

HOUSE KEEPING



“Jeevan Vidya”, Zonal Training Centre,
Near Indira Park, Gandhi Nagar, Hyderabad - 500 080
Phone No. 27672616, 27673362/63, Fax: 27672618, E-mail: scz_ztc@licindia.com

Invitation of Tenders for House Keeping & Maintenance Services

Life Insurance Corporation of India Zonal Training Centre “Jeevan Vidya”, Near Indira Park, Gandhi Nagar, Hyderabad - 500 080 intends to invite tenders for House Keeping & Maintenance Services at ZTC, Hyderabad in sealed envelopes from reputed licensed Organizations/individuals having sound financial capacity and proven track record of at least 3 years in the field with an annual turnover of Rs.10 lakhs and above to large training institutions/colleges etc., for providing House Keeping & Maintenance Services.

The tenderers meeting the criteria specified in the tender format shall only be considered for further evaluation.

Tender format containing Terms & Conditions for House Keeping & Maintenance Services is available in our website <www.licindia.com> from 14.10.2011 to 03.11.2011. Last date for submission of filled in tenders to our office will be on 03.11.2011 before 11.00 hrs. Tenderers, will have to send a DD for Rs.200/- (Rupees two hundred only) towards tender fee along with the completed tender.

The Principal, ZTC, LIC of India, Hyderabad, reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Date: 14.10.2011

PRINCIPAL

Ref:ZTC/OS/

Date:14.10.2011

Re: TENDER FOR HOUSE KEEPING & MAINTENANCE SERVICES AT Z.T.C., HYDERABAD.

Sealed quotations are invited (separately for Technical Bid and Price Bid) for providing House Keeping & Maintenance Services at our Zonal Training Centre, Near Indira Park, Gandhi Nagar, Hyderabad as per the enclosed formats.

1. The tender forms can be downloaded from our Website:www.licindia.com. The tenderer needs to pay an amount of Rs.200/- towards tender fee for submission of tender for House Keeping & Maintenance Services by way of DD payable at Hyderabad along with the tender forms.
2. Tenders should be submitted in the form of two bid system viz. 1 sealed cover superscribed as 'Technical Bid' in 'Annexure-A' and another sealed cover superscribed as 'Price Bid' in 'Annexure-B'. These two individual sealed covers are to be kept in a single big sealed cover superscribed as Tender for House Keeping & Maintenance Services at ZTC, Hyderabad - Last Date to reach us is 03.11.2011 before 11.00 hrs.
3. The sealed quotation should be accompanied with a refundable EMD of Rs.10,000/- in the form of DD drawn favoring "LIC of India" on any nationalized bank payable at Hyderabad, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders soon after the finalization of the tender. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.
4. The Terms and Conditions governing the tender are given herewith. The tender for House Keeping & Maintenance Services contains 11 pages numbered serially. All pages of the tender forms will have to be signed by the tenderer as proof of its acceptance.

The sealed envelopes should be superscribed as "Tender for House Keeping & Maintenance Services" addressed to and submitted to The Principal, LIC of India, Zonal Training Centre, Near Indira Park, Gandhi Nagar, Hyderabad – 500080. The tenders should reach the above address or be handed over to the Asst. Secretary, ZTC, on or before 11.00 hrs on 03.11.2011. The tenders received after the due date and time will not be considered.

The schedule for processing of tender is as under:

1. Availability of tender forms in Website : From 14.10.2011 to 03.11.2011
2. Last Date for Submission of tender forms : 03.11.2011 up to 11.00 hrs
3. Opening of Tenders : 11.30 hrs. on 03.11.2011 in the chamber of the Principal.

The concerned service providers may send their representatives at the time of opening the Tender. Only the sealed price bids of those who have qualified under technical bids, will be opened. The price bids must have break up figures for the items mentioned in the format.

Yours faithfully,

PRINCIPAL.

Eligibility Criteria & Requirements

1. The applicant must be a Registered/Licensed Organization / Partnership firm / Sole proprietorship / Individual.
2. The applicant must have a proven track record of minimum 3 years with reputed clients in rendering House Keeping & Maintenance service.
3. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
4. The applicant must have average annual turnover of Rs.10 lakhs during the last three financial years.
5.
 - a. The applicant must produce relevant documentary evidence along with the tender application form.
 - b. Non disclosure of relevant information or furnishing of incorrect information / documents will suffer disqualification of the application.
6. The applicant must not have been at any time declared as insolvent or convicted for any offence by any Authority.
7. The applicant shall comply with all the requirements of labor laws; obtain all licences / approvals / permissions to carry on the business of House Keeping & Maintenance services.
8. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by any Authority.
9. The applicant should not have rescinded/abandoned any House Keeping & Maintenance contract awarded by any of his clients before the expiry of prescribed period of contract.
10. The applicant should neither be a sub-contractor to any other entity/ person nor has at any time sub-let the contract awarded to the applicant to any other person.
11. The applicant does not suffer/ has not suffered any disqualification to render the House Keeping & Maintenance services at any time in respect of matters not enumerated herein.
12. The contractors, who have already rendered services at ZTC will be allowed to participate if their work records are impeccable.
13. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
14. LIC of India is not responsible in any manner for the postal delay/loss/ non receipt of the tender.
15. The tenderers are advised to inspect the premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.
16. The validity of the tender shall be for 3 months.
17. The rates to be quoted shall be inclusive of all i.e., providing House Keeping & Maintenance services and inclusive of all taxes, charges, levies etc., if any.
18. The tender should be submitted so as to reach ZTC on or before the date and time specified in the covering letter.
19. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
20. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.
21. The successful tenderer will be required to deposit an amount of Rs.1,00,000/- (Rupees one lakh only) by way of a crossed A/c payee demand draft favouring LIC of India, drawn upon any

- nationalized bank at Hyderabad, towards security deposit. This deposit will be refunded only on successful completion of the agreement period. No interest will be payable on this security deposit. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount.
22. If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
 23. The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.
 24. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Hyderabad and shall be subject to adjudication of a competent court in Hyderabad.
 25. The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.
 26. Any tender not complying with requirements/conditions either wholly or partially shall be liable for rejection.

Documents to be enclosed along with Technical Bid (copies to be self attested):

1. Certificate of Registration with Labour Department, Government of Andhra Pradesh.
2. Certificate of Registration with Professional Tax Officer, Government of Andhra Pradesh.
3. Certificate of Registration under Andhra Pradesh General Sales Tax Act, 1957.
4. Certificate of Registration with office of the Regional Provident Fund Commissioner.
5. Certificate of Registration with employees State Insurance Corporation.
6. Certificate of Registration for Service Tax.
7. Audited financial statements (Profit and Loss and Balance Sheet) for the last three financial years.
8. Income tax assessment copies for the last three financial years.
9. Certificate of Income Tax PAN/TAN Number.
10. DD for Rs.200/- towards tender fee
11. DD for Rs.10,000/- towards EMD



Zonal Training Centre
Near Indira Park
Gandhinagar
Hyderabad – 500 080

TENDER FOR HOUSE KEEPING & MAINTENANCE OF ZTC PREMISES

TERMS AND CONDITIONS:

1. The contract for House Keeping & Maintenance Services shall be valid for a period of One year w.e.f.22.11.2011, which if found satisfactory, after further review and evaluation, can be renewed successively for two more years each time annually, on the same terms and conditions subject to three months advance consent of both the parties prior to the termination of the Contract. However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority (CA) at anytime before completion of one year, by giving one month notice to the contractor.
2. HOUSE KEEPING & MAINTENANCE means maintenance of the whole ZTC premises in all respects which includes daily sweeping/ mopping / removing cob webs in all the rooms, balconies, parapet walls, corridors, open areas, courtyards, stair cases, terraces fences, pathways, roads etc, scrubbing & cleaning of toilets, putting disinfectants, naphthalene balls etc. It also includes daily dusting & wiping of furniture and fixtures; cleaning of glass doors / windows etc, changing of bed sheets / bed covers/towels/napkins, providing drinking water, upkeep of furniture, equipments etc.
3. **The Contractor shall ensure:**
 - 3.1. Supply of the following new good quality items, approved by the CA, 7 days before the commencement of work and maintaining them in clean & perfect order.

