



**NATIONAL SEEDS CORPORATION LTD.
(A GOVT. OF INDIA UNDERTAKING)
BeejBhawan, Pusa Complex
NEW DELHI-110012**

**NOTICE INVITING TENDERS (NIT) FOR HOUSEKEEPING
SERVICES ON RATE/WORK CONTRACT BASIS FOR NSC
BEEJ BHAWAN PUSA**

TENDER DOCUMENT

1. National Seeds Corporation Ltd.(NSCL), a fast growing schedule 'B' and a "Mini Ratna" Category-I, Central Government PSU under Ministry of Agriculture and Farmers Welfare engaged in the business of Production and Distribution of certified seeds invites 'Sealed Bids' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-2. The job specifications and scope of work are given in Annexure-1. The format for Financial Bid at Annexure-3. The rate/work contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by maximum up to two years.

Detailed eligibility & other criteria may be viewed from the tender document. The Agencies fulfilling the requisite prescribed criteria are required to submit their proposal by 23.12.2021 NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected.

Interested agencies fulfilling the above eligibility criteria may obtain tender document on the address mentioned below, on payment of Rs. 100/- (Rupees Hundred only) through cash or by demand draft (Rs. 100/- by post) favoring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 100/- while submitting. NSC shall not be responsible for any postal delays.

Sale of tender forms from: 03.12.2021 to 23.12.2021

{From 10.00 a.m. to 5.00 p.m. from [Monday to Saturday] and on (23.12.2021) the Tender Form will be available till 1.00 P.M.

Last date for submission of tender documents: 23.12.2021 by 1500 hrs.

Opening of Technical Proposal: 23.12.2021 at 16:00 hrs.

In case 23.12.2021 is declared holiday, the tender will be opened at the same time on the next working day.

**Manager (HR/Welfare)
National Seeds Corporation Ltd.
BeejBhawan, Pusa Complex,
New Delhi-110012.
Mobile No: 9990030689**

2. The bids are to be sent in two parts – one sealed envelope super scribed as '**Techno-Commercial Bid**' giving details in the format as per Annexure-2, and second envelope super scribed as '**Financial Bid**' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope super scribed as '**BID FOR HOUSEKEEPING SERVICES ON RATE CONTRACT BASIS**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:-

**Manager(HR/Welfare),
National Seeds Corporation Limited,
[A Govt. of India Undertaking),
BeejBhavan, Pusa Complex,
NEW DELHI-110012.
Ph. No. 011-25846292, 25842672
Mob No. 9990030689**

3. The sealed bids will be received by NSC up to **23.12.2021 by 15:00 hrs.** Any bid NSC receives after the prescribed deadline shall not be considered. The Techno-Commercial bids will be opened on the same date **23.12.2021** in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be notified separately.
4. Earnest Money (EMD) of Rs.10,000/- (Rupees Ten thousand only) should accompany the **Techno-Commercial Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized Bank/Scheduled Commercial Bank in favor of National Seeds Corporation Limited payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and shall be rejected by NSC.
5. The EMD shall be forfeited:
 - (a) If the bidder withdraws his bid during the period of Tender validity.
 - (b) If the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified.
 - (c) If the bidder submit the bid in the form of work contract per person per month**
6. The bid shall remain valid for a period of 90 days from the date of receipt of the bid.
7. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.
9. Bid securities (EMD) of the unsuccessful bidders will be returned without any interest to them

ELIGIBLE BIDDERS:-

In order to be eligible, a bidder must

1. Be registered EPF and ESI
2. Be registered for GST
3. Possess PAN and up-to-date Income Tax Clearance certificate
4. Have their Registered/ Principal situated in the NCT of Delhi.
5. Must have successfully completed at least two similar works during the last five years in any of the department/autonomous Institutions/universities/public sector undertakings of the government of India and shall submit the certificate of the employer regarding successful execution of work during the preceding years.

10. Other terms and conditions:-

- A]. Sealed quotations should reach this office on or before **23.12.2021 by 15:00hrs** and the quotation will be opened on the same date at **16.00** hrs. Late bid shall not be accepted under any circumstances.
- B]. Housekeeping workers shall be engaged by the Contractor on the basis of work allocated to the housekeeping worker accordingly and will quotes the rates in the financial bid. In case of leave/absence of manpower, alternate arrangement shall have to be made by the contractor. The contractor has to provide the details of the workers to be engaged in advance to NSC and such workers should have proper ID issued by the contractor. In case of change of the worker also advance intimation is to be provided.
- C]. Payment for such engaged contract persons to the Agency will be subject to provision of satisfactory service which may be certified by the Officers/ Sectional Heads, wherever they have been engaged.
- D]. Verification of character and antecedents of the Technical Persons to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.
- E]. The Housekeeping worker / manpower engaged at no time will perform any such act that would lower the dignity of the NSC. In case, the quality of services of any personnel engaged is not found satisfactory, the NSC shall have the right to return that person to the Agency, who shall provide a suitable replacement within twenty four hours.
- F]. Licenses / Permissions/registrations etc, if any required for housekeeping services at premises, will procured/renewed by the contractor. If penalized for non-compliances of any legal requirement, the contractor shall be responsible for the same and deal with the same at his own level and costs, and in no way shall put any liability on NSC.
- G]. The Agency shall comply with all provisions of labour laws and other statutory requirements in relation to the persons engaged including payment of minimum wages/Payment of Wages Act, EPF, ESI, Workmen Compensation Act, etc., as laid down by or under any law for the time being in force and as amended from time to time.
- H]. The Agency shall maintain /produce/ the required records/ documents as and when called for by the appropriate authority, as well as to NSC to enable it to verify that the Agency is complying with statutory requirements from time to time.
- I]. The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.
- J]. All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. The Corporation shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. NSC shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract laborer/worker in case of any accident/ mis-happening taken place at NSC premises.
- K].The personnel engaged by the Contractor will be the employee of the contractor and there will be no master-servant relationship between the NSC and the contract workers. All the statutory liabilities and responsibilities arising out of the above relationship shall be that of the Contractor and workers engaged by him and NSC shall have no legal responsibilities on the same.

L]. The Agency shall not make sub-contract, transfer, assign or otherwise, part with the contract to any other persons, firm, company, directly or indirectly.

M]. NSC reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.

N]. in the event of any loss occurred to NSC, as a result of any lapse on part of the contractor the said loss be liable to be made good by deduction from the dues of the contractor.

11. RATES AND PRICES

11.1 Bidders should quote the rates in the format given at **Annexure-3**. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

11.2 All statutory duties and taxes (including GST) and other may be on the part of the contractor. Price quoted shall be final and including all taxes as may be applicable, whatsoever may be and any variation in rates, prices or terms during validity of the offer shall not be accepted. GST is to be mentioned separately.

11.3 No additional freight or any other charges, etc, would be payable.

11.4 **The Bidder shall quote the rates strictly as per clause 11.1 and shall not quote per person per month rates in the format. In such case, the Bid will be rejected and EMD will be forfeited.**

12. TERMS OF PAYMENT

Payment will be released on monthly basis within a fortnight after receipt of bill complete in all respect and certification by HR Division that the services provided during the month are satisfactory. The contractor has to submit bills along with EPF & ESI Challan & ECR & GST Challan which are mandatory and without which bills will not be processed.

13. LIQUIDATED DAMAGES [L.D]

NSC reserves the right for termination of the rate/work contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency, at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this shall be recovered by NSC from Security Deposit or pending bill or by raising a separate claim for imposition of Liquidated Damages.

14. DEDUCTIONS FOR EXCEPTIONS

In case of non-compliance/non-performance of the services according to the terms of the contract, the NSC shall be at liberty to make suitable deductions (ranging from 2% to 5%) from the bill without prejudice to its right under other provisions of the contract.

15. **PERFORMANCE GUARANTEE**

- 15.1 The successful bidder shall furnish a performance guarantee for an amount equal to 10 percent of the annual awarded value within 10 calendar days from the date of acceptance of the bid and proper fulfillment of contract as per **Annexure-4**.
- 15.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
- 15.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank/Scheduled Bank (as per format given in **Annexure-4**) which should be valid for one year from the date of award and will be further renewed with renewal of the contract if required.

16. **CONCILIATION/ ARBITRATION**

- 16.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view for its amicable resolution and settlement through a committee appointed by the Chairman cum Managing Director, NSC.
- 16.2 In the event, no amicable resolution or settlement is reached upon between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to arbitration for adjudication under the Arbitration and Conciliation Act, 1996 as amended from time to time.
- 16.3 Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 16.4 The venue of the arbitration shall be New Delhi, India and the arbitration proceedings shall be in English language. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act.

17. **FORCE MAJEURE**

- 17.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the

Contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

- 17.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and change in laws and any other unforeseeable circumstances beyond the control of the parties.
- 17.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure forthwith and by giving another notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NSC shall have the option of terminating the contract in whole or part at his discretion without any liability at his part.
- 17.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

18. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi/New Delhi.

19. No alternative offer shall be considered.
20. NSC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NSC's action.
21. NSC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
22. Any clarification on the documents may be obtained from:-

**Manager(Welfare),
NATIONAL SEEDS CORPORATION
LIMITED,
(A. Govt. of India Undertaking)
BeejBhawan, Pusa Complex,
NEW DELHI-110012
Ph. No. 011-25846292, 25842672
Mob. No.9990030689**

23. Afterwards of Letter of Acceptance [LOA], the Contractor is required to enter into a contract with NSC on the terms & conditions as detailed in the tender document.

JOB SPECIFICATIONS AND SCOPE OF WORK

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Entire premises of National Seeds Corporation Limited, Beej Bhawan, Pusa Complex, (Ground Floor to 1st Floor)

B. BROAD DETAILS OF SCOPE OF WORK:

- Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
- The housekeeping work of cleanliness at the NSC premises shall be done by the housekeeping worker on regular basis from Monday to Saturday.
- Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 5.00PM)
- Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, telephones, curtains, etc. with dry/wet cloth, feather brush and duster.
- Lifting, carrying and disposing the dead bird's animals, rats, and insect's etc. if found in and around the office building.
- Clearing of any choking's in the drainages, manholes etc.
- Removal of beehives and cobwebs/honey webs from the office building and its premises.
- Cleaning and sweeping of open area including balconies and roof tops with brooms.
- The agency shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at library and carpeted rooms, rats etc. The spray operation in the premises and the rooms shall have to be taken once in a month.

- The contractor / bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to NSC.
- Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis shall be maintained by the Supervisor of the bidder and will be countersigned by the NSC officer-in-charge at regular intervals and finally at the end of each month.
- The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services, which shall be arranged by the contractor. No additional cost towards this will be borne by NSC.

C. JOBS TO BE CARRIED OUT DAILY

[i] Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and detergent etc., and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be arranged by the contractor regularly to ensure continuous availability of these materials in requisite place/container.

[ii] Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap will be provided by the NSC on regularly basis to ensure continuous cleanliness of the premises and the materials provided by the NSC shall be kept in the secured place by the agency supervisor providing housekeeping workers.

[iii]. Cleaning of corridors staircases and common area with phenyl in the morning and with plain water continuously.

[iv]. Cleaning & moping of canteen / pantries and electrical rooms once in a day during office hours.

[v]. Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenyl.

[vi]. Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.

- [vii]. To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- [viii]. Cleaning of chokage in sewer and pumping lines within premises as and when required.
- [ix]. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- [x]. Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- [xi]. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- [xii]. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- [xiv]. Cleaning of carpets in rooms by vacuum cleaners.
- [xv]. Room fresheners in all office area to be used daily in the morning. Room freshener shall be arranged by the contractor.
- [xvi]. Spray of scented Mosquito and cockroach killer on all floors as and when required. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception, conference halls, lobby etc.

D. JOBS TO BE CARRIED OUT WEEKLY

- a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- c. Cleaning of brass letters by brasso (polish).

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- [i]. Polishing of brass items with approved brass cleaning material.
- [ii]. Cleaning of rooms by vacuum cleaners without damaging the carpet.
- [iii]. Dusting of false ceiling etc. with soft broom and cloth.
- [iv]. Cleaning of sofa sets with soap water/ vacuum cleaners.
- [v]. Washing and cleaning of driveways, parking areas and roads within the office premises.

- [vi] Scrubbing of entire floors of NSC premises by scrubbing machines on quarterly basis.

F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. PROVIDING WORKFORCE;

The bidder has to provide and deploy sufficient workforce in order to carry out housekeeping work and to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

- [a]. Trolley - 02 (For carrying away waste and garbage), Agency shall maintain the trolley itself and expenses shall be borne by the contractor.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

H. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related item shall be procured and arranged by the contractor and accordingly will bear the expenses on it, for which NSC shall not bear any expenses on it. The agency has to furnish expenses to be incurred on housekeeping items, which shall be part of work contract.

I. WASTE DISPOSAL MANAGEMENT:

The bidder shall ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder shall also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Delhi Municipal Corporation.

HOUSEKEEPING SERVICES – TECHNICAL/ PREQUALIFICATION BID

1. THE COMPANY

- a) Name _____
- b) Regd. Address _____
- c) Address of Office at Delhi/NCR _____
- d) Contact Person's
 - i) Name & Design. _____
 - ii) Tel No. Landline _____ Mobile _____
 - iii) Email ID _____

2. Type of Firm : Private Ltd./Public Ltd./Cooperative/Partnership Firm
(Please tick and enclose copy of Memorandum/Articles of Association/Certificate of Incorporation)

3. PAN/GIR No. : _____
(Please enclose attested photocopy)

4. TIN No. : _____
(Please enclose attested photocopy)

5. GST Regn. No.: _____
(Please enclose attested photocopy)

6. EPF Registration No. _____
(Please enclose attested photocopy)

7. ESI Registration No. _____
(Please enclose attested photocopy)

6. Annual Turnover for the last 3 years:
(Should not be less than Rs 50.00 lakh and 3 years ITR is to attached)

2020-21 _____
2019-20 _____
2018-19 _____

(Please enclose copies of attested audited balance sheet and P&L A/c)
_____ enclosed (please specify)

9. Experience of similar work in the field during the last three years

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____ enclosed (please specify)

10. Infrastructure Details

i) Workforce (Nos.) _____ (Sufficient no. of housekeeping workers)
(Please enclose the list giving employee)

11. Earnest Money Details :

D.D. No. _____ Date _____
Amount - Rs.10,000/-
Drawn on _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

Important Note:

The Bidder shall quote the rates strictly as per clause 11.1 and shall not quote per person per month rates in the format. In such case, the Bid will be rejected and EMD will be forfeited.

List of Housekeeping Items to Used and Provided by the Agency per month for corporate office

S.No.	Cleaning materials and tools for housekeeping	Qty.(Min)
1.	Dust Picker	4
2.	Hand Mop	12
3.	Wet Mop	12
4.	Dry Mop	6
5.	Glass Wiper	2
6.	Floor Wiper	6
7.	Colin Bottle	6
8.	Cob web Broom	---
9.	Odonil	20
10.	Floor Duster	12
11.	Soft Brooms	12
12.	Hard Brooms	12
13.	Phenyl Cane	50 Liter
14.	Polythene bag for waste paper basket[Small]	200
15.	Polythene bag for waste paper basket[Big]	100
16.	Scrubbing Pad	12
17.	Plastic Brush	4
18.	Wire Brush	2
19.	Urinal cubes	10 (Pac)
20.	Insect spray	5
21.	Hand wash Soap	50Liter
22.	Room Freshener	10
23.	Harpic	10
24.	Naphthalene Balls	10
25.	Washing Powder	10 Kg
26.	Duster cloth	24
27.	Brush toilet cleaner	5
28.	Soap carbolic	10
29.	Cleaning powder	20 Kg
30.	Sodium Hypochlorite	15 liters
31	Bluseal liquid for no flush urinals	2 liters

Above list of cleaning consumables and tools for housekeeping is indicative and the housekeeping agency has to ensure proper cleaning matching with desired standard of cleanliness.

HOUSEKEEPING SERVICES – FINANCIAL BID

(To be put in separate sealed envelope)

FORMAT FOR SUBMITTING FINANCIAL BID BY THE HOUSEKEEPING WORKER
PROVIDING AGENCY / SERVICE PROVIDING AGENCY

(To be submitted on letter head of firm/agency under signatures of the authorized signatory)

Manager (HR/Welfare),
NATIONAL SEEDS CORPORATION LIMITED,
(A. Govt. of India Undertaking)
Beej Bhawan, Pusa Complex,
NEW DELHI-110012
Ph. No. 011-25846292, 25842672

Dear Sir,

SUBJECT : Financial Bid for Providing Housekeeping Service on rate / work contract basis at NSC, Corporate Office.

I/ We hereby submit our financial offer for the captioned Subject, “If the work is awarded to us:

No	Place of work	Cost on housekeeping contract in Rs. and %age of GST. Per month in Rs	Cost on housekeeping items/consumables per month In Rs.	Total rate contract In Rs. + GST. Per month in Rs
1.	NSC Beej Bhawan pusa Complex NDLS-12			

The offer will be valid for 30 days from the last date of submission of this bid.

Note: The Bidder shall quote the rates strictly as per clause 11.1 and shall not quote per person per month rates in the format. In such case, the Bid will be rejected and EMD will be forfeited.

The offer is made after taking into consideration and understanding all the terms and conditions stated in the tender documents and agreeing to the same.

Place:-

Date :-

Signature of Authorized Signatory
Name and Seal of the bidder: