



P&A/Admn/56/09/20-Part II

05 July 2025

TENDER DOCUMENT FOR FACILITIES MANAGEMENT & HOUSEKEEPING
SERVICE FOR CSL VIGYAN SAGAR

Period of contract	One Year
Start date for submission of the Tender Form	05 July 2025
Last Date & Time for submission of tender Form	22 July 2025 at 1400 Hrs
Date and time of opening of Technical Bids	22 July 2025 at 1430 Hrs
Earnest Money Deposit	Rs. 5,7500/- (Rupees Fifty Seven Thousand Five Hundred Only)
Security Deposit	Rs. 2,30,000/- (Rupees Two lakh Thirty Thousand Only)
Date and time of opening of Price Bids.	Technically qualified bidders will be intimated about date and time of opening of Price Bids.
Contact Person	Shri. Harikrishnan G M(HR) Tel : 0484 2501887

1. CSL Vigyan Sagar, situated at Panampilly Nagar, Kochi invites sealed tenders under two-bid system from well-established reputed agencies / firms having relevant experience in carrying out cleaning works in Educational Institutions / Hostels and having sufficient infrastructure for providing housekeeping, gardening, maintenance and Support Staff Services at CSL Vigyan Sagar for a period one year on contract/ outsourcing basis.



2. The bidders are advised to study the tender document carefully before submitting their Bids. It will be presumed that the bidders have understood considered and accepted all the terms and conditions enumerated in the Tender Notice. All offers should be written in the English and price should be written in both figures and words. The relevant documents may also be enclosed. Tender document can be downloaded from the CSL website at URL Link: <http://www.cochinshipyard.in>
3. The bid is under two bids system i.e. **Technical and Price Bid**. Bids should be prepared in accordance with the prescribed format **Annexure-I** (Technical Bid i.e. Details of the Agency, Experience, valid contract labour license, registration details of ESI & EPF, EMD etc.), **Annexure-II** (Price Bid) and the bidders are advised to submit the same in **two separate sealed envelopes** super scribing "**Technical Bid for Facilities Management & Housekeeping service**" and "**Price Bid for Facilities Management & Housekeeping service**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Bids for providing Facilities Management & Housekeeping Service**" addressed to **The Deputy General Manager (ER)I/C, Cochin Shipyard Limited, Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi- 682 015** and to be dropped in the tender box kept at **Visitors Facilitation Centre, North Gate** on or before the stipulated date and time. Tenders received through Post / Courier / FAX shall not be accepted.
4. All tender documents received after this specified date and time shall not be considered. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored, and rejected.
5. The envelope containing Technical Bid shall be opened first on the scheduled date. Technical Bids shall be evaluated by a Committee constituted by the competent authority of CSL.
6. Price Bids of the technically qualified, eligible bidders meeting all the requisite criteria only shall be opened in the presence of technically qualified bidders or their authorized representatives and the successful bidder would be selected after considering the price/ amount quoted in the price bid.



7. The service charges/ rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/ modification shall be entertained before expiry of the period of 12 months. Any statutory increase in wages / DA etc., during the contract period is to be absorbed by the Successful Bidder.
8. The above rates must also take into consideration the Minimum Wages applicable as per Central/State Government notifications from time to time whichever is higher contribution towards ESI, EPF, Bonus, Insurance, local taxes, cess / surcharge etc as applicable.

I. Pre- Qualification Criteria:

The Agencies that fulfill the following requirements shall be eligible to apply.

- i) Firms should have operational experience in executing Housekeeping/similar services for the last three consecutive financial years and having annual average turnover of Rs. 10 Lakhs. However firms engaging in manpower supply for cleaning/housekeeping service are not eligible.
- ii) The firm should have the experience of minimum 3 years of similar works in any of the reputed educational institutions / Universities in State of Kerala. Satisfactory work completion certificates should be enclosed as proof of work. **Proof like Experience Certificate from the present employer and previous employers specifying the number of personnel engaged are to be attached with Technical Bid. Work order will not be accepted as work experience proof document**
- iii) The firm should have completed at least one contract of value not less than Rs. 20 lakhs or two contracts of value not less than 10 Lakhs during any of the last three years.
- iv) The Firm should not have been barred and / or blacklisted by any State / Central Government agency or the firm should not have any pending case in Labour court.
- v) The Firm should provide the details of Infrastructural facilities like office, training facilities, equipment details and total no. of employees etc.
- vi) The firm should have a local office at Kochi.
- vii) Net worth of the firm should be positive.



II. Earnest Money Deposit:

The tenderer shall deposit **Earnest Money of an amount of Rs. 57,500/- (Rupees Fifty Seven Thousand Five Hundred Only)** towards non-refundable tender fee by form of account payee demand draft drawn in favour of **"Cochin Shipyard Limited"**. The earnest money deposit will be refunded to the tenderers whose offers have not been accepted after awarding the contract to the successful tenderer. Cash, Cheque, Bank Guarantee, postal orders etc., are not acceptable. No interest will be payable to EMD. EMD amount will be returned to the unsuccessful bidders only after the issue of Work Order to the successful bidder. Firms who are registered with District Industries Centre and come under the category of Micro and Small Enterprises holding a valid EM Part II certificate or Udhog Adhaar certificate, the following benefits are extended.

- i) Tender forms shall be issued free of cost
- ii) Payment of Earnest money Deposit (EMD) is exempted.

For all the Firms who are registered with NSIC and come under Micro and Small Enterprises holding a valid NSIC Certificate, the below benefit is also extended in addition to the above.

- iii) Waiver of Security Deposit (SD) for the performance of the contract (10% of the order Value by the way of Bank Guarantee till the services are completed). However to ensure performance of the item during the guarantee period a Performance Bank Guarantee (PBG) (10% of the Order Value by the way of Bank Guarantee) to be submitted by the firm as applicable.

Order dated 23rd March 2012, from Ministry of MSME, pertaining to Public procurement Policy is applicable for this Tender.

III. Duration of Contract:

The successful tenderer who is awarded the contract initially for a period of one year shall be extended for another one year after completing the satisfactory performance with the same rate and conditions. The awardee of the contract shall be bound to execute an agreement on non-judicial stamp paper of **Rs.200/-**. In the event of tenderer backing out before actual award or execution of agreement, CSL will have the right to forfeit the earnest money in full.

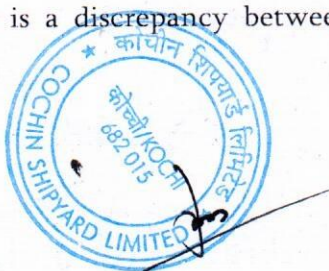


IV. Format and Signing of Bid:

- i. The bidder shall submit one copy of the Tender document and appendix, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- ii. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. **All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.**
- iii. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the CSL, or are necessary to correct errors made by the bidder, such corrections shall be initialed/signed and dated by the person or persons signing the bid.

V. Bid Opening and Evaluation:

- i) The Committee constituted by competent authority will open the Technical Bids submitted by bidders on date stipulated in the tender.
- ii) **The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.**
- iii) Conditional bids / offers will be summarily rejected.
- iv) The committee constituted for evaluating the technical bid shall evaluate the bids to determine whether they are complete or any computational errors have been made or documents have been properly signed or bids are generally in order.
- v) Based on evaluation of Technical bids, a short-listing of bids will be carried out, and only price bids of those short-listed bids (Technically qualified) will be opened. Short-listed bidders shall be informed of the opening of price bids and they may depute their representative on the day of opening of price bid.
- vi) **In price bid submitted**, if there is a discrepancy between words and figures, the amount in words shall prevail.



- vii) The committee shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered excluding of all levies and charges/ GST as indicated in the price schedule of the bid document. **GST percentage shall be clearly indicated in the Price bid.**
- viii) The work will be awarded to the L1 bidder. In case the price bid of more than one agency is same as L1, then the work will be awarded to the agency based on their experience in the relevant field.

VI. Award of Contract:

- i. CSL will award the contract to the L1 bidder who have quoted lowest rate.
- ii. The successful bidder shall be required to furnish a Performance Security (Security Deposit) within 21 days of receipt of "Letter of Offer" for an amount of equal to Rs.2,30,000/- (Rupees Two lakh Thirty Thousand Only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of "**Cochin Shipyard Ltd**" payable at Kochi.

The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

VII. Payment Term:

Contractor shall forward their monthly bill along with monthly remittance of EPF and ESI paid to the workers engaged by the agency at CSL Vigyan Sagar so as to reach CSL latest by 3rd day of each succeeding month. The bill if found acceptable as per the terms of the tender document, the CSL make arrangements to pay the monthly bill by the 10th day of the every month in respect of the services tendered during the preceding month.



VIII. Force Majeure:

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist and the decision of CSL as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

IX. Arbitration

- i. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the CSL in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be at Kochi and the decision of the arbitrator shall be final and binding on both parties.
- ii. Jurisdiction of Court: This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Kochi.



- iii. CSL reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the tenders.

X. Security Deposit

The Successful Bidder has to deposit the Security Deposit i.e., Rs.2,30,000/- (Rupees Two lakh Thirty Thousand Only) by way of DD from any Nationalized Bank drawn in favour of "Cochin Shipyard Limited" payable at Kochi. Cash, Cheque, Bank Guarantee, Postal Orders etc. are not acceptable. The Security Deposit shall be returned within completion of the contract and fulfillment of all contractual obligations and liabilities if any in the matter. No interest is payable on Security Deposit.

Agencies sponsored and controlled by Government are exempted from remitting Security Deposit. Bidders with valid registration under National Small Industrial Corporation (NSIC) / Micro Small and Medium Enterprises (MSME) category are also entitled for all privileges, concessions, relaxations etc stipulated by relevant Govt. orders in this regard.

XI. Scope of Work

The contractor shall provide the sanitation / housekeeping services in the CSL Vigyan Sagar, Panampilly Nagar and shall ensure hygienic atmosphere and clean environment.

- i) The contract shall include all buildings, adjoining and open areas including Academic and Hostel blocks, under use for the campus of CSL Vigyan Sagar, Panampilly Nagar. Rooms, Dormitory Halls, Sick Bay, Recreation Rooms, Computer Lab, Gymnasium, Toilet Blocks, Auditoriums, Atrium, common areas of residential quarters like staircases, pathways, streets, roads as well as open areas including gardens, play fields, lawns, and other spaces inside the campus and immediate surroundings outside of boundary walls, near gates, access ways precincts etc.
- ii) Cleaning of all common areas, interior areas of office, working places, toilets, floors, walls, columns, furniture, chairs, tables, litter bins, staircases, basements, terrace, parking, driveway, stores, telephone instruments, computers, partitions, mirrors, light fittings (internal & external), grills, diffusers, sanitary wares, washbasin, soap dispensers, etc.



- iii) Building maintenance and cleaning - windows, aluminum frames, internal faces of glasses, granites, stills, stairwells, lobbies, internal & external pest control services, etc. Cleaning of all drainage pipelines (washbasin, sinks, urinals, etc.).
- iv) Periodical cleaning of drains and water tanks - atleast once in a six months or whenever necessary.
- v) The Contractor shall provide services on daily basis and work under directions of any such person authorized by Officer at CSL Vigyan Sagar hereinafter referred to as "Authorized Person".
- vi) The contractor shall provide Personal Protective Equipment like Helmet, Gloves, Shoes, etc., to the personnel engaged for housekeeping services in CSL.
- vii) The bidders may visit the locations and areas in CSL Vigyan Sagar prior to quoting for the tender so as to be fully conversant with the nature of works, labor practices and other conditions etc and can quote the rate accordingly with regards to the number of persons to be deployed.(A Minimum of 8 employees including 1 supervisor shall be engaged for the housekeeping service as per present work distribution).
- viii) The personnel deployed must be competent to deliver respective services and execute maintenance works and bear good conduct and must be physically and mentally fit. **Medical Certificate and PCC should be obtained and submitted at the time of commencing work.** The preferred age group for workers is 18 to 60 years.
- ix) All the personnel deployed shall wear the uniform in clean condition while attending to their duties and carry their photo identify cards displayed prominently for which Contractor will provide summer / winter uniform, shoes, safety gear etc. to their employees as required for the specific work and also as may be directed by the "Authorized Person".
- x) Desired level of cleanliness in the Academic and Hostel building of the CSL Vigyan Sagar, Panampilly Nagar will be maintained and for this all materials / instruments / tools etc. shall be arranged by the Contractor. Supervisors of the contractor will attend to complaints on urgent basis round the clock. A separate Register shall be kept as per the direction of the Authorized Person in the designated places for complaints and feedback of users.



- xi) The contractor may be asked to provide highly skilled, skilled, semiskilled or unskilled persons for augmentation of services for which the rates need to be quoted separately.

XII. Schedule of Work:

A broad schedule of work shall be as follows:-

A. Schedule – I: CSL Vigyan Sagar (Academic Block).

Total number of rooms to be cleaned including rooms with furniture, desktop computer, telephone set etc.	13	Total area: 1350 Sq. Mtr.
Total Number of Auditorium to be cleaned	2	
Toilet Blocks	7	
Terrace, Corridor, Staircase	-	

B. Schedule – II: Hostel

Total numbers of hostel rooms including toilets	Approx: 91	Total area: 3460 sq.mtr
Open area, common area, stairs, balcony, windows, water cooler etc. to be cleaned	Aprrox area 794 Sq.mtr	
Open area, Terrace, Dormitory, Corridor	Approx 1000 Sq.mtr	

C. Schedule – III: Surrounding area

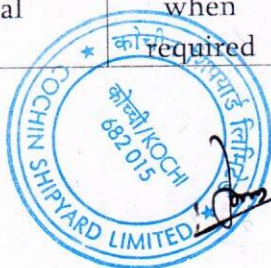
Surrounding area	Approx.11100 sq. mtr
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JOB DESCRIPTION: CSL VIGYAN SAGAR-HOUSEKEEPING.

A. Academic Block

Sl. No.	Description of work	Periodicity	Remarks
1	Sweeping, cleaning and moping of Rooms, Floors, Passages, Corridors and Staircases. Cleaning of Computers, Tables, Chairs, Filing Cabinets, Sofas, etc. and spraying room freshener in common spaces as well as in cabins.	Daily	Conventional way of cleaning. Using phenyl, Cleaning of Class rooms before 08:00am
2	Cleaning Toilets, Urinals, Wash Basins & Mirrors, Water Coolers	Daily	Using phenyl, Harpic, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Liquid soap containers should be filled up with liquid daily. Cleanliness of containers should be maintained.
3	Cleaning Windows, Doors, Glass Panes, Partitions of Cabins etc.	Weekly	
4	Removal of cobwebs , Cleaning Walls and Roofs	Monthly	
5	Cleaning of Furnitures and computers, servers, telephones, UPS in Library and store room etc	Monthly	
6	Cleaning of Fans, Bulbs, and Tube Lights.	Monthly	Conventional way of cleaning or using vacuum cleaner
7	Spraying of Pest Control material	As and when required	Using ISI branded pest control material

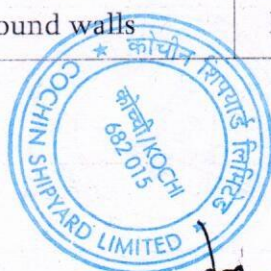


B. Hostel

Sl. No.	Description of work	Periodicity	Remarks
1	Sweeping, cleaning and moping of Hostel Rooms, Floors, Passages, Corridors and Staircases, Toilets, Wash Basin, Mirrors and Roofs etc.	Daily	Conventional way of cleaning. Using phenyl
2	Sweeping, cleaning and moping of Common outside room area, floors, passages, corridors and staircases,	Daily	Conventional way of cleaning. Using phenyl
3	Sweeping and Cleaning Walls and roofs of Hostel, Removal of cobwebs	Fortnightly	
4	Cleaning of Tables, Chairs, Filing Cabinets, Sofas, Curtains, and vertical blinds etc. of cabin and common rooms	Fortnightly	Conventional way of cleaning.
5	Cleaning of Fans, Bulbs, Tube Lights, Windows, Doors, Glass Panes, Partitions of cabins etc.	Monthly	Conventional way of cleaning or using vacuum cleaner
6	Spraying of Pest Control material	As and when required	Using ISI branded pest control material

C. Surrounding Areas

1	Cleaning the dry leaves, and Watering the Trees/ Plants and the lawn	Daily	
2	Sweeping the paved areas, unpaved areas, parking area, Play area and courtyards in front and surrounding areas and approach road to the building	Once in two days	
3	Periodical pruning of plants and manuring	Monthly	
4	Clearing creepers on Compound walls	Monthly	



5	Spraying pesticides	As and when required	
6	Disposal of waste (Plastic/non plastic items)	Monthly	
7	Mode of tender: Labour contract/area wise rate contract.		Square feet rate
8	Number of manpower staff required		Adequate manpower may be positioned to meet the requirement of above given area

Execution Conditions

- Contractor need to access the requirement of the material, machines and tools and submitted along with the bid. CSL shall not provide materials, equipments, machines and tools for above said works.
- Contractor has to engage adequate manpower to complete the housekeeping works as per above mentioned schedule. CSL deserves the right to reduce the bill amount proportionate to the works not completed as per schedule.

Timing

a. Academic Block

All Rooms, Toilets, Urinals open area in all the floors shall be cleaned between 07.00 am to 9.00 am daily.

b. Hostel Block

- All rooms, toilets, Urinals and furniture in hostel block in all floors shall be cleaned between 09.00 am to 04.00 pm and on or request as and when required.
- On all Saturdays and Sunday student's rooms shall be cleaned between 08.00 am to 04.00 pm. apart from cleaning of terrace, windows, glass, common areas etc., or on request.



c. **Surrounding Area**

09.00 am to 04.00 pm

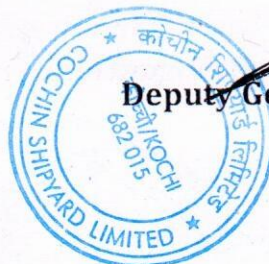
Note: This schedule is subject to change, depending upon the convenience of the warden / trainees or as may be desired by "Authorized Person".

General Terms & Conditions:

1. The tenderer shall inspect all premises and identify the requirement of any additional personnel and equipment which may be necessary to be deployed to undertake the specified scope of work and give appropriate schedule based on which the price bid shall be given.
2. CSL reserves the right to negotiate with lowest bidder to arrive at the fair and reasonable price.
3. The contractor shall also be responsible for any damage that they may cause due to the carelessness of his workmen and have to bear all consequences in this regard.
4. Necessary ladder as required for providing services will be provided by the CSL Vigyan Sagar.
5. Water and Electricity as required for the services shall be provided by the CSL Vigyan Sagar.
6. The contractor will have to adhere to Payment of Minimum Wages Act, Provident Fund Act, Employees State Insurance Scheme, Family Pension Fund Act, Bonus, Gratuity Act, Shops & Establishments Act, Contract Act, Safety Regulation Act etc. as applicable. Any noncompliance of any statutory requirement will lead to the termination of the contract.
7. Proof of staff salary disbursement via bank transactions, documents in respect of statutory remittance in respect of the deployed employees etc has to be provided to CSL on monthly basis.
8. Suitable insurance cover for providing eligible compensation to the personnel engaged for the contract work inside CSL who meet with industrial accidents within CSL premises under the Employee's Compensation Act, if applicable, shall be taken by the contractor if they are not covered under ESI Scheme. CSL shall not be liable for any claim arising out of any damages, losses, accidents etc meted to anybody which at work inside CSL or outside CSL, under the contract.



9. Penalty: For unsatisfactory level of cleanliness noticed during the inspection by the "Authorized Person" or his representative, a penalty upto Rs. 15,000/- is liable to be levied per month as may be decided by the Authorized Person.
10. Emergency work: It shall be contractor's responsibility to attend to emergency works in time. (No extra payment will be made for working on odd hours /emergency works.)
11. Rates, Taxes and Duties: All the rates furnished in the tender shall be inclusive of all labour including all duties, royalties, service tax, GST or any other taxes or local charges, if applicable. No extra claim on this account will in any case be entertained later in addition to quoted price.
12. Payment Terms: The bill shall be prepared by the contractor on monthly basis after completion of month and will be settled by CSL Vigyan Sagar after deducting necessary TDS, taxes, retention money, penalty etc. The bill, in proper form, must be duly accompanied by details of work carried out in that month and must show deduction for all previous payment.
13. Safety Management: Initiate and maintain safety management programme to protect contractor's employees from hazards through procedures, practices and regular inspection of the work areas, materials, equipment, information and training necessary for safe work performance.
14. Contractor need to submit the Medical Fitness and Police clearance certificate (PCC) of the entire worker deputed for the services.
15. Compliance with all statutory requirements: The Contractor shall comply with all statutory requirements prescribed by the local as well as central government authorities from time to time and submit a monthly report along with all the required proof of compliance to the Institute along with the monthly invoice to CSL Vigyan Sagar for releasing payment. The contractor shall produce all the relevant statutory documents for inspection by the Institute and the government authorities.
16. Contractor should sign on each of the page of the tender document.



Deputy General Manager (ER) I/C

TECHNICAL BID
(DETAILS OF THE AGENCY)

A - Details Regarding Tenderer

1	Name of Contractor	
2	Postal & E-mail Address of Registered Office	
3	Local Office Address, Telephone, Mobile & Fax No	
4	Persons to be contacted & Designation	
5	Type of firm	
6	Year of Establishment	
7	PAN Details	
8	GST Details	
9	Whether the firm is proprietorship/ partnership firm/ NSIC /MSME Category etc. (Please attach self- attested copy of valid Registration Certificate of firm)	
10	EMD Details; DD No. Name of Bank	



B – Details Regarding Registration

1	The contractor should be registered with local Municipal Authorities under Shop & establishment act or State/Central Govt. Authorities for providing housekeeping services	Photostat copy of (Valid) certificate duly signed by the contractor to be attached (Name of contractor & the nature of services should be clearly mentioned in the certificate).
2	ESI, EPF and GST number	Photostat copy of (Valid) Certificate duly Signed by the contractor to be attached.

C – Financial Details of Tenderer

1	The Annual average financial turnover during last three years should not less than 10 Lakhs.	Attach copy of Profit & Loss statement and Balance Sheet duly audited/ Duly certified by C.A. for last 3 years 2023 – 2024 2024 – 2025 2025 - 2026
2	Exact Net worth of each year should be indicated in the document certified by C.A.	Net Worth Certificate Duly certified by C.A.
4	Contract of similar type of housekeeping single work cost not less than Rs. 20 lakhs Or Two Contracts of value not less than 10 lakhs during last 3 years	Certificate from clients/work order copies specifying the amount of contract should be submitted. Work order showing contract for supply of labours are not entertained. Satisfactory work completion certificate need to be produced



D – Experience Details

1	The firm should have the experience of minimum 3 consecutive years of similar works in any of the reputed educational institutions / Autonomous Institutions / Universities in State of Kerala.	Certificate from clients/ Work Completion certificate copies specifying the working area should be submitted.
2	List of other clients with name and Telephone number of contact Person.	List to be attached

E – Details about Manpower, Tools, Equipment's and Machines.

1	List of trained staff with name Address, P.F. & ESI Number those are working in your organization.	Attach Work Order Only
2	List of various cleaning machine equipment's & tools.	
3	Any other information about your organization which is helpful to you in the pre-qualification	



PRICE BID**A. Schedule -I: CSL Vigyan Sagar (Academic Block)**

Activity	Rate Per Sq.Mtr Per Month (excluding GST)	GST % and GST amount (only GST component to be mentioned in this column)	Total Including GST
	A	B	C (A+B)
Academic Building CSL Vigyan Sagar.	In figure Rs./-%	In figure Rs./-
Total carpet area-1350Sq. Mtr	In words Rupees.....	Amount :	In words Rupees.....

B. Schedule -II: Hostel

Activity	Rate Per Sq.Mtr Per Month (excluding GST)	GST % and GST amount (only GST component to be mentioned in this column)	Total Including GST
	A	B	C (A+B)
Hostels, CSL Vigyan Sagar.	In figure Rs./-%	In figure Rs./-
Total carpet area-3460Sq. Mtr.	In words Rupees.....	Amount :	In words Rupees.....



C. Schedule -III: Surrounding Area

Activity	Rate Per Sq.Mtr Per Month (excluding GST)	GST % and GST amount (only GST component to be mentioned in this column)	Total Including GST
	A	B	C (A+B)
Surrounding Area – CSL Vigyan Sagar	In figure Rs./-	%	In figure Rs./-
Total area 11100Sq.Mtr.	In words Rupees.....	Amount :	In words Rupees.....

D. Annexure IV: Cleaning Materials and Consumables

	Price Per Month (excluding GST)	GST % and GST amount (only GST component to be mentioned in this column)	Total Including GST
	A	B	C (A+B)
Cost for cleaning Materials and consumables per month	In figure Rs./-	%	In figure Rs./-
	In words Rupees.....	Amount :	In words Rupees.....

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable.



- **L1 bidder shall be identified on the basis of Total cost in Schedule I to III & cost of Material and consumables excluding GST**

Cost is to be filled in the figures as well as in words. In case of any discrepancy between the two, the cost written in words shall prevail.

Signature of the Authorised Person of the bidder :

Name of the Signatory :

Name of the Firm / Agency :

Seal of the Firm / Agency

Place :

Date : ____ / ____ / 2025

Note:

- DGM (ER) I/C at his sole discretion reserves the right to make minor changes in the scope of work as and may be required for the smooth functioning of the CSL Vigyan Sagar.
- The rates given in this price bid are inclusive of all taxes, levies, statutory liabilities, bonus/ incentives, if any, to the personnel deployed in the service of the CSL Vigyan Sagar. The rates are net and nothing extra shall be payable over & above these rates.
- The above rates must also take into consideration the Minimum Wages applicable to the trained personnel, contribution towards ESI, EPF, Bonus, Insurance, local taxes, cess / surcharge etc.



UNDERTAKING BY THE BIDDER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

(Name and Signature of the Authorized Person of the Bidder
with stamp of the firm)

Place :

Date :

UNDERTAKING BY THE BIDDER

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered / pending against the Agency / Firm or its owner / partner anywhere in India.

(Name and Signature of the Authorized Person of the Bidder
with stamp of the firm)

Place :

Date :