3.1.1.	Bed Sheets	- 408
3.1.2.	Pillow covers	- 204
3.1.3.	Blankets	- 102
3.1.4.	Towel (5 ftx2½ ft.)	- 224 (100% Cotton)
3.1.5.	Napkins (2 ftx1½ ft.)	- 224 (100% Cotton)
3.1.6.	Doormats	- 150 (cotton & washable)
3.1.7.	Mosquito Repellent	- 52 (All out - liquid) (periodic refill)
3.1.8.	Plastic stool for bath	- 51 (1½ foot height)
3.1.9.	Plastic Mugs (Big)	- 60
3.1.10.	Plastic Mugs (Medium)	- 70
3.1.11.	Plastic buckets (Big) (20 Lts)	- 60
3.1.12.	Plastic Buckets (Medium) (14 Lts)	- 70
3.1.13.	Dust Bins	- 100
3.1.14.	Hangers	- 306 (Aluminium)
3.1.15.	Glass Tumblers	- 102 (Yera)
3.1.16.	Tea coasters	- 204 (plastic – plain)
3.1.17.	Widow curtain	- 51
3.1.18.	Water Cool keg(2 ltrs)	- 51 (Milton)
3.1.19.	Tea Flask (250 ml.)	- 102 (Milton)
3.1.20.	Tray	- 51 No. (Plastic 1' x 1 ½ ')
3.1.21.	Slippers (skid proof)	- 102 Pairs (Bata/Paragon)
3.1.22.	Soap boxes	- 102 Nos. (Plastic)
3.1.23.	Odonil & Naphthalene balls	- 70 packets each (periodic refill)

- 3.2. Providing fresh bed sheets, pillow covers & towels every time, when a new participant arrives and thereafter once in 3 days.
- 3.3. Washing of all the clothes with Surf Excel in fresh water, dried and pressed, by using the washing & ironing facility on the roof top of the Admn. Block, through a skilled washer-man appointed by the contractor. Use of caustic Soda or any other unapproved item is prohibited.
- 3.4. Supplying mineral water of reputed brands in 20 ltr. cans with dispensers, in class rooms/ conference hall/ guest faculty rooms/ Principal's chamber. Adequate disposable glasses should be kept near it in the class rooms and Conference hall. Supply of water to Admn. Block and in faculty rooms (in bottle).
- 3.5. Supplying clean, pure drinking water (warm, ordinary or cool as per the choice of the occupants), to each room daily or as frequently as required by the occupants.
- 3.6. Keeping 2 pairs of slippers, 6 hangers, 4 tea costars, 2 ltr. cool keg & two glasses in each room.
- 3.7. Keeping Mosquito Repellent in each room and refilling the liquid as and when required.
- 3.8. Supply of 2 numbers of good brand toilet soaps not less than (1) 35gms (2) 15gms to each participant during the occupation of the room, once in 3 days or earlier and also to all the workers for catering and for housekeeping/maintenance to ensure their regular cleanliness and hygiene.
- 3.9. Keeping all the rooms in the Hostel & Administrative Block, sprayed with room fresheners every week end.
- 3.10. Replacing the worn out clothes and broken items forthwith.
- 3.11. Putting Fresh door mats on the front door and on the toilet doors regularly.
- 3.12. Master cleaning of all soap cases, mugs, buckets, door mats fortnightly by scrubbing out mud, grime and white residual hard clinkers.
- 3.13. Making available a First Aid Box containing updated Savlon/Dettol, tincture iodine, nebasulf/ soframycin/Neosporin (powder & ointment), burnol, cotton, bandage, handy plast/band-aids, scissors at the reception counter under the control of the receptionist.

4. Maintenance of Hostel & Administrative Block (House keeping & Room services):

The Contractor shall ensure –

- 4.1. To keep all the furniture, fixtures, equipments and installations in good working order by keeping them repaired in time. The material will be supplied by ZTC and all the service charges will be borne by the contractor.
- 4.2. Providing the services of one plumber for attending to operation of water pumps and plumbing problems.
- 4.3. Providing the services of skilled Carpenter, Mason and Electrician as and when required.
- 4.4. Maintenance of the premises, all its civil, electrical & plumbing work, all furniture, equipments, fixtures, fittings etc in good condition by keeping them repaired on time.
- 4.5. Cleaning, sweeping, dusting and mopping of the entire premises inside and outside, cleaning of glass doors / windows with spray cleaners like Prill etc., daily dusting of all the furniture & fixtures and keeping all terraces clean. No waste paper shall be kept inside ZTC building. All rooms after sweeping shall be mopped in wet cloth by using good quality Lizol. All the works / jobs in the administrative block should be completed daily before 9.00 a.m.

- 4.6. Control over 'check in', 'check out', 'key handover' and Identity Card of the participants with proper maintenance of the registers as authorized by the CA.
- 4.7. Providing assistance to carry the luggage of the participants and accompanying them to and from the hostel rooms.
- 4.8. Summoning a Doctor, if any participant falls sick and making immediate arrangements to take the participant to the Doctor's clinic, if required & informing to any member of the Hostel Committee or the CA.
- 4.9. Maintenance and submission of a Guest Faculty Room Register, Register of medical attendance, Register of complaints/suggestions and 'Night Stay Out Register, to the office monthly.
- 4.10. Safety of the belongings of the inmates in the hostel rooms. In case of any untoward incidents like theft or loss of any belongings/cash or any physical intimidation that takes place in the occupants' rooms, the contractor shall be liable for the same.
- 4.11. Daily cleaning of hostel rooms and its toilets etc. between 10.00 am to 1.00 p.m. If room is vacated by inmate, it is to be cleaned immediately. Fresh linen to be provided when room is allotted to the new inmates.
- 4.12. Removal of cobwebs etc. at least once in a week in the entire premises and cleaning of the pools in Admn. Block.
- 4.13. Deployment of two skilled scavengers through the full day for daily cleaning of toilets, wash basins, in both the blocks, with good quality disinfectant like Harpic etc.. Master cleaning should be undertaken every week end. One scavenger should be available during 9.30 am to 5.30pm for cleaning of common toilets in both blocks, before and after the recesses.
- 4.14. Putting naphthalene balls and Odonil packs in all toilets regularly.
- 4.15. The switching on/off the generator whenever power goes off. However, the contractor will have to refill diesel as and when necessary and take reimbursement from ZTC on production of the pucca bill. Transportation charges are to be borne by the contractor. ZTC pays for a separate AMC for generator.
- 4.16. Regular & timely lifting of water from the Sump.
- 4.17. Cleaning of water coolers once in a week and storage of sufficient drinking water in water coolers both in hostel and administrative block.
- 4.18. Cleaning of overhead water tanks both for hostel and Admn. Block once in two months on the last Sunday.
- 4.19. Switching on/off the lights, fans, TVs and other appliances at the appropriate time in the entire ZTC campus.
- 4.20. Putting on and off all the water taps in campus and building at the appropriate time.
- 4.21. Availability of water from modern, safe alternative sources in times of scarcity of water so that the operations / programs of ZTC are not affected adversely in any manner whatsoever. However the actual competitive cost will be reimbursed to the contractor.
- 4.22. Switching on/off of the geyser system for one/two hours in the morning within 6.00 am to 8.00 am for supply of hot water in hostel rooms, when solar water heating fails during rainy and winter seasons
- 4.23. Refilling of shoe polish liquid (both black & neutral) in auto polish machine regularly.
- 4.24. Maintaining the recreation hall situated in the ground floor, First Floor & Second Floor of the Hostel Block with proper care of the equipments, other sports materials. Necessary records as prescribed by CA are to be maintained.
- 4.25. Keeping a Suggestion/Complaint Register at the reception, to be produced for checking by the administration any time.

- 4.26. Rectifying/complying with all complaints / suggestions made by the CA/ committee members/ participants/ faculty members/ staff.

5. Workers, Duties & Uniform:

- 5.1 The contractor shall provide adequate number of skilled, competent and well-trained staff for rendering flawless services. Appointment of minors is strictly prohibited. Therefore the age proofs of all workers along with their Photo, Bio-data will have to be submitted upfront by the Contractor to the CA. All workers should wear uniform with photo identity cards.
- 5.2 In case of absence of any worker for a day or more, substitute workers will have to be deployed under intimation to CA. Change of persons, as and when effected, has to be intimated before hand to the CA along with photos, bio-data and Age Proof.
- 5.3 If any worker is found unsuitable by the CA, the contractor shall replace that person forthwith, with a suitable substitute.
- 5.4 At any point of time the number of workers should not fall below the following:

S.No.	Designation	Number
i.	Manager	1
ii.	Receptionists	2
iii.	Room Boys	3
iv.	Sweeping/cleaning staff	8
v.	Scavengers	3
	TOTAL	17

- 5.5 Reception shall be manned by two receptionists round the clock 24 x 7 in rotation at the Counter by qualified persons who are capable of communicating in three languages i.e. local vernacular Telugu, Hindi and English. Kannada is desirable. The receptionists shall receive the people, operate the PBX and shall be the single point of contact for all the services covered under the agreement.
- 5.6 The Contractor will provide support services of 5 skilled experienced workers to administration (approved by CA) against which ZTC will pay EXTRA Rs. 30,000/- pm approximately to the Contractor. Any variation in their wages in course of time will be compensated to the Contractor.
- 5.7 The Contractor will ensure the cleaning of uniforms of his workers and those of the catering workers twice a week, free of cost, through the washer man deployed by him.
- 5.8 The contractor shall provide different color uniforms to different categories of workers (2 sets to each worker) for easy identification. All workers shall wear their uniforms neat and clean with badges throughout, while they remain in ZTC campus. The dress colors should be different from those of the catering workers.
- 5.9 If any worker is injured or rendered partially/ permanently disabled / indisposed due to any reason such as accidents, fire, ill health etc. during the period of their service, it would be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such persons as per the relevant labor laws including all medical expenses, legal expenses etc. ZTC does not hold any responsibility in this regard whatsoever.
- 5.10 Any worker suffering from any ailment should be quarantined or replaced.
- 5.11 Consumption of alcohol, misbehavior of the workers and obnoxious activities are strictly prohibited and liable for exemplary penalty.

- 5.12 Workers of previous Contractors with proven track record with permission of the CA, can be deployed under the new Contract.
- 5.13 An attendance register shall be maintained for all workers at the reception, putting their signatures with entry and exit time and submitted to the Committee/CA.

6. Taxes & Other Statutory Obligations:

- 6.1 The contractor shall obtain at his own expenses all licenses, permissions etc. as may be required by law and shall pay service tax and all other taxes imposed by any Governmental / Municipal Authority / Agency. He shall produce proof of such payment to the CA, if called upon to do so.
 - 6.2 TDS and such other taxes as per the prevailing rules shall be deducted from his bills while making the payments.
 - 6.3 The Contractor shall fully comply and observe all the provisions of Contract Labor Act (Regulation and Abolition Act 1970), Minimum Wages Act, 1950, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act and such other statutory enactments, amended from time to time and shall be fully responsible for that. ZTC shall not hold any responsibility what so ever, for violation of any of the laws / rules / regulations to be followed by the contractor.
- 7. The contractor shall not assign or transfer the rights and responsibilities assigned to him to any other person or entity or sub-contract his services in any way to others.
 - 8. The contractor shall meet the CA/Hostel Committee at least once in a fortnight or whenever called for, to review the position and shall rectify the lapses and abide by the advices given by the CA/Hostel Committee.
 - 9. A room will be provided to the contractor in the hostel for storing all his materials. The reception area shall be kept totally clean devoid of any storage.
 - 10. The contractor shall not have any tenancy rights by virtue of entering into an agreement with ZTC. The infrastructure will be utilized by the contractor only for the purposes as described in the agreement during the currency of the Contract. On expiry / termination of the contract, he shall hand over the peaceful vacant possession of the premises and all the movable and immovable infrastructure in good working condition.
 - 11. For matters not specifically covered herein, yet found necessary for proper functioning of ZTC, instructions shall be issued by the CA to the Contractor, on any matter covered by this agreement. The decision of the CA shall be final and binding on the contractor.
 - 12. Any omission on the part of ZTC, to exercise any of its rights at any time under these terms & conditions shall in no way impair or affect the validity of the terms & conditions and rights of the ZTC to enforce its rights at any time subsequently.

13. Recovery of Penalties from the proceeds of the contractor

Nature of Lapse	Penalty
Ratings Below Average/Fair plus No of Complaints (from participants, staff, faculty, guests etc.)	Upto 10% - NIL Above 10% - Percentage of deduction will be equal to the percentage of complaints + rating above 10%.
Non-supply of items as per the list in 3.1 & maintenance	Double the cost of the items
Non-supply of fresh linen etc.	Rs.10/- per item
In-sufficient number of workers on any day	@Rs.200/- per person per day
Not wearing Uniform	@Rs.20/- per person per day
Misuse of any space including Hostel room/ Entry of any unauthorized person	Rs.1000/- per day
Lack of cleanliness, Delay in Service	Rs.100/- per each item
If water coolers are not cleaned once in a week and over-head water tanks once in two months	Double the cost
Non-receipt of call by Reception counter	Rs.25/- per occasion
Non switching on/off water/electricity	Double the cost of extent of drainage as assessed by CA
Failure to dispose off garbage	Rs.500/- for each failure
Any persistent lapse.	Double penalty
Pilferage/ damage/ loss to ZTC in any manner	As assessed by the CA.

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be effected without any notice to me.

In case of my premature withdrawal from the House Keeping & Maintenance services for any reason, whatsoever, during the period of the agreement or in case of my failure in course of the agreement period to comply with these terms and conditions, the CA is at liberty to forfeit my security deposit of Rs.1,00,000/- (Rupees one lakh only).

Date:

Place:

Witness:

Signature

Name

Address

SIGNATURE OF THE CONTRACTOR

Seal of the Contractor



Zonal Training Centre
Near Indira Park,
Gandhinagar
Hyderabad – 500 080.

ANNEXURE-‘A’

**Tender for House keeping & Maintenance Services
(Last Date for Submission: 03.11.2011 before 11.00 hrs.)**

1. Name of the Individual/Firm/ Organization and Address (with telephone number/contact Mobile No.)
2. Details of Registration with Labour Department (Central/State) / GHMC
3. Name of the Proprietor / Partners / Directors together with technical qualifications
4. Past experience in the field (Enclose testimonials for the purpose)

4.1. House keeping & Maintenance services (In past)

Period of Contract		Name of the Firm / Person/ Organisation for whom House keeping & maintenance contracts were undertaken	Annual Turn over	No. of persons employed
From	To			

4.2. Housekeeping & Maintenance Services (At present) - Continuing

4.3. Mention with reasons the details of any House Keeping & Maintenance Service annulled /Broken before the end of the Contractual period.

(1. Submit proof & Certificates. 2. Use additional sheet, if required)

5. Annual turnover during the last 3yrs.
(Enclose copies of latest Financial statement preferably audited)

Turnover (Rs. In lacs)	As at 31.03.2009	As at 31.03.2010	As at 31.03.2011

6. a. PAN & TAN Nos. and copy of latest
Income Tax Assessment order :
- b. Service Tax Registration No. :
7. Proof of Sales Tax / ESI registrations,
if any and the registration numbers
thereof. Copy of latest assessment
order. :
8. Name and Address of Bankers and
type of facility enjoyed. :
9. Name, Address, Tel./Mobile Nos. of
two referee institutions : a)
- : b)

Seal:

Signature of Tenderer

Date:

Name & Address

Note: Documentary evidence wherever applicable should be enclosed.

ANNEXURE - B

**At present prevailing Monthly rate is: Rs.85,100/-
(Apart from the salaries of 5 support service workers as per 'C' below)**

RATES FOR MAINTENANCE OF HOSTEL AND ADMINISTRATIVE BLOCK

Particulars	Rate Per Month (Rs.)
A. Daily Cleaning: -----	
B. Providing items as per Clause No 3.1 in the hostel rooms: -----	
C. Salaries of 5 support service workers as per Clause No 5.6 -----	30,000
TOTAL COST PER MONTH: (Rupees.....)	<hr/> <hr/>

I confirm to abide by these rates all through the contractual period.

Date:

Signature of the Contractor
Seal of the Contractor