



Email: [pth-lab@eicindia.gov.in](mailto:pth-lab@eicindia.gov.in)

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**EXPORT INSPECTION AGENCY – MUMBAI**  
**PILOT TEST HOUSE**  
(Ministry of Commerce & Industry, Govt. of India)  
E-3, MIDC Andheri East, Mumbai-400 093.

**TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES**

Sealed tenders are invited from reputed housekeeping agencies for outsourcing of housekeeping services for office premises of Export Inspection Agency-Mumbai (HO) & its two sub offices in Mumbai.

The tender document containing detailed terms and conditions may be downloaded from [www.eicindia.gov.in](http://www.eicindia.gov.in) which may be submitted along with bid enclosing the tender cost of Rs.500/- latest by February 06, 2014

LAST DATE OF SUBMISSION OF BID: 06/02/2014 (14:30 hrs)

DATE OF OPENING OF BID : 06/02/2014 (15:00 hrs)

(Deputy Director]

## ANNEXURE - I

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**EXPORT INSPECTION AGENCY – MUMBAI  
PILOT TEST HOUSE  
(Ministry of Commerce & Industry, Govt. of India.)**

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**Brief description of the building & premises of  
Export Inspection Agency-Mumbai (HO)  
and its two sub offices in Mumbai**

Export Inspection Agency-Mumbai (HO) has its office located on 4<sup>th</sup> & 5<sup>th</sup> floor at Aman Chambers, Maharshi Karve Road, Charni Road, Mumbai-400 004. There two floor consists of cabins, rooms, halls, conference room & toilet/bathrooms. This office is used for administrative work of its sub offices and does various certification and quality control work of export consignments. It houses office furniture, computers and other hardwares, telephones, EPABX & Fax machine, etc.

Pilot Test House (PTH), sub office of EIA-Mumbai building consists of the Main building with ground plus two floors with one annexe building. There are three staircases in the main building. Besides these two buildings, one Guesthouse, one H.T. Sub-station and one Pump house is also there in the campus. The main building has halls, rooms, corridors, conference room there are total fifteen toilet/bathrooms. The building is being used for office work, laboratory work and the testing equipments & computers are housed in various Sectional Laboratories. The building is partly air-conditioned. The surrounding area of the building includes roads and concrete pavements. The campus is having a well-developed garden. Mercury vapour street lights, gate lights and one central light have also been provided in the premises.

Export Inspection Agency-Mumbai, Sub - Office: Thane 102, Shanti Niwas, Mith Bunder Road, Chendani Koliwada, Thane (E) 400 603 is located on 1<sup>st</sup> floor has one staircase and rooms with toilet/bathrooms. The floor is used for office work of issuance of certificate or origin to the exporters. However, location of this office may be changed in future.

**EXPORT INSPECTION AGENCY – MUMBAI**  
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E-3, MIDC Andheri East, Mumbai-400 093.

**ANNEXURE- II**

To  
**All Prospective Bidders**

**Sub: i) Sealed Quotation for Housekeeping/Gardening/Cleaning of glasswares personnel at Pilot Test House-Andheri ii) Housekeeping personnel at EIA-Mumbai (HO), Charni Road iii) Housekeeping personnel at EIA-Mumbai, SO-Thane**

The detailed terms and conditions with respect to housekeeping/manpower for the above said premises are given below:

**Terms and Conditions**

1. It is requested to all potential bidders to visit PTH, EIA-Mumbai (HO), EIA-Mumbai-SO-Thane to assess the nature of work in each building.
2. **The requirement of manpower at PTH-Andheri: Six housekeeping personnel, one gardener cum sweeper and one for cleaning glasswares in laboratory**
3. **The requirement of manpower at EIA-Mumbai (HO), Charni Road: Five housekeeping personnel**
4. **The requirement of manpower at EIA-Mumbai, SO-Thane: One housekeeping personnel**

**Note: The requirement of manpower may change at any point of time.**

5. **Cleaning details:**
  - A. **Floors:** Flooring should be cleaned with phenyl water daily. Washing of the floor with soap water once in a month.
  - B. **Toilets and Basins:** Should be cleaned daily with phenyl water and weekly with Acid to remove stains if present. Hand wash liquid dettol soap and air fresheners should be kept in all toilets.
  - C. **Windows:** All the windows should be cleaned weekly.
  - D. **Tables, chairs and cupboards:** Should be cleaned daily.
  - E. **Fans and Electrical fittings:** Should be cleaned once in a month.
  - F. **Guest house at PTH only:** To be cleaned daily.
  - G. **Premises:** To be cleaned daily (part by part).
  - H. **Gardening at PTH only:** Gardening should be done daily by a professional Gardner. Watering of the plants should be done daily and garden should be free from weeds and grass.
  - I. **Conference room at PTH & EIA-Mumbai (HO) only:** Cleaning of conference room to be done weekly once and as and when required.
  - J. **Terrace at PTH only:** Cleaning to be done once in a month.

6. If the above given schedule is not taken care by the selected bidders the services will be terminated without giving any reason with one month notice.
7. If assigned number of people remains absent for more than 10 days then this contract will be automatically terminated.
8. Daily register will be maintained by caretaker of PTH and administrative incharge of the other two offices for the people working under them and also on schedules given above. They have to record their attendance in attendance machine/register.
9. The people appointed should be physically fit and healthy for daily work. Medical certificate for the fitness of the persons to be deployed must be produced by the successful bidder. They should wear **uniform** during duty. This clause remains important and if not met contract may likely be terminated.
10. Payment will be done on monthly basis only on satisfactory completion of work.
11. All quotations shall be submitted on the letter-head of your Company in English or in Hindi.
12. **Quotations received after the last date i.e. 06/02/2014 (14:30 hrs) will not be considered.**
13. Quotations duly complete in all respects with earnest money deposit shall be enclosed in **Sealed Envelope** duly superscribed "Quotation for providing services of Housekeeping and maintenance of Garden". The Envelope should be addressed to **The Deputy Director, Pilot Test House, Export Inspection Agency – Mumbai, E-3, MIDC, Andheri (East), Mumbai – 400 093**".
14. **The quotations shall be opened on 06/02/2014 (15:00 hrs) in the office of Pilot Test House, Export Inspection Agency – Mumbai, E-3, MIDC Area, Andheri (East), Mumbai – 400093., in presence of the bidders who intend to be present during the opening of the bids.**
15. **EMD:** The contractor has to deposit a sum of Rs.36,000/- (Rupees Thirty Six Thousand Only) towards (EMD). The said EMD shall not bear any interest. The EMD of the bidder who will be selected for above work will be returned back after the submission of security deposit. The Demand draft/Bankers cheque for amount Rs.36,000/- shall be drawn in favour of '**Pilot Test House**' payable at Mumbai.
16. The contractor shall be solely responsible for payment of wages, salary fixed as per the minimum wages act 1948 by the State/Central Government and all legal dues payable to the employees employed by the contractor for the purpose of carrying out the work. The contractor shall be liable for all liabilities arising out of labour laws such as payment of gratuity, provident fund, liabilities arising out of the workman compensation act or any other law, which is in force. The contractor shall comply with all Rules & Regulations under the Bombay Shops & Establishment Act and shall keep Pilot Test House, EIA-Mumbai (HO) and its sub office Thane indemnified in respect of all dues arising out of statutory provisions of the Municipal Acts.
17. The contractor shall make provisions for all manpower and instruments required for carrying out obligations under this agreement and he shall keep the premises neat, clean as required under this agreement.
18. We reserve rights to accept or reject Quotation either in full or part without any reason.

19. Housekeeping of the entire building and its premises shall be done daily from 8.30 a.m. to 5.00 p.m. at PTH-Andheri, Mumbai and at the time decided by the incharge of the other two offices.
20. The rates quoted by the bidders shall be inclusive of the charges for labour, transport, supervision, machines and material etc. and shall be on service basis in respect of the items mentioned in the said Schedules annexed hereto.
21. Water/electricity required for the work shall be supplied by Pilot Test House, EIA-Mumbai (HO) and it sub office Thane free of cost.
22. The Contractors shall provide the services during the prescribed timings mentioned herein but the same may be changed as and when required at the discretion of the Officer-in-charge of Pilot Test House, EIA-Mumbai (HO) and it sub office Thane.
23. The Contractors shall abide by the requirements of the Security rules of Pilot Test House, EIA-Mumbai (HO) and it sub office Thane from time to time.
24. The Contractor shall be deemed to have satisfied himself as to the nature and area of the site, local facilities, access and all other matters affecting the execution and completion of the contract. No claims for extra charges shall be entertained subsequently in this behalf for any reason whatsoever.
25. The security deposit (i.e. 10% of the total value of the contract) shall be deposited within seven days from the date of communication of acceptance of tender, in the form of a Demand Draft drawn in favour of "Pilot Test House" payable at Mumbai failing which the contract shall not be executed. In the event of contractor failing to honour any of the commitments entered into the agreement and/or his failure to pay any amount due under the agreement to the Joint Director, EIA-Mumbai (HO) shall have an unconditional option to forfeit the Security deposit.
26. The Contractor shall begin the work within 5 days or latest by the fifth day after the award of the contractor failing which, his Security Deposit shall be forfeited and the Joint Director-EIA-Mumbai (HO) shall reserve the right to invite another party for the performance of obligations under this Contract. The expenses incurred by Pilot Test House, EIA-Mumbai (HO) and it sub office Thane in making alternative arrangements as aforesaid shall be borne by the Contractor.
27. **Manpower:**
  - A. The Contractor shall appoint competent and skilful persons in their business, at their own costs to ensure that the service rendered by them and the responsibilities and obligations undertaken by them are carried out to the satisfaction of the Pilot Test House, EIA-Mumbai (HO) and it sub office Thane
  - B. All the employees /workmen employed by the Contractor shall be adults with good health, sound mind and shall be capable of rendering the services as per the terms and conditions efficiently.
  - C. The Contractor shall not, in any capacity, employ any person of bad character or any person whose antecedents have been found doubtful by the Public authorities.
  - D. The Contractor shall be solely responsible as regards salary / wages and service conditions and terms extended by the Contractor to their employees / workmen

and shall in that connection maintain requisite records and comply with all laws, enactments, rules and regulations and order(s) applicable to the contractor's employees / workmen in general and in particular, laws, enactments, rules and regulations and orders dealing with employment of contract labour, payment of compensation, contribution under ESI Act, 1948 and EPF & FP Act, 1952, payment of minimum wages, payment of bonus, fire & safety regulations, regulations relating to employment of female work force, security arrangements and such other rules and regulations as may be applicable at present or made applicable hereafter. The wages paid by the contractor to their employees/workmen shall be fair and in no case be less than the wages prescribed by the appropriate Government under the Minimum Wages Act, 1948.

- E. There will be no Employer-Employee relationship between the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane and the Contractor and / or the Contractor's employees, in any way, whatsoever, and the contractor shall carry on the business or occupation as independent contractor. The Contractor's employees shall have no claim for employment in the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane by virtue of their being employees of the Contractor.
- F. The Contractor shall be responsible for settlement of any claim / dues in case any of the contractor's employees sustain injury or incur damage or loss either to any person or property within the premises of the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane. The Contractor shall take necessary insurance coverage for all their employees / workmen.
- G. The Contractor shall ensure that the employee / workmen employed by them shall at all times be neatly and properly dressed in appropriate uniforms and all be polite, decent and courteous to all officers, employees of the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane and shall maintain high standards of discipline, decency and decorum.
- H. The employees / workmen of the contractor shall be liable to search by the security staff. The contractor's employees / workmen shall strictly observe the rules & regulations of the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane relating to security, safety, etc.
- I. The Contractor shall make any loss/damage caused or suffered by the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane on account of any contingency whatsoever, during the currency of this Agreement, due to willful neglect or by direct complicity of the contractor or any of their employees / workmen.

**28. Renewal of Contract:**

The contract shall initially be valid for a period of twelve months unless terminated earlier as provided under Clauses 29(1) & (2). At the end of the period, the contract may be renewed for another 2 years on the same terms & conditions without prejudice to the right of the Joint Director, EIA-Mumbai (HO) to terminate the contract under Clause 29, except that the contractor shall be eligible for an escalation of 5% of the annual value of the contract during the first year of extension and an escalation of 10% on the annual

value of the contract during the second year of extension. The contract period will commence within five days from the awarding of the contract.

**29. Termination of Contract:**

1. The contract may be terminated at any time if the work is not of required standard and quality according to the satisfaction of Pilot Test House, EIA-Mumbai (HO) and its sub office Thane or if the Contractors commit a breach of any of the terms & conditions of this Agreement. In the event of any breach or deviation from any of the terms & conditions specified herein, the Security Deposit of the Contractor will be forfeited. The decision of the Office-in-Charge, Pilot Test House, EIA-Mumbai (HO) and its sub office Thane regarding the standard and quality of the work shall be final and binding on the contractor. Contract will remain terminated without assigning any reason.

2. Notwithstanding anything contained in Clause 29, the Joint Director, EIA-Mumbai (HO) shall have the right to terminate the contract at any time by giving thirty days written notice of termination to the contractor without assigning any reason.

**30. Terms of Payment:**

A. Pilot Test House, EIA-Mumbai (HO) and its sub office Thane shall pay to the contractor the charges as per scope of work and rates mentioned in Schedules I & II as the case may be. The rates payable hereunder shall be firm during the terms of the Agreement or any extension thereof and no escalation shall be allowed under any circumstances.

B. Separate bills are to be submitted in triplicate for the services rendered to three different locations along with the respective Progress Report and Daily Service Report duly certified by the authorised person of the three offices. The bills shall be addressed to The Deputy Director in case of Pilot Test House, Joint Director in case of EIA-Mumbai (HO) and Assistant Director in case of sub office Thane.

C. Invoice will be submitted by the 16<sup>th</sup> day of succeeding month by the Contractor or their representative to the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane and payment will be made within 10 days of receipt of invoices.

D. The charges mentioned in Schedules I & II will be paid for the actual service provided. If a particular service is partially provided, then pro-rata payment for the service rendered will be made.

**31. Force Majeure:**

In the event of either party being rendered unable by force majeure to perform any obligations (other than payment of money) required to be performed by them under the Contract, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts.

The terms 'force majeure' as employed herein shall mean act of God, war, revolt, riot, fire, flood sabotage & acts and regulations of the Government. Upon the occurrence of such a cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing within forty eight (48) hours

of the alleged beginning & ending thereof giving full particulars and satisfactory evidence in support of its claim.

Time for performance of the relative obligation suspended by force majeure shall then stand extended by the period for which such a cause lasts. If the works to be executed by the Contractor are suspended by force majeure conditions lasting for more than one week, the Joint Director, EIA-Mumbai (HO) shall have the option of canceling this Contract in whole or in part thereof, at its discretion.

Both personnel and corporate taxes, if any, will be borne by the Contractor.

32. The Contractor shall make his own arrangement for the transportation of his men & material.
33. The Contractor shall at his own cost & expense furnish all the materials, labour, supervisors, tools, apparatus, trollies, conveyance, uniform & everything else required for executing all the works covered by this Contract to the entire satisfaction of the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane.
34. Any complaints received in connection with the work shall be attended by the Contractor immediately.
35. Contractor's employees are allowed to use the water for cleaning purposes only such as mopping up the floor, lavatory block etc. They are prohibited from bathing & washing clothes inside the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane premises. If any of the Contractor's labourer(s) is found indulging in the above, he will be immediately removed out of the premises and will not be allowed to enter the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane premises again and the Contractor shall have to provide a substitute within 48 hours.
36. The Contractor shall submit a list of mechanical devices in his possession for carrying out the work. The Contractor shall maintain these equipments in good working condition.
37. (a) The work includes services mentioned under Schedules – I and II in respect of building and premises viz. Main building, Annexe building, Guest House, Sub-station and Pump room including open spaces and gardens in the premises of PTH.  
(b) Schedule I in respect of 4<sup>th</sup> & 5<sup>th</sup> Floor at EIA-Mumbai (HO), Charni Road, Mumbai.  
(c) Schedules – I in respect of one floor at Sub office Thane.  
The Joint Director, EIA-Mumbai (HO) reserves the right to delete in part or in full any of the services mentioned under Schedules I & II and the Contractor cannot claim any damages on these grounds.
38. The Contractor will provide the necessary insurance coverage for his employees, which will hold the Pilot Test House, EIA-Mumbai (HO) and its sub office Thane harmless & indemnified from any action by the Contractor's employee(s). In case of any accident, Pilot Test House, EIA-Mumbai (HO) and its sub office Thane shall not be liable for any bodily injury or death caused to the Contractor's employees during the operation of the Contract.



39. The Contractor shall under no circumstances sub-contract or assign this Contract to another party, except with the express and prior written permission of the competent Authority the Joint Director, EIA-Mumbai (HO).
40. The Contractor shall give his personal supervision and direction for the performance of work and shall appoint qualified & competent Supervisors at the site at all times as stipulated elsewhere herein.
41. The Contractor shall sign the Agreement with Pilot Test House setting forth the above Terms & Conditions within 15 days from the date of award of the Work Order or within such extended time as may be permitted by the Pilot Test House, Mumbai.
42. The Contractor has to be governed under the Contract Labour (Regulations & Abolition) Act, 1970 and he should obtain the Contract Labour License from the Labour Commissioner's Office before the commencement of this Contract.  
The Contractor must renew the Contract Labour License from time to time and inform the Office-in-Charge, Pilot Test House, EIA-Mumbai (HO) and it sub office Thane.  
The Contractor has to make payments to employees on a pre-fixed day of every month. In case payments to personnel employed by him are not made and a complaint is received, Pilot Test House and other two offices shall be forced to make the payment out of the pending bills of the Contractor.  
The Contractor shall be responsible for settlement of any claim / dues in case if the Contractor's employees sustain injury or incur damages or loss either to any person or property within the premises of this Pilot Test House, EIA-Mumbai (HO) and it sub office Thane. The Contractor shall take necessary insurance coverage for all their employees / workmen.
43. **INDEMNITY CLAUSE:**  
The Contractor agrees to protect, defend, indemnify & hold the Pilot Test House, EIA-Mumbai (HO) and it sub office Thane harmless from and against all claims, demands & causes of action, liabilities, expenses, costs, liens, rights in rem. & judgments of every kind and character without limit which may rise in favour of the Contractor's employees, agents, subordinates or their employees on account of bodily injury or death or damage or damage to personal property as a result of the operation contemplated hereby, regardless of whether the said claim(s), demands or cause(s) of action arise out of the negligence or otherwise in whole or in part, or other fault, including pre-existing conditions of the Pilot Test House, EIA-Mumbai (HO) and it sub office Thane, its suppliers, sub-contractors or employee (s).
44. The Contract may be modified by additional Terms & Conditions accepted in writing by both the parties to this Contract.

Yours faithfully  
**(S. N. Dewevedi)**  
Deputy Director

**ANNEXURE - III**  
**ENQUIRY FORM**

Date:

To  
The Deputy Director,  
Export Inspection Agency-Mumbai,  
PILOT TEST HOUSE,  
(Ministry of Commerce & Industry,  
Government of India),  
E-3, MIDC, Marol Industrial Area,  
Andheri (East), Mumbai - 400 093.

Sir,

This is with reference to Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ we submit our bid for rendering Housekeeping services and Garden maintenance work at following places as under:

- (i) Pilot Test House located at E-3, MDIC Marol Industrial Area, Andheri (East), Mumbai - 400 093 for rendering services of Housekeeping, Garden maintenance and cleaning of glasswares.
- (ii) Export Inspection Agency-Mumbai (HO), 4<sup>th</sup> Floor, Aman Chambers, 113, M.K. Marg, Mumbai-400 004 for rendering Housekeeping services
- (iii) Export Inspection Agency-Mumbai, Sub office-Thane, for rendering Housekeeping services at Sub-Office:Thane 102, Shanti Niwas, Mith Bunder Road, Chendani Koliwada, Thane (E) 400 603.

We furnish the particulars as follows:-

1. Name of the Contractor:
2. Postal Address:
3. Telephone number(s)
4. Details of experience -
  - (a) Number of years or services:

<b>Name of the establishment</b>	<b>Kind of work</b>	<b>Number of person deployed</b>	<b>Duration of the work</b>	<b>Value of work in Rupees</b>

5. Details of financial position:
  - a) Our annual turnover is Rs.\_\_\_\_\_ (please attach turnover copy of latest Profit & Loss account Statement).
  - b) We have executed single job worth Rs\_\_\_\_\_ in the past one year (please attach proof thereof).
6. Details of personnel:
  - a) Details of existing personnel -
    - (i) Supervisors \_\_\_\_\_ persons
    - (ii) Staff \_\_\_\_\_ persons
  - b) Details of personnel to be deployed for Pilot Test House assignment -
    - (i) Number of Housekeeping persons-
    - (ii) Gardner cum sweeper- No.
    - (iii) Number of persons for Cleaning of glassware-
  - c) EIA-Mumbai (HO)
    - (i) Number of Housekeeping persons-
  - d) EIA-Mumbai, Sub-Office: Thane
    - (i) Number of Housekeeping person-
7. Details of equipment proposed to be deployed:
  - (a) Number of vacuum cleaners:
  - (b) Number of floor scrubbing/cleaning polishing implements:
  - (c) Garden maintenance equipments:
  - (d) Any other specialized items:
8. Details of Earnest Money Deposit:
  - (a) Demand Draft number:
  - (b) Date:
  - (c) On: \_\_\_\_\_ Bank.

We hereby confirm that the information furnished by us hereunder is true:

1. We have carefully read and understood the Terms and Conditions of the Contract as enclosed for providing services of (i)Housekeeping & Garden maintenance work and glassware cleaning in laboratory at Pilot Test House, E-3, MIDC, Marol Industrial Area, Andheri (East), Mumbai - 400 093 (ii) Services of housekeeping at EIA-Mumbai (HO), 4<sup>th</sup> Floor, Aman Chambers, 113, M.K. Marg, Mumbai-400 004 & (iii) Services of housekeeping at Sub-Office:Thane 102, Shanti Niwas, Mith Bunder Road, Chendani Koliwada, Thane (E) 400 603, and shall abide by them. A copy of the Terms & Conditions duly signed by us is enclosed herewith as an acceptance of the Terms & Conditions.
2. The rates for Housekeeping and Garden maintenance Services are given in Schedules I & II respectively. For this purpose, we have visited all the premises and building and have acquainted ourselves thoroughly with the area and volume of work involved.
3. Income-tax clearance Certificate from I-T-O is enclosed.
4. Solvency Certificate is enclosed.

5. If you are registered with Labour Authorities under the relevant Labour Laws, if so, give details of Registration number with documentary evidence for
  - (i) E P F Code:
  - (ii) E S I Code:
  - (iii) Service tax Code:
  - (iv) Contact Labour Registration & License:
  - (v) Any other existing contracts if any:
  - (vi) PAN card no.
6. Details of previous contracts with Name address and tel. no.

Thanking you,

Yours faithfully,

Place:

Date:

Encl.:

SIGNATURE OF THE TENDERER  
WITH RUBBER STAMP

**SCHEDULE-I**  
**EXPORT INSPECTION AGENCY - MUMBAI**  
**PILOT TEST HOUSE**  
**(Ministry of Commerce & Industry, Govt. of India.)**

Sr. No.	Description of work	Rate per service including material
<b>A.</b>	<b>Daily Service</b>	
1.	Sweeping of floors and staircase including cleaning and removal of waste from the premises.	
2.	Mopping of floors and staircases with fiber mops or sponge mops by using detergents.	
3.	Sweeping of roads and pavements within the compound including car-parking area.	
4.	Cleaning of coir matting in rooms and corridors with brooms.	
5.	Cleaning of wash basins, urinals, toilets, bathrooms including glazed tiles on the walls and floors of toilets (there will be no stains on the pots / wash basins and no foul smell.	
6.	Dusting & cleaning of the laboratory equipments, tables, chairs, stools, racks, computers, sofa sets, store wells, bookcases, water coolers and other furniture, cleaning of glassware in laboratory.	
<b>B.</b>	<b>Fortnightly Service</b>	
1.	Cleaning of doors, windows, ventilators and rolling shutters (inside the building)	
2.	Cleaning of tube lights & fittings, fans, mercury vapour lamps & fittings, switchboards, electrical panels in the Switch Room, fire extinguishers, etc.	
3.	Outside cleaning of air-conditioners.	
4.	Vacuum cleaning of woolen & coir carpets.	
<b>C.</b>	<b>Monthly Service</b>	
1.	Cleaning of windows & ventilators from outside including dusting or chajjas.	
2.	Sweeping, dusting and cleaning inside the building of entire ceiling, walls, beams, columns, partitions, palmets etc. including removal of cobwebs wherever they exist.	
3.	Sweeping & cleaning by shifting the furniture.	

Sr. No.	Description of work	Rate per service including material
4.	Cleaning and dusting of racks by removing the files & papers.	
5.	Sweeping the terrace areas including outside cleaning of the overhead tanks and its platform.	
6.	Cleaning of road and pavements with water.	
7.	Cleaning of inside and outside Storm Water Drains.	
8.	Cleaning the entrance gates.	
9.	Cleaning of streetlights and gate lights.	
<b>D.</b>	<b>Total Monthly Cost of Services</b>	
1.	Total daily service x 25 =	
2.	Total fortnightly service x 2 =	
3.	Total monthly service =	
	<i>TOTAL</i> =	
<b>E.</b>	<b>Total Yearly Cost of Services</b>	
	Total of D x 12 =	
<b>F.</b>	<b>Persons Proposed to be deployed</b>	
1.	Supervisors =	
2.	Helpers =	

Place:

Date:

**SIGNATURE OF THE TENDERER  
WITH RUBBER STAMP**

**SCHEDULE-II**

**EXPORT INSPECTION AGENCY - MUMBAI  
PILOT TEST HOUSE  
(Ministry of Commerce & Industry, Govt. of India.)  
GARDENING AT PILOT TEST HOUSE (PTH)**

<b>Sr. No.</b>	<b>Description of work</b>	<b>Rate per service including material</b>
<b>A.</b>	<b>Daily Service</b>	
1.	Watering of grass & plants in the garden area and plants in the pots including upkeeping of the plants.	
2.	Removing the waters from the garden area and dumping the same outside the premises.	
<b>B.</b>	<b>Monthly Service</b>	
1.	Cutting of grass with machine.	
2.	Cutting, shaping & sizing of shrubs.	
3.	Replacing dead or ungrowing grass/plants with new ones.	
<b>C.</b>	<b>Half-Yearly Service</b>	
1.	Spreading manure, red earth at the rate of 25mm thick layer.	PTH will bear the cost
2.	Planting of seasonal flower buds.	
<b>D.</b>	<b>Total Monthly Cost of all Services</b>	
1.	Total daily service x 25 =	
2.	Total monthly service =	
	<i>TOTAL</i> =	
<b>E.</b>	<b>Total Yearly Cost of Services</b>	
1.	Total of D x 12 =	
2.	Total of C x 12 =	
	<i>TOTAL</i> =	
<b>F.</b>	<b>Person to be deployed</b>	

Place:

Date:

**SIGNATURE OF THE TENDERER  
WITH RUBBER STAMP**