

गुरु घासीदास विश्वविद्यालय  
बिलासपुर (छ.ग.)

(केंद्रीय विश्वविद्यालय)

कोनी, बिलासपुर-495009 (छ.ग.)

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वेबसाइट : www.ggu.ac.in



GURU GHASIDAS VISHWAVIDYALAYA  
BILASPUR (C.G.)

(A Central University)

Koni, Bilaspur-495009 (C.G.)

Phone: 07752-260036, Fax : 07752-260154

Website : www.ggu.ac.in

## E-Tender for Housekeeping Services

<b>Reference Number</b>	100/Housekeeping/e-Tender/STORE/GGV/2024
<b>Name of Work</b>	"Housekeeping Services" At Guru Ghasidas Vishwavidyalaya Campus, Bilaspur. (C.G.)
<b>Tender Cost (Non-Refundable)</b>	Rs. 3,000/- (In form of DD)
<b>Earnest Money Deposit</b>	Rs. 75,000/- (In form of DD & FDR)
<b>Period of Contract</b>	01 Year (Extendable upto 03 Years)
<b>Tender Documents</b>	Available Online in Both <a href="http://www.ggu.ac.in">www.ggu.ac.in</a> / <a href="http://www.new.ggu.ac.in">www.new.ggu.ac.in</a> & <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
<b>Last Date of Submission</b>	24/01/2024 upto 03:00PM
<b>Pre-Bid Meeting Date</b>	10/01/2024
<b>Technical Bid Opening Date</b>	25/01/2024 at 04:00PM
<b>Financial Bid Opening Date</b>	Will be opened once technical bid is evaluated. Qualified vendors will be updated and informed regarding the opening of financial bid.

**Note:**1) This is an online Tender, Technical Bid & Financial Bids are to be submitted online only through <https://eprocure.gov.in/epublish/app>

2) \*Tender Cost & EMD/EMD Exemption related document in original must be submitted to the university by surfaced mail up to 3.00 PM on or before the last date of submission. However, the scanned copy of the tender Cost and EMD/EMD Exemption related document should also be submitted online with the Technical Bid. There will be no exemption from tender fees.

## **E-Tender**

### **For HOUSEKEEPING SERVICES at GGV Campus, Bilaspur, (C.G.)**

Sealed tenders are invited online from the reputed and experienced housekeeping agencies/ Organization with Sound Technical and Financial capabilities for the housekeeping services under two Stage (three packets system) for Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.).

Vishwavidyalaya campus is spread over 655 acres (approx.) and campus is having administrative buildings, various educational buildings, library, canteen, residential campus, Vice-Chancellor and Registrar Bungalow, Guest Houses, Girls and Boys Hostels, Health Center, University Auditorium, other buildings to be functional soon, etc. Cleaning of whole University premises is carried out on regular basis. Interested House Keeping Service providers should visit the campus before submitting their proposal/tender. All the Tenderers are advised to contact Assistant Registrar (Administration), GGV, who would coordinate, for visiting the site and inspect the cleaning points and acquainting themselves with the proposed work to be carried out before submission of their tenders. The details of tender document are available on websites [www.ggu.ac.in](http://www.ggu.ac.in) and <https://eprocure.gov.in/epublish/app>

The Tender Processing fees as Tender Cost (DD) in original must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission.

Also, the Earnest Money Deposit (EMD) in form of D.D./FDR in original must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission. If Tenderer is exempted from submission of EMD then the relevant document as per GoI norms must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission.

However, the scanned copy of Tender Cost & EMD or relevant document for exemption from submission of EMD are to be submitted mandatorily online also with technical bid. There will be no exemption from Tender fees.

Tenders are liable to be rejected if any of the conditions contained in tender documents is/are not complied with, including Amendment/ corrigendum (if any), as detailed in the tender documents and uploaded in the <https://eprocure.gov.in/epublish/app> . This is an online Tender, Technical Bid & Financial Bids are to be submitted online only through <https://eprocure.gov.in/epublish/app> .

Incomplete or conditional tender or tenders submitted after the due date would be summarily rejected. University reserves the right to cancel any or all tenders without assigning any reason thereof, in favour of GGV. The other details, Tender document, terms & conditions etc, regarding this e-Tender may be downloaded from the websites: - [www.ggu.ac.in](http://www.ggu.ac.in) and <https://eprocure.gov.in/epublish/app> .

कुलसचिव/ REGISTRAR  
Guru Ghasidas Vishwavidyalaya

## **A. SCOPE OF WORK:**

### **Daily Schedule**

1. To maintain cleanliness of all rooms/Halls/ laboratories, library, bathrooms, toilets, wash basins, corridors, ramps with machine, etc. of GGV (including Educational buildings, Laboratories, Store rooms, Girls-Boys Hostels, Residential area, Guest Houses, Auditorium building, Administrative building, Hospital etc. available in the campus).
2. Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers office cubicles etc. in all academic and administrative buildings.
3. Daily cleaning of window panes and doors.
4. Cleaning of tables/chairs of canteen area.
5. Emptying of dustbins from labs, offices, classrooms etc.
6. The cleaning works has to be completed before 10.30 A.M. daily.
7. Cleaning of toilets and urinals has to done thrice daily 8 am, 12 noon and 3 pm.

### **Weekly Schedule**

1. Cleaning of ceilings to remove cobwebs etc.
2. Cleaning of electric fans and light fittings of building.
3. Cleaning of wall and spider web as per requirement.
4. Cleaning of Outside are like internal roads, sports grounds etc.
5. Removing of stains from walls of offices/labs etc.
6. Cleaning of terrace tops of all buildings of Vishwavidyalaya.

### **Other scope of work**

1. For shifting (within the building) of tables, chairs, almirahs, display boards, etc. as and when required, the agency has to provide manpower or provide assistance for such shifting.
2. Disposal of dead animals from Vishwavidyalaya campus whenever required as per norms of Municipal corporation Bilaspur.
3. Cleaning of drains and sanitary supply lines around the building (residential & educational etc.)
4. Water tanks and water coolers as and when instructed by the GGV authority.

