



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

NORTHERN
INDIA
REGIONAL
COUNCIL

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)
OF
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)**

*TENDER FOR APPOINTMENT OF
HOUSEKEEPING SERVICE PROVIDER FOR
NIRC OF ICSI, 4 PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI – 110 005*

LAST DATE FOR SUBMISSION OF SEALED TENDER: 31.10. 2014 by 3:00 PM

TOTAL NUMBER OF PAGES : 1 TO 18

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)
OF
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI),
NEW DELHI**

TENDER NOTICE

Sealed tenders are invited from reputed agencies / firms with relevant experience and having sufficient infrastructure for undertaking the Housekeeping Services of NIRC OF ICSI at its office, 4 Prasad Nagar Institutional Area, New Delhi 110 005.

The last date of submission of sealed tenders is **31.10.2014 on or before 3:00 PM**. The detailed terms & conditions are available at Institute's website i.e. www.icsi.edu/niro ; www.icsi.edu .

**Regional Director
NIRC**

BRIEF NOTE ON THE INSTITUTE

The INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI) set up by an Act of Parliament viz. The Company Secretaries Act, 1980 to regulate the profession of Company Secretary. The ICSI has its Headquarter at ICSI House, 22, Institutional Area, Lodi Road, New Delhi -110003. The Institute of Company Secretaries of India (“ICSI”) has four Regional councils. Northern India Regional Council (“NIRC”) is one of the four Regional Councils which organizes professional development and continuing education programs for members besides conducting oral coaching classes, Management Skills Orientation Program, etc.

The NIRC of ICSI desires to appoint a House keeping Service Agent for day to day maintenance of house keeping services for its premises at Prasad Nagar Institutional Area, New Delhi with certain terms & conditions outlined here in below and which forms part of the contract documents.. The physical address of above office is as under:

**NORTHERN INDIA REGIONAL COUNCIL (NIRC) of
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
4 Prasad Nagar Institutional Area
New Delhi -110005**

The building is set up over an area of 1150 sq. m. (12378 sq. ft) with two building (basement plus 4 Floors).

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)
OF
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
(ICSI),
NEW DELHI**

GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS

1. Sealed tenders are invited under two bids system directly from the established, registered, reputed House Keeping service agents/ firms and having sufficient Infrastructures for providing house keeping related services to the Institute.
2. Tender forms/ application form can be downloaded from the website of the Institute i.e. www.icsi.edu and the same can be submitted along with the cost of tender documents/ application form of Rs. 100/- (non-refundable) in the form of pay order/demand draft drawn in favour of **NIRC of ICSI** payable at Delhi.
3. The techno-commercial bid should be in two separate sealed envelopes clearly mentioned as “**Technical Bid**” and “**Commercial Bid**” and both the sealed envelopes to be put into another envelope and it should be superscribed as “**Tender for Appointment of House Keeping Service Agency**”.
4. The last date of receipt of sealed offer in a sealed envelope as mentioned above and addressed to Regional Director, NIRC is on or before **31.10.2014** at 3:00 PM in a sealed tender box kept in the ground floor of ICSI-NIRC Building, 4 Prasad Nagar, Institutional Area, New Delhi -110005. The same may be sent through post. The Institute shall not be liable for any postal delays what so ever in receipt of tender and tenders received after the stipulated date and time shall not be entertained. Incomplete tender received shall be summarily rejected.
5. The Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft/pay order drawn in favour of “**NIRC of ICSI**” payable at New Delhi only is to be submitted along with the technical bid.
6. In the first stage only technical bids will be opened for evaluation on **3.11.2014 at 4:00 PM**. The representatives of the Bidders, if they wish, may remain present while opening of the technical bids.
7. Commercial bids of only those bidders whose technical bids are acceptable / qualified will be opened for the 2nd stage selection and the date of opening will be communicated to the qualified bidders only for remaining present while opening of the commercial bids.
8. Rates on various items will be finalized after scrutinizing /checking the commercial bids and the successful bidder will be communicated through the Letter of Intent (LOI).
9. The EMDs of the unsuccessful bidders will be refunded without any interest.
10. All the pages/documents of the Tender should bear the dated signature of the Bidder. All the entries by the Bidder should be in one ink & legibly written. Any over-writing corrections & cuttings should bear

TENDER FOR APPOINTMENT OF HOUSEKEEPING SERVICE PROVIDER

- dated initials of the Bidder. Corrections should be made by writing again instead of shaping or over-writing.
11. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
 12. Institute reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many Bidders / bidders are received satisfying the basic pre-requisite criteria.
 13. Conditional tenders are liable to be rejected.
 14. Bidder may visit the site on any working day during working hours for assessment of job and site conditions. The contact detail of Institute's representative for coordination of inspection is Mr. Manoj Juyal Phone 011-49343000.

