



केंद्रीय उत्पाद एवं सीमाशुल्क तथा सेवा कर आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,  
CUSTOMS & SERVICE TAX**

पी.बी.नं.13 , आई.सी.ई.भवन , प्रेस क्लब रोड , तिरुवनंतपुरम 695001  
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**हाउसकीपिंग सेवाएं प्रदान करने के लिए आमंत्रित निविदा सूचना**

**NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES**

केंद्रीय उत्पाद एवं सीमा शुल्क तथा सेवा कर आयुक्त का कार्यालय, तिरुवनंतपुरम आयुक्तालय द्वारा आई.सी.ई.भवन, तिरुवनंतपुरम तथा केंद्रीय उत्पाद शुल्क मण्डल, तिरुवनंतपुरम के लिए तथा वालियातुरा में खोजी कुत्तों के केन्नेल के लिए दिनांक **01.04.2017 से 31.03.2018** तक की अवधि के लिए गृह व्यवस्था की सेवाओं के आउटसोर्सिंग हेतु, गृह व्यवस्था सेवाएँ प्रदान करने के व्यवसाय में लगे हुए प्रतिष्ठित पार्टियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं। शर्तों सहित निविदा फार्म दिनांक **16.02.2017 से हर कार्य दिवस में पूर्वाह्न 09.15 बजे से अपराह्न 5.00 बजे तक** तिरुवनंतपुरम आयुक्तालय के जन संपर्क अधिकारी से प्राप्त कर सकते हैं। बोली देने वाले दिनांक 20.02.2017 से 23.02.2017 तक अधीक्षक (ज.सं.अ) या केयर टेकर को पूर्व सूचना देते हुए कार्यालय समय के दौरान स्थल का निरीक्षण कर सकते हैं। निविदा दस्तावेज़ [www.cenexcisetvm.gov.in](http://www.cenexcisetvm.gov.in) से डाउनलोड भी किया जा सकते हैं। निविदा फार्म जमा करने की अंतिम तिथि **02.03.2017** अपराह्न 3.00 बजे हैं।

The Office of the Commissioner of Central Excise, Customs & Service Tax, Thiruvananthapuram Commissionerate, invites sealed offers from reputed parties engaged in the business of providing housekeeping services, for outsourcing services of housekeeping in I.C.E.Bhavan, Trivandrum, Central Excise Division, Trivandrum and kennel of sniffer dogs at Valiyathura for the period from **01.04.2017 to 31.03.2018**. Tender forms along with terms and conditions can be obtained from the Public Relations Officer, Thiruvananthapuram Commissionerate **on all working days between 09.15 A.M and 5.00 P.M** from **16.02.2017** onwards. The bidders can inspect the sites from 20.02.2017 to 23.02.2017 during office hours on prior intimation to the Superintendent (PRO)/Care Taker. Tender document can also be downloaded from the webs site [www.cenexcisetvm.gov.in](http://www.cenexcisetvm.gov.in). Last date for submission of tender form is **02.03.2017, 3.00 p.m.**

(फाइल संख्या II/39/04/2017 स्था से जारी Issued in file C. No. II/39/04/2017 Estt.)

(सेन्दील नादन एस SETHIL NATHAN S)

संयुक्त आयुक्त JOINT COMMISSIONER

केंद्रीय उत्पादशुल्क, सीमाशुल्क तथा सेवा कर  
CENTRAL EXCISE CUSTOMS & SERVICE TAX

तिरुवनंतपुरम आयुक्तालय THIRUVANANTHAPURAM COMMISSIONERATE

सेवा में To

- 1) केंद्रीय उत्पाद एवं सीमाशुल्क तथा सेवा कर आयुक्त, तिरुवनंतपुरम/कोच्चि /कालिकट/ सीमाशुल्क निवारक आयुक्तालय The Commissioner of Central Excise Customs & Service Tax, Thiruvananthapuram/ Cochin/ Calicut Commissionerate/ Customs Preventive Commissionerate (PRO Section & Notice Board) for giving wide publicity.
- 2) केंद्रीय उत्पाद शुल्क मंडलों के सभी सहायक /उप आयुक्त All Assistant / Deputy Commissioner(s) of Central Excise Division, Thiruvananthapuram Commissionerate for giving wide publicity
- 3) केंद्रीय उत्पादशुल्क अधीक्षक(कंप्यूटर सेल), तिरुवनंतपुरम आयुक्तालय / The Superintendent of Central Excise (Computer Section), Trivandrum Commissionerate to publish in the official website.
- 4) सूचना पट्ट Notice Board of Thiruvananthapuram Commissionerate.

## निविदा दस्तावेज़

आयुक्त का कार्यालय, आई.सी.ई.भवन, प्रेस क्लब रोड, तिरुवनंतपुरम तथा सहायक आयुक्त का कार्यालय, केंद्रीय उत्पाद शुल्क मण्डल, श्रेयस बिल्डिंग, तिरुवनंतपुरम में और विभागीय कर्मचारी क्वार्टर, वलियातुरा में स्थित खोजी कुत्तों के केन्नल के लिए गृह सेवा की आउटसोर्सिंग।

## TENDER DOCUMENT

OUTSOURCING OF HOUSEKEEPING SERVICE FOR OFFICE OF THE COMMISSIONER, ICE BHAVAN, PRESS CLUB ROAD, TRIVANDRUM, OFFICE OF THE ASSISTANT COMMISSIONER, CENTRAL EXCISE DIVISION, SREYAS BUILDING, TRIVANDRUM & KENNELS OF SNIFFER DOGS SITUATED AT DEPARTMENTAL STAFF QUARTERS, VALIYATHURA, TRIVANDRUM.

**हाउसकीपिंग सेवाएं प्रदान करने के लिए आमंत्रित निविदा सूचना**  
**NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICES**

केंद्रीय उत्पाद एवं सीमाशुल्क तथा सेवा कर आयुक्त का कार्यालय,आई.सी.ई.भवन, प्रेस क्लब रोड, तिरुवनंतपुरम एवं सहायक आयुक्त का कार्यालय, केंद्रीय उत्पाद शुल्क मण्डल, श्रेयस बिल्डिंग, तिरुवनंतपुरम के लिए तथा विभागीय कर्मचारी क्वार्टर, वलियातुरा, तिरुवनंतपुरम में स्थित खोजी कुत्तों के केन्नेल के लिए दिनांक 01-04-2017 से 31-03-2018 तक की अवधि के लिए, गृह व्यवस्था की सेवाओं के आउटसोर्सिंग हेतु, गृह व्यवस्था प्रदान करने के व्यवसाय में लगे हुए प्रतिष्ठित पार्टियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं। गृह व्यवस्था सेवाएँ अपेक्षित अनुमानित क्षेत्र से संबंधित विवरण निम्न प्रकार से हैं :-

The Office of the Commissioner of Central Excise, Customs & Service Tax, Thiruvananthapuram invites sealed offers from reputed **PARTIES** engaged in the business of providing housekeeping services, for outsourcing services of housekeeping on contract basis at the Office of the Commissioner, ICE Bhavan, Press Club Road, Trivandrum, Office of the Assistant Commissioner, Central Excise Division, Sreyas Building, G.P.O. Lane, Trivandrum & Kennel of sniffer dogs at Departmental Staff Quarters, Valiyathura, Trivandrum for the period from 01-04-2017 to 31-03-2018. The approximate area for which housekeeping is required is given as under:

क्र सं Sl. No	कार्यालय का नाम / Name of the Office	पता / Address	अनुमानित क्षेत्र Approx. Area (In sq.ft)
1	केंद्रीय उत्पाद एवं सीमाशुल्क तथा सेवा कर आयुक्त का कार्यालय, तिरुवनंतपुरम आयुक्तालय Office of the The Commissioner of Central Excise, Customs & Service Tax Thiruvananthapuram Commissionerate	आई .सी.ई.भवन, प्रेस क्लब रोड स्टाच्यु तिरुवनंतपुरम I.C.E.Bhavan, Press Club Road, Statue, Thiruvananthapuram 695001	39952 7 Floors
2	सहायक आयुक्त का कार्यालय , केंद्रीय उत्पाद शुल्क मंडल, तिरुवनंतपुरम Office of the Assistant Commissioner, Central Excise Division , Thiruvananthapuram	“श्रेयस” बिल्डिंग , जी.पी.ओ के पीछे, पुलिमूड, तिरुवनंतपुरम “Sreyas” Building, behind G.P.O, Pulimoodu, Thiruvananthapuram	5354 3 Floors
3	दो खोजी कुत्तों के लिए केन्नेल Kennel of two sniffer dogs	विभागीय स्टाफ क्वार्टर्स, वालियतुरा तिरुवनंतपुरम 695 008 Departmental Staff Quarters, Valiyathura, Thiruvananthapuram 695 008	800

## I. TENDER PROCESS

1. Tender is invited in two parts i.e. **(1) Qualifying Bid (2) Financial Bid.**  
The tender form for Qualifying bid in proforma prescribed in **Annexure- 1** and the tender form for the financial bid in proforma prescribed in **Annexure-II** complete in all respects shall be submitted in **two separate sealed covers** addressed to the Joint Commissioner, Office of the Commissioner of Central Excise, Customs & Service Tax, I.C.E Bhavan, Press Club Road, Statue, Thiruvananthapuram 695 001 by 3.00 p.m. on **02.03.2017**. The Sealed covers should be super scribed with **“Qualifying Bid – Contract for the providing Housekeeping services”, and “Financial Bid – Contract for Providing Housekeeping services”** respectively. Late submission of tenders shall not be accepted.
2. If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.
3. **Earnest Money Deposit of Rs.10,000/- ( Rupees Ten Thousand only )** per application in the form of Demand Draft / Banker’s cheque of scheduled Bank drawn in favour of the Commissioner of Central Excise, Customs & Service Tax, Thiruvananthapuram shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in **Annexure – I & II** are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.
4. Qualifying Bids will be opened on **03.03.2017** at 11.00 AM in the presence of bidders at the Conference Hall, IVth Floor, O/o Commissioner of Central Excise, Customs & Service Tax,, I.C.E Bhavan, Press Club Road, Statue, Thiruvananthapuram 695 001. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later.
5. **Performance Guarantee:** The Successful bidder has to submit **Rs.2,00,000/- (Rupees Two Lakh only)** as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank /Demand Draft / Banker’s cheque of a schedule bank drawn in favour of “O/o The Commissioner of Central Excise Customs & Service Tax,Thiruvananthapuram Commissionerate** before awarding contract. The performance guarantee along with earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.
6. **The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.** The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.
7. The tender forms shall be rejected if not complete in any aspect.
8. The tender documents are not transferable.
9. The short listed tender will be submitted to the **‘competent authority’** and upon approval by the **‘competent authority’** the successful bidders will be intimated about the award of contract to them.
10. The tender should be awarded to the firm who have quoted the lowest rate in aggregate, after satisfying the technical bid.
11. The successful bidder will execute separate agreements for outsourcing in each premise with the concerned head of office.
12. The Financial Bid will contain all the charges including proposed variable D.A. Rate once quoted shall be applicable throughout the period of contract.

## **II. TERMS AND CONDITIONS:**

### **ELIGIBILITY CRITERIA:**

#### **1) CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:**

Bidder should have minimum **3 (three) years** of experience in providing housekeeping services to various organization; and should have completed at least 2 (two) such works with an Annual Contract Value of **Rs 20 Lakhs** in the similar activity, in the last three years ended 31.03.2017

The bidder should have experience in providing similar housekeeping services at any two sites measuring not less than 1,00,000 sq.ft each.

The bidder must have ESI Registration and EPF Registration. The bidder must also have Service Tax Registration.

The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.

The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for past three financial years **2014-15, 2015-16 & 2016-17** should be enclosed along with the qualifying bid.

The bidder must have an Annual Average Turnover of not less than of Rs.40 Lakhs during the last three financial years **2014-15, 2015-16 & 2016-17** certified by a chartered Accountant.

The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2017.

Within one month from the date of awarding the contract the successful bidder shall obtain a license under the Contract Labour (R & A) Act, from the licensing authority.

### **OTHER TERMS AND CONDITIONS:**

1. The persons deployed for work in the Kennel should work on all days. The persons deployed in the ICE Bhavan (Central Excise Head Quarters) and Central Excise Division shall work on all days except Saturdays, Sundays and National holidays.
2. The working hours will be from 07.30 AM to 4.30 PM daily in ICE Bhavan and Central Excise Division and from 07.00 AM to 07.00 PM for the Kennel.
3. Skeletal staff shall be available up to 6.30 pm on all working days to cater for emergency cleaning services.
4. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
5. The personnel deployed for work in ICE Bhavan and Central Excise Division, Thiruvananthapuram should attend to work punctually and complete the cleaning work of the entire office premises before **9.00 AM daily** and shall attend to any other cleaning work within the office premises that may arise or that may be entrusted to them. The personnel deployed for work in the Kennel of Sniffer Dogs shall conduct cleaning of the Kennel twice daily; in the morning and evening and in addition to that whenever it is required. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
6. The personnel will report to the Officer-in-charge assigned by the Department.
7. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for any persons deployed by him even for short duration. This Office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the labour provided for outsourcing by the contractor. In the event of any liability / claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the Service provider.

8. The contractor should pay to their personnel remuneration not less than the minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by O/o. The Chief Labour Commissioner (Central). Any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office.
9. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.
10. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of the Central Excise Department. Engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government Office.
11. The mode of payment of the service charges by the Department will be monthly and payments to the Housekeeping Contractor will be through electronic transfer to the designated account.
12. The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from its dues/bills.
13. The department reserves the right to reject all or any of the offers or accept more than one offer. This department reserves the right to terminate the services of the Housekeeping contractor at anytime without assigning any reason whatsoever. The contract will be terminated without any notice on failure of the contractor to comply with any of the terms and conditions of the contract. The contractor has the option to terminate the contract by giving two months notice in writing so that the department can make alternate arrangements for cleaning. Termination of contract by the contractor for any reason whatsoever without the prescribed two month's notice will entail forfeiture of the performance guarantee amount as well as any other amount payable to the contractor whatsoever.
14. No other person except persons authorized by the Service provider shall be allowed to enter the Office premises.
15. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.
16. The contract will be in force from 01-04-2017 to 31-03-2018. This office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.
17. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet Cleaner, Floor cleaner, Toilet freshners, urinal cakes, cleaning powder, phenyl, Hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, Water Wipers, Dust bins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, glass cleaner, cleaning machinery etc., as required to execute the above jobs will be supplied by the Department.
18. Service Provider shall in no case lease/transfer/sublet/appoint care taker for services.
19. Within the premises of the Commissionerate, the Service Provider's personnel shall not do any private work other than their normal duties.
20. The hike in wages as per Ministry's orders may be incorporated during the contract period

21. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration /conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Thiruvananthapuram jurisdiction only.

**SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR:**

- a. Sweeping and wet mopping of the entire office area including the lobby daily and such other cleaning of any area in the office premises as and when required. Sweeping, washing and mopping of the Kennel twice daily and as and when required.
- b. Furniture like tables, chairs, visitor's chairs, sofas, almirahs, etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
- c. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., twice a day and more often ,if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- d. Vacuum cleaning of the rooms of higher officials, the systems room and all computers in the office and sofa sets twice a week.
- e. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- f. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- g. Maintenance and upkeep of the entire office premises.
- h. Shifting of furniture, files, records and other equipments and files whenever required.
- i. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor repairs whenever required.
- j. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
- k. Care should be taken that the gadgets are not tampered with during the cleaning operation.

**WEEKLY SERVICES**

1. Removal of cobwebs in the corridors and lavatories.
2. Removal of dust accumulated on the walls, windows planes and ventilators in the toilets.
3. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.
4. All name boards, wall panels paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.

**1. Rate and Prices:**

The bidders shall quote their rates as "Rate per square feet per month" (in both words and figures) which should include deduction towards PF and ESI, other statutory payments etc and any other taxes applicable except service tax. The rate quoted should be inclusive of all types of taxes excluding Service Tax and Service Tax at the applicable rate shall be payable in addition to the rate quoted.

## **2. Final Payment:**

The contractor shall submit the bill for every month by the 1st day of next month along with the statement showing number of persons employed for number of days certified by the respective Administrative Officers /Caretakers. No interim bills will be entertained. The bill should be submitted in duplicate. Payment will be made by direct credit to the account within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officers. The payment is subject to TDS applicable under the Income Tax Act, 1961.

The tenderer should ensure that the following documents are part of the **Qualifying bid**:

- a) Annexure -1 (duly filled in)
- b) PAN CARD
- c) Service Tax Registration Certificate
- d) Registration Certificate with EPF
- e) Registration Certificate with ESI
- f) Registration Certificate with Labour Department.
- g) Balance sheet of Profit & Loss statement for three years viz. 2014-15, 15-16 & 16-17.
- h) Any other proof required in the tender document.
- i) EMD for Rs.10,000/- Demand Draft / Banker's Cheque drawn in favour of "The Commissioner of Central Excise Customs & Service Tax, Thiruvananthapuram, payable at Thiruvananthapuram".
- j) Tender Document (all pages signed)

Also ensure that the following documents are part of the **Financial Bid**:

- a) Duly filled -in Annexure-II

**Joint Commissioner of Central Excise  
For Commissioner of Central Excise,  
Customs & Service Tax,  
Thiruvananthapuram 695 001**

Encl.:

1. Qualifying Bid Document (Annexure-I)
2. Financial Bid Document (Annexure-II)



**अनुलग्नक/ ANNEXURE - I**

**अर्हकारी बोली दस्तावेज़ QUALIFYING BID DOCUMENT**

1	पार्टी का नाम Name of the party	
2	पता (टेलिफोन नं,फैक्स नं सहित ) Address (With Tel No., Fax No.)	
3	मालिक / भागीदार / निदेशक का नाम व पता(मोबाइल नं सहित) Name & Address of the proprietor / Partners / Directors (With Mobile No.)	
4	संपर्क व्यक्ति (ओं) (मोबाइल नंबर के साथ) Contact person (s) (with mobile number)	
5	हाउसकीपिंग सेवाएं प्रदान करने में अनुभव के वर्षों की संख्या (ऐसे ग्राहकों से निष्पादन रिपोर्ट (या) टीडीएस प्रतियों के रूप में प्रमाण संलग्न करें) No. of years of experience in providing Housekeeping Services (enclose proof such as Performance Reports from clients (or) TDS copies)	
6	चार्टर्ड एकाउंटेंट द्वारा प्रमाणित औसत वार्षिक turnovers (31.03.2015 को समाप्त हुए पिछले 3 सालों के ) Average Annual Turnovers (last 3 years ended 31.03.2015) Certified by Chartered Accountant	
7	स्थायी खाता संख्या (पैन)(आईटी दाखिल का प्रमाण पिछले तीन वित्तीय वर्षों के लाभ और हानि और बैलेंस शीट के साथ संलग्न करें Permanent Account Number (PAN) (The Evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years to be Enclosed)	2014-15:  2015-16:  2016-17:
8	प्रमाण सहित ईएसआई और ईपीएफ पंजीकरण के विवरण Details of ESI & EPF Registration along with Evidence.	
9	प्रमाण सहित सेवा कर पंजीकरण के विवरण Details of Service Tax Registration alongwith evidence	
10	ईएमडी का विवरण Details of EMD	

**घोषणा DECLARATION**

मैं एतद्वारा प्रमाणित करता/करती हूँ कि ऊपर दिये गए विवरण मेरे/हमारे ज्ञान के अनुसार सही और ठीक है । मैं समझता /समझती हूँ कि ऊपर के बयान में किसी भी स्तर पर किसी भी विचलन पाया जाता है हो तो मुझे / हमें ब्लैकलिस्ट में डाल दिया जाएगा और भविष्य में विभाग के साथ किसी भी व्यवहार नहीं होगा ।

I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted and will not have any dealing with the Department in future.

तारीख सहित अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर  
**Signature of Authorized Signatory with Date**

**वित्तीय बोली दस्तावेज़ अनुलग्नक II**  
**FINANCIAL BID DOCUMENT - ANNEXURE II**

- 1 पार्टी का नाम :  
Name of the Party
- 2 पता (टेलिफोन नं.,फैक्स नं सहित ) :  
Address (with Tel No., Fax No.)
- 3 मालिक / भागीदार / निदेशक का नाम व पता(मोबाइल नं सहित) :  
Name & Address of the Proprietor/Partners/  
Directors (with Mobile No.)

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
क्र सं S. No.	कार्यालय का नाम एवं पता Name of Office & Address	क्षेत्र Area	प्रति स्क्वायर फुट के लिए मासिक मजदूरी दर Monthly Rate per Square feet	कुल रकम Total Amount
		<b>(Sq. Ft)</b>	<b>(Rs.)</b>	<b>(Rs.)</b>

वित्तीय बोली संलग्नक FINANCIAL BID ENCLOSURE

हौस्कीपर्स के लिए मजदूरी की दर RATE OF WAGES FOR HOUSEKEEPERS.

मूल वेतन Basic Pay	Rs.
परिवर्तनीय म.भ. Variable DA	Rs.
सकल दैनिक मजदूरी Gross Daily Wages	Rs.
वैधानिक योगदान जोड़ें Add Statutory Contributions	
(i) ई.पी.एफ EPF	Rs.
(ii) पेंशन निधि Pension Fund	Rs.
(iii) ई.एस.आई ESI	Rs.
(iv) बोनस Bonus	Rs.
ठेकेदार का सेवा प्रभार जोड़ें Add Contractor's Service Charges	
(सकल वेतन का %) (% of Gross Wages)	
प्रति स्क.फुट के लिए प्रतिदिन का मजदूरी दर Wage Rate per square feet per day	Rs.
(रुपए Rupees )	Rs.
प्रति माह मजदूरी Wages per month	
(रुपए Rupees )	

तारीख सहित अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर  
Signature of Authorized Signatory with Date