

**TENDER NOTICE FOR PROVIDING HOUSEKEEPING SERVICES  
AT  
IIITDM, KANCHEEPURAM**



Indian Institute of Information Technology,  
Design and Manufacturing, Kancheepuram  
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## I. Instruction to Bidders

### Tender Document for "HOUSE KEEPING SERVICES"

1	Work	House Keeping Services at IIITDM, Kancheepuram (Scope of work is provided at Annexure I)
2.	Tender Enquiry No	IIITDM/2017-18/S&P/House Keeping /
3.	Eligibility Criteria	The contracting agency/firm/company should have carried out similar Housekeeping work at Central / State govt. educational Institutions or offices or large industrial or commercial establishment with at least one work of Rs.40 lakh/- per annum or above (OR) two similar works each of Rs.30 lakh/-per annum on or after 01.01.2014. The firm / agency should have experience on glass cleaning work. The copies of relevant work order(s) needs to be enclosed as a proof without fail. Failure to meet the eligibility conditions will make the tender liable for rejection.
4.	EMD	All the tenderer shall deposit an Earnest Money Deposit of <b>Rs.one Lakh</b> by way of Demand Draft / Bank Guarantee. The DD /pay order may be drawn in favour of " <b>The Registrar, IIITDM Kancheepuram</b> " (on any Nationalised Banks payable at Chennai), which will be refunded in respect of unsuccessful tenderers. THE EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
5.	Submission of offer	Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and commercial bid in <b>two separate sealed envelopes</b> . Format of Technical bid and Commercial bid are provided at Annexure II and III respectively. Envelopes containing Technical Bid and Commercial Bid should be securely sealed and stamped separately and clearly marked as " <b>Envelope No:1 - Technical Bid</b> "and <b>Envelope No:2 –Commercial Bid</b> " respectively. <b>EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscribing the tender Number and description of the item.</b>
6.	Last Date for submission of Bids	<b>Date: 28.04.2017</b> <b>Time:15 00 Hrs</b>
7.	Opening of Technical Bid	<b>Date: 28.04.2017</b> <b>Time:16 00 Hrs</b>
8.	Selection Process	All the technical bid will be scrutinized by the evaluation committee constituted by the Registrar and firm/agency submitted all relevant documents/ meeting the eligibility criteria and secured minimum marks in the technical bid evaluation will be considered for commercial bid.
9.	Opening of Commercial Bid	The shortlisted firms / agencies on the basis of the technical bid only will be invited to attend the opening of commercial bid.
10	Commencement of operation	The selected agency should commence the Housekeeping Services from <b>1<sup>st</sup> June, 2017</b>
11	Pre-bid Meeting	<b>Date: 19.04.2017</b> <b>Time:11 00 Hrs</b>

## **II. TERMS AND CONDITIONS OF CONTRACT**

**1(a)** Intending House Keeping service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

**(b) A pre bid meeting is scheduled on 19.04.2017.and interested tenderers at their own cost can attend to inspect, examine the site and seek any clarification on the scope of work.**

### **2. Contract Period:**

The contract is initially for a period of ONE YEAR, which may be extended on yearly basis for further period of 2 years subject to satisfactory performance of the work, on the same terms and conditions.

### **3. Preparation and submission of tender document:**

(a) The tenderer has to submit the tender document duly signed by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.

(b) A copy of each of the following shall be enclosed along with the Technical Bid as at Annexure II. Any tender documents without these shall be invalid and rejected.

- a. Registration Certificate.
- b. PAN No and Income Tax return filed for F.Y.2013-14;2014-15 and 2015-16.
- c. Service Tax Registration No.
- d. ESI No.
- e. PF No.
- f. Copy of work order for meeting the eligibility criteria as at I (3) of tender document.

(c) Tender received without required EMD or lesser amount will be summarily rejected.

(d) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.

- (e) If any relative of the tenderer is an employee of the IIITDM Kancheepuram, the name, designation and relationship of such employee shall be intimated to the Registrar, IIITDM Kancheepuram in writing while submitting the tender.
  - (f) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
4. No tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.
  5. EMD will be liable to be forfeited if the tenderer selected for the work fails to accept and sign the formal agreement or to start the work on the date stipulated in the work order.

