

*THE ODISHA STATE COOPERATIVE MILK  
PRODUCERS' FEDERATION LTD.,  
D-2, SAHIDNAGAR, BHUBANESWAR-751007.*

TENDER DOCUMENT  
FOR CLEANING & SANITATION  
AT OMFED CORPORATE OFFICE



18<sup>th</sup> May, 2015

Cost : Rs. 525/-  
(including VAT)

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.,  
D-2, SAHIDNAGAR, BHUBANESWAR-751007.**

**Tel .No. 0674-2540273 / 2546030 /2544576 / 2546121 / 2540417**

**Fax No. 0674 – 2540974, Website: [www.omfed.com](http://www.omfed.com)**

**TENDER NOTICE FOR CLEANING & SANITATION WORK**

Sealed Tenders are invited from reputed and experienced Agencies / Contractors for cleaning and sanitation works at Omfed Corporate Office, Bhubaneswar.

Tender documents shall be made available at Omfed Corporate Office on payment of Rs.525/- (Rupees Five Hundred twenty five) only (inclusive of VAT) in Cash / Demand Draft in favour of OMFED payable at Bhubaneswar on any working day between 1000 hours to 1400 hours from 18.05.15 to 27.05.15 or can be downloaded from the website. In such case, the tender cost of Rs.525/- in shape of Demand Draft must be accompanied with sealed tenders which will be received upto 1400 hours till 27.05.15 (Wednesday) and shall be opened on the same day at 1500 hours at Omfed Corporate Office in presence of bidders. Details of Tender document can be seen in [www.omfed.com](http://www.omfed.com).

OMFED reserves the right to cancel any or all the offers without assigning any reason thereof.

## GENERAL MANAGER (HR)

**THE ODISHA STATE CO-OP. MILK PRODUCERS' FEDERATION LTD.,  
D/2, SAHID NAGAR, BHUBANESWAR-751 007.**

PHONE: 0674 – 2540273/2546030/2544576/2546121/2540417.

Fax: 0674 - 2540974

### **TENDER CALL NOTICE FOR CLEANING & SANITATION WORK**

Sealed tenders are invited in two bids system from reputed and experienced Agencies operating in Bhubaneswar having valid Registration of the Agency, ESI, EPF, Service tax registration to deploy trained personnel for cleaning and sanitation work of Omfed Corporate Office.

**TENDER PERIOD:** For the period of 03 (three) years.

1. Place of Work : OMFED Corporate Office,  
D/2, Sahid Nagar, Bhubaneswar.
2. Cost of Tender Document : **Rs.525/-** (including tax), down loaded  
tender documents must be accompanied  
with cost of documents in shape of D.D  
favouring OMFED payable at Bhubaneswar.
3. Time of issue of tender forms : From **10.A.M.of 18.05.15 to**  
(On working days only) **27.05.15 by 2.00 P.M.**  
For Tender form & other details  
Please visit to our website  
[www.omfed.com](http://www.omfed.com)
3. The last date for submission : **Upto 27.05.15 by 2.00 P.M.**  
of tender forms.
4. The date/time for opening of tender form: Tender forms will be opened at **3.00 P.M**  
**on 27.05.15.** If this date fixed for  
opening of Tender is declared as a  
holiday unexpectedly, then the tenders  
will be opened on the next working  
day at 3.00 P.M. at the Corporate  
Office, D-2,Sahidnagar, Bhubaneswar  
without any prior intimation /notice. The  
tender participants shall produce all the  
original documents as per Technical bids

specification for the evaluation of Technical Bids. After the Technical bid evaluation/scrutiny, the commercial bid covers of the tender participants who passed technical evaluation / scrutiny alone will be opened in a day which will be announced later.

5. Earnest Money Deposit:

The Tenderer shall deposit Earnest Money of Rs.10,000/- (Refundable as the case may be) in the shape of A/c. Payee Demand Draft drawn in favour of **“OMFED LTD” payable at Bhubaneswar**, along with the Technical Bid. Without EMD, the bid shall be rejected.

The decision of the Chairman-cum-Managing Director, OMFED Bhubaneswar shall be final, conclusive and binding in all the matters relating to this tender. The Chairman-cum-Managing Director, OMFED, Bhubaneswar has full rights to accept or reject the tender fully/partially without assigning any reasons. The tender documents can be down loaded from the website [www.omfed.com](http://www.omfed.com). The down loaded filled in tender documents must be accompanied with the cost of form/documents of Rs. 525/- (including tax) as indicated in Tender Notice.

Chairman-cum-Managing Director

**THE ODISHA STATE CO-OP. MILK PRODUCERS' FEDERATION LTD.**  
**D/2, SAHID NAGAR, BHUBANESWAR-751 007.**

**CLEANING & SANITATION TENDER 2015-16**

**TENDER DOCUMENTS**  
**GENERAL INSTRUCTIONS**  
for Selection of Contractor / Agency

It is requested to go through the terms and conditions and the instructions mentioned herein carefully before filling the tender form.

This **TWO PART TENDER** document consists of:

**PART-A. :** Pre-qualifying Technical Bid.

**PART-B. :** Commercial bid with price-quoted schedules.

1. Tenderers are to submit TWO PART TENDER (both Part-A, Technical bid and Part-B Commercial Bid)
2. Part-A Pre-qualification/Technical Bid and Part-B Commercial bid should be submitted in two different covers duly superscribed as **“Tender for the Cleaning & Sanitation Job at OMFED Corporate Office, D-2, Sahid Nagar, Bhubaneswar – 751 007. Pre-qualifications/Technical Bid in one cover and “Cleaning & Sanitation Job at OMFED Corporate Office, Commercial Bid”** in another and again put in a larger wax sealed cover duly superscribed **“Tender for the Cleaning & Sanitation Job at OMFED Corporate Office** addressed to the General Manager (HR), OMFED, Bhubaneswar and submit either in person or by post so as to reach on or before the time and date specified. Tenders received after the specified date and time shall be **Summarily rejected**.
3. All the pages in both Part-A. Technical Bid and Part-B Commercial Bid should be signed at the bottom of each page without omission by the authorized signatory with name and seal of the firm.
4. The tenderer should submit an undertaking in the prescribed format enclosed along with the Part-A/Technical Bid.
5. The tenderers who submit the Bid in the tender documents downloaded from website, shall also follow the same procedure without fail and they may use suitable covers.
6. The E.M.D @ Rs10,000/- should be in the form of an A/c payee Demand Draft/Bankers' Cheque drawn in favour of “OMFED Ltd” payable at Bhubaneswar, and shall be submitted with the Technical Bid papers along with copies of the certificates as mentioned in the Technical Bid (Part – A).
7. Tender forms should be filled up neatly without any over writing. In case of any correction/over writing in the tender, the same should invariably be attested by full signature with date before submission.

## **UNDERTAKING**

Name and address of the Bidder :  
taking part in the Tender :

1. I / We M/s....., having my / our office at ..... do hereby undertake to execute Cleaning & Sanitation Job at Omfed Corporate Office as assured for the period between 2015 to 2018 as per the prescribed norms, in the event of being successful in the present Tender Process.
2. We are also aware that in the event of failure (on the part of the successful bidder) to comply with the said prescribed norms, suitable action to nullify the appointment / selection will be initiated.
3. I / we agree to pay the cost towards damage to the properties of Omfed if any during the process of cleaning work.
4. We agree that the decision of M.D, Omfed shall be final in case of any dispute arises regarding the terms and conditions of this tender.

SIGNATURE OF THE TENDERER

**PART-A.**  
**TECHNICAL BID**  
**CLEANING AND SANITATION AT OMFED CORPORATE OFFICE**

<b>Sl No</b>	<b>Particulars of Technical Bid</b>	<b>Details as per requirement of Tender Conditions</b>
1	Tender Cost (DD/Cash) M.R. No. Date:	
2	E.M.D. amount remitted (DD/Banker's Cheque)	
3	Details of incorporation/Registration Certificate of the firm	
4	Valid labour contract license for engagement of minimum 50 nos. labours issued from District Labour Office.	
5	Copy of ESI Registration Certificate	
6	Copy of Registration Certificate of EPF & copy of ECR of EPF for the current month March & April' 15.	
7	PAN No. & Income Tax Return for the Financial year 2013-14, 14-15 .	
8	Service Tax Return for the Financial year 2013-14 & 14-15.	
9	Proof of experience for engagement of personnel for cleaning & sanitation job.	
10	Valid Solvency Certificate not less than Rs.5 lacs issued by Revenue Authority	
11	Trade license issued by concerned Municipal Authority	
12	No-Conviction Certificate from Police Authority	
13	ISO Certificate if available.	

SIGNATURE OF THE TENDERER

**PART-B.**  
**COMMERCIAL BID**  
**CLEANING AND SANITATION AT OMFED CORPORATE OFFICE**

Schedule of Rate for Annual Cleaning Contract:-

Sample Cost Analysis with Statutory dues for appraisal only:-

Sl.No.	Particulars	Amount (in Rs.) Per Day	Amount (in Rs.) Per Month
01	Manpower Cost for 3 (three) personnel per month (including Off / Holidays) basing on Minimum Wages + VDA (not variable).  Semi-skilled – 1 no. ....  Unskilled - 2 nos. ....		
02	Statutory Contributions @ 34.87% (not variable) per personnel *		
03	Service Charges (Variable)		
04	Sub Total:		
05	Service Tax applicable from time to time		
06	Material Cost per month (as per Annexure I)		
	Total :		

Total Cost per Month                      Rs.

Total Cost per Annum                      Rs.

**\* STATUTORY CONTRIBUTION ETC.**

Sl No	Particulars	Other	Percentage
1	P.F. Employer Contribution	-	13.61%
2	E.S.I. Employer Contribution	-	4.75%
3	Bonus	-	8.33%
4	Leave Salary	18 days annual	5.66%
5	N & F Holidays	08 days annual	2.52%
Total----->			34.87

**N.B:** Selection of party shall be made on the basis of variable component of rates i.e. only on service charges & cost of sanitary / cleaning items quoted by the party.

SIGNATURE OF THE TENDERER



**ESCALLATION CLAUSE:**

- If minimum wages increase during the period of engagement under Minimum Wages Act 1948, the wages shall be increased prorata basis accordingly with same rate and all statutory dues, excluding agency charges.

**SIGNATURE OF THE TENDERER**

**TENDER TO PROVIDE PERSONNEL FOR CLEANING & SANTITATION WORK**

**From**

**To**

The Chairman-cum-Managing Director,  
The Odisha State Co-op. Milk  
Producers' Federation Ltd.,  
D/2, Sahid Nagar, Bhubaneswar-751 007.

Sir,

1. Please find enclosed the schedule with all the columns properly filled in.
2. We have also added ..... Page(s) to the schedule document.
3. We shall be bound by a communication of acceptance dispatched by you. Immediately on receipt of this communication and within ..... days thereafter, we shall complete all the necessary formalities like Security Deposit executing agreement form in Non-Judicial stamp paper worth Rs.100/- etc., and confirm the tender.
4. We have also furnished/not furnished the EPF/ESI registration certificate and latest challan receipts and certificates of Registration of firm by the Government.
5. We hereby certify that we have thoroughly studied and understood the tender conditions.
6. We agree that the decision of the Chairman-cum-Managing Director, OMFED, Bhubaneswar shall be final in any dispute regarding the terms and conditions of this tender.
7. We agree to sole arbitration by the Chairman-cum-Managing Director, OMFED, Bhubaneswar.
8. We also enclose undertaking in the prescribed format.

Place:

Date:

SIGNATURE OF THE TENDERER

## AGREEMENT

THIS AGREEMENT is made on this day \_\_\_\_\_ of \_\_\_\_\_ Two Thousand Fifteen

### BETWEEN

The Odisha State Co-operative Milk Producers' Federation Ltd., a Society registered under the Co-operative Societies Act, 1962, having its registered and Corporate Office at D-2, Sahidnagar, Bhubaneswar hereinafter referred to as "OMFED" (which expression shall, unless repugnant to the context or meaning thereof, include its successors in interest and assigns) of the ONE PART

### AND

M/S \_\_\_\_\_

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hereinafter referred to as "the CONTRACTOR" (which expression shall, unless repugnant to the context or meaning thereof, include their successors in interest and assigns) of the OTHER PART.

WHEREAS OMFED, engaged in the business of production , processing and marketing of milk, milk products and agri-products has decided to engage Contractor to look after cleaning and sanitation job of its Corporate Office located at D/2, Sahid Nagar, Bhubaneswar – 751 007.

AND WHEREAS the Contractor carrying out cleaning and sanitation job having valid license for such activities, has expressed interest to provide manpower for cleaning work vide his offer dtd .....

AND WHEREAS in consideration of the offer of the Contractor, OMFED has decided to entrust the cleaning job of its Corporate Office at D/2, Sahid Nagar, Bhubaneswar, to the Contractor on the terms and conditions hereinafter contained.

- 1) The Agreement will be initially valid for a period of \_\_\_\_\_year with effect from \_\_\_\_\_ with an option for renewal of the same from time to time as per discretion of OMFED on the same or similar terms and conditions or such terms and conditions as may be mutually agreed upon.
- 2) The Contractor shall provide 03 (Three) personnel i.e., Un-skilled – 02 nos. & Semi-skilled – 01 no. with proper proof of identification (duly certified photograph with proof of identity and signature).
- 3) The monthly minimum wages prescribed by the State Govt., PF, ESI, Bonus, Weekly Off, Leave Reserve, National Holidays, Leave Salary, other statutory dues etc. and Contractor's commission, cost of sanitary materials and service tax shall be reimbursed periodically to the Contractor by OMFED at rates specified below:

a.	Unskilled Worker	Rs._____
b.	Semi-skilled Worker	Rs._____
c.	Service charge	Rs._____
	Sub-Total:	_____
d.	Service Tax applicable from time to time.	Rs._____
	Sub-Total:	_____
e.	Cost of cleaning/sanitary items per month	Rs._____
	Total :	Rs._____

Service Tax applicable from time to time shall be claimed over and above the Service Charges as mentioned above.

There will be no extra payment to the Contractor for additional deployment of personnel on National and Festival Holidays, weekly off & leave reserve since the rates specified above includes pro-rata payments therefor.

- 4) The payment towards cleaning and sanitation charges shall be released by the OMFED every month on submission of bill by the Contractor subject to satisfactory cleaning and sanitation work.
- 5) The Contractor will provide additional personnel as and when required by OMFED in exigency on the same rates, terms &, conditions specified in this agreement.

- 6) The Contractor may seek pro-rata revision of rates mentioned herein in the event of revision of minimum wages by the Government of Odisha, Labour Department during agreement period and may claim differential payment therefor on acceptance of the proposal for such revision by OMFED, in terms of escalation clause of commercial bid subject to compliance of direction , if any to that effect.
- 7) The Contractor shall have to make payment to the personnel engaged by him in the presence of the authorized representative of OMFED by the 7<sup>th</sup>. day of the successive month as per statutory requirements. The payment to the personnel engaged by the Contractor should not fall short of minimum wages prescribed by the State Govt and taken into consideration by OMFED.
- 8) The Contractor has to provide **ESI, EPF, EDLI Group insurance and other** facilities provided under the Contract Labour (Regulation & Abolition) Act 1970 to its employees without fail. The Contractor shall be solely responsible for all such statutory obligations with respect to the engagement of workers. The deposit challan for having remitted EPF along with Electronic Challan-cum-Return (ECR) of previous month & ESI contributions challan to the contract workers and details showing the basic pay etc., should be furnished to this Federation every preceding month failing which the service charges of the contractor shall not be released.
- 9) The Contractor shall comply with all the statutory requirements under various Acts and Rules as applicable to establishments of OMFED for engagement of the personnel deployed by him. In the event of non-compliance the statutory requirements like deposit of PF, ESI and Service Tax etc by the Contractor, the payment of service charges etc. shall be held up without any notice till necessary compliance made is by the contractor. However, liability of OMFED, if any, on account of non-compliance of statutory provisions by the contractor, shall be chargeable to the account of the Contractor and shall be deducted from his pending bills.

- 10) The contractor should ensure that the workers engaged by him do not work for more than the prescribed working hours i.e., eight hours / day or forty-eight hours in a week. If the workers remain on leave, the contractor shall arrange for substitute for the cleaning work.
- 11) The Contractor should deploy personnel, free from any criminal background or any police case and furnish the names and antecedents of the personnel at the time of deployment. All the deployed personnel should be provided with photo identity card and should have P.F. & ESI number, which shall have to be recorded in the wage sheet.
- 12) The workers provided by the Contractor shall maintain discipline inside the campus and shall not work under influence of alcohol or prohibited drugs and shall behave in a decent manner to OMFED staff, officers and visitors as well.
- 13) The Agreement is commercial one and does not create any employer-employee relationship between the OMFED and the Contractor. The OMFED shall not be liable for any statutory requirement under different labour legislations, Wage, PF, ESI, & Service Tax etc. as per rule as far as the employee of the Agent are concerned.
- 14) Any damage / pilferage to OMFED's property due to mishandling, carelessness of the contractor or his workmen will be recoverable from the contractor's bill and all materials issued to contractors shall be the sole responsibility of the contractor during the period of the contract.
- 15) The Agreement is terminable with one month notice in writing or payment of one month charges from either side during the agreement period. The Contractor shall, however, not leave the job either during the agreement period or after the period of agreement till alternate arrangement is made by OMFED. In no case, this period shall exceed three months.
- 16) The terms and conditions of the bid document annexed herewith, shall be signed by the parties for acceptance of the same as part and parcel of the present agreement if not-contrary to each other. In the event of any contradiction, the decision of Omfed shall be final.

- 17) The contractor shall make a security deposit of Rs.25,000/- by means of Demand Draft in favour of “OMFED Ltd.”. The security deposit shall be refunded after successful completion of the contract period. The claim of refund can be raised by the contractor after the contract period, which shall be refunded after 3 (three) months from the end of contract period after necessary adjustment / recovery of any amount payable by the agency to the Federation and without any interest. If any loss arises due to negligence on the part of the contractor, OMFED shall deduct such amount from the Security Deposit of the contractor.
- 18) In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Managing Director, OMFED by either party, and the decision of M.D., OMFED shall be final.
- 19) The Contractor may be requested to withdraw any of his workers from the work without assigning any reason, with 24 hours prior intimation.
- 20) All the employees will have to be covered under insurance against any personal accident by the contractor and OMFED Authority will not be liable for payment of any compensation on this account.
- 21) During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings etc. Non-adherence to this clause will attract suitable fines, as decided by the OMFED Management, will be imposed.
- 22) The floor area of the office building 3990 sq.ft. each (three floors ) with stairs two times a day, including its premises shall be cleaned, detail of which are enclosed to this agreement, as per Annexure – II.

- 23) The cleaning will comprise of all areas mentioned in Annexure - II by wet mopping using disinfectant, dusting, cleaning as and when required, removal of cobwebs and washing of bath rooms, wash basins, mirrors in all the toilets. This will include regular cleaning of all toilets bowls, pans, urinals & wash basins and any other porcelain components using soap/detergent solution & water.
- 24) All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & urinals i.e. walls, roofs, pipes, mirrors, if any are to be cleaned & maintained dust free. The toilets should be maintained clean and dry so that there shall not be any foul smell. Moreover, Odonil, Naphthalene cakes should be used in toilets on daily basis.
- 25) Cleaning of Drains:- All drains including manhole chambers shall be cleaned daily & as required so as to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.
- 26) Cleaning of Floors:- Sweeping & mopping of all common passage within the premises should be wiped & dry. All other structures in the offices, i.e. walls, roofs, doors, windows etc. are to be kept cleaned & dust free.
- 27) Sanitation of the entire area:- Sweeping & cleaning of the entire campus of Corporate Office are to be done, as & when required.
- 28) There should be periodic spraying of insecticide / rodenticide / pesticide for removal of flies, rodents and pests.
- 29) Daily dusting and cleaning of furniture provided in offices, proper upkeep and maintenance of mosaic floor, wall, tiles and exterior wall etc.



- 30) Quality of materials to be used for cleaning & maintenance shall be of high standard. The Chemical/detergent/disinfectants etc. are to be used for cleaning and sanitation work should be mentioned in brand names. The materials used for cleaning to be shown to the Cleaning Incharge and required certificate to be obtained regarding the quality, quantity of the materials used. The amount of detergents and other cleaning materials to be used daily according to floor space to be categorically mentioned. (As per List at Annexure – I). The sanitary / cleaning items utilized on daily basis as per Annexure – I shall be certified by Store Incharge, Omfed, every month.
- 31) Suitable space to store the cleaning materials shall be provided by OMFED. Workers have to sign attendance register provided by the contractor which will be kept in the office.
- 32) The workers to be provided for the cleaning work should be well trained.
- 33) EMD amount of Rs.10,000/- shall be paid in form of D.D. drawn in favor of OMFED, Bhubaneswar which will be submitted with the tender paper. EMD in form of Cash shall not be accepted. The EMD of the unsuccessful bidders will be returned back without interest after approval / finalization of the tender.
- 34) The EMD of the successful bidders will be retained / adjusted as security deposit for the purpose.
- 35) The payment shall be made on submission of bill every month through electronic funds transfer of payment which shall be certified by the HRD Division of Omfed Corporate Office. The contractors shall provide detail information for Electronic Fund Transfer of Payment as per Annexure – III.
- 36) The Contractor shall have to execute an agreement if selected after successful bidding and the stipulations made herein above shall form part and parcel of the said Agreement if not specifically indicated therein.

37) In case of any dispute pertaining to this agreement, the jurisdiction of Civil Courts at Bhubaneswar will apply.

IN WITNESS WHEREOF the parties have executed these presents on the day , month and year first above-written.

**For & on behalf of the AGENT**

Authorised signatory of  
the Contractor  
(with seal)

Signature in presence of :

1. Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

2. Signature \_\_\_\_\_

Name \_\_\_\_\_

Address

**For & on behalf of OMFED**

Authorised Representative of  
the Odisha State Co-operative  
Milk Producer's Federation Ltd.  
D-2, Sahidnagar,  
Bhubaneswar - 751007.  
(with seal)

1. Signature

Name

Address

## 2. Signature

Name

Address

## **Annexure – I**

### **MONTHLY REQUIREMENT OF CLEANING ITEMS TO BE SUPPLIED BY THE CONTRACTOR**

1. Coconut Broom	-	6 nos.
2. Soft Broom (phool jhadu)	-	6 nos.
3. Cobweb Brush	-	3 nos.
4. Harpic Brush	-	2 nos.
5. WC Round Brush	-	2 nos.
6. Glass Duster	-	2 nos.
7. Mop Stick	-	1 no.
8. Plastic Bucket	-	3 nos
9. Plastic Mugs	-	3 nos.
10. Cotton Swabs	-	3 nos.
11. Scotch Brite	-	3 nos.
12. Steel Wool	-	6 nos.

### **LIST OF CLEANING AGENTS & INSECTICIDE TO BE SUPPLIED BY THE CONTRACTOR**

1. Bathroom acid	-	03 nos. (1 lit. btl.) (good quality)
2. Naphthalene ball	-	500 gm.
3. Phenyl	-	5 ltr.
4. Room Spray	-	5 nos. (good quality)
5. Bleaching powder	-	3 kg.
6. Liquid Soap (for handwash)	-	5 nos.
7. Surf / Tide	-	2 kg.
8. Harpic	-	3 nos.
9. Colin Spray	-	2 nos.
10. Odonil	-	6 nos.

## **Annexure – II**

### **Details of Area of Omfed Corporate Office at D/2, Sahid Nagar, to be cleaned**

- |    |   |   |  |
|----|---|---|--|
| 1) | Block (Building Area) in Ground Floor, 1 <sup>st</sup> floor & 2 <sup>nd</sup> floor (3990 X 3) = 11970 sqft. |   |  |
| 2) | Outdoor, Administrative Block & Ground floor.<br>including Garage space.                                      | - | 3000 sqft.( approx.)                   |
| 3) | Cleaning, sweeping, mopping of the floor area of<br>the office premises, including staircase, toilets.        | - | Two times per day                      |
| 4) | Cleaning of office premises including drain, road,<br>campus, garden, cycle stand, garage                     | - | Once in a day                          |
| 5) | Cleaning of Toilets ( 10 nos.)  | - | Three times in a day                   |
| 6) | Cleaning of all corners, roofs, doors, windows  | - | Once in a week                         |
| 7) | Mopping of all the Tables & Chairs of the Office  | - | Once in a day (before<br>office hour.) |
| 8) | Mopping of all furniture like Almirah, Windows &<br>Doors of the Office                                       | - | Once in a week                         |
| 9) | Cleaning of drain to ensure smooth discharge<br>of water.   | - | Once in a week.                        |

### **Annexure - III**

**Details regarding information for Electronic Fund Transfer of payment**  
**( to be filled in the applicant in Block Letters)**

- 1) Name of the Party & Address :
- 2) Bank's Name & Address :
- 3) Account No. :
- 4) Type of Account :
- 5) IFS Code :
- 6) PAN No. (Xerox copy to be attached):
- 7) Service Tax Regn.No. :
- 8) Cancel cheque to be attached :

Full Signature of the Tenderer /  
Bidder with Seal

### **CHECK LIST**

1. Cost of Tender Paper
2. Earnest Money deposit
3. Registration Certificate of Agency / Contractor.
3. Up to date photo copy of valid labour contract license.
4. ESI Registration Certificate
5. EPF Registration Certificate with current ECR.
6. Proof of experience certificate for the last 2 years
7. PAN No. (Copy of certificate)
4. Photocopy of Income Tax return for the year 2014-15 & 15-16.
5. The original Tender document with terms, conditions of the schedules signed by the tenderer at the bottom of each page with his official seal duly affixed.
7. Service Tax Registration Number.
8. Valid Solvency Certificate not less than Rs.5 lacs issued by Revenue Authority
9. Trade license issued by concerned Municipal Authority
10. No-Conviction Certificate from Police Authority
11. All the pages of the tender document should be signed at the bottom of each page by authorized signatory with name and seal of the firm.
11. Price Schedule (Commercial Bid)