5. Cleaning of parking/canteen area gazebos, as and when instructed by the authorities.
6. Clearing of choked drainage & Sewerage Pipes, man holes, Rain water pipe etc.
7. Fogging for mosquitoes & insects etc. with the proper equipment in GGV campus as and when instructed by the authorities.
8. Sanitization work with proper equipment in campus and buildings as and when instructed by the GGV authorities.
9. **Garden Maintenance work**. Cleaning/dressing of all grasses, weeds and Jungle shrubs on roads, gardens, inside & in vicinity of Administrative buildings, Educational departments, Hostels, Canteen, Hospital and Residential areas, VC & Registrar bungalow, auditorium etc.
10. **Garbage disposal work.** After Cleaning the collection and disposal of waste materials including leaves and other solid waste are to be carried out by firm with proper technique. The waste materials have to be put in the dustbins and the particular place as provided by Municipal corporations/University. For this purpose, the vendor has to provide vehicles like tractor etc. at his/her own expense so that the collected waste materials get properly disposed of.

## **B. ELIGIBILITY CRITERIA**

1. The agency should have satisfactorily executed in the field of Housekeeping services in at least one Govt. Institutions such as University/ Training academy (State / Central Govt. or State/Central govt. Funded ), Govt. undertaking PSU and similar kind of organization for the period not less than 3 (Three) years in the last five years with minimum 100 enrolled number of cleaning manpower. Supporting documents in this regard must be attached.
2. The agency must be in a position to provide at least 100 housekeeping and gardening manpower in view of the work covered in scope of work (clause A of this e-Tender document). Documents and details of man power in support of this have to be attached.
3. The agency must have
  - a. ISO 9001:2015 certification
  - b. OHSAS 18001:2007 certification.
4. Average annual financial turnover of the bidder during the last three years ending 31st March 2023 should be at least 60,00,000/- (Rupees Sixty lakhs only). Agency must not have

been in to loss in last three financial year. CA certificate of annual turnover with Net Profit for last three years has to be submitted in support of this.

**5. The bidder preferably have an office in Chhattisgarh for housekeeping services. Lease or agreement document copy must be provided for this**

**Or**

**Bidder have to open an office in Chhattisgarh preferably in Bilaspur within one month of work order and bidder has to submit an affidavit on this context with the technical bid.**

6. The income tax return for last three years and audited balance sheets for last three consecutive years certified by CA.

7. The agency should have a valid

- a) Labor License
- b) Trade License
- c) PAN Card
- d) GST Registration
- e) Valid Registration under ESI.
- f) Valid Registration under EPF.

8. The agency should have solvency certificate of minimum amount 40,00,000/- (forty lack only) lacs.

9. The Firm/agency must not have been discontinued by the hiring institution/organization from any contract during the active period of agreement in the previous organization due to any reasons where the vender has provided/has been providing the similar services. Firm has to submit an affidavit regarding this as per given declaration in Bid, otherwise the Firm/agency will be disqualified from Bid.

10. Agency should have established record/practice of making timely payment on monthly basis, to their employees/labours/workers in due time, the wages & other perks etc as per agreement & prevailing law. Also the Firm/Agency should have record/practice of depositing the dues/liabilities to the statutory bodies without any complaint. There should be no complaint by any employee(s)/ hired person of the agency/firm to the serving organization or any court of law that the agency/firm failed to make the timely payment of wages etc. to them by the agency/firm. The Firm

has to submit an affidavit in this regards as per declaration on non- judiciary stamp of Rs.100/- (Hundred Rupees only).

<b>Eligibility Criteria for Bidders as per Clause B</b>					
<b>Bidder has to fill up this table and submit online with technical bid mandatorily</b>					
Sub clause	Criteria satisfied by the bidder Yes/no	Document /Certificate Attached in support Yes/no	Give the relevant page no. in the bid document Submitted by the bidder		Remarks
			From	To	
<b>B1</b>					
<b>B2</b>					
<b>B3 a.</b>					
<b>B3 b.</b>					
<b>B4</b>					
<b>B5</b>					
<b>B6</b>					
<b>B7 a. B7 b. B7 c. B7 d. B7 e. B7 f.</b>					
<b>B8</b>					

<b>B9</b>					
<b>B10</b>					

**C. Disqualification:** The University has all the rights reserved to disqualify the bid on account of any of the following reasons:

- i. If bid is received after scheduled last date and time.
- ii. If the bidder does not upload all the desired documents along with duly signed e-Tender document as stipulated in the e-Tender.
- iii. If any of the conditions prescribed in the e-Tender is not fulfilled or found incomplete or not compiled in any respect.
- iv. If the bidder attempts to influence any member of the committee.
- v. If the bid is conditional.
- vi. If the bidder provides any misleading information or conceals any desired information.
- vii. If the Bid is received without the original hard copies of Tender Cost and EMD or relevant document if exempted from submission of EMD.
- viii. If the bidders make any correction, addition, alteration in the downloaded bid document.
- ix. If bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GoI), Central / State Government, or any other of their agencies.
- x. If any of the eligibility criteria is not fulfilled in clause B1 to B10.
- xi. If the Bid is submitted without the Declaration. The decision of the University in the matter of disqualification shall be final & binding and no further correspondence shall be entertained from any of the disqualified bidder, thereafter.

**D. RIGHTS OF THE UNIVERSITY (GGV):**

The University reserves (without assigning any reason, whatsoever) the right to:

- i. Accept or reject any or all bids for this e-Tender at any stage.
- ii. Amend the selection process at any stage, if situation so warrants.



- iii. Interpret any clause, modify/alter and amend the provisions of this E-Tender or any other document issued at any stage of selection.
- iv. Amend the scope of work.
- v. Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information material misrepresentation or concealment of information sought by the University.
- vi. Close the process/cancel the invitation/ tender notice at any stage.

### **E. Downloading of the E-Tender cum E-Tender:**

The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents may be seen and downloaded from websites [www.ggu.ac.in](http://www.ggu.ac.in) or <https://eprocure.gov.in/epublish/app>.

### **F. Submission and Opening of Tenders: Important:**

- 1.1 The tender document can be downloaded from the website <https://eprocure.gov.in/epublish/app> or [www.ggu.ac.in](http://www.ggu.ac.in) “Corrigendum, if any, would appear only on the above web sites and not be published anywhere else”.
- 1.2 Tender must be duly signed by an authorized signatory, of the tendering firm.

#### **1.3 Mode of Submission of Tenders:**

- i. The tender document consisting of Specification of instruments and the set of terms and conditions for the supply of instruments to be complied with and other necessary documents can be seen and downloaded from websites <https://eprocure.gov.in/epublish/app> or [www.ggu.ac.in](http://www.ggu.ac.in)
- ii. Tenderer must be registered on the website <https://eprocure.gov.in/epublish/app> for uploading the soft copy of the tender.
- iii. The intending tenderer(s) must read the terms and conditions of this tender carefully. Only the tender if eligible and in possession of all the documents required should submit the tender.

- iv. The intending tenderer(s) must have valid digital signature to submit the tender. Tenderer should upload documents in the form of PDF format or the format available on the website <https://eprocure.gov.in/epublish/app> or [www.ggu.ac.in](http://www.ggu.ac.in)
- v. Tenderer must upload on the E-Tendering website <https://eprocure.gov.in/epublish/app> or [www.ggu.ac.in](http://www.ggu.ac.in) the scanned copy of demand draft for Tender Cost Rs. 3,000/- (Non-refundable) and demand draft of Earnest Money Deposit (EMD) Rs 75,000/- in pdf format. All two files should be uploaded in one file named “Tender Cost EMD E-Tender Fee Name of Tenderer.pdf” within the period of tender submission.
- vi. Tenderers must upload on the E-Tendering website <https://eprocure.gov.in/epublish/app> the scanned copy of the tender documents and other desired documents, Technical (in pdf format) and Financial Tenders (as per format available on the website <https://eprocure.gov.in/epublish/app> or [www.ggu.ac.in](http://www.ggu.ac.in)) within the period of tender submission.
- vii. First pdf file titled “Technical Tender \_Name of Tenderer must have all required documents related to Technical Tender.
- viii. **Financial bid must be sent via speed post/Registered post/courier etc. within the period of bid submission to the following address:**

**OSD (Store)**

**Guru Ghasidas Vishwavidyalaya,**

**Koni, Bilaspur (C.G.), 495009**

- ix. **The Financial Bids must be provided in Both Hard copy and soft copy in Pen drive in prescribed format as in Annexure II). The bid shall be cancelled if soft copy of financial bid is not provided as per format in excel strictly.**
- x. **The price must be quoted as per the list in Annexure II and item wise as Given and tender document.**
- xi. **Bidder are requested NOT to quote price in BOQ.**

- xii. The Technical tender file must contain the scanned copies of duly signed tender document, certified copies of documents related to Eligibility Criteria, all relevant information and relevant for evaluating the tenderer technically, Corrigendum / Addendum / Other documents, if any, etc. as per the attached annexure (except annexure –III i.e. financial bid).
- xiii. The tenderers are required to upload and submit page of (Audited) summarized Balance Sheet/Summarized Profit & Loss Account for last 03 years (as given under Annexure I)
- xiv. Tenderer must ensure to quote rate in the Financial Tender as per Annexure-III i.e. finance bid format in prescribed format in pen drive in excel file strictly. The rate shall be quoted up to 2 Decimals.
- xv. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).
- xvi. Information and Instructions for tenderers posted on websites shall form part of tender document.
- xvii. The tenderers are advised to submit complete details with their tenders. The Technical Tender Evaluation will be done on the basis of documents uploaded on e-tendering web site(s) by the tenderers with the tenders. The information should be submitted in the prescribed proforma. Tenders with Incomplete/Ambiguous information may be rejected.
- xviii. The tenderer (s) if required, may submit queries, if any, through E-mail (Email of OSD (Store): [storesectionggv2021@gmail.com](mailto:storesectionggv2021@gmail.com)) to seek clarifications within 07 days from the date of uploading of Tender on website. Reply will be made for only those queries which are essentially required for submission of tenders. Queries received after 07 days from the date of uploading of Tender on website, extension of time for opening of technical

tenders, etc. Technical Tenders are to be opened on the scheduled dates. Requests for extension of opening of Technical Tenders will not be entertained.

- xix. It is mandatory that the original Demand Draft in favor of “Registrar, Guru Ghasidas Vishwavidyalaya” drawn on any scheduled bank payable at Bilaspur (CG) for the tender cost Rs. 3000 /- and EMD Rs. 75,000 /- must reach to the “OSD (Store Section), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009, India” on or before the scheduled last date of receiving the E-tender. The E-tender cell not be opened if the above demand draft is not received before the scheduled opening date of the tender.
- xx. The tenderer is required to quote the rate strictly as per the term and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
- xxi. Notwithstanding anything stated above, GGV reserves the right to assess the capabilities and capacity of the tenderer to supply instruments in the overall interest of GGV.
- xxii. Financial tender of only technically qualified tenderers fulfilling the criteria laid down in this tender shall be opened subsequently. A tenderer may be called for presentation of the instruments before opening of the financial tender. Relevant information in this regard can be seen in subsequent part of the tender.
- 1.4** Last date for receipt of tenders online and original copy of DDs for the tender cost and EMD to OSD (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009 is. 03:00 PM on 24/01/2024.
- 1.5 The University is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal holidays or delays.
- 1.6 Date and Time of opening of the online E-tenders at 04:00 PM on 25/01/2024 (Venue: Store Section in Administrative Block, GGV).
- 1.7 Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in the university website <https://eprocure.gov.in/epublish/app> or [www.ggu.ac.in](http://www.ggu.ac.in) only.

1.8 Please visit university website for any information/updates.

**2. Evaluation of the Tender:**

For evaluation of Technical tenders, assessment towards eligibility criteria and other information as per Technical Tender of the tenderer shall be conducted. Those tenderers who are found technically qualified shall be considered for Financial Tender opening.

**3. Offer validity period:** The offer should hold good for a period of 90 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

**4. Performance Guarantee:** Performance Security for an amount of 5% of the order value may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in an acceptable form by the successful tenderer. Performance Guarantee is to be furnished within 21 days after notification of the award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the vendor.

**5.** University reserves the right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by shortlisted vendors.

**6.** Unit price should be quoted separately as per the financial bid Annexure-III in E-tender format.

**7.** The quantity indicated in the scheduled I. University reserve the right to increase or decrease the quantity depending on the needs of the university without assigning any reasons.

**8. No commitment to accept lowest or any tender:** University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the tender in favour of the University. University will not be obliged to meet and have discussion with any vendor, and or to listen to any representations.

- 9. Shortlisting of Vendors:** University will create a shortlist of technically qualifying vendors and the financial tender of only these vendors will be opened. University reserves the right to decide whether the items being quoted are as per the requirement of the University and are of standard/leading brands in the market. University reserves the right to decide which offer best suits the requirement of the university. Further, after opening financial tenders of the short listed tenders, if there is a discrepancy between word and figure, the amount indicated in words will prevail.
- 10.** University reserves the rights of accepting in full or part/not accepting the tenders without assigning any reason.
- 11. Resolution of disputes (Arbitration and laws):** In case of any dispute or difference arising out of or in connection with the EOI conditions/order and contract, the GGV and the tenderer will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by GGV. The arbitration shall be held in accordance with the provisions of the arbitration and conciliation act 1996 and the venue of arbitration shall be at Bilaspur only. The resolution of the arbitrator shall be final and binding on both the parties.
- 12. Jurisdiction:** the courts at Bilaspur (C.G.) alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI/contract. It is specifically agreed that no Court outside and other than Bilaspur (CG) court shall have jurisdiction in the matter.
- 13.** Please feel free to contact OSD (store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (CG) for any clarification or any other information, with regard to this tender. E- Mail: [storesectionggv2021@gmail.com](mailto:storesectionggv2021@gmail.com)

## **G. OPENING AND EVALUATION OF THE BID:**

- i.** The bids shall be opened on-line for only those bidders who successfully submit the desired tender cost, EMD/relevant document in original and latest price list issued by the principal company, in hard & soft copy in a sealed envelope on or before the scheduled

last date & time to the store section of the University.

The bid is invited under two stages (three packets system), accordingly the stage wise bids shall be opened offline. On scheduled date the technical bids shall be Opened and further evaluated as per the eligibility criteria (clause-2) etc. as per the condition of this EoI. The financially bids of technically qualified bidders will be opened on the prescribed date and time.

## **H. RATES & OTHER FINANCIAL QUOTES:**

- 1 Service charges are to be quoted as per notification of Ministry of finance regarding conservancy Services notified vide letter no: ifa/wc/25/conservancy dated 30.08.2017. . Agencies must ensure the compliance of this notification, failure to this will subject to cancellation of bid submitted by agency.
- 2 The Wages will be given as per latest applicable rates of GoI.
- 3 Other components like ESI, EPF, EDLI allowances etc. should be as per GoI norms.
- 4 The rates quoted by the tendering agency should be exclusive of statutory/taxation liabilities.
- 5 Taxes and statutory liabilities as per GoI norms will be admissible.
- 6 The benefit of tax exemption as per GoI will be availed by the University
- 7 In case if more than one bidder quote the same service charges, then the contract will be awarded as per Criteria O of this E-Tender. The decision of the University in this regard shall be final and binding upon the bidders.
8. Bonus should be as per the GoI Payment of Bonus Act.

## **I. TENDER COST & EARNEST MONEY:**

The Original DD of Tender Cost of Rs. 3000/- and the Original DD/FDR of Earnest Money Deposit (EMD) of Rs. 75,000/- issued by any scheduled bank in favour of Registrar, Guru Ghasidas Vishwavidyalaya payable at Bilaspur (C.G.) must reach to the University on or before the scheduled date and time. Earnest money of the unsuccessful bidders will be refunded without any interest with the terms and conditions of the E-Tender. EMD shall be exempted for MSME registered organizations/Agency only in relevant category and agency has to send the hard copies of relevant document to the University on or before the scheduled date and time of bid submission.

#### **K. PERFORMANCE SECURITY DEPOSIT:**

1. The successful bidder will be required to deposit security money equivalent to 5% of the annual value of the contract in the form of Demand Draft/Term Deposit /Bank Guarantee within 21 days from the date of award of contract.
2. The security money so deposited by the successful bidder will be retained by the University till completion of the contract and will be released (without any interest) thereafter on claim subject to adjustment if any, by the University arising out of terms and conditions pertaining to the tender.

#### **L. PAYEMENT CRITERIA:**

1. Service provider should raise bill from 25<sup>th</sup> to 24<sup>th</sup> of every preceding month.
2. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the deployments from the concerned Designated Officer/In-charge of Central Housekeeping Section affairs of the University and on submission of attendance sheet for all deployed housekeeping personnel.
3. The certified copy of such challans should be submitted along with the monthly bills of the ensuing month.
4. The payment for other allowances like ESI, EPF etc shall be accepted only on submission of the documents showing necessary payments towards allowances of the preceding month except for the first month of the contract.



5. TDS and other taxes as applicable will be deducted by the University from the Agency's bill as per Govt. instructions from time to time.

6. Disbursement of wages to individuals through ECS/cheque and details of Accounts Number of Bank of employees with documentary evidence that the amount has actually been transferred in the individuals account must be enclosed along with next bill. Without enclosing the same, bill shall not be processed for payment. Payment of wages & allowances to individuals by cash will not be acceptable.

#### **M. VALIDITY OF THE CONTRACT:**

1. The contract shall be valid for a period of one year initially and on satisfactory performance during the contract period, on mutual consent the contract period may be extended up to three years (in stretch of 06 months each) with the same rate, terms & conditions of the agreement.

#### **N. OTHER TERMS AND CONDITIONS:**

1. The Housekeeping Agency has to clean complete Vishwavidyalaya campus and all its buildings and offices on regular basis at specified time.
2. The Agency shall be fully responsible for the sanitation/ housekeeping services in the University.
3. The cleaning area in the residential building limited to staircase landing area, corridors, roof top.
4. The above also includes computers, machines, other office equipment, internal vertical surface (marble, glass panels and printed surface etc.) ceiling & fixtures, electric fans etc., whose cleaning is very much within the scope of housekeeping.
5. The agency will provide the dress and identity card for its employees working in campus for housekeeping job at its own cost.

6. The successful agency will provide a shift wise attendance register at its own cost which can be checked by Vishwavidyalaya or its representative whenever required.
7. Any theft, loss and damages of the property of University on account of negligence of agency's personnel shall be borne by the agency.
8. The agency will produce the attendance record and other relating records of wages by following all statutory rules of labour law of GoI duly forwarded by representative appointed by Vishwavidyalaya latest by 4<sup>th</sup> of every month. The proof of submission of EPF, ESIC and all requirements as per GoI norms must be submitted for preceding month at the time of submission of bill for any month. In case of non-submission of the preceding month data regarding submission of all statutory requirements as per GoI norms, the bill for current month may not be processed (if applicable).
9. If any complaints received by Vishwavidyalaya administration regarding worker are not given wages as per GoI norms or not been given salary by the agency then Vishwavidyalaya may directly give salary to those workers of agency and same may be collected from agency by the Vishwavidyalaya.
10. Both Vishwavidyalaya and agency can end the contract by giving one month notice in normal conditions. But if Vishwavidyalaya finds that agency is not following the terms and conditions of agreement than Vishwavidyalaya has all rights to cancel the contract agreement after complete enquiry and in such condition EMD submitted by agency may be seized.
11. The Agency will not allow his employees to participate in any trade union activity or agitation in the premises of University.
12. The Agency will not engage partially or fully any Vishwavidyalaya employee for housekeeping job.
13. Agency has to take permission before appointing any worker for housekeeping job in Vishwavidyalaya premises.

14. Agency will ensure that the payments of workers are as per minimum wages prescribed and revised by GoI.
15. The Agency shall not sublet, transfer or assign the contract in whole or part without the written permission from the University.
16. It is responsibility of agency to provide ESI, PF and other facilities as per GoI norm for its workers.
17. Any type of intoxication is strictly prohibited in Vishwavidyalaya premises. All workers engaged in housekeeping job must follow this rule. In case of any violation fine may be imposed on agency.
18. Agency must maintain clean and hygienic environment as per atmospheric conditions.
19. The Agency has to provide housekeeping services round the clock and agency must be responsible for safety of Vishwavidyalaya properties.
20. If any damage occurs due to negligence of agency then fine may be imposed on agency for that conduct.
21. Agency has to strictly follow the directions given time to time regarding timetable and cleaning locations given by Vishwavidyalaya.
22. Agency has to maintain record and other registers at its own cost. For this no clerk or extra payment will be provided by Vishwavidyalaya.
23. Number of workers for housekeeping job will be decided by Vishwavidyalaya which can be increased or decreased as per requirement:

Level of Housekeeping Worker	Number
Housekeeping Inspector	01
Housekeeping Supervisor	05
House keeper/ Cleaner / Gardner	120-160

24. University reserves the right of accepting in full of part/ not accepting the tenders without assigning any reason.
25. The bidder must put their seal and signature on each and every page of this tender document and make sure that no addition/deletion /alteration have been made in the document. The signed documents should be uploaded along with the technical bid.
26. Any addition/deletion/modification if any made in this tender will be notified before the due date of the tender will be displayed in university website and CPPP only.
27. The agency has to apply the license under statue 1970 of labour wages act from labour department and after getting issuance of license agency has to submit it in Vishwavidyalaya.
28. If agency dis honors any clause of agreement, then Vishwavidyalaya administration has all rights to cancel the agreement from agency.
29. Agency has to provide attendance card and leave card to its employees and it will be duty of agency to complete and manage these records. Agency has to submit the copy of payments to be made in the Vishwavidyalaya office. At the time of inspection by audit officer or labour inspector agency has to produce such records in front of them.
30. For the proper management of housekeeping work the agency has to appoint sufficient number of workers as directed by Vishwavidyalaya management.
31. Agency must get license under contract labour regulation and abolition act and must follow strictly the rules of minimum wages and other facilities under labour act, PF act, minimum wages act, bonus act etc. All documents must be provided by agency whenever required at the time of inspection by PF inspector/ Factory Inspector/ labour inspector. An affidavit for timely submission of all statutory liabilities as per GoI norms has to be submitted by firm at the time of agreement.
32. Agency must ensure the proper and prompt work in housekeeping services. Any negligence found by employees of agency may lead to disciplinary action on agency by Vishwavidyalaya and any decision on this issue taken by Hon Vice-Chancellor will be final.
33. Agency is bound to change those employees whose behaviors and work is not proper.
34. Agency must ensure that no employee of there is involved in drinking and smoking as it is strictly prohibited.

35. Agency must ensure that the Non vegetarian foods are not allowed in campus and their employees must follow this rule strictly.
36. Agency has to ensure that any complaints regarding damage pipe, kitchen sync pipes, sewer lines etc. are immediately attended & dissolved at full expenses of agency.
37. Agency must avail bio-data of all employees it is appointing in Vishwavidyalaya premises for housekeeping job.
38. Not more than 5% employees may remain absent on any particular day. If found so 100 Rs./day fine may be imposed on those employees. In case of emergency the agency has to provide extra workers for housekeeping job.
39. It is responsibility of agency to ensure that any workers appointed must produce medical fitness certificate.
40. Cleaning and plumbing equipment like Phenyl, washing powder, broom etc. will be provided by agency and details regarding payment for these items must be submitted separately by the agency.
41. Bidder must have at least five professional and experienced cleaning supervisors among those at least 3 must have good knowledge of sanitary and plumbing work.
42. Vishwavidyalaya can abandon the entry of any employee of agency who is not following the instructions and conditions of agreement and agency is bound to follow these orders.
43. Vishwavidyalaya management is not responsible of any accidents/ mass wealth losses/ natural disasters etc. and agency has to bear responsibility at its own or these conditions.
44. Bidder has to provide list of all cleaning equipment to be used for housekeeping work by them.
45. Work distribution chart on daily basis must be provided by the agency.
46. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the E-TENDER conditions / order and Contract, the GGV

and the bidder will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by GGV. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bilaspur only. The resolution of the Arbitrator shall be final and binding on both the parties.