SK Nagar
(Regional Director)
NIRC OF ICSI,
ICSI-NIRC building
4 PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI – 110 005

Summary/ Salient features of the tender for appointment of Housekeeping service agency

S. No.	Particulars	Remarks
1.	Type of tender	Two bid system
2.	Last date of submission of tender	31.10.2014 by 3:00 PM
3.	Venue for submission of offer	Sealed tender box kept at ground floor of NIRC of ICSI
4.	Availability of tender documents	Institute's website i.e. www.icsi.edu/niro : www.icsi.edu and same can be downloaded
5.	Cost of tender documents (non-refundable)	Rs.100/- in the form of pay order/ demand draft
6.	EMD (refundable)	Rs.5,000/- in the form of pay order/ demand draft
7.	Performance guarantee	In the form of bank guarantee for Rs. 25,000/- for successful bidder.
8.	Date of opening of technical bids	3.11.2014 by 4:00 PM
9.	Validity of offers	90 days from the date of opening of technical bids
10.	Contract period	2 years
11.	Details/ address of the campus/ buildings	ICSI-NIRC building, 4 Prasad Nagar Institutional Area, New Delhi 110 005
(a)	Total area of the plot	1150 sq. m. (12378 sq. ft)
(b)	Details of the building	Two building (G + 3 floors with One Basement)
12.	Details of the contact person for inspection of site	Mr. Manoj Juyal 011 -49343000

Technical Bid

Terms & Conditions

1. The agency should be having experience of at least (3) three years in relevant field and must doing such services for various reputed organizations / Department of Government of India / Public Sector Undertakings / statutory bodies / MNCs.
2. The details of inputs / informations required to be submitted by the agency is as per the **Annexure-1**.
3. The details of current /previous clients are to be submitted as per the following format:

(a) Details of Major Current clients

- I. Name of the company /organization /office
- II. Contact person with telephone number and Email IDs
- III. Contract Period and volume of work like value, area covered and man power deployed.
- IV. Copy of contract/agreement/experience certificate to be enclosed

(b) Details of Major Previous clients

- I. Name of the company /organization /office
- II. Contact person with telephone number and Email IDs
- III. Contract Period and volume of work like value, area covered and man power deployed.
- IV. Copy of contract/agreement/experience certificate to be enclosed

4. Job details:

The details of scope work for various activities related to house keeping and other are as under:

(a) Activities and frequency of cleaning / sweeping:

S. No.	Works Details	Frequency of Cleaning
1	Rooms	
	Cleaning of the doors	Once in a day
	Removal of the Cobwebs	Once in a week
	Dusting of the verticals	Once in a week
	Cleaning of Electrical Switches	Once in a week
	Spot cleaning of the walls	As required
	Dusting of Windows	Once in a day
	Cleaning of windows	Once in a week
	Scrubbing of the skirting	Once in a week
	Dusting of other article in the room	Once in a day
	Wet mopping of the Floor	As required
	Dry mopping of the Floor	As required
	Dusting of the Furniture & Fixtures	Once in a day
	Trash Removals	As required

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	Emptying of Dustbins	Twice in a day
	Vacuum Cleaning of Carpets	Once in a day
	Spotting of Carpet	As required
	Cleaning of the Doormat	Once in a day
	Electrical Equipment cleaning	Once in a week
2	Toilets	
	Cleaning of doors and windows	Once in a day
	Scrubbing of the Urinals	Thrice in a day
	Scrubbing of the sinks	Thrice in a day
	Washing of Toilet walls and floor	Once in a day
	Washing of W/C	Twice in a day
	Washing of W/b	Twice in a day
	Changing of the Urinal Cubes	As required
	Changing of the Odonil cubes	As required
	Cleaning of the Doormat	Once in a day
	Trash Removals	As required
	Refilling of the Soup dispenser	As required
	Refilling of the Toilet paper rolls	As required
	Refilling of the face tissues	As required
	Cleaning of Toilet Fittings	Once in a day
	Cleaning of Washbasin	Once in a day
	Cleaning of Mirrors	Once in a day
3	Stairs	
	Wet Mopping of stairs	Twice in a day (morning/evening)
	Dry Mopping of Stairs	Four times in a day
	Scrubbing of Stairs	Once in a day
4	Passage area	
	Wet Mopping	Twice in a day
	Dry Mopping	As required
	Scrubbing of front entrance tiles	Twice in a week
	Washing of the Floors	As required
5	Pantry	
	Dusting	Once in a day
	Wet Mopping	Twice in a day
	Dry Mopping	Four times a day
	Washing of the Floor	As required
	Trash Removal	As required

