



Govt. of India
Ministry of Communications
Department of Telecommunications
O/O Controller of Communication Accounts
Assam Circle, 5th Floor, BSNL Bhawan,
Panbazar, Guwahati – 781001

Tender No. ASM/CCA/House Keeping/TENDER/2015 Dated at Guwahati the 9th Nov/2018

Notice inviting tender for hiring of services of House Keeping Personnel

1. On behalf of the President of India, Online Bids are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies /Firms /Agencies for providing services of House keeping staffs to offices of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-781001 for a period of one year from the date of contract.
2. Desirous companies/firms/agency may obtain/download the tender documents from CPP portal <https://eprocure.gov.in/eprocure/app> and submit it online.
3. Manual bids shall not be accepted.
4. Earnest Money Deposit (EMD) of Rs. **30,000/-** (Rupees Thirty Thousand) only should be submitted before the closing date of bid with a photocopy of the Demand Draft in favour of AO (Cash), O/o CCA, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01 valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

6. Crucial dates for Bidding Process:

Publication of NIT	09/11/2018
Start Date for downloading of Bid documents	09/11/2018
End Date for Bid Document download	24/11/2018
Bid submission start date	09/11/2018
Bid submission end date	24/11/2018
Date of opening of Technical Bid	26/11/2018
Date of opening of Financial Bid	27/11/2018
Validity of Tender	90 days



Sr AO (Admin)

O/o the CCA, Assam Circle

Phone No: 0361-2546280

7. Copy to: The System Administrator to upload the complete Tender Documents on the website of DoT (HQ), New Delhi (web admin-dot@nic.in)

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati, Department of Telecommunications, Ministry of Communication requires the services of reputed, well established and financially sound Human Resource Outsourcing Service provider for providing “Housekeeping services in the O/o CCA, Assam Circle.
2. The contract will commence from **01-12-2018** and would be for a period of **1 (one)** year. The period of the contract may be further extended for a period of one year after the completion of contract as per requirement with the same terms and conditions. Controller of Communication Accounts reserves right to terminate this initial contract any time after giving one month’s notice to the service provider.
3. This Office has initial requirement **04 (four)** persons. The requirement of the Office may increase or decrease during the initial period of contract also. The persons deployed should be able to do the following jobs.
 - i. Opening and closing of office & Inspection Quarter.
 - ii. Regular cleaning of office building/IQ, various office furniture, electrical appliances like fan, AC, Computers etc.
 - iii. Making arrangement of tea/ coffee, water etc during meeting/ training classes etc.
 - iv. Making photocopies of various official letters/ correspondences.
 - v. Distribution of official letters among staff of the office.
 - vi. Cleaning of Ladies and Gents toilets.
 - vii. Opening of sewer line in case of blockage.
 - viii. Shifting of office stores.
 - ix. Any other miscellaneous unskilled works assigned by the competent authority.
4. The successful tenderer will have to deposit a Performance Security Deposit of 5% of bid value at the time of accepting the work order. The performance security should be furnished in the form of the Account Payee Demand Draft in favour of AO (Cash) O/O CCA, Assam Circle, Guwahati-01. The performance Security should be valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
5. The tendering Companies/Firms/Agencies are required to upload digitally signed copies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further :-

- i. Registration certificate with Labour Department
 - ii. Copy of Certificate of proprietorship, incorporations, Partnership etc.
 - iii. Copy of PAN/GIR card.
 - iv. GST Registration.
 - v. Copy of the IT Return filed for the last two financial years.
 - vi. Copies of EPF and ESI Certificates.
 - vii. Copy of the Service Tax registration Certificate.
 - viii. Work experience of similar work with Govt. Ministries/PSUs/Autonomous bodies during the past two years.
 - ix. Documents for minimum financial turnover of Rs. 5 Lakhs per annum during the last two years.
6. NO conditional bids would be accepted.
7. The Controller of Communication Accounts, Assam Guwahati-01, reserves the right to annul any or all bids without assigning any reason thereof.

REQUIREMENTS FOR THE TENDERING COMPANY/ FIRM/AGENCY

The tendering manpower Company /Firm/Agency should fulfill the following technical specifications for which necessary documentary proofs shall be enclosed with technical bid :-

- a) Certificate of proprietorship/Partnership/incorporations etc.
The Registered Office or one of the Branch Offices' of the manpower Company/Firm/Agency should be located in Guwahati.
- b) The manpower Company/Firm/Agency should be registered with the appropriate registration authority;
- c) The manpower Company/Firm/Agency should have at least two years experience in providing manpower to Public Sector companies/ Banks and Government Departments ;
- d) The Company/Firm/Agency should be registered with Income Tax Department and Service Tax Department;
- e) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- f) The manpower Company/Firm/Agency should have a minimum financial turnover of Rs. 5 lakhs per annum during the FY 2016-17 & 2017-18.
- g) The manpower company should have at least 20 manpower in their roll.

- h) The modification of the rates shall be subject to the variation in the incidence of the statutory levies & contributions and revision of daily minimum wages as obtaining at the time of the extension as per notification issued by Govt of India
- i) The company/firm will ensure and satisfy that the minimum wages is paid to the engaged employee.

TECHNICAL REQUIREMENTS FOR THE MANPOWER TO BE SUPPLIED BY THE FIRM FOR HOUSE KEEPING IN THE DEPARTMENT OF TELECOMMUNICATIONS

1. He/ She should preferably be able to read and write English & Hindi for moving of files.
2. The manpower to be engaged should be between 18 to 40 years in age.
3. His/her antecedents should have been got verified by the agency from the local police authorities.

GENERAL TERMS AND CONDITIONS

I. GENERAL

1. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.
2. The tenderer will be bound by the details furnished by him/her to this Office while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action, besides termination of contract.
3. The Financial bid having “NIL” Admin. service charges will not be accepted and will be out rightly rejected.
4. **Termination for insolvency :**
 - i) The Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, may at any time terminate the contract by giving written notice to the Contractor, without compensation to contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the Office of Controller of Communication Accounts, Assam Circle, Guwahati-01,
 - ii) Controller of Communication Accounts, Assam Guwahati-01, may, at any time, at its option cancel and terminate this contract by written notice to

the contractor, short close the tender without any compensation to the contractor for unsatisfactory services and performance service. Contractor shall be paid for the work, which has been completed up to the date of such action by Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01.

- iii) The Controller of Communication Accounts, Assam, may, at its option, cancel or omit the execution of one or more items of work under this contract and may part of such item without any compensation what so ever to the contractor.
- iv) The action of the CCA as per the above sub-clauses shall not be construed as Breach of Contract.

III. **Issuance of Notice**

IV. The Office of CCA, Assam shall issue show cause notice giving details of lapses, violation of terms and conditions of the contract, wrongful delays or suspension of work or slow progress to the contractor directing the contractor to take corrective action. A definite time schedule for corrective action shall be mentioned in the show cause notice. If the contractor fails to take corrective action within the stipulated time frame, the.Sr.AO (Admn) shall submit a draft notice along with a detailed report to the Competent Authority, which had accepted the contractor.

- i) Any notice order or other communication sought to be served on the Contractor with reference to the contract shall without prejudice to any other mode of service, be deemed to have been served if delivered by hand or sent by registered post to the office of Contractor at site or to the Contractor's head-office, while any notice or order of communications by the contractor to be served on.Sr.AO (Admn.)/ CCA with reference to the contracts shall be valid if same is served/ delivered by hand or through registered post to the office of CCA, Assam Circle at Guwahati.
- ii) The manpower employed by the agency shall be required to work normally as per this office working hours i.e Monday to Friday from 0900 to 1800 hrs with a lunch break of 30 minutes from 1330 hrs. to 1400 hrs. The manpower may also be called upon to perform duties on Saturdays ,Sundays and other Gazetted holidays, if required. 4/5 days off would normally be allowed in a month. Payment would be made on number of days presence in the office. If deputed for any official work outside the office within Guwahati City, shall not be entitled for any other emoluments except only the actual bus fare for the purpose. Extra days remuneration would be allowed for work on Saturdays if called for work.

- iii) The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual attendants who will be deployed by it in this Office before the commencement of the work:
 - a. List of Attendants short listed by agency for deployment in Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, containing full details i.e. date of birth, marital status, address, photographs, identification marks etc ;
 - b. Certificate of verification of antecedents of persons by local police authorities.
- iv) In case , the person employed by the successful Company/ Firm/ Agency commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Office. The tendering Company/Firm/ Agency shall replace within two days any of its personnel who is found unacceptable in this Office.
- v) The tendering company shall provide identity cards to the personnel deployed in the Office carrying the photograph of the personnel and personal information as to name, Date of Birth, age and identification mark etc.
- vi) The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in the Office.
- vii) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, chewing gum or any other material which may cause unnecessary spitting.
- viii) and loitering without work, The person deployed shall be required to report for work at 09.00 hrs. to Sr.AO (Admn) and would leave at 1800 hrs. In case, person deployed is absent on a particular day or comes late/ leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 will be applicable.
- ix) The agency shall depute a co-coordinator, out of the deployed personnel, who would be responsible for immediate interaction with Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01, so that optimal services of the persons deployed by the agency could be availed without any disruption.

- x) The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. The delay by the Agency in providing a substitute beyond two working days shall attract liquidated damages @ 300/- per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.
- xi) It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by the Agency in this Office and this office will have no liabilities in this regard.
- xii) For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different labour Legislations in respect of Attendants so employed and deployed in Office of Controller of Communication Accounts, Assam Circle, Guwahati-01. The persons deployed by the Agency in this office shall not have claims of any Master and servant relationship nor have any principal and agent relationship with Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01, or Department of Telecommunication.
- xiii) The service providing Company/ Firm/Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. This Office shall, in no way be, responsible for settlement of such issues whatsoever.
- xiv) This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- xv) The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/ confirmed employees of this Office during the currency or after expiry of the contract.
- xvi) In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in this Ministry/Office.

V. LEGAL

- i. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of persons deployed by it in this Office.
- ii. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan,

Panbazar, Guwahati-01 to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

- iii. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, or any other authority under Law.
- iv. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this Effect shall be provided to the agency by this office.
- v. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, is put to any loss/ obligation, monetary or otherwise, the Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

VI. FINANCIAL

- i. The technical Bid should be accompanied with an Earnest Money Deposit (EMD), (refundable without interest) of Rs. **30,000/-**(Rupees Thirty Thousand)only either in the form of Demand Draft/ Pay Order drawn in favour of Sr.AO (Cash) O/O CCA, Assam Circle, Guwahati. A bid not secured in as per the above format & prescribed amount shall be rejected by the O/o CCA, Assam Circle, BSNL Bhawan, Panbazar, Guwahati-01 as non-responsive. The validity of bid security shall extend upto a period of 30 days after the expiry of the period of bid validity prescribed by the Office.
- ii. The EMD in respect of the agencies which do not qualify the Technical Bid (First stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer may be adjusted towards the Performance Security Deposit. Further if the agency fails to deploy manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

Bids, offering rates, which are lower than the minimum wages of GOI (as applicable for Guwahati) for the pertaining category, would be rejected.

In case of two or more bidders quote the same price, the existing supplier if otherwise eligible and has quoted the same price would be preferred.

If the problem is still stands unresolved, the higher amount of GST /IT/EPF/ESI paid would be considered in that order of appearance in this clause.

- iii. The successful tenderer will have to deposit a Performance Security Deposit equivalent to 5% of the estimated value of the contract subject to revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft in favour of Sr.AO (Cash), O/o CCA, Assam Circle, Guwahati. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
- iv. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, besides annulment of the contract.
- v. The agency shall raise the bill, in Duplicate along with the attendance sheet (duly verified by Admn Section O/O CCA, Assam Circle in respect of the persons deployed and submit the same to the Sr.AO (Admn) in first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
- vi. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Office.
- vii. The Tenderer company/firm shall indicate the Administrative/service charges. Quoting NIL Admn/service charges, shall be treated the bid null & void ab-initio.

VII. FORCE MAJEURE:

- i. 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 shall be 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 (herein after 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 event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Office of

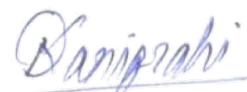
CCA, Assam Circle, Guwahati as to whether the work have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

- ii. Provided also that if the contract is terminated under this clause, the Office of Controller of Communication Accounts, Assam Circle Guwahati-01, shall be at liberty to take over from the contractor at a price to be fixed by the Office of CCA, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in the course of execution of the contract, in possession of the contractor at the time of such termination of such portions thereof as the O/o CCA, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01 may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of the Office of Controller of Communication Accounts, Assam Circle, Guwahati-01, elect to retain.

VIII. ARBITRATION:

- i. In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Controller of Communication Accounts, Assam Circle, Guwahati-01, or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of Office of CCA, Assam by whatever designation such officer may be called (hereinafter referred to as the said officer) and if the CCA , Assam or the said officer is unable or unwilling to act as such to the sole arbitrator or some other person appointed by the CCA ,Assam or the said officer. The agreement to appoint an arbitrator will be in accordance with Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is employee of O/o CCA, Assam or that he has to deal with matter to which the agreement relates or that in the course of his duties as Employee of O/o CCA, Assam he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred of vacating his office or being unable to act for any reasons whatsoever such O/o CCA ,Assam or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the state at which it was left out by his predecessors.

- ii. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award, subject to aforesaid Indian Arbitration and Conciliation Act 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- iii. The venue of the arbitration proceeding shall be the Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01, or such places as the arbitrator may decide. The following procedure shall be followed:
 - a. In case parties are unable to reach a settlement by themselves, the dispute should be submitted for arbitration in accordance with contract agreement.
 - b. There should not be a joint submission with the contractor to the sole Arbitrator.
 - c. Each party should submit its own claim severally and may oppose the claim put forward by the other party.
 - d. The onus of establishing his claims will be left to the contractor.
 - e. Once a claim has been included in the submission by the contractor, a reiteration or modification thereof will be opposed.
 - f. The “points of defense” will be based on actual conditions of the contract.
 - g. The Arbitrator shall not entertain claims in the nature of ex-gratia payments, as these are not contractual.
 - h. The question whether these conditions are equitable shall not receive any consideration in the preparation of “point of defense”.
 - i. If the contractor includes such claims in his submission, the fact that they are not contractual will be prominently place before the Arbitrator.
 - j. The award of the sole Arbitrator shall be final and binding on all the parties to the dispute.
- iv. The office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati-01 reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.



(D.K. Panigrihi)

Sr. Accounts Officer (Admn)

O/O the CCA, Assam Circle

Guwahati-01, Tel. No. 0361-2736280(O)

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

***For providing Housekeeping Services to O/o CCA, Assam Circle
Department of Telecommunications***

1. Name of Tendering Company/Firm/Agency : _____
(Attach certificate of registration with Labour Department)
2. Name of proprietor/Director of Company/Firm/ Agency. : _____
3. Full Address of Reg. Office : _____
: _____
: _____
Telephone No. : _____
FAX No. : _____
E-Mail Address : _____
4. Copy of Certificate of proprietorship/incorporation of firms etc.
5. PAN/GIR No. : _____
(Attach self-attested copy)
6. Service Tax Registration No. : _____
(Attach self- attested copy)
7. E.P.F. Registration No. : _____
(Attach self-attested copy)
8. E.S.I. Registration No. : _____
(Attach self-attested copy)
9. Financial turnover of the tendering **Company/Firm/Agency** for the last 2 financial years.
(Attach separate sheet if space provided is in-sufficient)

Financial year	Amount (Rs. Lacs)	Remarks, if any
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2014-15		
2015-16		

10. Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Department during the last two years in the following format. Attested copies of work orders may also be attached.

Sl. No.	Details of client along with address Telephone and FAX Numbers.	Amount of Contract (Rs lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

11. Additional information, if any:
(Attach separate sheet, if required)

Date :
Place :

Signature of authorized person
Name:
Seal :

DECLARATION

1. I _____
Son/Daughter/Wife of

Shri _____, Proprietor/
Director/ Authorized Signatory of the Agency/Firm mentioned above is competent to
sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the
tender
and undertake to abide by them.

3. The information/documents furnished alongwith the above application are true
and authentic to the best of my knowledge and belief. I/We, am/are well aware of
the fact that furnishing of any false information/fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date :

Signature of authorized person

Place

Full Name

Seal:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing Housekeeping Services to Office of Controller of Communication Accounts, Assam Circle, 5th Floor, BSNL Bhawan, Panbazar, Guwahati- 01.

1. *Name of the tendering Company/Firm/Agency:*

2. *Details of Earnest Money Deposit: Rs.*
DD/PO No & Date.....
Drawn on Bank.....

3. *Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable for the Central govt. as on date for unskilled daily wage workers on per day basis and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc).*
4. **Number of House keeping staff required is 4 (Four)**

Sl · N o	Component of Rate	Total Amount for 1 Persons
1	Daily Rate (unskilled category) Housekeeping services as applicable in Guwahati by GOI)	
2	Employees Provident Fund @ % of 1 above.	
3	Employees State Insurance @ % of 1 above	
4	Contractors Admin/ Service Charge	
5	GST Liabilities @ % of	
6	Total (Column 1 to 6)	

The manpower employed by the agency shall be required to work normally as per the O/O CCA, Assam working days i.e. from Monday to Friday from 9.00 Hrs. to 18.00 Hrs with a lunch break of half hour from 13.30 Hrs to 14.00 Hrs. The manpower may also be called upon to perform duties on Sunday and other Gazetted Holidays, if required. No extra wages will be paid for attending the office on such holidays. Lowest bidder will be decided on overall cost quoted by the firms for 5 persons which includes all Taxes/levies/Admn. Charges/insurance etc.

Date :
Place:

Signature of authorized person
Full Name:
Seal:

Important Notes

1. The Bids quoting NIL Admn/Service charge will not be accepted and will be outrightly rejected.
2. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
3. The payment shall be made on conclusion of the calendar month only based on the duties performed by each manpower during the month.

Note :- Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.