The Contractor shall complete the job works within the stipulated time. However, in case, if he fails to complete the work entrusted to him within the stipulated time, the proportionate amount as per minimum wages act applicable at that time will be deducted from the monthly bill keeping in view the fact that had the contractor actually provided mandays to complete the work in time.
- 4] Payment for maintenance work will be made monthly upon submission of pre-receipted bill. However, the bill may be prepared with full details indicating all the charges separately keeping in view the actual requirement provided during the month.
- 5] An earnest money of ` 9,000/- (Rupees Nine Thousand Only) in the form of DD/Pay Order is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resiles from the offer.
- 6] The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event , the work of House keeping at Main Campus, Boriavi and Farm Campus, Lambhvel shall be got done from other source at the expenses of the defaulting firm.
- 7] The Agency/Firm will provide sufficient sets of Uniforms to its employees and ensure that they should wear them all the time and maintain them clean. The employees of the Agency/Firm shall be issued Identity Card bearing their photographs. Photographs for Identity Card shall be provided to the employees by the Agency/Farm at their own cost.
- 8] The Institute will pay the **Variable Dearness Allowance** at the enhanced rate announced by the Govt. time to time.

- 9] All essential items for cleaning/sweeping detailed below will be provided by the agency at their own cost.

S. No.	Item	Qty.(approx) per month	S.No	Item	Qty.(approx) per month
1	Soft broom (phul jharu)	10 Nos	9	Naphthalene balls	2.00 kg.
2	Hard broom (sari jharu)	06 Nos	10	Road cleaning brush	05 Nos
3	Broom with long handle (for ceiling)	6 (one time until broken)	11	Toilet cleaning brush	05 Nos
4	Wiping Mop (pocha)	10 Nos	12	Buckets	06 Nos (one time until broken)
5	Wiping Mop (poncha)with long handle	06(one time until broken)	13	Colin	01 liter
6	Table duster	12 Nos	14	Harpic	01 liter
7	Cleaning acid	10 ltr	15	Liquid Detergent	02 liter
8	Phenyl	15 ltr	16	Odonil	10 Nos.

***The work at both the farm should be supervised by providing necessary arrangements for the same.***

- 1] After physical inspection of the site, a very detailed assessment/requirements of sweeping personnel for providing House Keeping services at the Main Campus, Boriavi and Farm Campus, Lambhvel shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of mandays to be provided under the contract. No request for alteration in the rates once quoted will be permitted within one year.
- 2] The Agency/firm shall employ fresh, good and reliable workers(men) with robust health and clean record preferably within the age group of 21 to 45 years. The Agency/Firm shall be responsible for the conduct and decent behavior of its employees In case any employee of the Agency/Firm is found misbehaving with any staff of the Instituted, visitors, etc. or creating any disturbance to the peaceful atmosphere in the corridors, etc. the Agency/Firm shall withdraw them at their own risk and responsibility. The Agency/Firm shall therefore, issue necessary instruction to its employee to act upon the instructions given by the concerned officers of this Institute.
- 3] The rates to be quoted should include cost of each and every item including transportation cost, mandays prevailing minimum labour wages , material

cost, etc. The Directorate of Medicinal and Aromatic Plants Research shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, Consumable items etc.

- 4] The Agency/Firm will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Agency/Firm shall indemnify and keep indemnified the DMAPR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, Directorate of Medicinal and Aromatic Plants Research shall be final and binding on the contractor.
- 5] Income Tax will be deducted from the payments due for the work done as per rule.
- 6] The Agency/Firm shall be responsible to the Director of this Institute and other Officers nominated by him for the execution of the contract and for day to day cleanliness work in various rooms, toilets, corridors and other areas mentioned in the **Schedule – II**.
- 7] On proceeding on leave, etc. by the employee of the Agency/Firm, his substitute shall be posted immediately under intimation to this Institute without any additional charge or expenses. Changing of workers should be intimated to the Officer-in-charges, House Keeping.
- 8] The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, if required as per rules.
- 10] **LIQUID DAMEGES CLAUSE:**
  - 1) An amount equivalent to two days of contract amount, subject to a minimum of `500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by DMAPR and if no action is taken within one hour liquidated damages clause will be invoked.
  - 2) Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, Directorate of Medicinal and Aromatic Plants Research reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, Directorate of Medicinal and Aromatic Plants Research shall be final and binding on the contractor / agency in respect of any

clause covered under the Contract.

**CHECK LIST REQUIRED TO BE SUBMITTED ALONG WITH TENDER DOCUMENTS:**

Name of the Firm:

[a]	E.M.D. for ` .9,000/- furnished	
[b]	Registration certificate of the firm under the work contract of the Appropriate Authority. [Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/Or any other Act.]	
[c]	<b>Three years experience</b> of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the <b>details in enclosed tabular form [page No. 14 of the document]</b>	
[d]	Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.	
[e]	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the <b>last three years</b> .	
[f]	Employee EPF registration certificate issued by local govt. etc.	
[g]	Employee ESI registration certificate issued by local govt. etc	
[h]	Nos. of workers registered under ESI & EPF separately. Along with their ESI & EPF contributions. Documentary proof of vouchers <i>[i.e. <b>challan for the month of October, 2011 to December, 2011]</b></i> to be required and must be attached.	
[i]	Income Tax Permanent Account Number allotted by Income Tax Deptf.	
[j]	Service Tax No. allotted by Central Custom and Excise Dept. [Please attach a copy of challan for the month of <b>October, 2011 to December, 2011]</b>	
[k]	Only those firms will be considered for financial bid who will qualify in the technical bid	
[l]	The rates for man days should be as per the minimum labour wages act in the relevant field	



## SCHEDULE-II

### SCOPE OF THE WORK REQUIRED HOUSE KEEPING SERVICE FOR THE VARIOUS POINTS DURING INSTITUTE WORKING HOURS AND WORKING DAYS

#### MAIN CAMPUS, BORIAVI

Cleaning, sweeping, housekeeping job in all the buildings of main campus including farm building, which includes all rooms, corridor, toilets etc. Clearing and general maintenance of threshing yard, parking sheds, farm implement yard, pucca roads and surrounding of building including disposal of garbage

#### FARM CAMPUS, LAMBHVEL

1. Cleaning, sweeping, housekeeping job in the buildings, which includes all rooms of farm building, godowns, corridor, toilets etc. Clearing and general maintenance of threshing yard, pucca roads and surrounding of building including disposal of garbage
2. Cleaning. Sweeping of staircase of Residential quarters, pucca roads and surrounding of residential complex including disposal of garbage and House Keeping work in Guest House and its surrounding.

**Note:-Additional mandays have also to be provided during the important meetings /functions as and when required. No extra payment will be made on this account.**



**FINANCIAL BID :-**

(This financial bid to be enclosed in a separate envelop with seal)

**Last date for receipt of Tender : 10.02.2012 UP TO 15.30 PM**  
**Date of opening of Financial Bid : 13.02.2012 AT 11.00 AM**  
**At DMAPR , Boriavi – 387 310**

To,  
**The Director,**  
**Directorate of Medicinal and Aromatic Plants Research,**  
**Boriaiv – 387 310**

Sir,

I/We wish to submit our Tenders for **providing the House Keeping Services at Main Campus, Boriavi & Lambhvel Farm** on contract basis, on the following rates

No.	Particulars	Per Month
1.	Monthly consolidated rate offered for <b>providing the House Keeping Services at Main Campus, Boriavi, Farm Campus &amp; Guest House, Lambhvel (as per schedule II)</b> in accordance with the highest standards of House Keeping Services and as per the terms and conditions specified in the Tenders including all labour, material required for cleaning/seeping, transportation, specially covered all acts & taxes etc. as applicable from time to time.	` . ( in figures) _____ _____ _____ ` . ( in words) _____ _____ _____

Present rate of Service Tax is \_\_\_\_\_%

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

**Signature** \_\_\_\_\_

**Name & Address of the Firm**  
\_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

**Date :** \_\_\_\_\_

**DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH, BORIAVI -387 310, DIST: ANAND, GUJARAT**

Sr.No	Name of the Block/Crop	Description of Work	Man days required	Rate per day [as per Minimum Labour Wages Act.(Central) in the relevant field]	Financial involvement per month i.e. Minimum Wages per mandays x 25 [i.e. minimum no. working days]
[1]	[2]	[3]	[4]	[5]	[6]
1	<b>MAIN CAMPUS, BIRIAMI</b>	Cleaning, sweeping, housekeeping job in all the buildings of main campus including farm building, which includes all rooms, corridor, toilets etc. Clearing and general maintenance of threshing yard, parking sheds, farm implement yard, pucca roads and surrounding of building including disposal of garbage	4*		
2	<b>FARM CAMPUS, LAMBHVEL</b>	Cleaning, sweeping, housekeeping job in the buildings, which includes all rooms of farm building, godowns, corridor, toilets etc. Clearing and general maintenance of threshing yard, pucca roads and surrounding of building including disposal of garbage. Cleaning. Sweeping of staircase of Residential quarters, Guest house, pucca roads and surrounding of residential complex including disposal of garbage.	2		
1.	Total [1 + 2]				
2.	Provision of VDA to be increased from April, 2012 only				
3.	E.P.F. may be charged as per rules in existence				
4.	Bonus may be charged as per rules in existence				
5.	Other liabilities if any				
6.	The cost of materials including service charge of the contractor, Income Tax and provision of variable D.A. by the Govt. from time to time				
	Total [1 to 6]				
	Service Tax as per rule				
	Grand total [This should be tallied with the Financial bid]				

\* The work should be supervised by entrusting power to any of the six manpower working at Main Campus, Boriavi.

AUTHORISED SIGNATORY