



भारतीय विरासत संस्थान

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

INDIAN INSTITUTE OF HERITAGE

(Deemed to be University, Ministry of Culture, Government of India)

TENDER NOTICE FOR HOUSE KEEPING SERVICES

The Indian Institute of Heritage, Noida Campus invites sealed tenders from reputed and established agencies for rendering House Keeping Services for IIH Noida Campus for a period of 1 (one) year extendable for one more year on satisfactory services by the Agency and on mutual consent.

The intending tenderers should meet the following per-qualification criteria:

The tenderers should have:

1. been in existence for at least 5 (five) years and have a minimum of 5 years experience in the field. (Enclose certificate from registered chartered accountant to this effect).
 2. a minimum average turnover (out of its House Keeping services) of **Rs. 05 Crores** for past 3 financial years i.e. F.Y 2021-22, 2022-23, 2023-24 (Enclose certificate from registered Chartered Accountant indicating the turnover out of its House Keeping Services for the past 3 years)
 3. Solvency declaration
 4. a current valid license under the Contract Labour (Regulation and Abolition) Act, 1970. (enclose a copy of the license).
 5. Should be registered under goods and service tax act (GST), EPF and ESI (Registration copy should be enclosed).
 6. executed at least two works of providing comprehensive House Keeping Services for an area of not less than 2 acres or 50,000 sq. ft of built-up area for a minimum period of two years in the last five years (enclose experience certificate from respective organisation to this effect).
 7. Currently carrying out House Keeping Services of similar nature for at least 1 (one) large building of not less than 50,000 sq. ft or area or not less than 2 acres. (Enclose certificates related with this work from the clients with validity of the contract for a minimum period of 4 months as on date of tender submission).
 8. Experience certificate must have been signed by the owner of the company or by an officer not less than a General Manager and the completion certificate must clearly indicate
 - i. The date of completion of the work;
 - ii. The nature of the house-keeping work performed /scheduled of work; and
 - iii. Whether the work has been performed satisfactorily.
- a. Tenders submitted without EMD will be rejected. The accepted Technical Bids will be evaluated and Financial Bids of only those who satisfy the prequalification norms will be opened for further evaluation. The Financial Bid of disqualified tenderers will not be opened and no enquiry on this account will be entertained. Pre bid clarifications can be obtained from the Superintendent, IIH well before the submission of the tenders.
- b. Please submit sealed quotations (technical and financial) mentioning on the envelope: "Quotation for Housekeeping Services" to the office of Superintendent, Indian Institute of Heritage, latest by 18th October 2024 at 4.00 p.m. The quotations received late will not be accepted.

A- GENERAL TERMS AND CONDITIONS

1. Issue of tender does not necessarily mean that the tenderer is an eligible party.
2. The 'Tenderer' and/or "Party" and/or Service Providers as used in the tender document, shall mean the one who has signed the tender for in response to the Tender Notice.
3. The individual signing the tender or other documents in connection with the tender must certify his/her signature as (a) sole proprietor of the firm or constituted attorney of such sole proprietor (b) constituted attorney of the firm if it is a firm/company (c) authorized signatory of the firm.
4. Any tenderer giving the tender in different names will be disqualified and his tender will be rejected.
5. The tender forms submitted by the tenderer should contain all requisite information along with supporting documents.
6. The tenderer should be an established Agency/Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency must have registered or branch office in Delhi-NCR.
7. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of the Indian Institute of Heritage (IIH).
8. The tenderer shall give the official mailing address, phone, fax number, email address to which all correspondence shall be made IIH ff. In case of change in address, the same shall be immediately intimated to the Indian Institute of Heritage (IIH).
9. Incomplete or conditional tenders will not be accepted and liable to be rejected.
10. The tenderer will furnish, along with the tender form, earnest money of Rs. 50,000/- in the form of DD, drawn in favour of Indian Institute of Heritage (IIH) payable at Noida. The earnest money of the successful tenderer will be liable to be forfeited if the tenderer does not fulfil the terms and conditions or withdraws, impairs or derogates from the tender in any respect within the period of validity of the tender. ***Tenders without Earnest Money Deposit will not be accepted and are liable to be summarily rejected.***
11. Tenders not conforming to the requirements mentioned in the tender form will be rejected and no correspondence shall be entertained in this regard.
12. The tender form should be clearly filled legibly in ink or typed. The tenderer should quote the number, rates and amount tendered by him in figures as well as in words. Alterations/corrections illegibly attested by the tenderer shall disqualify the tender. The tender form should be signed by the tenderer himself. The forwarding letter should be signed along with quotations. Attested copies of the Registration Number of the Firm, License No. under Contract Labour (Regulation and Abolition) Act 1970, Provident Fund Account No. allotted by the Provident Fund Commissioner, ESI No., allotted by the ESI authorities, PAN No. allotted by the Income Tax Department, GST registration copy and Satisfactory Performance Certificate issued by the concerned agency(s) organizations where such type of works/jobs have been performed by the tenderer earlier shall also be enclosed.
13. The rates quoted should be inclusive of and in accordance with the provisions relating to Employees Provident Fund, ESI, Bonus, Uniform charges and minimum wages according to The Contract Labour (Regulation and Abolition) Act 1970. The minimum Bonus payable shall be as per the payment of Bonus (Amendment) Act 2015. The EPF calculation shall be as per the provision of EPF act.
14. a). For evaluating the quotations, the element of minimum value of material to be used for providing House-keeping services (as per list attached) and garbage segregation and disposal may be included. All materials to be used for cleaning and other consumables shall be in conformity with the specification/brand/make off government approved standards. The agency shall maintain sufficient stock of all items required for cleaning the premises. The service provider shall ensure all consumables are within the expiry. However, IIH will provide water and electricity free of cost for the housekeeping services by the vendor at its premises.

- b) While working on machines operated on electricity, the workers operating the machine should be provided with proper gum boots and hand gloves so as to ensure his/her personal safety against possible electric shock due to use of water or otherwise:
- c) IHH shall have no liability financial or otherwise, for any harm/damage/injury caused to the manpower or machinery deployed by the firm in the course of performing work of this organization, neither the firm nor its workers shall have any claim on this organization for compensation or financial assistance on this account. Undertaking from the firm and from the persons to this effect shall be required to be submitted to this organization.
- d) The contractor shall at his own cost, if required, take necessary insurance coverage in respect of its staff and other personnel for service to be rendered and shall also, during the currency of the contract, comply with all relevant labour laws as may be applicable or modified from time to time by the concerned authorities and in no case, IHH would compensate for the losses and damages of material/manpower.
- e) Cleaning. Washing & Dusting etc. are to be carried out for which all the materials/ machines like brushes, pressure pipe, phenyl, naphthalene balls, dusters, wire buckets, brooms, swabs required flush clean soaps, liquid soaps, chemicals, Room Freshener etc. will be provided by the tenderer. The use of acid(s) shall be avoided to the maximum.
- f) The Vendor shall provide adequate work-force (including-2 ladies and one Supervisor) after assessment of the Deployment Details indicated at the relevant Annexure, the tenderer shall only deploy manpower whose age shall be between 18-40 years, He should be physically fit and medically certified for good health and educated at least up to Matric pass. The deployed persons have to perform duty of eight hours on all days including Sundays and holidays. Accordingly, the Agency has to deploy the personnel by making suitable arrangements for providing weekly off to the personnel.
- g) The Contactor shall ensure and guarantee the conduct, behaviour and honesty of the persons deployed by them. In case of any misconduct or any other damage or theft of the property of IHH, the contactor shall be responsible for making good all losses and damages after it is established by holding proper enquiry that the persons deputed by the contractor are responsible for these. The workforce should be deployed in such a manner that all areas should be neat and clean for the day before 9:30 am.
- h) Any transfer of charge in the deployment of personnel shall be brought to the notice of the Supdt., IHH and he shall be within his rights to remove or get changed any personnel whom he considers unsuitable/ unfit for the job being entrusted to him/her.
- i) The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. IHH shall, in no way, be responsible for settlement of such issues whatsoever.
- j) The service provider's persons shall not claim any benefit/ compensation/ absorption/regularization of service from/in this Department under the provision of Industrial Disputes Act. 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this department.
- k) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance with all the statutory obligations under all related legislation as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this department shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will require to provide particulars of PF, Group Insurance if its employees engaged in this department.
- l) This being a service contract all men, all material and machinery will be arranged and deployed by the contractor at the consolidated rate quoted in the financial bid.
- m) A separate statement may be attached for the breakup of financial bid quoted, inclusive of no. of persons to be engaged, salary components like EPF, ESI bonus etc., including other statutory requirements, material/consumables, Tool & machinery, removal of garbage and contractor's administrative/service charges etc.,

15. The tenderer should take care that the rate and amount should be written in such a way that 15 interpolation is not possible. Any column left blank would make the tender liable for rejection.
16. It will not be binding on IIIH to accept the tender in totality. It can be accepted in parts.
17. False information/ documents provided for consideration will result in disqualification of the bidder.
18. IIIH reserves the right to reject all or any tender without assigning any reason, thereof.

B- OTHER TERMS AND CONDITIONS

1. The successful tenderer to whom the work is awarded (hereinafter called Agency) shall only deploy manpower whose ages are between 18-40 years.
2. The Agency shall be responsible to provide immediate replacement of any manpower, who is not available for duty at the place of posting, and such other additional staff as may be required for additional area of which prior information has been given.
3. (a) The Agency shall pay the minimum wages as per the Contract Labour (Regulation & Abolition Act) 1970 and the Minimum Wages. Act and other labour laws for the staff deployed by them in the campus of the Indian Institute of Heritage, Noida Campus for carrying out the house-keeping services. The Agency shall also abide by all provisions of The Contract Labour (Regulation & Abolition) Act, 1970 and the Rules thereto. All wages and allied statutory benefits like Bonus, ESI, uniform, etc., are to be paid by the Agency to the engaged persons. The Agency shall remain liable to the authorities concerned for compliance of the statutory provisions in this regard and will be liable for any contravention thereof.

(b) The Agency shall make wage payments to the engaged manpower and furnish the documentary proof of having paid the minimum wages to each of the manpower staff deployed by them in IIIH. Noida.

(c) The Agency shall provide documentary proof of having remitted the EPF & ESI contribution of the employer in respect of each of the staff employed in IIIH Noida through a nationalized Bank in the succeeding month with the Bill.
4. The Indian Institute of Heritage, will deduct Income Tax at source under section 194-C of the Income Tax Act 1961 as applicable for the Agency.
5. The Agency shall provide a non-judicial stamp paper of Rs.100/- for preparing the Contract Agreement.
6. Performance Security Deposit: The successful tenderer shall deposit a Performance Guarantee (PG) of Rs. 1,50,000/- (Rupees One lakh fifty thousand only) by way of Bank Guarantee favour of Indian Institute of Heritage for the due performance of the contract. In the event of any breach/violation of any terms and conditions contained herein by the Agency, the said security deposit shall be forfeited in favour of IIIH. No interest shall be paid by the core money deposit security deposit. The PG shall be given within three weeks of the approval of the contract. The validity of the Performance Guarantee shall be for the period of the contract and beyond that by sixty days. In case of extension of the contract for another one year or part period, the Bank Guarantee shall have to be furnished afresh for the extended period and beyond that by sixty days.
7. The Agency shall not sublet the work to other Contractor/ Agency/Firm after the award of the work. The engagement of services is purely on service contract basis. The staff deployed by the Agency shall be employees of the Agency for all intents and purposes and in no case, will any relationship of employer and employee exist between the IIIH and the said manpower accrue implicitly or explicitly.
8. IIIH shall have the right to ask for removal/replacement of any employee of the Agency, who is not found to be suitable and orderly in the discharge of his duty. The quality assurance and control shall be ensured by the service provider in all respects. The requisite supervisory staff shall be provided at the site of work for effective supervision and quality assurance work.

9. The Agency staff shall carry out duties as are entrusted to them by IIIH, from time to time. The service provider shall take care of lifting, carrying and disposing dead birds, animals, rats & insects. The prohibition of consumption of alcoholic drinks, paan, loitering and shall not engage in any immoral act.
10. Penalties: Lapses in service provided by the Agency will be viewed seriously and penalties will be imposed on the Agency as mentioned below.
 - i. In case of failure to commence the service on the stipulated time/ date, the EMD shall be forfeited.
 - ii. In case of failure to carry out the service to the satisfaction of IIIH, Noida, IIIH will be free to get the service done by other means at the cost and risk of the Agency.
 - iii. Penalties will be imposed for lapses on part of the Agency as follows 0.25% of the monthly billed amount per incident upto a maximum of 5% of monthly bill for non-completion of the cleanliness operation mentioned in the contract.
 - a) Immediate payment in actual/replacement equivalent to the value of the article theft/lost/damaged as decided by IIIH depending upon the gravity of the act if the employee is found responsible for any theft/loss of material/ article and damages. Also, the manpower responsible to be replaced.
 - b) The cumulative penalty should not exceed more than 10% of the total contract value.
 - c) Worker on duty found not in uniform - Rs.150 per day per person.
 - d) Worker absent from duty Rs.500 per day per person.

Quantum of penalty will be decided by IIIH in each individual case and his/her decision shall be final and binding.

11. Performance Evaluation: The service provider shall have his own establishment/setup/ mechanism. etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract. The performance of the deployed persons will be evaluated by IIIH on the basis of the reports received from the designated Officer of the IIIH. If the performance of the Agency is not satisfactory, an amount, as decided by the competent authority, will be deducted from the payments to be released to the Agency. The quantum of amount to be decided by the competent authority is final and binding on the Agency.
12. The Agency will extend full co-operation to the authorized representatives of the Indian Institute of Heritage, Noida Campus in their routine checks.
13. The Agency shall submit the list of persons engaged for the work to IIIH, along with the authentic documents of each of the persons who should obtain temporary pass for entry in the Campus and building duly signed by the designated Officer of IIIH.
14. No. of manpower under any category may increase or decrease at any point of time depending upon the exigency of work. The person deployed by the vendor shall also perform the work of shifting. loading and unloading as also any other work concerning housekeeping and matters in the interest of IIIH. The vendor is also required to deploy suitable manpower during IIIH functions etc.
15. The Agency should get the verification of character and antecedents of each individual to be deployed through the local police, prior to his/her deployment in the IIIH Noida. Proof of the police verification report must be submitted to the IIIH.
16. The deployed persons should be in the prescribed uniform with name plate or badge which is to be provided by the Agency and approved by the IIIH.
17. During the period of this contract, the Agency shall provide uninterrupted service to the entire satisfaction of the IIIH. The Agency shall constantly keep in touch with the IIIH regarding the service arrangements to be provided and abide by the instructions and directives issued by IIIH in this regard from time to time.

18. **Contract Validity:** The contract shall be initially valid for a period of one year that may be extended by an advance notice of 7 days at the sole discretion of IIH for a further period of one year on the same terms and conditions. The extension shall be based on the satisfactory performance of contract. The validity of contract comes to an end ipso facto by efflux of time unless otherwise renewed. IIH will not have any liability in a Force Majeure situation and the contractor would be paid based on the work done satisfactorily to the authorities of IIH only.
19. **Termination Clause:** The contract can be terminated with three-month prior notice by the Agency and one month's notice by the IIH. Notwithstanding the aforesaid if the Agency neglects or fails to carry out the contracted work, or is otherwise negligent in the performance of the contract or violates the provisions of The Contract Labour (Regulation & Abolition) Act 1970 or the provisions of the EPF or ESI Acts or any other law or statutory provisions, IIH shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services.
20. **Arbitration:** Disputes, if any, shall be referred to the sole arbitrator who may be appointed with the consent of the both parties in accordance with the provisions contained in the Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modifications for the time being in force shall be deemed to apply to the arbitration proceedings under this clause. The venue of the arbitration shall be Noida in India. The award will be binding upon the parties. The expenses of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. However, the expense incurred by each Party itself. Arbitration award shall be in writing and shall state the reasons for the award.

Annexure-1 Quantity of material and manpower requirement.

Annexure-II Technical bid

Annexure-III Declaration

Annexure-IV Financial bid

Sd/-

Registrar
Indian Institute of Heritage

ANNEXURE - I

The rates quote by the service provided is deemed to have been included the following requirements.

c. Approximate areas breakup required to be maintained as per terms & conditions of the contract as under

S. No.	Description	Areas in Sq. Ft
1.	Sanitation (Toilets etc.)	6000
2.	Glass/Window Cleaning	20000
3.	Sweeping of Road, Parking area roof tops, Hard Standing etc.	95000
4.	Removal of garbage & disposing of a specified location out of IIIH premises as per the local corporation by laws on daily basis	-

Certain areas/portions are high raised and service provider should make his own arrangement for necessary tools & plants to access these areas and ensure satisfactory service. Nothing extra would be payable to the contractor on any account.

d. Minimum requirement of consumables items to be provided by the service provider for the housekeeping services deemed to be included in the rate quoted by the contractor is as follows. The list is indicative and not exhaustive. The service provider can visit the site with prior permission of the competent authority and make his own assessment. The rate quoted by the contractor is all inclusive and nothing would be payable to the contractor on any account what so ever.

S. No.	Item	Monthly Requirement	Remarks (Make/Brand or any equivalent make/Brand)
1.	Liquid soap oil in toilets/washrooms	25 Ltr.	Harpic
2.	Naphthalene Balls	1.5 Kg.	Feel Free
3.	Phenyl Liquid	15 Ltr.	Tetra Clean
4.	Toilet Cleaner	15 Ltr.	Harpic
5.	Glass cleaning agent	15 Ltr.	Colin
6.	Tissue Papers (Hand Tissues)	120 Boxes	Ezee
7.	Air Fresheners (75 gm Packets)	40 Packets	Odonil
8.	Air Perfume	25 Pcs.	Odonil
9.	Acid (HCL)	15 Ltr.	Harpic
10.	Toilet paper rolls	150 Rolls	
11.	Disposable bags for garbage collection (Biodegradable)	Big : 35 No's. Small : 35 No's.	
12.	Liquid soap hand wash General Toilets	20 Ltr.	Fem
13.	Urinal Cubes	50 Packets	
14.	Cleaning Powder	10 Kg.	
15.	Mosquito Repellents (Spray)	50 No's.	
16.	Glass Cleaner Spray	50 No's.	

- e. The following equipment should be provided by the service provider. However, the list is not exhaustive. Any other item required for the purpose of housekeeping services may also be provided by the contractor and rates for the same is deemed to be included in the quoted rates.

Floor Duster	3M Doodlebug	Floor Wiper	Telescopic Mop
White Duster	Mop Wringer Trolley	Hand Gloves	Pressure Pimp
Bamboo Brooms	Vacuum Cleaner	Soft Brooms	Safety Signages
Hard Brooms	Feather Brush	Kentucky Mop	

- f. Minimum manpower assessed for ensuring housekeeping services by the service provider.

Minimum No. of resources required including men & woman -15 (Approximately)
Minimum No. of Supervisors required- 01

Rate quoted by the contractor is deemed to have been inclusive of above requirements.

Number of manpower under any category may increase or decrease at any point of time depending upon the exigency of the work and rate quoted by the service provider is deemed to be all inclusive and nothing extra will be payable to the contractor on any account.

ANNEXURE-II
 Indian Institute of Heritage
 PART-A (TECHNICAL BID)

(Engagement of an Agency for providing House Keeping services and collection/disposal of garbage)

1. Name, complete address of the Firm/ Agency and Telephone No. Fax No. with Agency

2. Permanent address with valid proof

3. Registration number/license No. of the Firm/ Agency under the Contract Labour (Regulation & Abolition) Act 1970.

4. Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with

5. Specify as to whether to Tenderer is a sole proprietor. Partnership/ Firm
 Name:

 Address/and Telephone No. of Director/Partners should be specified:

6. GST No. _____
7. Audited Balance Sheet certified by registered chartered accountant for three years i.e. 2021-22, 2022-23 and 2023-24.
8. PAN of Income Tax Department and clearance certificate _____
9. Provident Fund Account No and authority with whom registered _____
10. ESI No. _____
11. Certificate of registered chartered accountant that the agency has been in existence for last 5 years.
12. Certificate of registered chartered accountant regarding turnover of agency's housekeeping services for each of last 3 years.
13. Solvency Declaration
14. Experience Certificate from the respective organization for having executed at least 2 works of providing comprehensive housekeeping services for an area of not less than two acres or 50000 Sq. ft of built-up area for a minimum period of one year in the last 5 years. (Works to be specified).
15. Certificate of registered Chartered Accountant that the agency is currently carrying out housekeeping services of at least one large building of at least 50000 Sq.ft or 2 acres area. (Work to be specified).
16. Attested certificates/ testimonials from clients.

17. Details of Earnest Money deposited:

a) Amount _____

b) Demand Draft _____

c) Date of Issue _____

** Attach copies of all supporting documents.

Place : _____

Signature : _____

Date : _____

Name : _____

SEAL : _____

ANNEXURE - III

DECLARATION

1. I, Son/Daughter/wife of Shri _____ Proprietor/Director/ authorized signatory of the Agency/ Firm mentioned above, is competent to sign this declaration and execute this tender document;
2. I have physically inspected the Noida premises of IIH, and understood the volume of work. I have also carefully read and understood all the terms and conditions of the tender for carrying out cleanliness and housekeeping work of the office premises occupied by 'IIH, Noida having total area of 1,30,680 sq. ft (approx.) by deploying adequate manpower/workers and undertaking to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the satisfaction of my knowledge and belief. I, we, am/are well aware of the fact that furnishing of any false information/fabricate document would lead to rejection of my tender at any stage besides liabilities towards Prosecution under appropriate law.

Signature of authorized person

Date : _____

Place : _____

ANNEXURE - IV
FINANCIAL BID
HOUSEKEEPING SERVICES

(Engagement of an Agency for providing House Keeping services and collection/disposal of garbage)

1. After physical verification of premises occupied by IIH, Noida and understanding the volume of the work as also having read and accepted all terms & conditions in the tender document rate quoted for cleanliness and housekeeping works including removal of garbage are as following.

Description	Unit	Rate	Qty.	Amount (Rs.)
Outsourcing of services for housekeeping of IIH premises consisting of sanitary services, sweeping of roads, parking hard standing, roof tops, windows, glass cleaning, cleaning of cobwebs, dusting removal of garbage etc., inclusive of providing of sufficient man power consumable, Tools & Plants (T&P) etc., all as required and as per terms & conditions of the contract and as directed by IIH authorities. (Please attach breakup inclusive of no. of persons, salary component, material/consumable item, machinery and contractors administrative/service charges etc.)	Each job per month	_____	12 Months	_____
		(Amount in words)		(Amount in words)
		_____		_____
		_____		_____
		_____		_____
		_____		_____

Goods & Service Tax (GST) extra as Applicable

- a) Common areas at all levels inside the buildings include the floors, utility area open terrace, internal roads etc. excluding garden areas but includes roads, drains, and pavements, parking areas, etc.
 - b) Garbage and waste collection and disposal as frequently as necessary and as directed, including kitchen and pantry waste and garden waste and disposing at specified location outside IIH premises and at location as per local authorities.
 - c) Sanitation services in all toilets and related areas including supply of consumables like soap, liquid soap refill and toilet paper.
 - d) General cleanliness and sanitation of galleries, auditorium, office block, cafeteria, reception and outside premises.
 - e) Any other specific service not listed above, but which are part of the category of cleaning service as per the International Best Practices.
2. Details of the number of unskilled/skilled workers to be engaged daily (for 8 hours duty on all working days with one day as weekly off) for the job of House Keeping/Cleaning required to be undertaken as per this tender notice along with various components like salary including ESI, SPF bonus etc., as per statutory requirement, material/consumables, machinery, removal of garbage & contractor's service charges may be indicated in a separate statement.
3. The minimum requirement of material, consumables, manpower and use of tools & plants to be used for achieving the job of House Keeping/Cleaning including removal of garbage area as per Annexure - 1 (attached Annexure-1 duly signed).

Place : _____

Signature : _____

Date : _____

Name : _____

Address : _____

SEAL : _____