47. Jurisdiction: The courts at Bilaspur (C.G.) alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this E-TENDER. It is specifically agreed that no court outside and other than Bilaspur (C.G.) court shall have jurisdiction in the matter.
48. Please feel free to contact OSD (Store), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) for any clarification or any other information, with regard to this E-Tender.
49. The number of women Housekeeping staff shall not be more than 50% of total Manpower, except inspector and supervisor.

#### **O. SUBMISSION & OPENING OF TENDER:**

1. The tender application form is to be downloaded from the university [www.ggu.ac.in](http://www.ggu.ac.in).
2. The tender have been invited under two Bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to follow the procedure of e-tendering website <https://eprocure.gov.in/epublish/app> and submit online only the required Technical Bid and the Financial Bid for Security Services.
3. The Tender Cost& EMD in original is to be submitted in a sealed cover super-scribed “**TENDER No-..... FOR HOUSEKEEPING SERVICES**” and addressed to  
**OSD (Store)**  
**Guru Ghasidas Vishwavidyalaya,**  
**Koni, Bilaspur (C.G.) 495009**

The Tender Cost and EMD/EMD exemption certificate in an envelope must be submitted only through Speed post/Registered post/ Courier service and must reach on or before the last date of submission 03:00 PM on 24/01/2024 to the University.

4. The tender (Technical Bid) will be opened offline as per the prescribed date and time. The bidder or authorized representative may remain present at the time of opening of the tender.

## **P. EVALUATION OF THE FINANCIAL BID**

- 1) The bidders will quote the service charges as per ANNEXURE-II under the four different categories as under
  - a) House Keeper
  - b) Housekeeping Supervisor
  - c) Housekeeping Inspector
  - d) Gardner
- 2) The bidder who so ever quotes the lowest service charges for all the above categories will be eligible for awarding the contract.
- 3) In case a single bidder has not quoted the lowest service charges for all the above 04 (a to d) categories then the L1 bidder will be decided on the basis of experience in GOVT Institutions/ University/ Training academy (State / Central Govt. or State/Central govt. Funded ) with minimum 75 manpower and following process will be adopted.
  - a) For experience with employee upto 75 manpower zero marks will be given.
  - b) For next increase upto 20(Twenty) manpower (i.e. from 76 to 95) One marks for each year of completed service of experience will be assigned for institute/academy as mentioned above.
  - c) Again for every increase in manpower upto 20 (Twenty) one marks will be assigned as detailed in above point.

Manpower	Marks to be assigned
Upto 75	Zero
Between 76 to 95	One marks for each year of service completed.
Between 96 to 115	Two marks for each year of service completed.
Between 116 to 135	Three marks for each year of service completed.
Similarly One marks will be increased for every 20 manpower for each year of service	

The Bidder whosoever scores the highest cumulative marks will be considered to be the L1 bidder.

**d)** If there is a tie between more than one bidders in evaluation stated above, the experience of bidder in single organization for which it has served for highest duration amongst all his experiences in Govt Institutions/ University/ Training academy (State / Central Govt. or State/Central govt. Funded ) with minimum 75 manpower will be considered for comparison. The marks will be given for each year of completed experience for the above organization of the considered bides as below.

Year of experience	Marks to be assigned
1	Zero
2	One marks for each year of service completed.
3	Two marks for each year of service completed.
4	Three marks for each year of service completed.

**iii)** The L1 bidder may be negotiated by the committee of the University if the committee finds the rates on the higher side.



**ANNEXURE - I****TENDER APPLICATION FORM FOR ENGAGEMENT OF HOUSE  
KEEPING SERVICES**

1. Name of the Agency : \_\_\_\_\_
2. Full Address : \_\_\_\_\_
3. Telephone no. (N) : \_\_\_\_\_
4. E-mail : \_\_\_\_\_
5. Whether a registered Firm/Company incorporated, if so, the details thereof:  
\_\_\_\_\_
6. Name of the Owner/ Partners/ Director/ Managing Director:  
\_\_\_\_\_
7. Name of bank with full address & A/c No., IFSC etc. \_\_\_\_\_
8. ESI Code : \_\_\_\_\_
9. EPF code : \_\_\_\_\_
10. PAN . : \_\_\_\_\_
11. GST Regis. No. \_\_\_\_\_
12. Previous experience details with documentary proof: (Attach separate sheets if required)

Sl . No.	Name of the Client	Period Contract	Client's Contract details (including name , e - mail , Phone and of FAX number and address ) Work - Order & Experience Certificate from the Client to be attached	Value of the Contract ( as per WO ) in Rs Lakh	Number of Workers Deployed	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

13. Annual Turnover of last three financial years : (Please attach certificate issued CA)

SN	Financial Year	Annual turnover (CA certified copies and IT return are to be enclosed)
1	2020-21	
2	2021-22	
3	2022-23	

14. Details of Earnest Money : \_\_\_\_\_  
Deposit (EMD) in form of DD or FDR

15. Details of Tender Cost in : \_\_\_\_\_  
(form of DD)

**UNDERTAKING:**

I/We hereby agree to the terms and conditions of the e-tender and have perused and understood them. I/We will abide by all the terms & conditions of this e-tender and the entire statutory obligation as required by the law. The rates are being quoted offline in the desired Annexure II. The rates quoted are inclusive of all the expenses as desired and detailed at various places of this e-Tender.

Signature of the Proprietor/Partner/Managing Director with Stamp.

**DECLARATION****(on non-judicial stamp paper of Rs.100/-).**

1. I/we, ----- Son /Daughter of Shri -----Proprietor/ Partner/ Director/ Authorized Signatory of the bidding agency M/s. ----- and I/we am competent to sign this declaration and participate & execute this E-TENDER.
2. I/we have carefully read and understood all the terms and conditions of the E- TENDER and I/we hereby convey my unconditional acceptance and compliance of the same.
3. The information/ documents furnished along with this E-Tender/ are true and authentic to the best of my/our knowledge and belief.
4. I/ we am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid/ cancellation of agreement at any stage besides liabilities towards prosecution under appropriate law, and my EMD etc. may also be forfeited.
5. My/Our firm is neither blacklisted by any Government Department/PSUs/PSEs nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
6. My/Our firm has never been terminated or discontinued from any agreement from by the hiring institution during active period of agreement with the firm.
7. There is no complaint regarding nonpayment of wages and other dues(as applicable) against My/Our firm.
8. I/We have read and understood all the terms and conditions and are acceptable to the firm.
9. I/we will obey/comply/abide by all the terms and conditions of this e-Tender, if the contract is awarded to my firm.
10. Total number of pages ..... (including credentials, documents in support of the information furnished & copy of this E-Tender documents with all pages duly signed) are being submitted online with this E-Tender.
11. The rates are being quoted online in the BoQ (financial bid Annexure-II) with all the terms o& conditions of this E-Tender.

**Dated:** .....**Signature of Bidder**.....**Name**.....**Designation**.....**Firm's seal**.....**Note:** On non-judicial stamp paper of Rs.100/- ( to be submitted online with technical bid)

**CHECK – LIST**

Sr. No.	Detail	Complied/ Attached/ Yes/No	Page Number	Complied/ Not-compiled
1	Documents to be submitted offline: 1. Original DD of the Tender cost/fee of Rs 3000/- has been kept in the Envelope 2. DD/FDR of EMD Rs 75,000/- and duly sealed and sent to GGV or relevant document if agency is exempted from submission of EMD.			
<b>Technical BID (scanned &amp; duly signed copy is to be uploaded in e-procure.gov.in)</b>				
2	Whether bidder has scanned the original DD of the Tender cost/fee of Rs 3000/- and DD/FDR of EMD Rs 75,000/- or relevant document for exemption from EMD submission and have uploaded in the e-procure.gov.in			
3	Whether bidder has read and signed each page of the E-Tender and uploaded the scanned copy of the same in the e-procure.gov.in			
4	Whether bidder has read the details in the Annexure-I and filled up and duly signed it and have uploaded in the e-procure.gov.in			
5	Whether the bidder has fill up the details sought in theeligibility criteria in the desired format and submitted with the technical bid on line.			
6	Whether the bidder has submitted the Bank A/C details, Work Orders, Experience certificates, CA certified copies of Annual Turnover and IT Return, Certified copy of Solvency certificate etc. as desired in E-Tender.			
7	Whether the bidder has submitted the certified documents in support of all the information furnished in the E-Tender viz. ESI, EPF, Service Tax License, Registration Under Contract Labour (R&A Act), Income Tax PAN documents etc.			
8	Whether bidder has read and filled up the Declaration and duly signed it and have uploaded in the e-procure.gov.in			
9	Whether the Bidder has duly filled Annexure III containing list of materials and submitted the scanned copy with technical bid.			
<b>Financial BID (BoQ) (Not to be provided in BOQ) Submit in excel file in pen drive only as per Annexure-II</b>				

**Financial Bid: Annexure-II (Must be Provided in Excell  
format in pen drive as well as signed hard copy)**

Sl. No.	Item Description (Total manpower to be deployed between 125 to 200 as per requirement)	Item Code / Make	Quantity	Units	Rate (Including all Taxes) Rs.	TOTAL AMOUNT In Rs.
1	2	3	4	5	7	10
1	<b>Housekeeping Supervisor (Semi Skilled)</b>					
1.01	Basic wages plus VDA as notified by Gol Ministry of labour & Employment vide File No. 1/20/(1) 2020-LS-II to File No. 1/20/(7)2020-LS-II dated 12/10/2020	item1	1.000	Nos		
1.02	<b>Service Charges</b> (Enter in percentage only) as per OM vide letter no: ifa/wc/25/ conservancy dated 0.08.2017.	item2	1.000	Nos		
2	<b>Housekeeping Inspector (Skilled)</b>					
2.01	Basic wages plus VDA as notified by Gol Ministry of labour & Employment vide File No. 1/20/(1) 2020-LS-II to File No. 1/20/(7)2020-LS-II dated 12/10/2020	item3	1.000	Nos		
2.02	<b>Service Charges</b> (Enter in percentage only) as per OM vide letter no: ifa/wc/25/ conservancy dated 0.08.2017.	item4	1.000	Nos		
3	<b>Housekeepers (Unskilled)</b>					

3.01	Basic wages plus VDA as notified by Gol Ministry of labour & Employment vide File No. 1/20/(1) 2020-LS-II to File No. 1/20/(7)2020-LS-II dated 12/10/2020	item5	1.000	Nos		
3.02	<b>Service Charges</b> (Enter in percentage only) as per OM vide letter no: ifa/wc/25/ conservancy dated 0.08.2017.	item6	1.000	Nos		
4	<b>Gardner (Unskilled)</b>					
4.01	Basic wages plus VDA as notified by Gol Ministry of labour & Employment vide File No. 1/20/(1) 2020-LS-II to File No. 1/20/(7)2020-LS-II dated 12/10/2020	item7	1.000	Nos		
4.02	<b>Service Charges</b> (Enter in percentage only) as per OM vide letter no: ifa/wc/25/ conservancy dated 0.08.2017.	item8	1.000	Nos		
<b>Total in Figures</b>						
<b>Quoted Rate in Words</b>						

## Annexure-III

### SUPPLY OF MATERIAL FOR HOUSEKEEPING & MAINTAINANCE WORK AT GGV.

#### List of Material required

S.No	Name of Item	Unit	Desired make	Make provided by firm	Rate
1	Latrin Acid (pkd &sealed in 01 Ltr. Bottle)	Per Ltrs.	White Cat/ Equivalent		
2	Scented Phenyl (Pkd & Sealed in Container)	Per Ltrs.	May Flower /Equivalent		
3	Naphthalene Ball	Per Kg.	Standard quality		
4	Phool Jhadoo	1 Nos.	Kushan/ Equivalent		
5	Kharata (Full Size)	1 Nos.	Standard quality		
6	Detergent	Per Kg.	Nirma/equivalent		
7	Harpic Tab. Cistern Block	1 Nos.(500 ml)			
8	Tissue Paper Roll 8.5 mtr X 2 ply	1Packet	Standard quality		
9	Room Freshener	1 Nos. (250 ml)	(Sandal Wood/equivalent)		
10	Toilet Freshener	1 P k t . (500 ml)	Odonil/equivalent		
11	Glass surface cleaner (500 ml bottle)	Per Bottle	Colin/Equivalent		
12	Toilet Cleaner (500 ml)	Per Bottle	Harpic/Sanifresh/eq		
13	Liquid Soap	1 Nos.	Lifebouy/Standard		
14	Easy – Off Bang/equivalent (400ml)	Per Bottle			
15	Insecticide (>=425 ml)	1 Nos.	Hit/equivalent		
17	Turpentine	Per Ltrs.			
22	Floor cleaner	Per Ltrs.	Lyzol/equivalent		
23	Wiper Small Size	1 Nos.	Standard quality		
24	Wiper Big Size	1 Nos.	Standard quality		
25	Washing powder (clothes)	Per Kg.	Surf Excel/ Equivalent		
26	Steel Jory Liquid	Per Ltrs.	Standard quality		
27	Toilet hand brush	1 Nos.	Standard quality		
28	Hand Gloves	1 Nos.	Standard quality		
29	Plastic Brush for sofa cleaning	1 Nos.	Standard quality		
30	(Floor Cleaner)	Cane(5lit)	Taski R-7/equivalent		
31	(Hard Surface Cleaner)	Cane(5lit)	Taski R-2/equivalent		
32	(Glass Cleaner Concentrate)	Cane(5lit)	Taski R-3/equivalent		
33	Cooler Perfume Liquid	1 Nos	Standard quality		
34	Sanitizer	Per Litre	Standard quality		
35	Fogging Machine chemical (synthetic pyrethroid of standard quality)	Per Liter	Standard quality		



**List of accessories used for Housekeeping & Gardening**

S.No	Name of Item	Unit	Desired Make	Make	Rate
1	Kaichi-Big	1 Nos.	Hedge Shear/Falcon/ Equivalent		
2	Seacator	1 Nos.	Falcon super/ Equivalent		
3	Aari blade	1 Nos.	Tenansaw/ Equivalent		
4	Kuladi	1 Nos.	Kissan/Tata/ Equivalent		
5	Hassiya	1 Nos.	Kissan/Tata/ Equivalent		
6	Grass Cutting Blade	1 Nos.	Standard quality		
7	Spray Machine	1 Nos.	Standard quality		
8	Kanas (File)	1 Nos.	Standard quality		
9	Dattar Big	1 Nos.	Standard quality		
10	Khurpa Big	1 Nos.	Falcon/ Equivalent		
11	Khurpa Small	1 Nos.	Falcon/ Equivalent		
12	Gandhak	1 Nos.	Standard quality		
13	Garden water pipe	1 Nos	modi made/ Equivalent		
14	Phawda – Big	1 Nos	Kissan/Tata/equivalent		
15	Sabal	1 Nos	Kissan/Tata/equivalent		
16	Ghamela	1 Nos	Standard quality		
17	Garder Water Pipe	Per Fits	Standard quality		
18	Insecticide Fogger device (Min Capacity 15 litres)	1 Nos	Standard quality		
19	Sanitizer Fogger device (Min Capacity 10 litres)	1 Nos	Standard quality		
20	Automatic Drain cleaning accessories (Steel)	1 Nos.	Standard quality		
21	Manual Drain cleaning accessories (Steel)	1 Nos	Standard quality		
22	Wiper Hand device	1 Nos	Standard quality		
23	Wiper vehicle device	1 Nos	Standard quality		

**List of Consumable Material required in Gardening**

S.No	Name of Item	Unit	Desired Make	Make	Rate
1	Composite Manure	Cu. Mtr.	Standard quality		
2	Organic Fertilizer (18:18:10) Ex:RCF	1 Kg.	Standard quality		
3	Rose Mix	1 Kg.	Krishi Kranti/equivalent		
4	Urea	1 Kg.	KRUBHCO/equivalent		
5	Bone Mix	1 Kg.	Teramil/equivalent		
6	Fungicide	1 Kg.	Bavistan /euivalent		
7	Insecticide monocrotophos 36 SK	1 Kg.	HIL/euivalent		
8	Garden Soil	Cu. Mtr.	Kanhan river/equivalent		
9	Super Phosphate	1 Kg.	Standard quality		
10	Roger	1 Kg.	Hilbon/Devistion/Equivalent		

The above list of items are tentative list for rate quote purpose only. Items may be added or deleted to/from the above list as per the requirement at the time of technical evaluation and finalization of rates for the items in annexure III before opening of financial Bid. The final list and quantity will be as per directions of GGV authority. This annexure should be duly filled by bidder and must be submitted with Technical Bid failing to this may subject to rejection of bid. The rates quoted will be negotiated among GGV and technically eligible bidders before opening of financial bid. The date of meeting will be informed accordingly to the eligible bidders after opening and evaluation of technical Bid. The rates decided in meeting will be applicable for all technically eligible bidders as per E-Tender. Any technically eligible bidder not agreeing to the rates will be disqualified and financial bid will not be opened for that bidder.

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....