(b) Other activities:

- Removal of paper, litter, garbage and packing material from all floors/ rooms/pantry etc., and to be dumped in a dump yard of the Institute.
- Vacuum cleaning of carpeted area of auditorium on weekly basis.
- Dusting of furniture etc., firstly with dry cloth and then with good quality liquid detergent.
- Cleaning and scrubbing of toilets on regular interval/ as & when required.
- Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.

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- Cleaning of window glass panes/ panels both sides, frames & air conditioning grills
- Dry & wet mopping of staircases, pantry & lobby area.
- Cleaning of planters.
- Reception and lobbies to be mopped twice/thrice in a shift or as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area on regular intervals.
- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Cleaning of open lawns, cafeteria, foot path area on daily basis.

(c) List of Premium Quality Materials to be used for cleaning:

S. No.	Name of the Items
1.	Liquid Soap
2.	Odonil Cubes (Sandal Wood Balsara Brand)
3.	Naphthalene Balls
4.	Toilet Roll of Premium quality
5.	Hand towel in seats (officers)
6.	Hand towel in toilets
7.	Cotton Dusters
8.	Glass Dusters
9.	Dust Mop With blue acrylic cloth and handle
10.	Flat Wet Mop with cotton mop head and handle
11.	Dust Mop head acrylic
12.	Flat Wet Mop Head
13.	Floor cleaner with marble floor
14.	Toilet cleaner
15.	Cotton Duster
16.	Housekeeping caddy for each Housekeeping personnel
17.	Blue plastic floor squeeze with white color double blade (55Cm) with handle 35 (cm)
18.	Manual scrubbing tool for skirting and corner with handle green pad
19.	Hand scrubbing tool for vertical area with green pat & white pad
20.	Glass cleaning set complete
21.	Cobweb brush round
22.	Cobweb brush curved
23.	Vertical Dust Pan clip with broom
24.	Red Duster with handle

Above are for reference only and the day to day consumables will be provided by the contractor. The agent has to submit the list of consumables of monthly requirement for procurement in advance.

(d) Responsibilities:

- (i) The agent should take utmost care not to leak/divulge any information of the Institute.
 - (ii) The losses sustained to the Institute due to negligence of the services of the agent in the form of loss / damage of property will be recoverable from the agent as per the estimation in terms of money value by the Institute and the decision of the Institute in this regard will be final and binding on the agent.
 - (iii) The agent shall maintain the highest standard of ethics during the execution of contract.
 - (iv) The agent shall have their representatives accessible either by person or by phone during or after office hours.
 - (v) The personnel deployed by the Agency must wear proper uniform with display of the agency's name during the working hours. The personnel must carry the identity card issued by the Agency.
 - (vi) The agent will be responsible for compliance with all central and state laws as per rules / regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period. If any amount is payable to the Institute to any statutory authorities related to this contract/ job, same will be recovered from the bill of the agent.
5. The agent shall not assign the contract or any part thereof without the prior written consent / approval of the Institute. The agency shall also not sublet the work or part of the work except with the written consent of the Institute and such consent even if provided shall not relieve the agent from any liability or any obligation under the contract.
 6. Acceptance of tender / application will be intimated to the successful Bidder through a letter of intent (LOI), form order will be issued mentioning terms & conditions.
 7. (i) The successful Bidder will submit the performance guarantee/ security deposit for amounting **25,000/- (Rupees Twenty Five Thousand only)** and shall be retained two months beyond the period of contract. The agency shall not be entitled to any claim or receive any interest on the amount of performance guarantee. This may be also submitted in the form of bank guarantee as per the format given in **Annexure-2** is to be submitted immediately within 7 days after execution of the agreement to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the agent or any failure on the part of agent in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid up to two months beyond the expiry of contract period.