**6. Execution of Contract and Security Deposit:**

A formal contract shall be entered into with successful tenderer. The tenderer shall also deposit an amount equal to one month of the annual value of contract (after adjusting the EMD) as Security Deposit in the form of Demand Draft / Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Chennai, which would be released on expiry/termination of the contract after adjustment of dues, if any. The SD should be valid for two months beyond the duration of the contract.

**7. Manpower deployment:**

- (a) The minimum number of employees deployed shall be commensurate to the quantum of work to be carried out. However at any point of time a minimum of 25 employees excluding supervisory staff shall be available on duty. On this at least 5 persons shall have experience in operating automatic mopping machine.
- (b) The tenderer shall ensure that the persons deployed are punctual, disciplined and vigilant in performance of their duty. The tenderer shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. The tenderer must employ adult labour only. Employment of child labour will lead to termination of contract.
- (c) All the employees shall wear uniform with identification badge issued by the Contractor.
- (d) **Police Verification** of the antecedents of the persons to be engaged at IIITDM Kancheepuram shall be obtained by the tenderer in advance and made available to IIITDM Kancheepuram within **3 months** from the award of contract.
- (e) The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out surprise check on the persons deployed by the tenderer in order to ensure that required numbers of persons are deployed and that they are providing the service properly.

- (f) The persons deployed by the tenderer for the work shall be the employees of the tenderer for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the IIITDM Kancheepuram accrue implicitly or explicitly.
- (g) The persons so deployed shall remain under the control and supervision of the tenderer and he shall be liable for payment for their wages etc. and all other dues which the tenderer is liable to pay under various labour regulations and other statutory provisions.
- (h) The Tenderer shall ensure that all the employees get **minimum wages [Zone A]** as per the Central Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.
- (i) The Tenderer shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Minimum Wages Act, and such other Acts as applicable. The tenderer shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of tenderer committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar of the Institute a sum as may be claimed by the Institute.
- (j) The Contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore-mentioned services personnel by services to be rendered.
- (k) The tenderer shall maintain a “Work Schedule” of cleaning of premises and the supervisor shall verify and sign for having inspected the premises. Such schedules shall contain the name of the employee responsible for the cleanliness of that area.
- (l) The tenderer shall depute a co-coordinator/supervisor who shall be responsible for interaction with IIITDM Kancheepuram.

## **8. Payment Terms:**

- (a) IIITDM Kancheepuram shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period. The income-tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- (b) The tenderer shall also submit the proof of having deposited the amount on account of ESI and EPF towards the persons deployed in their respective names before submitting the bill to the institute. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor.
- (c) The monthly bills shall be submitted along with the log sheets of various works as prescribed in the scope of work (Annexure I) having attended at the required periodicity and manner.

## **9. Compliance:**

- (a) The tenderer shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the contractor in the middle of the period or non- satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.
- (b) The tenderer shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kancheepuram.
- (c) Any damages to the infrastructure facilities or the property of the Institute by the personnel of the tenderer, they shall bear the responsibility of losses and shall replace the same on its own expenses/reimburse the full cost of the same.
- (d) In case, the workers employed by the tenderer commits any act of omission /commission That amounts to misconduct/ indiscipline/ incompetence, the tenderer shall be liable to take appropriate disciplinary action against such workers, including

their removal from site of work, if required by IIITDMKancheepuram.

- (e) The successful tenderer shall replace immediately any of its workers who are found unacceptable to the IIITDM Kancheepuram because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of IIITDM Kancheepuram.
- (f) The successful tenderer shall be solely responsible for the redressal of grievances /resolution of disputes relating to workers engaged by them. IIITDM Kancheepuram shall, in no way, be responsible for settlement of such issues whatsoever.
- (g) For all intents and purposes, the successful tenderer shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged at IIITDM Kancheepuram under this contract. The workers deployed by the agency at IIITDM Kancheepuram shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIITDM Kancheepuram.
- (h) IIITDM Kancheepuram shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.
- (i) The workers deployed by the tenderer shall not claim nor shall be entitled for pay, perks and other facilities from IIITDM Kancheepuram admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- (j) In case of termination of this contract on its expiry or otherwise, the workers engaged by the tenderer shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIITDM Kancheepuram.

#### **10. Compliance of Statutory Provisions**

- (a) The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall also produce the same, on demand, to the concerned authority of IIITDM Kancheepuram or any other authority under Law.
- (b) In case, the tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIITDM Kancheepuram is put to any loss / obligation, monetary or otherwise, IIITDM Kancheepuram shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

### **11. Right of IIITDM Kancheepuram**

- (a) The Registrar, IIITDM Kancheepuram reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Registrar, IIITDM Kancheepuram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- (c) The Registrar, IIITDM Kancheepuram reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) IIITDM Kancheepuram reserves the right to suitably increase / reduce the scope of work put to this tender.

### **12. Breach of Terms and Conditions:**

- (a) Quality of sanitation and Housekeeping service are the essence of contract. If the quality of housekeeping remains poor for a period of 15 days in spite of communication from IIITDM Kancheepuram, the contract may be terminated at the discretion of Competent Authority.
- (b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order / job without assigning any reason thereof and nothing shall be payable by IIITDM Kancheepuram in that event the security deposit shall also stands forfeited.

### **13. Dispute Settlement:**

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Registrar, IIITDM Kancheepuram whose decision shall be final and binding on both the parties.
- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Kancheepuram. The resultant contract will be interpreted under Indian Laws.
- (c) In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IIITDM Kancheepuram shall be final and bindings on all parties.

Registrar  
IIITDM Kancheepuram



### **III. SCOPE OF WORK- HOUSEKEEPING**

1. High Standard of Cleanliness is required as in modern building by using equipments and materials. Housekeeping Services should be provided at 8 AM to 5 PM from Monday to Saturday. Working hours should be adjusted in such a manner that the cleaning should be completed well before utilization of buildings / rooms.

2. **Area of Operations and Nature of Housekeeping work:**

**a) Academic, & Administrative block (area 12,000 sq.mtr approx):**

Cleaning, sweeping and mopping, twice a day, of all rooms in Academic, and Administrative Block buildings. The corridor shall be cleaned mechanically by using scrubbing/mopping machines.

Regular cleaning and dusting of glass doors, windows, light fittings, Roads, Road sides, Court yards, Cemented platforms, Pathways in and around the built up area once in a week.

Cleaning, scrubbing and disinfecting toilets and fittings such as Urinals, Water closets, Wash basins, etc., at least twice, once in the morning and once in the afternoon to keep them neat and clean at all times.

Periodical collection of waste M.S. Scraps, waste materials, empty car board boxes, Wastes, etc., around the buildings and storing them in the junk yards.

Cleaning of dust bins, waste paper baskets, cabwebs etc and disposing off all collected waste at designated place at regular interval. The dustbins shall be washed and garbage bags need to be placed in all garbage bins to avoid strains.

**b) HOSTEL BLOCK (Aswatha and Ashoka -Area 10100 sq.mtr approx):**

Cleaning, sweeping and mopping of common area of all hostel buildings.

Regular cleaning and dusting of glass doors, windows, light fittings, Roads, Road sides, Court yards, Cemented platforms, Pathways, in and around the built up area.

Cleaning, scrubbing and disinfecting toilets and fittings such as Urinals, Water closets, Wash basins, etc., at least twice a day (once in the morning and once in the evening) to keep them neat and clean.

Periodical collection of waste materials, polythene bags, garbage, empty boxes, bottles, cans, wastes etc., in and around the hostel buildings and their disposal.

**c) GLASS WALL CLEANING: (Area: Admn building 193 sq.mtr, Academic: 330 sq.mtr):**

Dry and wet cleaning of spider glazing glass wall once in a month. The Agency should arrange necessary equipments and ladder for this purpose. The structural glazing with minimum 3-stories height shall be cleaned with suitable arrangement.

**d) SPORTS COMPLEX: (Area: 2161 sq.mtr approx):**

Cleaning, sweeping and mopping of complex once in a day.

Regular cleaning and dusting of glass doors, windows, light fittings, roads, road sides, courtyards, Cemented platforms, Pathways, in and around the built up area.

Cleaning, scrubbing and disinfecting toilets and fittings such as Urinals, Water closets, Wash basins, etc., once in the day and keep them neat and clean.

Periodical collection of waste materials, polythene bags, garbage, empty boxes, bottles, cans, wastes etc., in and around the sports complex and their disposal.

The rooms and main sports hall are laid with foam PVC flooring, which needs every day mopping with water using the mechanical wet mobbing machine. The floor shall be cleaned using cleaning liquid like soap oil etc.

**e) Laboratory Complex (Area 7700 sq.mtr approx- Ground Floor+ Two Floors)**

Cleaning, sweeping and mopping, twice a day, of all rooms. The corridor shall be cleaned mechanically by using scrubbing/mopping machines.

Regular cleaning and dusting of glass doors, windows, light fittings, Roads, Road sides, Court yards, Cemented platforms, Pathways in and around the built up area once in a week.

Cleaning, scrubbing and disinfecting toilets and fittings such as Urinals, Water closets, Wash basins, etc., at least twice, once in the morning and once in the afternoon to keep them neat and clean at all times.

Periodical collection of waste M.S. Scraps, waste materials, empty car board boxes, Wastes, etc., around the buildings and storing them in the junk yards.

Cleaning of dust bins, waste paper baskets, cabwebs etc and disposing off all collected waste at designated place at regular interval. The dustbins shall be wasted and garbage bags need to be placed in all garbage bins to avoid strains.

**f) INSTITUTE CAMPUS:**

Picking up of garbage, polythene bags, empty cans, bottles, wastes, etc., inside the entire campus area, excluding the construction site once in 15 days.

**g) Disposal of Garbage:**

**The agency is responsible for proper disposal of garbage outside the institute in collaboration with local Panchayat authorities.**

**3. Materials and Consumables required to be supplied by the Tenderer:**

Name of consumables and quantity required for carrying out proper cleaning service are provided at Appendix.

## Requirement of Consumables, Manpower and Machinery

### a. Consumables:

S.No	Name of Articles	Quantity (per month)
1	Cotton Hand Towel	25 nos.
2	Hand Mob (White Std. size)	20nos.
3	Hard Brooms	10 nos.
4	Toilet Brush	10 nos.
5	Steel Scrubber	25 nos.
6	Nylon Scrubber	35 nos.
7	Mugs	10 nos.
8	Small Brush (for wash basin/urinals cleaning)	10 nos.
9	Plastic Buckets 15 Litre	5 nos.
10	Hand Gloves (rubber – full size)	20 nos.
11	Wiper with Handle	10 pcs.
12	Long handled broom for cobweb cleaning	5 nos.
13	Soft broom	25 nos.
14	Naphthalene Balls	5 kg.
15	Concentrated Liquid Phenyl Black (01 ltr.) (standard make)	35 ltrs
16	Diluted HCL Acid for cleaning	35ltrs.
17	Urinal cubes	40 pkts.
18	Glass cleaner (Colin)	5 lit.
19	Soap Oil for cleaning tiles	150 ltrs.
20	Bleaching powder	2 kg.
21	Toilet cleaner (Harpic / Domex)	35 lit
22	Toilet Room Air freshener (Odonil / standard make)	40 numbers
23	Perfume (Industrial)	5 lit
24	Room Spray	6 (500 ml)
25	Liquid Hand Wash ( Dettol/ lifebuoy)	5 lit
26	Long Brush	10 Nos
27	Lizol	10 lit
28	Easy Mob	10 Nos
29	Hand Wash (branded Dettol/Lifebuoy)- 250 ml	2 bottle
30	Vim bar soap	5 Nos
31	Tiles Cleaner	5 lit

b. **Minimum Manpower requirement:**

S.No	Name of the Article	Person(S)
1	Supervisor	1
2	Unskilled Labour	25 (having at least 3 male labour/operator)

c. **Requirement of Equipments:**

S.No	Name of the Article	Quantity
1	Automatic Mopping machine of reputed make	3 Nos
2	Ladder (24 ft / 12 ft)	3 Nos

Housekeeping materials and consumables provided by the Contractor shall be of branded & standard quality. The stock should be kept in the store provided for the purpose in the Institute campus. The Contractor shall provide these materials at the beginning of each month and get inspected by the in-charge, Housekeeping or his nominee before use. Store will be operated by the supervisor of the Contractor and in-charge, Housekeeping of IIITDM. Key will be with in-charge, Housekeeping, IIITDM.

Signature of the Tenderer  
Name & Address of the Tenderer with Office Stamp

Place:

Date:

## Evaluation of Bid and Award of Work

1. The tenderers are to submit Technical Bid and Financial Bid separately. A copy of Technical bid and financial bid are at Annexure II and Annexure III.
2. The technical bid that will be submitted by the bidder should consist of the following three components in the sequence given below:
  - (a) EMD: Demand draft/Bankers Cheque/ Bank guarantee @ Rs.1.00 lakh- in favour of The Registrar, IIITDM Kancheepuram towards Earnest Money Deposit.
  - (b) Certified order copies of all the documents in support of meeting Eligibility Criteria.
  - (c) Other relevant information, which forms part of Tender document.
3. **Bid Evaluation Scheme:**
  - (a) All the technical Bids will be scrutinized and the firm/agency submitted all relevant documents as sought in the Technical bid and meeting the eligibility criteria will be invited for **Presentation as a part of technical bid evaluation. As a part of presentation, firms can preferably make Onsite Demonstration of mechanized cleaning process with their own employees and expenses.**
  - (b) Evaluation will be based on a composite score. A composite score with 30% of weightage shall be given to the technical bid that includes a presentation by the bidder and 70% to financial bid The parameter to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid is as under :

S.No	Parameter	Maximum Marks
1.	Background of the organization, Quality of manpower proposed	10
2	Past experience in carrying out similar works with deployment machines on or after 01.012014.	10
3	Proposed Work plan, Machines proposed to be used, ability to extend quality service and Quality of cleaning achieved in the demonstration process	10
	Total Technical Score (TS)	30

- (c) After evaluation of Technical bid including their onsite demonstration, the financial bids of only those bidders will be opened who secured the minimum satisfactory marks of 20.
- (d) The cost evaluation of bid will be done under Combined Quality cum Cost Based Systems as detailed below:
  - o The lowest bid shall be given a financial score (FS) of 70 points.
  - o The financial score (FS) of other bidders will be determined using the formula: FS =

$70 \times FP/F$ , in which FP is the lowest financial bid, and F is the financial bid of the particular vendor.

- Scores obtained on financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula:  $CS = TS + FS$ .
- Bidder with the highest consolidated score (CS) will be selected. If there is a tie in the overall score, the vendor with the higher score on the financial offer will be selected.

(d) The scores awarded (by the committee) will be final and no correspondence will be entertained.

**Indian Institute of Information Technology Design and Manufacturing Kancheepuram**

**TECHNICAL BID**

(To be sealed and placed in separate cover superscribed Technical Bid)

Having read and accepted all terms and conditions in the tender document and scope of activities, we submit the details for the Housekeeping service as follows:

S No.	Particulars	Details	
1.	Name and address of the registered office of the agency/firm	:	
2.	Name of Owner/partner with contact number, address		
3.	Registration Details (attach Photocopy of documents)		
	a. Registration Number		
	b. PAN Number		
	c. Service Tax Registration No.		
	d. ESI Number		
	e. PF Number		
4.	List of Institutes/Offices where the firm is providing/provided cleaning services (enclose copy of order)		
		<b>Duration</b>	<b>Contract Value</b>
	Name of the Organization	From DD/MM/YY	To DD/MM/YY
5.	Copy of Income tax Return (for the last 3 years)		
6.	Equipments proposed to be used:	<b>Type</b>	<b>Capacity</b>
7.	Any other information		

Certified that the information furnished above is true and correct and have enclosed all the documents for support of the same.

We further understand that non-furnishing of documents and/or submission of false information/documents will make us liable for rejection.

Place :

Signature of the Tenderer

Date:

Name of address of the tenderer with Office stamp

**COMMERCIAL BID**

(to be sealed and placed in separate envelope superscribed "Commercial Bid")

**SCHEDULE OF RATES**

Name of the work: Housekeeping work at IIITD&amp;M Kancheepuram

Service Head	Lumpsum rate per month in Rupees
Housekeeping service at IIITDM Kancheepuram as per scope of work at Annexure-I	

Service Tax if any will be paid as per norms.

**Note:**

- (i) The Tenderer shall ensure that all the employees get **minimum wages [Zone A]** as per the Central Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws

Signature of the Tenderer  
Name & Address of the Tenderer with Office Stamp

Place:

Date: