

ANNEXURE-I
TECHNICAL BID

Having read and accepted all terms and condition in the tender document we submit the details for Sanitation & Housekeeping Services as follows:-

1. Name and address of the Registered office of the agency/ firm	
2. Name of the owner(s) Partners (Attach Bio-data of all Partners)	
3. Telephone no.	
4. Residence	
5. Office	
6. Mobile	
7. List of Organizations/office, where firm is presently providing cleaning services (Mention)	
8. Details of EMD No. Date, Amount, and Bank name	
9. Whether the firm/ agency is registered, attached copy of the certificate of registration and indicate WCT number	
10. ESI/PF number	
11. Service Tax Number	
12. PAN Number	
13. TIN Number	
14. Details of ISO certificate (Attach Proof)	
15. License No. Under Contract Labor (R &A) Act	
16. Business Turnover Certificate (attested by C.A)	

18 . Experience with Govt./Semi Govt./ Autonomous Bodies during last 3 years along (attach documentary proof / certificate from concerned organization)			
Year	Name of the Organization	Contact person/ Telephone Number	Annual turn Over (min 5 Crores)
2022-23			
2023-24			
2024-25			
19 .Total numbers of Manpower deployed i. Un-skilled ii. Semi-Skilled iii. Skilled			
20. Audit report (last 03 Financial Year)			

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have and fully understood all the terms and conditions and instructions contained herein and undertake myself/ ourselves abide by the said terms and conditions.

Place: _____

Name: _____

Date: _____

Designation: _____

Contractors Sign and Seal

ANNEXURE-II

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I/We _____ (name) submit the Price Bid for _____ (Tender name/no.) .
_____ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt. /PSU Department.

Signature Name of Authorized Signatory

ANNEXURE-III

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work: _____

Dear Sir/Ma'am,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature of Authorized Signatory Name

Place: _____

Phone No: _____

ANNEXURE-IV
Manpower – Based Quotation

S. No.	Category of Manpower	No. of Persons	Minimum Wages (₹/Month /Person)	EPF (%)	ESI (%)	Other Statutory (if any)	Service Charges (%)	Total Monthly Cost (₹)
1	Housekeeping Staff							
2	Housekeeping Supervisor							

Description	Amount (₹)
Total Monthly Cost (Excl. of GST)	
Total Monthly Cost (Incl. of GST)	
Total Annual Cost (Incl. of GST)	

Declaration by the Bidder:

We hereby certify that:

1. The quoted rates comply with the latest applicable minimum wages as per government norms.
2. All statutory liabilities such as EPF, ESI, bonus, leave, gratuity, etc., have been considered.
3. Service charges quoted above are inclusive of administrative overheads and profit.
4. No other charges shall be claimed over and above the quoted rates.

Signature

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Firm