



**EXPORT INSPECTION AGENCY- KOCHI**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**27/1767A, Shipyard Quarters Road**  
**Panampilly Nagar (South), Kochi-682036**

Web site: [www.eicindia.gov.in](http://www.eicindia.gov.in)

E-mail: [jd-kochi@eicindia.gov.in](mailto:jd-kochi@eicindia.gov.in)

**TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES**  
**Tender Document No. EIA/KOC/Admn/2018-19/02**

Sealed tenders are invited from reputed housekeeping agencies for housekeeping services for Export Inspection Agency-Kochi HO.

The tender document containing detailed terms and conditions and Annexures may be downloaded free of cost from [www.eicindia.gov.in](http://www.eicindia.gov.in) or can be purchased from the office at a cost of Rs 500/- which may be submitted along with bid latest by 14 June, 2018

LAST DATE OF SUBMISSION OF BID : 14/06/2018 (14:30 hrs)

DATE OF OPENING OF BID : 14/06/2018 (15:00 hrs)

(Deputy Director I/c)  
EIA-Kochi

**EXPORT INSPECTION AGENCY- KOCHI**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**27/1767A, Shipyard Quarters Road**  
**Panampilly Nagar (South), Kochi-682036**

To  
**All Prospective Bidders**

**Sub: Sealed Quotation for Outsourced Housekeeping Manpower at EIA- Kochi and laboratory HO.**

The Export Inspection Agency-Kochi (EIA-Kochi) was set up under Export Inspection Council (EIC) by the Government of India under Section 3 of the Export (Quality Control and Inspection) Act, 1963 (22 of 1963), in order to ensure sound development of export trade of India through Quality Control and Inspection and for matters connected thereof. Export Inspection Agency-Kochi is located at 27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi.

Export Inspection Agency -Kochi requires **Housekeeping manpower supplier providing Housekeeping manpower on outsourcing basis** for our Head Office building consisting of cabins, Guest rooms, hall, conference room & toilets/ bathroom, Substation, Electrical room, Pump rooms, open spaces, Terrace and Gardens etc. The Laboratory floor consists of Glass Partition, cabins, rooms, hall, & toilet/bathrooms. This office is used for analysis work of its Customers, and does various quality control work of certification, export & import consignments. Its lab houses sophisticated Equipment's and instruments, office furniture, computers and other hardware's, telephones, etc. Description of work mentioned in **Schedule -I.**

**PROVIDING WORKFORCE**

The bidder has to provide workforce in sufficient numbers to maintain the building as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the In charge of EIA-Kochi. Presently, the tentative requirement of workforce to be deployed is given hereunder:-

- a) House Keeping Manpower – 05

The 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 may rotate the staff once in six months with prior written intimation to the Officer In charge, EIA-Kochi HO.

**Note:**

- ✓ All potential bidders may visit EIA-Kochi HO to assess the nature of work before providing the quote.
- ✓ The requirement of manpower may change at any point of time as per the needs and on the discretion of EIA-Kochi (Incharge)

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

**Terms and Conditions**

1. Daily attendance will be recorded and register will be maintained by administrative Incharge, EIA-Kochi of the outsourced housekeeping manpower working as per schedule-I.
2. The Housekeeping manpower 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.
3. While performing housekeeping duty the outsourced manpower should be uniformed. This clause remains important and if not met contract may likely be terminated.
4. Payment will be done on monthly basis only on satisfactory completion of work and duly verified by the Officer In charge, EIA-Kochi.
5. All quotations shall be submitted on the letter-head of your company in English.
6. **Quotations received after the last date and time i.e 14/06/2018 (14:30 hrs) will not be considered.**
7. Quotations duly complete in all respects with earnest money deposit shall be enclosed in Sealed Envelope duly superscribed "**Quotation for providing Housekeeping services on outsourcing basis for EIA-Kochi**". The Envelope should be addressed to The Deputy Director I/c , 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi-682036.
8. **The quotations shall be opened on 14/06/2018 (15:00 hrs) in the above office in the presence of the bidders who intend to be present during the opening of the bids.**
9. **EMD:** The contractor has to submit a sum of **Rs.25, 000/- (Rupees Twenty Five 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.25, 000/- shall be drawn in favor of 'Export Inspection Agency- Kochi' payable at Kochi.

10. 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 manpower 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, ESI, Income tax Act, GST Act & liabilities arising out of the workman compensation act or any other law, which is in force.
11. The contractor shall make provisions for all manpower and instruments and shall keep the premises neat, clean as required.
12. Deputy Director I/c (EIA-Kochi) reserves rights to accept or reject Quotation either in full or part without any reason.
13. Cleaning of EIA-Kochi cum laboratory shall be done daily and the services of manpower deployed by the contractor shall be available for all six days in a week. In case of emergency, the services shall be required beyond normal working days on Holidays and Sundays. The working hours of outsourced manpower shall be from 7.30 a.m to 4.30 pm with half an hour lunch break between 1.00 pm to 1.30 pm. Out of the workers allotted for housekeeping work, two outsourced manpower to be exclusively allotted for Laboratory.(Dusting, cleaning of the laboratory Equipment, tables, chairs, stools, racks, computers, sofa sets, store wells, bookcases, and any other furniture, cleaning of glassware in laboratory, instrument cleaning, wash basin cleaning, weekly cleaning of deep freezer, refrigerator, cupboard etc any other work to maintain the laboratory neat and clean as ISO/IEC-17025:2005) from 9.00 a.m to 6.00 p.m. 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 Incharge, EIA-Kochi.
14. The rates (Annexure III) quoted by the bidders shall be inclusive of the charges for labour with all benefits as per minimum wages act, transport, supervision, machines and material etc. and shall be on service basis in respect of the items mentioned in the said Schedules annexed hereto.
15. Water/electricity required for the work shall be supplied by EIA – Kochi HO.
16. The Contractors shall abide by the requirements of the Security rules of EIA – Kochi HO from time to time.
17. 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.

18. The security deposit (i.e. 10% of the total value of the contract) shall be submitted by the successful contractor within seven days from the date of communication of acceptance of work order, in the form of **Bank Guarantee/Account Payee Demand Draft drawn in favour of “Export Inspection Agency- Kochi” payable at Kochi** failing which the contract shall not be executed. In the event of contractor failing to honour any of the commitments entered into the contract and/or his failure to pay any amount due under the agreement to the Deputy Director I/c, EIA-Kochi (HO) shall have an unconditional option to forfeit the Security deposit.
19. The Contractor shall begin the work **within 5 days or latest by fifth day** after the award of the contractor failing which, his Security Deposit shall be forfeited and the Deputy Director I/c , EIA-Kochi (HO) shall reserve the right to invite another party for the performance of obligations under this contract. The expenses incurred by Export Inspection Agency- Kochi in making alternative arrangements as aforesaid shall be borne by the Contractor from the EMD/security deposit.
20. **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 Export Inspection Agency- Kochi HO.
  - 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 Export Inspection Agency- Kochi and the Contractor and / or the manpower provided by the contractor, in any way, whatsoever, and the contractor shall carry on the business or occupation as independent contractor. The manpower provided by the contractor shall have no claim for employment in the Export Inspection Agency- Kochi 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 Export Inspection Agency- Kochi HO. 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 Export Inspection Agency- Kochi 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 of EIA-Kochi HO. The contractor's employees / workmen shall strictly observe the rules & regulations of the Export Inspection Agency- Kochi relating to security, safety, etc.
- I. The Contractor shall make any loss/damage caused or suffered by the Export Inspection Agency- Kochi on account of any contingency whatsoever, during the currency of contract, due to willful neglect or by direct complicity of the contractor or any of their employees / workmen.

**21. Renewal of Contract:**

The contract shall be valid for a period of **twelve months (12)** unless terminated earlier as provided under **Clauses 23(A) & (B)**. During the contract period no further increase in the rates shall be entertained except increase in VDA, wages etc. as per Central Minimum Wages Act. The contract period will commence within five days from the awarding of the contract.

**22. Termination of Contract:**

- A. The contract may be terminated at any time if the work is not of required standard and quality according to the satisfaction of Export Inspection Agency- Kochi 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 Deputy Director I/c, Export Inspection Agency- Kochi regarding the standard and quality of the work shall be final and binding on the contractor. Contract will remain terminated without assigning any reason.

- B. If assigned number of people remains absent for more than two consecutive days and no suitable replacement is provided by the contractor, then Incharge, EIA-Kochi can terminate the contract.
- C. Notwithstanding anything contained in this tender, the Deputy Director I/c, EIA-Kochi (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.

**23. Terms of Payment:**

- A. Export Inspection Agency- Kochi shall pay to the contractor the charges as per scope of work and rates mentioned in Schedule I & Annexure III 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. Bills to be submitted in duplicate for the services rendered to Export Inspection Agency- Kochi HO alongwith a copy of PF & ESI statements to be submitted on monthly basis duly certified by the authorized person of your firm. All bills shall be addressed to The Deputy Director I/c, EIA-Kochi.
- C. Invoice shall be submitted by Ist week of succeeding month by the Contractor or their representative to the Export Inspection Agency- Kochi and payment will be made within a reasonable time after deduction on the basis of verification of attendance, taxes and duties as applicable etc.

**24. Force Majeure:**

- A. 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.
- B. 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.
- C. 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 Deputy Director I/c, EIA-Kochi (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.

25. The Contractor shall make his own arrangement for the transportation of his housekeeping manpower & material.
26. 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 Export Inspection Agency- Kochi HO.
27. Any complaints received in connection with the work shall be attended by the Contractor immediately.
28. 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 premises of Export Inspection Agency- Kochi HO. If any of the Contractor's labourer(s) is found indulging in the above, he/she will be immediately removed out of the premises and will not be allowed to enter the Export Inspection Agency- Kochi HO premises again and the Contractor shall have to provide a substitute within 48 hours.
29. 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.
30. The Contractor will provide the necessary insurance coverage for his employees, which will hold the Export Inspection Agency- Kochi harmless & indemnified from any action by the Contractor's employee(s). In case of any accident, Export Inspection Agency- Kochi shall not be liable for any bodily injury or death caused to the Contractor's employees during the operation of the Contract.
31. 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 Deputy Director I/c , EIA-Kochi (HO).
32. 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.
33. The Contractor shall sign the Agreement with Export Inspection Agency- Kochi 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 Export Inspection Agency- Kochi .



34. A) The Contractor has to be governed under the Contract Labour (Regulations & Abolition) Act, 1970 and he should have Contract Labour License from the Labour Commissioner's Office.

B) The Contractor must renew the Contract Labour License from time to time and inform the Office-in-Charge, Export Inspection Agency- Kochi HO.

C) 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, Export Inspection Agency- Kochi shall be forced to make the payment out of the pending bills of the Contractor.

D) 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 Export Inspection Agency- Kochi HO.

**35. WASTE DISPOSAL MANAGEMENT:**

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will 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 Kochi Municipal Corporation.

**36. INDEMNITY CLAUSE:**

The Contractor agrees to protect, defend, indemnify & hold the Export Inspection Agency- Kochi HO 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 Export Inspection Agency- Kochi, its suppliers, sub-contractors or employee (s).

**BROAD DETAILS OF SCOPE OF WORK:**

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis all days or as required by In charge of office or as designated. Cleaning activity shall start in the morning at 7.30 AM so as to complete all the dusting/ cleaning/ moping work before 9.30 AM. Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 6.00PM).
2. Thorough cleaning of all toilets using required toilet cleaner liquids /detergent by putting naphthalene balls and air purifier in all urinals and wash basins.
3. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, vertical blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans, Exhaust fans, other office accessories etc. with dry/wet cloth, feather brush and duster.
4. Clearing of any choking's in the drainages, manholes etc. Removal of beehives and cobwebs/honey webs from the office building and its premises.
5. Cleaning and sweeping of Guest rooms, open area including balconies and roof tops with brooms. Removal of garbage from the office building and its premises.
6. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the administrative officer , EIA –Kochi at regular intervals and finally at the end of each month.
7. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by EIA-Kochi HO.
8. Compound cleaning– Daily once inside & open front portion and Open terrace once in every month extensive cleaning using water jet to clean any dirt and algal growth, to remove weed plant growth in the office building and in the parking area.
9. Cleaning of front glass wall EIA-Kochi office building once in every six months.Cleaning of Glassware of the laboratory as and when required and Glass partitions with colin cleaner.
10. Washing of Towels –both toilets/cushioned chair towels.
11. The Housekeeping manpower shall shift the Gas cyclinder as for analytical activities in the laboratory from ground floor to second floor (lab) and back.
12. The housekeeping manpower shall serve Tea two times a day for employees and visitors as per the instructions of the Incharge, EIA-Kochi (HO).

## SCHEDULE-I

**Export Inspection Agency-Kochi**  
(Ministry of Commerce & Industry, Govt. of India)

S. No.	Description of work
<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 side walls with fiber mops or sponge mops by using detergents.
3.	Cleaning of Guest rooms
4.	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.
5.	Dusting & cleaning of the laboratory equipment's, tables, chairs, stools, racks, computers, sofa sets, store wells, bookcases, water coolers and other furniture, cleaning of glassware in laboratory.
6.	Serving Tea two times a day for employees and visitors.
<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 stringent place.
<b>C.</b>	<b>Monthly Service</b>
1.	Cleaning of windows & ventilators from outside including dusting.
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.
4.	Cleaning and dusting of racks by removing the files & papers.
5.	Cleaning the entrance gates and pouring water in the plants

**Any other housekeeping work in addition to the above as and when required/directed by the Deputy Director I/c /Authorized Officer, EIA-Kochi shall be done without any extra charges to the contract value.**

**CHECKLIST OF DOCUMENTS SUBMITTED (ANNEXURE-I)**

<b>Sl.No</b>	<b>Documents to be submitted</b>	<b>Submitted</b>	<b>Not submitted</b>	<b>Remarks</b>
1	Copy of Registration of firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour license			
5 6	Copy of Income Tax Return for last 2 years			
7	Copy of Service Tax Registration			
8	Copy of PAN/TAN Card			
9	List of clients indicating quantum of work executed with them			
10	Proof of experience			
11	Details of EMD deposited			
12	Copy of GST registration Certificate.			
13	Last 2 years audited statement from Chartered Accountant			
14	Rate quoted complies with the Minimum Wages Act of Govt. of India(Central Govt) with all other statutory provisions			

SIGNATURE OF THE TENDERER  
WITH OFFICE STAMP

***Note- Points from SL no. 1 to 14 should be ticked with justification if any at remarks***

**ANNEXURE - II**  
**Pre-Qualification Bid**

Date:

The Deputy Director I/c  
27/1767A, Shipyard Quarters Road  
Panampilly Nagar (South), Kochi-682036

Sir,

This is with reference to Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ we hereby submit our bid for rendering Housekeeping services as under for Export Inspection Agency-Kochi, 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi-682036

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:

Name of the establishment	Kind of work	Number of person deployed	Duration of the work	Value of work in Rupees

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.
7. Details of equipment proposed to be deployed:
  - (a) Number of vacuum cleaners:
  - (b) Number of floor scrubbing/cleaning polishing implements:

- (c) 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: We have carefully read and understood the Terms and Conditions of the Contract as enclosed for providing services of (i) Housekeeping at EIA-Kochi HO , 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi-682036 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.

1. The rates for Housekeeping Services are given in the format of Annexure IV as per Schedules I. For this purpose, we have visited the premises and have acquainted ourselves thoroughly with the area and volume of work involved.
2. Income-tax clearance Certificate from I-T-O is enclosed.
3. Solvency Certificate is enclosed.
4. 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.
5. Details of previous contracts with Name address and tel. no.

Thanking you,

Yours faithfully,

Place :  
Date:  
Encls.:

SIGNATURE OF THE TENDERER  
WITH OFFICE STAMP

**PROFORMA FOR FINANCIAL BID (Annexure III)**

*Proforma for submission of rate*

Particulars	Rate Per manpower	Manpower requirement	Total Rate (Rs)
Housekeeping Manpower (Inclusive of wages, admin, ESI, ESI, EPF, Bonus, Leave wages, Supervision and all statutory Liabilities) + Material +Equipment Cost		05	
Contractor Service charge (%)			
GST @			
<b><u>Total Contract Value</u></b>			

***ADDITIONAL INFORMATION WITH RESPECT TO PERSONS ENGAGED TO PERFORM THE SAID WORK***

Rate per month per person (inclusive of all incidentals)	
ESI	
Employer's contribution	
Employee's contribution	
PF	
Employer's contribution	
Employee's contribution	
Service Charge	
GST	
Consolidated pay	

Any other points to be mentioned:

Certified that the above quoted rate complies with minimum wages act of Kerala and all the statutory provisions & rules as applicable. The above rate is inclusive of GST or any other tax payable to Government. We have read and agree all the terms and conditions.

**SIGNATURE OF THE TENDERER**

WITH OFFICE SEAL



**MATERIALS/CONSUMABLES/EQUIPMENT'S TO BE PROCURED AND USED BY  
THE OUTSOURCED HOUSEKEEPING MANPOWER**

1. Phenyl
2. Naphthalene Balls/Sanitary Cubes
3. Insect Repellent spray
4. Harpic etc
5. Vim Liquid
6. Air Fresheners for toilets
7. Liquid Soap
8. Polyethylene dustbin bags
9. Toilet Soap
10. Washing /Detergent Powder
11. Nariel/Zoot/Phool Jhadu
12. Floor Duster and mopping gadgets
13. Vacuum cleaners/Ladders
14. Toilet papers
15. Odonils
16. Collin cleaner
17. Buckets & Mugs
18. Duster
19. Long Handle Duster
20. Wipers
21. Brooms
22. Any other cleaning material/Gadgets/Machinery/Equipment's as and when required to be provided.

All kinds of materials, consumables and machinery/equipment's as required to fulfill Housekeeping work of EIA-Kochi office building shall be provided by the contractor without any extra cost in addition to the contract value.

**SIGNATURE OF THE TENDERER  
WITH OFFICE SEAL**

**Name of the Contractor: - \_\_\_\_\_**