DEPARTMENT OF POSTS
OFFICE OF THE DIRECTOR, POSTAL TRAINING CENTRE MYSORE -570010

No: STA/5-15/14-15   DTD AT MYSORE -10,   THE  05.11.2014

NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of the President of India for providing
Housekeeping services - Cleaning of roads of PTC starting from the entry,
Main gate up to the residential quarters and toilets attached to main building
of Training Centre, PTC, Campus Mysore -570010 for a period of one year from
the date of execution of agreement, based on the tender.

2. Schedule of Tender
   Tender No. : STA/5-15/14-15
   Last Date & Time of Receipt of Tender : 02.12.2014 1300 hrs
   Amount of Earnest Money Deposit as per Clause 3 of
   Annexure – I : Rs. 10,000/- (Rupees Ten Thousand only)
   Date & time of opening of tender : 14.30 hours on 02.12.2014
   Venue : Postal Training Centre, Mysore-10

   Method of submission of tender, amount of Earnest Money / Security
   Deposit and General Terms and Conditions applicable to contract
   (Annexure I)

   The terms and conditions specific to the contract - Annexure – II.

   The proforma for submission of tender- Technical Bid)- Annexure III
   Commercial Bid - Annexure IV

   Amount of Earnest Money Deposit as per Clause 4 of Annexure – I :
   Rs. 10,000/- (Rupees Ten Thousand only)

3. The Tender Form along with terms and conditions can be had from this
   office, on any working day till 29.11.2014. Interested parties may view &
   download the tender document containing the detailed terms &conditions, from
   the website www.Ptcinfo.org or http://www.eprocure.gov.in/epublishapp

   Cost of tender form is Rs. 500/- which is to be credited to UCR at any post
   office from 1000hrs to 1500 hrs. Tenders received without payment of
   tender form cost/EMD amount will be rejected.
4. The terms and conditions of the contract are enclosed in the Annexure. Agreement will have to be executed strictly in accordance with these terms and conditions. The tenders completed in all respects must in all cases be received in this office before date and time indicated in the Schedule of Tender in para 2 above. The tenders received after the scheduled date and time will be rejected outright. The tenders can be put in the box kept for this purpose on all working days till the last date/time of submission. All outstation tenders should be sent by registered post /Speed Post and only one tender should be kept in one cover. Tenders sent in person/ Private couriers will not be accepted on any account.

Assistant Director (Admin)
Postal Training Centre,
Mysore-10

Signature of the tenderer with seal
TENDER NO. STA/5-15/14-15

DEPARTMENT OF POSTS

ANNEXURE – I

GENERAL TERMS AND CONDITIONS

Introduction: Notice Inviting Tender for providing Housekeeping Services at Postal Training Centre, Mysore-570010.

1. Parties:- The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Government of India through the Director, Postal Training Centre, Mysore-570010 for and on behalf of the President of India.

2. Addresses:-
   For all purposes of the contract including arbitration there-under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Asst. Director (Admin) Postal Training Centre, Mysore-570 010. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner. The bidder should have its Local office at Mysore.

3. Scope of work:-
   The contracted work will consist of the following jobs – Cleaning of all Roads right from the entry from main gate up to the end of all residential quarters/ Cleaning of toilets attached to the main building. The tenderer should deploy the required personnel for housekeeping services.

4. Earnest Money:
   Earnest Money of Rs. 10,000/- (in words Rupees Ten Thousand only) must be deposited by bidders in any Post Office and Original Receipt in form ACG – 67 or computer receipt provided by the Post Office in token of having received the amount should be submitted along with the Technical Bids of their tenders.

4.1 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.

4.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.

4.3 The tenders without Earnest Money Deposit will be summarily rejected.

4.4 No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
5. Preparation and Submission of Tender:
The tender should be submitted in two parts namely Technical Bid along with the proof of Earnest Money Deposit (in form given in Annexure – III) and Commercial Bid (in form given in Annexure – IV) and each should be kept in a separate sealed cover. Both the bids sealed in separate covers should be kept in another sealed cover addressed to the undersigned. The outer envelope containing sealed covers should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be superscribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Commercial Bid” and date of opening of tender.

6. Signing of Tender:
Individual signing the tender or other documents connected with contract must specify whether he signs as:-

(a) a “sole proprietor” of the concern or constituted attorney of such sole proprietor.

(b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Director, PTC may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
(4) The tenderer should sign and affix his firm’s stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER. The duly signed tender document should be enclosed to Technical Bid

7. **Technical Bid:**

7.1 The Technical bid should be submitted in form given in Annexure – III along with the original receipt obtained for the deposit of Earnest Money for the amount indicated above and cost of tender form paid to Post Office through ACG-67 receipt, along with full details of technical facilities for executing the work and other information sought for in the last section of the Annexure – II.

7.2 The Contractor should have a valid license to run the services as required by Law.

8. **Commercial Bid:**

8.1 The Commercial Bid should be submitted in form given in Annexure IV in a separate sealed cover kept inside the main cover. The Commercial Bids of the tenderers short – listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the respective tenderer. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids.

8.2 A consolidated rate should be quoted along with its break up showing various items of charge. The tenderer has to comply with the provisions of the Minimum Wages Act in respect of all employees engaged and show proof of this in the breakup of the charges quoted by him. The rates quoted shall be firm and final.

8.3 Taxes, if any, to be paid need to be duly indicated in the bid. Otherwise no extra payment would be made for this purpose.

8.4 Terms of payment as stated in the Tender Document shall be final.

8.5 At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

9. **Validity of the Bids:**

The bids shall be valid for a period of 90 days from the date of opening of the tenders. This has to be so specified by the tenderer in the commercial bid.
10. **Opening of Tender:**
   The tenderer is at liberty either to be present himself or authorize not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

11. **Criteria for Evaluation of Tenders:**
   The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure - III and then on the basis of commercial information furnished in form given in Annexure - IV. The Commercial bid (Annexure – IV) of such firms found valid based on technical parameters (as per Annexure – III) will be opened on the date, time and venue to be announced after opening of the Technical Bid. **It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inference drawn during the meeting of this Committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Part – II of Annexure – II of this NIT.**

12. **Right of Acceptance:**
   The Director Postal Training Centre, Mysore-570010 reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Director, Postal Training Centre, Mysore-570010 in this regard is final and binding.

   Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's quotation.

13. **Communication of Acceptance:**
   The successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated.

14. **Time Schedule for Commencement of Work:**
   The work must be commenced within a period of 10 days from the date of award of work or as per schedule mentioned in Part – II of Annexure – II.

15. **Security Deposit:**
   The successful tenderer will have to deposit a security deposit to the extent of 10% of the annual cost of the work in a Post Office One Year Time Deposit
Account in any Post Office, duly pledged in favour of President of India, through the Assistant Director (Admin), Postal Training Centre, Mysore-570010 within 7 days from the date of acceptance of the tender and the Pass Book submitted to the office for safe custody. Alternatively a bank guarantee for the amount valid for the period extending at least six months beyond the date of completion of work may be furnished. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.

The Security Deposit can be forfeited by order of the Director, Postal Training Centre, Mysore-570010 in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Department of Posts sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm’s bill has been received and examined.

16. Penalty:
In the event of the contractor failing to:
(i) observe or perform any of the conditions of the work as set out herein;
(ii) or execute the work in good manner and to the satisfaction of the Director Postal Training Centre, Mysore-570010.

It shall be lawful for the Director, PTC in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that the contractor is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require, any work executed otherwise than in good and workman-like manner. In both or either of these events aforesaid, the contractor has to make such arrangements as he may think fit for the reproduction of the work in lieu of that so rejected or removed.

a) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, Director, PTC may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded of him to be paid within seven days to the credit of the Director, PTC.

b) In the event of discovery of any error or defect due to the fault of the contractor, the contractor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Director, PTC. In the event of the delivery of any defective work, which owing to any reason cannot be wholly rejected, the Director, PTC shall have the power to deduct from any payment due to the contractor such sum as he may deem expedient. In the event of a work being wholly rejected, the Director, PTC may at his discretion either.
(i) Permit the contractor to re--do the same within such time as he may specify at contractor's own cost, or

(ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the contractor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub clause (b) of this clause.

c) The powers of the Director, PTC under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause – 14 above.

d) Since the work being awarded to the contractor is of important nature the time schedule given in clause – 13 must be adhered to failing which Penalty at the rate of Rs. 1,000/- for every week's delay will be imposed which will be recovered in the manner stated in sub - clause (b) of this clause.

17. Labour Regulations

The Contractor shall comply with all Labour Laws and regulations in force. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, Apprentices Act, 1961 or the modifications thereof or any other laws relating to and the rules made thereunder from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/ risks in relation to employees to be engaged by him. The contractor shall maintain all the statutory registers, required under labour laws. The contractor shall also produce these records on demand by PTC authority. If he fails to do so, his failure will be a breach of the contract and PTC may at its discretion cancel the contract without prejudice to any other action under the law and contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the acts.

(i) The contractor shall indemnify PTC against payments to be made under and for the observance of the laws.

(ii) The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.

(iii) PTC shall have the right to deduct from the money due to the contractor, any sum required or estimated to be required, for making good the loss suffered by a
worker or workers, by reason of non-fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations.

(iv) The event of any failure in this regard and in the event of any loss/damages caused directly or indirectly to PTC, the same will be payable by the contractor along with such penalty as may be decided by PTC which shall not be less than 10 percent of the total loss suffered by PTC.

18. Insolvency etc.
In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the Postal Training Centre, Mysore-570010 shall have the power to terminate the contract without previous notice.

19. Breach of Terms and Conditions:
In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by Postal Training Centre, Mysore-570010 in that event and the security deposit shall also stand forfeited.

20. Subletting of Work:
The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Director, Postal Training Centre, Mysore-570010, which he will be at liberty to refuse if he thinks fit.

Right to call upon Information Regarding Status of Work: Director, Postal Training Centre, Mysore-570010 will have the right to call upon any information regarding status of work at any point of time.

The tender is not transferable. Only one tender shall be submitted by one tenderer.

21. Terms of payment:
(i) No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
(ii) The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.

(iii) All payments shall be made by cheque only.

(iv) The Postal Training Centre, Mysore-570010 shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.

22. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Assistant Director (Admin)
Postal Training Centre,
Mysore-10

Signature of the tenderer with seal
PARAMETERS AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

1. **House Keeping /Schedule of Services:**
The contracted work will consist of the job of cleaning all the roads right from the entry from main gate up to the end of all residential quarters & cleaning of toilets attached to main building.

2. **Material:**
All types of normal cleaning material & equipment's for cleaning, mopping, dusting etc. will be supplied by the Postal Training Centre, Mysore.

**PART - II**
TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

1. **General:**
   (i) The work will be executed in conformity with the specifications and conditions as laid down in this contract. The work will be inspected by PTC authority and his decision with regard to the acceptability of the work done on each day shall be final and binding.
   (ii) Diaries for daily noting the acknowledgement of housekeeping work by the occupants/ in charges of the rooms will have to be supplied by the contractor and got filled up by his personnel for verification of the work done.
   (iii) Preference will be accorded for the use of mechanical/ electrical equipment for the execution of tendered items.
   (iv) A very high standard of House Keeping will have to be provided which is desired for a training institute of International standard

2. **Deployment and Replacement of Personnel**
   (i) There should be a supervisor for overall control, supervision & coordination with PTC. The supervisor should have experience of at least two years. The name of the supervisor and copies of certificates of experience should be submitted by the successful bidder before the signing of the contract. Breach of this condition will be a breach of the contract. In case of change in the supervisor, the new incumbent should possess the required experience, for which necessary certificates are to be produced. A fine of Rs. 200/- per day will be imposed for the period when this condition is not satisfied without prejudice to any other action under the contract.
(ii) The contractor shall have to deploy sufficient number of personnel of various categories to ensure complaint free service.

(iii) If any of the personnel deployed by the contractor is found unacceptable by PTC Administration, the contractor shall have to withdraw him/ her within 24 hours from the time of intimation.

(iv) Services will be required on all seven days of the week (including Sundays/ Holidays).

(v) The contractor shall prepare weekly duty chart of the personnel engaged one week in advance with a copy to the Assistant Director (Administration).

(vi) The contractor shall not change the personnel engaged at random. Any change/ reshuffling of the personnel will be brought to the notice of Assistant Director (Administration).

(vii) Cleanliness and hygiene of the personnel employed should be very high. Sick persons will not be taken on duty. The personnel employed by the contractor shall not be suffering from infections/ contagious disease.

(xii) PTC would not undertake any liability on account of leave, wages, or any other obligation or act under any state or Central Government. The contractor will abide by the provisions of Labour Laws and Minimum Wages Act and will be responsible for any dispute in this regard.

(xiii) The personnel will be employees of the Contractor for all legal and practical purposes.

3. **Uniforms**

   The personnel will put on proper and distinctive uniform with the logo of the contractor. All the personnel should spot their name plate prominently on their uniform. The uniform will be supplied by the contractor at his own cost and contractor shall ensure that the personnel on duty at all times are in neat and clean uniform.

4. **Identity Cards:**

   The personnel will have photo identity cards issued by the contractor so that entry is restricted to only legitimate persons to the premises. The police verification for such officials will have to be done before employment in the campus.
5. **Conduct:**

(i) The personnel employed by the contractor should be courteous and polite in behaviour towards all the trainee officers and the PTC establishment. The personnel will be bound to observe all instructions issued by PTC authority concerning general discipline and behaviour.

(ii) Equipment like TV, A/C in hostels/ IQ rooms etc. should not be used by the contractor or his personnel.

(iii) The penalty clause will apply if the personnel engaged are found/ reported to be demanding tips in cash/ kind. This may also lead to cancellation of contract.

(iv) The contractor will ensure that the personnel employed are not loitering in the corridors chewing pan or smoking. The personnel shall not indulge in playing cards, consuming liquor or narcotics or indulging in gossip with any outsider while on duty within the premises of PTC.

(v) The personnel should leave the campus immediately after completion of their job on the campus.

(vi) If any employee’s work is not satisfactory, the matter will be reported to the contractor and the contractor shall not deploy such personnel in PTC.

(viii) The personnel will abstain from taking part in any staff union and association activities.

6. **Theft:**

The contractor shall be responsible for any theft of the items from the rooms or any other area being cleaned. The details of the stolen materials/ stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of PTC authorities on this will be final and binding on the contractor.

7. **Penalty:**

The contractor shall not be paid an amount equal to one day’s payment for each day or part thereof, for unsatisfactory work in addition to a penalty of Rs. 200/- per occasion per area as per decision of the PTC authority in charge of that area.

8. **Complaint Register:**

A complaint register will be kept at the reception for registering complaints of the trainees with regard to any aspect of the service provided by the contractor.
9. **Schedule of Submission of Bills:**

The contractor shall prefer bills for the actual work done, every month and the bills will be paid within 2 weeks thereafter, by A/c payee cheque, payable at Mysore and will be sent to his company address by registered Post or received personally. However, any deterioration in service will not be tolerated on the plea of delay in receipt of payment.

10. **Payments:**

   (i) Payment of bills corresponding to a month will be released only on production of copies of challans as proof of payment of employer’s contribution of EPF and ESI dues of employees of the contractor, employed under this contract, to the appropriate authorities, for the previous month.

   (ii) If for any reason work is done for only a part of the month, payment will be made on pro-rata basis for the number of days work has been performed assuming 30 days in a month. This is without prejudice to the penalty to be imposed for contractual defaults.

   (iii) The Contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts

11. **Deductions:**

   (i) In case the contractor fails to execute/ perform the assigned works or a part thereof, PTC shall be authorized to make suitable deductions as deemed fit by PTC from the bills of the contractor and damages will be charged to the extent of loss.

   (ii) In case of any unsatisfactory service deduction upto 10% of the amount due during the month will be imposed on the Contractor.

   (iii) In case of late attendance/ absence during working hours/ loitering during working hours by any personnel, the Director, PTC reserves the right of reduction of any amount from the bills payable.

12. **Information required before deploying personnel:**

   The Contractor must provide the following information/ documents before employing/ changing personnel for execution of the work in PTC:

   (a) Name, address, age & photograph of the personnel to be deployed.

   (b) A certificate to the effect that the contractor shall be fully responsible for the conduct & behaviour of the personnel.

   (c) Contractor should provide the name & address & telephone No. of Liaison Officer who will maintain liaison with PTC Authorities for day to day matters.

   (d) The bidder should furnish address of its local office at Mysore.
13. **Provision for termination/ Extension**

The contract will remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the Director, PTC. The period of contract can be extended for a further period of one year at the discretion of the Director, PTC. After expiry of the above period the contract will automatically come to an end and no separate notice will be given.

Assistant Director (Admin)
Postal Training Centre,
Mysore-10
TENDER NO. STA/5-15/14-15
ANNEXURE – III
TENDER FORM - 1 TECHNICAL INFORMATION AND UNDERTAKING
(See Clause 7 of Annexure – I of this Tender Document)

1. Name of the Tenderer/ concern

2. Nature of the concern

_____________________________________
(i.e., Sole Proprietor or Partnership firm or a Company or a Government Department
or a Public Sector Organization.)

3. Registration particulars for carrying out such work.  (Photocopy of registration
certificate to be enclosed).

4. a) ACG 67 Receipt No. _______ Dated___________ Name of Post Office
_____________ (to be enclosed) and amount of Earnest Money Deposit
Rs.__________ (Rupees__________________ only).

b) Proof of payment of cost of tender application form

5. Whether each page of NIT and its Annexure have been signed stamped
and enclosed to the Technical bid.
(List of Important works of the nature stated above undertaken during the last two
years whose summary is enclosed (Summary may be enclosed on separate sheets
for each work and comprise the scope covered; persons employed; fee charged;
remarks/ observations/ appreciation of the organization for whom the work was
conducted; and any other information considered important by the tenderer.)

6. List of Major Customers their address, period of contract (may be given on a
separate sheet, with copies of the work orders issued by the customers

7. (i) Photocopy of Income Tax returns for last 3 years (to be attached).

(ii) PAN Number (attested copy should be furnished)

8. Registration details for Service tax, copies of the orders


10. Office details at Mysore

11. Any other information important in the opinion of the tenderer.
UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Postal Training Centre, Mysore -570010 and shall abide by them.

2. I / We also undertake that I/ we have understood “Parameters and Technical Specifications for conducting the Work” mentioned in Annexure – II of the tender No. ______ dated 05.11.2014 and shall conduct the Work strictly as per these “Parameters and Technical Specifications for conducting the Work”.

3. I/ We further undertake that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.

Dated at ____________________________  (Signature of Tenderer)
With stamp of the firm
TENDER NO. STA/5-15/14-15
DEPARTMENT OF POSTS

ANNEXURE – IV

TENDER FORM - 2 COMMERCIAL BID
(See Clause 8 of Annexure –I of the Tender Document)

Sub: Notice Inviting Tender for providing **Housekeeping services - Cleaning of roads of PTC, starting from the entry, Main gate** in Postal Training Centre, Mysore-570010.

1. Amount quoted per person per month

2. Consolidated rate for the work for (3) persons per month inclusive of all kinds of incidental charges, surcharges, taxes including service tax etc will be Rs.__________

   (in words Rs. ________________________ ________________only) per month.

3. Details may be furnished in the enclosed format.

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**Note:**

a) Wages/ Salary for personnel employed will comply with the Minimum Wages Act. Proof of payment of minimum wages and statutory benefits like ESI and EPF needs to be attached with the monthly bill.

b) Any other information:

Dated at ____________________  (Signature of Tenderer)
With stamp of the firm
**FORM**

Furnish the following wages & other particulars under the following heads

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>PARTICULARS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic wages @ Rs ( For 30 days )</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Variable DA @ Rs (For 30 days ) on Basic wages</td>
<td></td>
</tr>
<tr>
<td>3(a)</td>
<td>EPF Contribution @ ( Employer's contribution) 13.61% on ( basic + VDA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Maximum 6500 only in a month]</td>
<td></td>
</tr>
<tr>
<td>3(b)</td>
<td>ESI Contribution @ ( Employer's contribution) 4.75% on ( basic + VDA) Rs</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Service charge</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Service Tax @ 12.36 % [Sl no. 4 + Sl.No.5 ]</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total amount quoted per person per month</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Total amount quoted for (3 ) persons per month</td>
<td></td>
</tr>
</tbody>
</table>

**Signature**

**Name & Designation**

**Company seal**

Note:- I/ we understand that, offers not complying with the minimum wages Act will be rejected
## CHECK LIST FOR SUBMITTING THE TENDER

Name of the Tenderer : M/s

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Details of documents attached</th>
<th>Enclosed/ Not enclosed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receipt towards cost of tender form Rs. 500 in the form of Postal order /UCR Rt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD Amount : Rs.10000/- Rt No /Date/ Post Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether each page of NIT signed &amp; sealed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Income Tax returns for the Assessment years , 2011-12, 2012-13, 2013-14 duly authenticated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>a) Copy of registration certificate for VAT /ST or similar registration with Govt. authorities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Copy of certificate of registration of ESI</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Copy of registration of EPF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>List of major customers during last two years with copies of work orders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Copy of PAN Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Documents in support of agency’s experience of last two years in providing House keeping services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name : 

Signature of the tenderer /Phone No.