- (ii) The EMD shall be forfeited to the Institute in case:
 - (a) if the Bidder withdraws their offer during the period of tender validity.
 - (b) if after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
- 8. The offer should be valid for a **minimum period of three months** from the date of opening of technical bid.
- 9. The contract will be valid for a **period of two years** and after expiry of one year Institute will evaluate the performance of services of the agency. If the services are found satisfactory, the Institute reserves the right to extend the contract for another one year on the same terms & conditions.
 - (i) The rates for various items should be quoted in the format as given in Commercial Bid only. The rates should be inclusive of cost towards deploying house keepers and supervisor, all charges towards, statutory compliance such as PF, ESI, Bonus, Gratuity, Leave Compensation, etc. and all taxes and inclusive of cost of uniforms to be provided from time to time. However, component towards service tax is not to be included in the quoted price and same will be payable extra as per the prevailing rate.
 - (ii) Quoted rates should be free from any pre-conditions regarding payments etc or otherwise offers are liable to be rejected.
 - (iii) The quoted rates should not be less than the minimum wages fixed by the respective statutory authority.
 - (iv) There will be no escalation in the price during entire contract period. **However, if minimum wages is revised by the Government of Delhi, the minimum wages will be revised.**
 - (v) Benefit of any decrease in taxes/duties shall be passed on to the Institute by the agent.
- 10. Payment will be made to the agent on monthly basis based on the number of house keeper/ supervisors deployed at different locations duly certified by the representative of the Institute. TDS will be deducted as per the prevailing rate. However, the agent should not link the payment to his personnel with the payment to be received from the Institute with regard to his bills.
- 11. The lump sum payment will be made for the material used. The list materials entered into the premises of the Institute shall be inspected by an officer of the Institute. The payment for the same shall be made after the officers remark on the material received in the Institute
- 12. (i) The Institute reserves the right to cancel the agreement/contract by giving one month notice in writing without assigning any reason whatsoever.
 - (ii) The contract shall be terminated if the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
 - (iii) In case the agent fails to execute the job as per the terms and condition of the agreement, the balance / total work will be got executed through other agencies at the agent's risk and cost.

- (iv) In case any deficiency found in use of material, the party may be advised to not to provide the material and the manpower cost will be paid to the party. The material may be provided by the Institute.
13. The losses to the Institute which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.
 14. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, the same shall be referred to a sole arbitrator to be appointed by the Regional Director, NIRO. The Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings and the venue of the arbitration shall be at New Delhi. The award of the arbitrator shall be final and binding to both the parties.
 15. If any time, during the contract period, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by reason of any war or hostility, acts of public enmity, civil commotion, sabotage, fire, floods, explosions, bad weather, earthquake or similar natural calamities, epidemics, strikes, lockouts or act of God (hereinafter referred to as events) then any force majeure condition herein mentioned occur and continue for a period exceeding 15 days, the parties hereto undertake to sit together and devise for expeditious and proper performance of the obligations of the parties under this agreement.
 16. The agent would register himself with all statutory authorities including service tax authorities pertaining to this job and pay the required taxes, fees, and applicable cess on regular basis. The proofs of deposit of aforesaid fees / taxes are to be submitted along with the next bill (like proof of the service tax paid in the 1st running bill will be submitted in the 2nd running bill).

Regional Director (N)

ACCEPTANCE CERTIFICATE

I..... (Designation)

of (Name of the Company)

Hereby accept the above-mentioned Terms & Conditions along with Appendixes for the above Contract of NIRC of ICSI, ICSI-NIRC Building 4 Institutional Area, New Delhi 110005

Signature

Company Seal

Annexure 1

Details of Inputs / Information's to be provided by the Bidder

S. No.	Items	Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed)
1.	Name and address of the agency , telephone number, fax, mobile number, email address	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3.	Name and Contact No. of the directors/ proprietor /partners	
5.	Nature of business carried by the company	
6	Details of license and issuing authority for carrying business of security agency	
7.	Banker's name and address	
8.	Contact number in case of emergency	
9.	Permanent Account Number	
10.	EPF Regn. No.	
11.	ESI Regn. No.	
12.	Service Tax No.	
13.	Change of the firm name at any time. If so, when and reason thereof	
14.	Infrastructure details	
15.	Dispute, if any	

Copies of relevant documents are to be enclosed in support of above information.

Undertaking:

I hereby certify that all the informations furnished above are true to my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

ANNEXURE- 2

**PERFORMANCE GUARANTEE / SECURITY DEPOSIT IN THE FORM OF
BANK GUARANTEE**

1. In consideration of NIRC of ICSI, (hereinafter called the Institute), having its office at ICSI-NIRC Building, 4 Prasad Nagar Institutional Area, New Delhi, 110005 agreed to permit M/s. _____ (hereinafter called the said Agent) to provide security related services on its behalf as custodians of the Institute on the terms and conditions of the agreement for and on production of a Bank Guarantee for **Rs. 25,000/- (Rupees Twenty Five Thousand only)**. We, _____ promise to pay to Institute, an amount not exceeding **Rs. 25,000/- (Rupees Twenty Five Thousand only)** against any loss or damages caused to or suffered by Institute, by reason of any failure of the Agent to provide security services in contravention of the terms and conditions in the said agreement.
2. We, _____ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, merely on a demand from the Institute, stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the Institute, by reason of any failure of the said Agent to perform the said operations safely without damaging the materials/ goods. Any such demand made on the Bank shall be under this guarantee. However, our liability under guarantee shall be restricted to an amount not exceeding Rs. 25,000/- (Rupees Twenty Five Thousand only).
- 3.1 We, _____ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the Institute, under or by virtue of the said agreement have been fully paid and its claim satisfied or discharged or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharged from all liability under this guarantee thereafter.
- 3.2 Notwithstanding anything to the contrary contained herein the liability of the Bank under this guarantee will remain in-force and effect until such time as this guarantee is discharged in writing by the Institute, or until the date of the expiry of the contract (whichever is earlier) and no claim shall be valid under this guarantee unless notice in writing thereof, is given by the Institute, within three months from the date of aforesaid agreement.

4. We _____
Bank, further agree with the Institute, that Institute shall have the fullest liberty without our consent and without affecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said house keeping contract from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute, against the said agent and to forebear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said agent or for any bearance, act or commission on the part of Institute or any indulgence by the matter or thing whatsoever which under the law relating to sureties but for the said reservation would relieve us from the liability.
5. This guarantee will not be revoked by any change in the constitution of the Bank or of the surety.
6. We _____
Bank lastly undertake not to revoke this guarantee during this currency except with the previous consent of Institute in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE

COMMERCIAL BID

A. The quoted rates should be inclusive of cost towards basic wages+ DA +statutory components, like PF, Gratuity, Leave Compensation, Bonus, ESI, etc. uniform, from time to time and all taxes to perform the house keeping related work in all respect. However, the service tax should not be included which will be paid extra as per the prevailing rate.

B. Details of the Buildings –

NORTHERN INDIA REGIONAL COUNCIL
OF THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
ICSI-NIRC Building, 4 PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI – 110 005

(House-keeping work is to be done on daily basis)

C. **Format for submission of offer:**

(a) Offer for each House keeper, supervisor is to be given as per the format at **Annexure - 3**. However, total nos. of house keepers and supervisors required on all days except Sundays, Republic Day (26th January), Independence Day (15th August) & Gandhi Jayanti (2nd October); are to be finalised/ deployed as per the shift wise requirement of the Institute. For inspection and assessment of total manpower required category wise, following official of the Institute may be contacted.

Mr. Manoj Juyal
Ph.: 011-49343000

(b) For specialized job like Dry Foam Shampooing of Carpet, Injection-Extraction deep cleaning of carpets, Dry Foam shampooing of Upholstery, Marble Honing & Crystallization etc the rent for hiring of equipments will be paid to the agent as per actual basis.

(c) The material cost will be paid on Lump sum Basis. For inspection and assessment **material quantum** the party has to visit the site and understand the requirement.

Name of the Agency:

Seal:

Place:

Signature:

Date:

Designation:

Annexure - 3

Part A: Manpower

S. No.	Item	Unit rate (Rs.) for deployment of	
		Supervisor	House keeper
1.	Basic wages + DA		
2.	Statutory components		
(a)	PF		
(b)	ESI		
(c)	Leave Compensation		
(d)	Gratuity		
(e)	Bonus		
(f)	Cost towards uniforms (one time cost yearly)		
(g)	Any other (specify)		
(h)	Overhead / agency profit		
(i)	Total		

Tentative requirement: Housekeeping Supervisor = 1
House-keeper = 4

Part B: Material: Lump Sum Amount:

Name of the Agency:

Seal:

Place:

Signature:

Date:

Designation: