

ADA/BAN/HKS/2017-18/001

06<sup>th</sup> February 2018

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**WORK PACKAGE FOR CONSERVANCY SERVICES INCLUDING DISPOSAL OF GARBAGE & SUPPLY OF CLEANING MATERIALS AT ADA HQrs, ADA CAMPUS II, NFTC, P-63 BUILDING, AK HANGAR (AT ADE) AND ADA APARTMENT**

**(QUOTATIONS WILL BE RECEIVED UPTO 3.30 PM ON 23/02/2018)**

Dear Sir,

1. Kindly submit your quotation with a covering letter within the time specified above, in duplicate in a sealed Envelope, super scribing the work enquiry reference subject to the following conditions given: -
2. Please find the Technical Bid Submission Form (Annexure – ‘A’), Contract Details Form (Annexure – ‘B’), Technical Bid Document (Annexure – ‘C’), Detailed Scope of Work (Annexure – ‘D’), Tender Terms and Conditions (Annexure- ‘E’) for Technical Bid and Cleaning Materials List (Annexure ‘F’) and Summary of Calculation Sheet as per annexure ‘G’ (Part I, II & III) respectively for Commercial Bid.
3. Tenderer, who proposes any alterations to any of the conditions/specifications laid down or proposes any other conditions of any description whatsoever is liable to be rejected.
4. Tenderer, shall initial all corrections, before submission of the same. This tender document in original should be returned duly signed on all pages with a forwarding letter in the letter pad of the company/firm. Corrections made in white ink will make the tender liable for rejection. A certified true copy of the power of attorney should accompany the tender if the signatory of the documents is other than the proprietor.

Contd...Page No.02

5. The submission of a tender by a tenderer implies that he/she has read all the terms & conditions and has made himself / herself aware of the scope, specification of the work to be done, local conditions and other factors bearing on the execution of the work. **Therefore, you are requested to visit the site and get acquainted with the site conditions during working hours between 08.30AM and 04.30PM (except on Saturday, Sunday & Govt. holidays) before submitting your quotation.** If you have any clarifications feel free to contact Mr. C.V. Murlidhara (O) 080-25087289 (M) 9844446956 or Mr. S Mathias (O) 080-25087577/25237244 (M) 9844446957. Tenderers must be very careful to deliver a bonafide tender. Such tender must satisfy each and every conditions laid down in this notice.

6. The tenders are to be submitted as per **TWO BID SYSTEM i.e. TECHNICAL BID consisting of Annexure 'A' to 'E' AND COMMERCIAL BID consisting of Annexure 'F & 'G'- Part - I, II & III.**

7. If you are not interested to take up the work, a regret letter may be sent along with all the documents forwarded to you to this office for our records duly super scribed "Blank Tender" prominently written on the cover itself. Tenders received after the due date shall be liable for rejection.

Yours faithfully,

**Sd/-**  
**(N. Sermathi Pandian)**  
**Addl. Director (Admin & Legal)**  
**For Dir. (Admin & HR)**

**TECHNICAL BID**

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any, and it is certified that the rates quoted are the lowest rates as quoted to any other institution of India.
3. I/We give the rights to ADA to forfeit the Security Deposit made by me / us in case of any breach of terms and conditions of the contract.
4. I hereby undertake to provide the Conservancy/Housekeeping services as per the provisions in the tender document / contract agreement.

Signature of the Authorized Signatory  
Designation  
(Office seal of the bidder)

Place:

Date:

**TECHNICAL BID**

**Annexure – ‘A’**

**TECHNICAL BID SUBMISSION FORM**

Dated:

Letter Bid

(To be printed preferably on Bidders letter head)

To:-

The Director (Admin & HR)  
Aeronautical Development Agency  
P.B. No. 1718, Vimanapura Post  
Bangalore – 560 017

Ref: Invitation for Bid in respect of Tender Notice dated 31/01/2018.

We, the undersigned, declare that:-

1. We have examined and have no reservations to this Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for “Conservancy Services including Disposal of Garbage & Supply of Cleaning Materials Contract” for the year 2018-19, at Aeronautical Development Agency, P.B. No. 1718, Vimanapura, Bangalore – 560 017.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security of 5% in accordance with the bidding documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure / lapses of serious nature.
6. We also accept all the terms and conditions of these bidding documents and undertake to abide by them, including the condition that the ADA is not bound to accept lowest bid or any other bid that the ADA may receive.

Yours Sincerely

(Authorized person shall attach a copy of authorization for signing on behalf of Bidding Company)

Full Name & Designation

Date :

Place:

Stamp

**TECHNICAL BID**

**Annexure – ‘B’**

**CONTRACT DETAILS FORM**

**General Details of Bidder**

1	Name of the Company & Status (Proprietorship / Partnership / Limited Company)	
2	Name & Designation of Authorized Signatory	
3	Communication Address	
4	Phone No. /Mobile No.	
5	Fax	
6	E-mail ID	
7	GST No.	
8	PAN No.	
9.	Contract License issued by Labour Commissioner under Contract Labour (Regulation & Abolition) Act. (Copy to be enclosed)	
10.	Details of previous experience	

**Annexure – ‘B’ (Contd)**

11.	Licence for conducting any business under Shops & Establishment Act or any other Act	
12.	Details of existing clients with proof of work order	
13.	Annual turnover which should not be less than Rs. 60 lakhs for the last three financial year i.e. 2014-15, 2015-16 & 2016-17. Please enclose copies of audited accounts	

14. Particulars / Details of the Bidders Representative\*

(a)	Name of the contact person	
(b)	Designation	
(c)	Phone No.	
(d)	Mobile No.	
(e)	E-Mail ID	

Signature  
Name of the firm with Seal

**TECHNICAL BID**

**TECHNICAL BID DOCUMENT**

**Mandatory details to be provided with seal & signature else tender will be rejected summarily.**

SI No	Particulars	
1	Name of the Tenderer / Firm, Office Address, Telephone No, Fax No, Mobile No., E-mail (Please attach registration certificate of the firm)	Copies shall be enclosed.
2	EPF Registration Form Document of Monthly Return submitted for the last two months	Copies shall be enclosed
3	ESI Registration No.	Copies shall be enclosed
4	Client List	Copies shall be enclosed
5	Income Tax Return (ITR-V) for the past three years	Copies shall be enclosed
6	Service Tax Return for the past one year	Copies shall be enclosed
7	All the bid documents need to be duly signed with seal. However, the Financial Bid will be opened later on.	If signature & stamp in any of the documents is found missing, the tenderer shall communicate on the same for acceptance.

**Date :**

**Place :**

**(Name & Signature of Tenderer with stamp of the firm)**

**TECHNICAL BID**

**Annexure "D"**

**SCOPE OF WORK**

**WORK PACKAGE FOR CONSERVANCY SERVICES INCLUDING DISPOSAL OF GARBAGE & SUPPLY OF CLEANING MATERIALS AT ADA HQrs, ADA CAMPUS II, NFTC, P-63 BUILDING, AK HANGAR (AT ADE) AND ADA APARTMENT**

SI No	Description of work
A.	<p><b>Conservancy Services by providing Manpower as given below :-</b></p> <ul style="list-style-type: none"><li>(a) Supervisors - 03 (Experienced Male skilled worker only)</li><li>(b) Skilled Manpower - 03 (2 Plumbers &amp; 1 Carpenter)</li><li>(b) Labours - 64 ( 15 female &amp; 49 Male labours)</li></ul> <p>Deployment of Manpower :-</p> <ul style="list-style-type: none"><li>(a) ADA HQ - 49</li><li>(b) ADA Campus II - 11</li><li>(c) NFTC - 04</li><li>(d) P-63 &amp; AK Hangar - 04</li><li>(e) ADA Apartment - 01</li><li>(f) TTC - 01</li><li>(g) Total - 70 Nos.</li></ul> <p><u>Regular Cleaning In-housekeeping :-</u></p> <p>In-house cleaning at places mentioned above which includes :-</p> <ul style="list-style-type: none"><li>(a) Cleaning of Offices, Reception, Conference Halls, Seminar Hall, and Visitors Rooms, including dusting of furniture.</li><li>(b) Cleaning &amp; scrubbing of Canteen Halls &amp; Stores.</li><li>(c) Removing of dust on computers.</li><li>(d) Cleaning and disinfecting of toilets throughout the day.</li></ul>



	<p>(e) Emptying of all dust bins, Cleaning of dust bins &amp; shredding of Waste paper.</p> <p>(f) Cleaning and disinfecting Telephones.</p> <p>(g) Carpet vacuuming.</p> <p>(h) Cleaning of window frames and removal of fingerprints and dirt from glasses within the building.</p> <p>(j) General cleanliness of the work stations.</p> <p>(k) Any other work/services assigned by ADA from time to time.</p> <p>(l) All the cleaning materials which are essential for day-today work will be centrally maintained at ADA HQ. ADA Campus II, P-63 &amp; AK Hangar at ADE, NFTC &amp; ADA Apartment are required to be collected from ADA Hqrs on need basis.</p> <p><b><u>Execution:-</u></b></p> <p>(a) The vendor shall carry out the said job and any other assigned work towards In-housekeeping services on all working days including Saturdays. In exceptional cases, manpower may be deployed on Sundays/Holidays.</p> <p>(b) In- housekeeping services and other maintenance operations of multi storied buildings/hi-tech areas, shall be carried out properly by qualified persons using vacuum cleaners &amp; scrubbing machines, etc.</p> <p><b><u>Waste Material:-</u></b></p> <p>Collection of waste materials and dispose the same at the identified place within the ADA Campus is to be carried out daily before closing of duty hours.</p>
B.	<p><b>Total Cost of Cleaning Materials: -</b> ( as per Annexure F)</p> <p>All the Cleaning Materials are to be <b>supplied to ADA Hqrs</b> with a delivery challan within a week after placing the <b>monthly</b> requirement by this office. Only brands mentioned in this tender are accepted at the time of receiving items. Payments will be made on actuals.</p>

C.	<p><b><u>Cleaning Equipments:-</u></b></p> <p>(a) Use of proper implements /equipments such as <b>Scrubbing Machine, Industrial Vacuum Cleaning Machine is to be brought by the vendor which is required for cleaning/ Maintenance.</b> The same is to be brought by the vendor at the time of entering into contract.</p> <p>The machines should be kept serviceable at all the times. Cost of replacement of spares, Scrubbing brushes, Pads and all essentials &amp; Repair and service charges are to be borne by the vendor.</p>
D.	<p><b><u>Additional Manpower</u></b></p> <p>Additional manpower should be provided by the contractor as and when required by this office. Payment will be done once in month as per Central Govt Minimum Wages Act (EPF &amp; ESI) including overhead charges as per the percentage quoted in the tender.</p> <p>The EPF wherever applicable should be restricted to 12% of Rs. 15,000/- and EDLI / Admin Charges of 1.15% on Rs. 15,000/- in cases where minimum pay exceeds Rs. 15,000/- which will works out to Rs. 1973/- per person per month in the case of existing workers. Employer contribution of EPF &amp; Admin Charges will not be paid for new subscribers if the wages paid to them are exceeding Rs. 15,000/- p.m.</p>

Date:

Place:

**Vendor's Signature and Seal**

## **TECHNICAL BID**

(Annexure 'D' Contd...)

### **SCOPE OF WORK : SKILLED PERSONNEL**

#### **SUPERVISOR :-**

1. The Conservancy Services Supervisors are responsible for executing the work from the labours with regard to cleanliness of building and general area.
2. Responsible to monitor the attendance of the labours.
3. Ensure cleaning and upkeep of toilets and office premises.
4. Arranging tractors for removal of garbage out of ADA premises.
5. Ensure shifting of materials within the campuses without any damage.
6. Ensure cleaning of rain water harvesting tanks from time to time.
7. Ensure cleaning of roof top of the buildings and drainages.
8. He will ensure safety of men and materials.
9. He should be responsible for making necessary arrangements for conduct of seminars / lectures / officials functions.
10. He will be responsible to execute the work on behalf of the vendor.
11. He will be responsible to carry out any other duties assigned to him from time to time.

#### **PLUMBER :-**

1. Ensure preventive and periodical maintenance of pipe lines.
2. All Plumbing related works.
3. Upkeep of tools and spares.

## **TECHNICAL BID**

(Annexure 'D' Contd....)

### **SCOPE OF WORK : SKILLED PERSONNEL**

#### **CARPENTER**

1. Ensure preventive and periodical maintenance of all furniture items.
2. Repair of all furniture's / doors / windows.
3. Fixing / repair / maintenance of door closures.
4. Repair of steel almirahas, locks handles etc.
5. Maintenance of minor repair and maintenance of furniture provided for Air Force Officers accommodation.

## **TECHNICAL BID**

**Annexure "E"**

### **TENDER TERMS & CONDITIONS**

1. The Agency shall be Limited Company or a Private Limited Company registered under the Company's Act 1856 / 1956 by Partnership Form or a Propertiership. **FOR PROOF, SELF ATTESTED / ATTESTED COPIES OF CERTIFICATES OF INCORPORATION / PARTNERSHIP DEED OR ANY OTHER VALID DOCUMENT ISSUED BY THE RESPECTIVE REGISTRAR OF FIRMS / COMPANY MAY BE SUBMITTED. IN CASE OF ANY PARTNERSHIP FIRM, SELF DECLARATION OR SELF CERTIFICATE SUPPORTED BY PAN IN THE PROPETIERS'S NAME, COPY OF REGISTRATIN OF GST, ESI & EPF REGISTRYRATON CERTIFCATES AND CONTRACT LICENCE ISSUED BY THE LABOUR COMMISSIONER (REGULATION & ABOLITION ACT) WOULD SUFFICE.** The Bidder should have a valid PAN issued by the Income Tax Department. The bidder shall also have valid GST registration.
2. The Agency shall be registered with Employees Provident Fund Organization and Employee State Insurance Corporation. Attested copies of the relevant documents should be attached with tender documents.
3. The Agency should have minimum 3 years experience in providing housekeeping service consecutively in the Government departments or Public Sector within (Central or State) / Private Limited Company at the time of submitting tender. Attested copy of relevant documents in this regard should also be attached in the tender documents.
4. Income Tax Return of the company / firm / Proprietor (ITR-V) for the past 3 years should be enclosed.
5. Service Tax Return of the Company / Firm for the past 1 year should be enclosed.
6. EPF Monthly Return for the past 3 months should be attached.
7. Tender not submitted in prescribed form is liable to be rejected.
8. The contract will be operational from 01/05/2018 to 30/04/2019 for a period of one year. Based on performance of the vendor, ADA at its discretion may extend the period of work order for a further period of one year at a time (not exceeding three years) with mutual consent without any increase in the service charges.

## TECHNICAL BID ANNEXURE 'E' CONTD

9. Tender should be submitted in a sealed envelope super scribing the **Tender reference number** on the cover as stated in clause 2 on page 1 duly addressed to **The Additional Director (Admin & Legal) Aeronautical Development Agency, P.B. No. 1718, Vimanapura Post, Bangalore-560017.**
10. The tenderer's are advised to visit the site with prior appointment between 0830 hrs to 1630 hrs before submitting their offer. Your offer should be valid for a period of 120 days from the due date.
11. In case your offer is accepted, you need to remit Security Deposit of 5% of the total value of the order (of an annum ) in the form of a Bank Guarantee issued by a Nationalized Bank in the format prescribed by ADA or Demand Draft in favour of ADA covering the tenure of contract. The security deposit will not carry any interest & will be refunded at the end of the contract period.
12. Your employees should be covered by all statutory Govt. obligations like ESI/ EPF, Minimum Wages as per Central Govt. Minimum Wages Act. ADA is not liable to pay any compensation for non-implementation of any of Govt. statutory obligations. Income Tax / TDS will be recovered on monthly bills as per rates prevailing from time to time.
13. The Vendor shall be entitled for additional payment in case the Govt. revises the Minimum Wages / VDA, ESI & EPF rates / rules for contract labourers during the tenure of the contract at any time.
14. Tenders received after the due date is treated as late tender and shall be rejected. ADA shall not take any responsibility whatsoever in respect of tender lost or delayed in transit by post or otherwise.
15. The personnel to be deployed in ADA will be subjected to Police Verification with address and antecedents by the vendor at his/her cost before their actual placement and shall carry out the task assigned to them.
16. ADA reserves the right to accept / reject the lowest or any tender without assigning any reason. ADA reserves the right to accept any tender either in full or in part.

## TECHNICAL BID ANNEXURE 'E' CONTD'

17. ADA reserves the right to terminate the services by giving 03 months notice in normal course. However, it can discontinue with short notice for unsatisfactory services. If the vendor or the firm desires to discontinue the service he has to give 03 months advance notice to ADA.
18. The working hours on all the working days including Saturday will be as follows :-
  - (a) From 0700 hrs to 1600 hrs at ADA HQ & NFTC, with one hour break for tea, breakfast and lunch.
  - (b) From 0800 hrs to 1700 hrs at ADA Campus II, P-63 Bldg, AK Hangar (at ADE) and ADA Apartment with one hour break for tea, breakfast and lunch.

Providing of manpower on Sunday and National holidays will be only on requirement basis either on compensatory off basis / additional wages as per the Minimum Wages Act.

19. The Vendor shall pay, the Monthly Wages on or before 10<sup>th</sup> of succeeding month to his deployed conservancy personnel in accordance with applicable minimum wages act. The payment shall be made through ECS / RTGS and proof of payment to all the labours to be produced with bill for the following month. Delay in payment of bill by ADA should not be a reason for non-payment of wages by due date.
20. It is the sole responsibility of the deployed conservancy personnel to execute the assigned work perfectly and neatly. If any damages are caused to ADA assets while discharging duties, suitable amount will be deducted from the vendor's monthly payment.
21. The vendor shall follow instructions of authorized representative of ADA from time to time in discharging their day to day duties.
22. ADA shall have the right to remove any deployed conservancy personnel from duty who is considered to be unfit for their work.
23. The Vendor shall exercise adequate supervision to ensure proper performance of conservancy work in accordance with the Schedule of Work.
24. The Contactor shall issue identity card and identity documents of the Employees who are deployed to execute the work.

## TECHNICAL BID ANNEXURE 'E' CONTD'

25. The vendor shall not employ any person of age below 18 years and above the age of 60 years and they should be of sound health in carrying out the duty and should not be affected by any disease.
26. The Vendor will provide the age and address proof of the personnel employed by him through document such as Election Identity Card, Aadhar Card, Ration Card or any Govt Agency issued document, along with Self photographs & Family joint photographs.
27. The vendor shall not sub contract the assigned work to any other agency.
28. The ADA shall comply with and fulfill the recommendations (if any), if deemed necessary by the ADA, made in writing by the Vendor in connection with the performance of the services. ADA shall notify the Vendor of any dishonest, wrongful or negligent act or omissions of the vendor's employees or agency in connection with the assigned services as soon as possible after ADA become aware of them.
29. If required amendment to the contract shall be effected from time to time in accordance with Govt. notification or otherwise.
30. The Vendor shall raise the invoice / bill before 3<sup>rd</sup> of succeeding month for the payment along with attendance sheet of all the employees duly accepted by the authorized officer and acquaintance roll, EPF, ESI remittance proof for the previous month. Any shortfall in the number of employees detailed for the work on any day will be recovered proportionately from the payment for the month.
31. All the payments to the Vendor by ADA shall be made through e-payment only after deducting TDS as applicable from time to time.
32. Cost of all the Cleaning Materials provided by the vendor as per the requirement shall be paid as per the rate accepted. The bill for the same should be submitted separately alongwith gate pass and acceptance of the materials by ADA. The receipt voucher for the same should indicate the ledger page numbers.
33. Any excess / overpayment during the tenancy of the contract shall be recovered from the payment due to the contractor or from the Security Deposit held with ADA .



## **TECHNICAL BID ANNEXURE 'E' CONTD**

34. In case of any accident/ injury caused to the personnel deployed by the Vendor during the work period, it is the sole responsibility of the Vendor to meet entire expenditure including compensation if any payable.

35. The ADA shall not be responsible and will not pay any compensation for any injury or loss of life, to the vendor's personnel that may take place while on said job.

36. The vendor shall execute the assigned work as per the schedule and if the same has not been executed to the expected level, warning notice shall be issued in this regard. If the situation persists, penalty will be imposed @ 1% of the Contract Value per month till rectification of the shortfall.

37. The Vendor shall only engage such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Vendor shall be fully responsible for the conduct of his staff.

38. Tender document is non-transferrable.

39. Commercial Bids will be evaluated independently for Annexure "G", Part I, II & III.

40. Arbitration. If any difference of opinion or dispute would arise between ADA and the vendor in connection with implementation of this contract, both shall mutually discuss to arrive at an amicable solution. Failing an amicable solution, disputes arising in this connection shall be finally settled under the Arbitration and Conciliation Act, 1996. The proceedings would be conducted in Bangalore by an Arbitration of three Arbitrators one each from respective parties and one by mutual consent to be appointed by the parties and the award pronounced by the said Arbitrators would not be open to challenge and is final.

Date:

**Vendor's Signature and Seal**

Place:

## COMMERCIAL BID

Annexure "F"

### CLEANING MATERIALS LIST

(Quantity indicated are approximate and required for per month for satisfactory services/maintenance)

Sl. No	Particulars of the Items	Brand of the items	Quantity required & Denomination of qty.	Rate	Amount
01.	Soap Solution(for floor cleaning)	Spark/So Soft /ARO	150 Ltrs		
02.	Dettol Soap 75 grams	Dettol	50 Nos.		
03.	Phenyl Scented	Spark/Black Belt/So Soft/ Nyle	150 Ltrs		
04.	Vim powder 1 kg Pack	Ultra Vim	30 Kg		
05.	Urinal cakes Scented	Maruthi/Ever Fresh	350 Nos. containing 02 pieces each)		
06	Acid(for toilet cleaning)	Spark/Agni	33 Ltrs		
07	Air freshener (Odonil) 50grams	Odonil	225 Nos.		
08.	Cob web stick	*	08 Nos.		
09.	Soap Solution(Scented) For Hand wash	Fem	70 Ltrs.		
10.	Colin 500ml bottle	Colin	70 Nos.		
11.	Dettol liquid bottle 210ml	Dettol	25 Nos.		
12.	Glass cleaning cloth (App 45cmX45cm)	*	65 Nos.		
13.	Yellow cloth (App 40cmX40cm)	*	65 Nos.		
14.	Check cloth (App 70cmX45cm)	*	65 Nos.		
15.	Hard Broom	*	70 Nos.		
16.	Soft Broom	Monkey Brand	50 Nos.		
17.	Harpic 500ml	Harpic	80Nos		
18.	Mop refill (Flat)	Gala	35 Nos.		

		<b><u>COMMERCIAL BID (Annexure 'F' Cond)</u></b>			
19.	Garbage bags jumbo to carry waste. Size consisting 25 Nos.	*	04 Pack/04 Nos		
20.	Mop stick(for flat refill) With aluminum handle	Gala	30 Nos		
21.	Room freshener 300ml	Spring Fest/Odonil / Airwick	32 Nos.		
22.	Rubber hand gloves (Reusable) Industrial	Kaveri	30 Pairs		
23.	Toilet brush round With wooden handle.	*	15 Nos.		
24.	Scotch Brite(Scrub pad) big size.	Scotch Brite	65 Nos.		
25.	Floor scrubbing brush (Nylon) with handle	Gala	10 Nos.		
26.	Tiles cleaner	Domex	90 Ltrs		
27.	Carpet brush (soft)	Gala	10 Nos.		
28.	Glass Squeezer, cleaner (plastic handle)	International	05 Nos.		
29.	Floor Squeezer with handle	*	15 Nos.		
30.	Plastic dust pan	Cello/Brite/Gala	15 Nos.		
31.	Mugs (Big)	Cello/Brite	20 Nos.		
32.	Buckets( 15 ltrs capacity)	Cello/Brite/Janatha	16Nos		
33.	Rin detergent soap 125 grms.	Rin/Surf excel	25 Nos.		
34.	Bleaching Powder, 500 grms Pack.	Zermisol/So Soft	15 kg		
35.	Sanitary Paper Roll, Super soft, Width 10cms & Length 4700 cms, 2 Ply.	Geo, Blossom Plus	40 Nos.		

		<b><u>COMMERCIAL BID (Annexure 'F' Cond)</u></b>			
36	Brasso Liquid Bottle 100 ml.	Brasso	03 Nos.		
37	Cloth Mopping	*	40 Nos.		
38	Caustic Soda	*	15 Kg		
39	Strong Acid	*	20 ltrs		
40	Face Mask	ARO	100 Nos.		
41	Cloth Brush	*	05 Nos.		
42	Dust Bin Covers (bundle of 30 pcs)	Pearl Luxury	50 Nos.		
43	Dry Mop	Gala / Easy Mop	05 Nos.		
44	Steel polish	Diversey	05 ltrs		
45	Carpet Shampoo	-do-	10 ltrs.		
46	Liquid Air Freshener	-do-	15 ltrs.		
47.	Total Amount				
48.	GST @ .....%				
49.	Grand Total				

(Total Amount Rs-----  
----- only)

**\*The Best Quality.**

Date :

Place :

**Vendor's Signature and Seal**

**WORK PACKAGE FOR CONSERVANCY SERVICES INCLUDING DISPOSAL OF GARBAGE & SUPPLY OF CLEANING MATERIALS AT ADA HQrs, ADA CAMPUS II, NFTC, P-63 BUILDING, AK HANGAR (AT ADE) AND ADA APARTMENT**

**PART – I – A - COMMERCIAL BID**

SI No	Description	Skilled	Unskilled
1.	Minimum wages per day as on date	Rs. 653/-	Rs. 536/-
2.	No of days per month (including Sunday / National Holiday)	26	26
3.	Salary per month	16,978.00	13,936.00
4.	Principal Employer Contribution for EPF @ 12% on SI No. 3	1800.00	1672.32
5.	Administrative Charges @ 1.15% on SI No. 03	172.50	160.26
6.	Principal Employer Contribution for ESI @ 4.75% on SI No. 3	806.45	661.96
7.	Dress Allowance (Uniform + Washing Allowances)	416.67	416.67
8.	Bonus 8.33% on SI No. 03	1414.26	1160.86
9.	Total (SI No 03 to 08)	21,587.88	18,008.07
10.	No of employees required	6	64
11..	Total wages	1,29,527.28	11,52,516.00
12.	Services Charges @ ..... On SI No. 11		
13.	Sub Total per month		
14.	GST @ ..... On SI No. 13		
15.	Total Amount in Rs.	<b>A</b>	<b>B</b>
16.	Grand Total per month (a) + (b)		

Rupees (in words .....

..... only)

The above wages is prepared based on the Central Govt. Minimum Wages vide Gazette Notification No. 173 dt 19/01/2017 of the Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi published in circular F. No. 1/13(3)/2017 – LS-ii dt 20/04/2017)

Note : L-1 will be decided based on the lowest quote received as per SI No. 16 above.

**WORK PACKAGE FOR CONSERVANCY SERVICES INCLUDING DISPOSAL  
OF GARBAGE & SUPPLY OF CLEANING MATERIALS AT ADA HQrs, ADA  
CAMPUS II, NFTC, P-63 BUILDING, AK HANGAR (AT ADE) AND ADA  
APARTMENT**

**PART – I – B - COMMERCIAL BID (Contd)  
EQUIPMENT CHARGES**

Sl No	Description of Items	Qty	Rate Rs)	Amount (Rs.)	Remarks
1	Scrubbing Machine	02 Nos.			
2.	Industrial Vaccum Cleaning Machine	02 Nos.			
3.	Crowbar	04 Nos.			
4.	Bandli .	12 Nos.			
5.	Uli of different sizes	04 Nos.			
6.	Hammers with handle	04 Nos.			
7.	Mumty with handle	04 Nos.			
8.	Guddalis with handle	04 Nos.			
9.	Axe with handle	02 Nos.			
10.	Service Charges / Overhead Charges etc.		Lumpsum of Rs. <b>Or</b> % of Service Charges		
11.	Sub Total				
12.	GST on applicable items				
13.	Grand Total				
14.	Charges per month SI No. 13/12				

Note : The average life of above equipments is taken as 01 year and hence the monthly charges payable will be the cost of equipment divided by 12 i.e. SI No. 13 (grand total) divided by 12.

Total for Part I – A + Part 1 – B =

Amount in words (Rupees.....only)

Date :

Place :

Signature of Vendor and Seal

**WORK PACKAGE FOR CLEANING MATERIALS FOR CONSERVANCY SERVICES AT ADA HQ**

**PART – II – COMMERCIAL BID**

	Cleaning Material charges per month	Total Amount	The rate quoted should be inclusive of transportation, labour and overhead charges etc.	Total Rs.....
1.	As per Annexure 'F'			

**Amount in Words (Rupees.....)**

Date:

Place:

**Contractors Signature and Seal**



## WORK PACKAGE FOR DISPOSAL OF GARBAGE FOR CONSERVANCY SERVICES AT ADA HQ

Annexure 'G' (Contd.)

### PART III – COMMERCIAL BID

#### Transportation Charges for Disposal of Debris/garbage including Loading & Unloading Charges:-

Quantity of garbage to be disposed off in one Tractor load is 300 Cu. Ft (approx) & debris should be tractor body level.

(a)	Disposal of debris from ADA HQ, (Rate to be quoted for per tractor load)	Amount Quoted Rs. = (Amount in figures & words)  GST Rs. = Total Rs.
(b)	Disposal of garbage from ADA HQ (Rate to be quoted for per tractor load)	Amount Quoted Rs. = (Amount in figures & words)  GST Rs. = Total Rs.
(c)	Disposal of debris from ADA Campus II, P-63 Bldg & AK Hangar at ADE, NFTC & ADA Apartment (Rate to be quoted for per tractor load)	Amount Quoted Rs. = (Amount in figures & words)  GST Rs. = Total
(d)	Disposal of garbage from ADA Campus II, P-63 Bldg & AK Hangar at ADE, NFTC & ADA Apartment (Rate to be quoted for per tractor load)	Amount Quoted Rs. = (Amount in figures & words)  GST Rs. = Total Rs.
	GRAND TOTAL	

Note: - The approximate garbage loads (garbage consists of canteen waste, garden waste & debris) per month is 35 loads. Garbage disposal from ADA HQ & ADA Campus II, NFTC & ADA Apartment.

Bid Value should include GST (if applicable), separately and shall be raised in invoice every month in accordance with Govt. Notification from time to time. GST as applicable will be reimbursed on production of documentary proof having paid the GST to the authorities concerned.

Payment shall be made on actuals.

**Amount in Words (Rupees).....**

Date:

Place:

**Contractors Signature and Seal**