



भारत सरकार Government of India  
विद्युत मंत्रालय Ministry of Power  
उत्तर पूर्वी क्षेत्रीय विद्युत समिति  
North Eastern Regional Power Committee  
एन ई आर पी सी कॉम्प्लेक्स, डोंग पारमाओ, लापालाङ, शिल्लोंग-७९३००६, मेघालय  
NERPC Complex, Dong Parmaw, Lapalang, Shillong - 793006, Meghalaya

Ph. No: 0364 – 2534039 Fax No: 0364 - 2534040  
Website: www.nerpc.nic.in

NERPC/SE (O)/Manpower Outsourcing/231

Dated 06.03.2018

## TENDER DOCUMENT

FOR

PROVIDING MANPOWER SERVICES TO NERPC FOR SECRETARIAL JOB,  
DRIVER, ATTENDANT, GARDENER & PROVIDING SERVICES FOR CLEANING  
WORKS IN NERPC OFFICE COMPLEX AND IN NERPC STAFF QUARTERS.

Last Date of Receipt of Bids	22.03.18
Date of Tender Opening	23.03.18



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## **NOTICE INVITING TENDER**

1. Sealed tenders are invited by Member Secretary, NERPC from reputed, experienced and financially sound Agencies for Providing manpower & upkeep services to NERPC for secretarial job, driver, pump operator cum attendant, gardener and cleaners as well as material required for cleaning works in NERPC office cum residential complex. The NERPC office cum residential complex is located at Dong Parmaw, Lapalang, Shillong-793006, and Meghalaya.
2. The contract will be initially for a period of **2 years** and is likely to commence from 01.04.18. The requirement of manpower may increase or decrease during the period of contract. General Terms & Conditions of the contract including scope of the work, qualifying requirements, specific terms and conditions, number of personnel to be deployed, other details etc. are covered in Section A, B, C, D, E, F,G, H & I.
3. The tender shall be accepted under Two Bid System. The interested agencies are advised to submit two separate sealed envelopes super scribing “Technical Bid for Providing Manpower and upkeeping services to NERPC” and “Financial Bid for Providing Manpower and upkeeing services to NERPC”. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing “Tender for Providing Manpower and Cleaning services to NERPC”. The tender should be addressed to “The Member Secretary, North Eastern Regional Power Committee, Dong Parmaw, Lapalang, Shillong-793006, Meghalaya.
4. Any form of canvassing, or attempt to bear upon influence in the tendering process stage shall deemed to be a disqualification and the tender would be liable to be summarily rejected.
5. Any form of canvassing, or attempt to bear upon influence during the period of operation of the contract shall deemed to be a breach of contract and the contract would be liable to be summarily cancelled after giving one month notice to the agency.

6. The tender document can be obtained directly from the office of Member Secretary, North Eastern Regional Power Committee, Dong Parmaw, Lapalang, Shillong-793006, Meghalaya on all working days up to **1500 hours of 20.03.18**.
7. The interested agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs 20,000/- (Rupees one Twenty thousand only), refundable/returnable without interest, in the form of Pay Order/Demand Draft drawn in favour of "Member Secretary, NERPC" up to 15:00 hours of **22.03.18** in the tender box kept in the reception counter of NERPC Office. EMD is to be enclosed in the envelope marked "Technical Bid for Providing Manpower and up keeping services to NERPC". EMD for unsuccessful bidders would be returned without interest within 30 (Thirty) working days of opening of Technical bids. The tenders will not be accepted beyond stipulated date/ time frame and without EMD under any circumstances what so ever.
8. In case, the last/due date for receiving and opening the tenders happens to be a public holiday, the date automatically gets extended to the next working day at the same time.
9. Member Secretary, NERPC reserves the right to postpone and/or extend the date of receipt of tender or to withdraw the tender notice without assigning any reasons thereof. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever. However, EMD would be returned within 30 (Thirty) working days of issue of withdrawal/cancellation notice of the tender.
10. The Technical bid shall be opened **on 23.03.18 at 1600 hours** in the Conference room of NERPC Office in the presence of the representative of agencies, who wish to be present. At the first instance, the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage, financial bids of only technically accepted offers shall be opened at later date and the committee will recommend L1 to the competent authority accordingly. The scheduled time and venue for opening the financial bids will be communicated to only those agencies whose technical bids are found to be in order.
11. The successful bidder, having been given the Letter of Intent (LOI) for the contract, shall communicate its acceptance within four days for executing the contract along with a Performance Security Deposit of Rs. 60000.
12. Any inconsistency or ambiguity in the offers made by the bidders shall be interpreted to the maximum advantage to this office. The bidder shall have no right to question the interpretation of this office.



Assistant Secretary, NERPC

## **SECTION A**

### **GENERAL INSTRUCTIONS FOR INTERESTED BIDDERS**

- I. North Eastern Regional Power Committee (NERPC) requires the services of reputed, well established, financially sound company/firm/agency (herein referred to as the agency) to provide man power and for providing up keeping services for its office, staff quarter/ guest house/ canteen etc.
- II. Notwithstanding anything contained otherwise, NERPC and NERPC Secretariat mean the Office of Member Secretary. The office complex is located at Dong Parmaw, Lapalang, Shillong-793006, Meghalaya.
- III. The contract will be initially for a period of 2 years and is likely to commence on **1<sup>st</sup> April, 2018**. Member Secretary, NERPC, however, reserves the right to terminate/curtail the full/part contract at any time after giving one month notice to the selected service providing agency owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, non-adherence to statutory duties/obligations, etc.
- IV. NERPC has initial requirement for manpower as detailed in **Section E**, which may increase or decrease depending upon the requirement during the contract period. The agency shall, in this respect, comply fully with the instructions of the Member Secretary.
- V. The interested agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty only), refundable/returnable without interest, in the form of Pay Order/Demand Draft drawn in favour of "Member Secretary, NERPC" payable at Shillong up to 15:00 hours of **22.03.18** in the tender box kept in the reception counter of NERPC Office. EMD is to be enclosed in the envelope marked "Technical Bid for Providing Manpower and Cleaning services to NERPC". EMD for unsuccessful bidders would be returned without interest within 30 (Thirty) days of opening of Technical bids. The tenders will not be accepted beyond stipulated date and time frame and without EMD under any circumstances what so ever.
- VI. The Earnest Money Deposit (EMD) of Rs.20,000 (Rupees Twenty thousand only), refundable/returnable (without interest), should necessarily be accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order drawn in favor of "Member Secretary, NERPC" payable at Shillong failing which the tender shall be rejected summarily.

- VII. The tender shall be accepted under Two Bid System. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Providing Manpower and up keeping/Cleaning services to NERPC**” and “**Financial Bid for Providing Manpower and up keeping/Cleaning services to NERPC**”. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing “Tender for Providing Manpower and up keeping/Cleaning services to NERPC”.
- VIII. Envelope for Financial Bid should contain only filled up proforma given in Section I. All other documents/enclosures should be given in envelope for Technical Bid.
- IX. The successful bidder will have to deposit Performance Security Deposit of Rs.60,000/- (Rupees Sixty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and serviceable at Shillong but hypothecated to the “Member Secretary, NERPC” covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the agency. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful agency before the extension. On hypothecation of FDR as above.
- X. The Agencies are required to enclose duly attested photocopies 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 of the Agency under State/Central Government;
II.	Registration Certificate of the Agency under Contract Labour (Regulation & Abolition) Act, 1972;
III.	Copy of PAN card of the Agency
IV.	Copy of the IT return of the Agency as filed for the last three financial years
V.	Copy of EPF registration certificates of the Agency
VI.	Copy of ESI registration certificates of the Agency
VII.	Copy of the Service Tax registration certificate of the Agency
VIII.	Copies of contracts awarded to the Agency by the Central Government/State Government/ PSUs/ Bank/reputed private firm during last three years.
IX.	Certified copy of bank A/c of the Agency for the last three years issued by the bank
X.	Copy of the P/L account and B/S statement of the agency for last three financial years duly certified by Chartered Accountant.

- XI. Conditional bids, incomplete bids, and bid for part of the works shall not be considered and will be out rightly rejected in very first instance.
- XII. Terms and Conditions described in **Section B** & this NIT shall be binding on all bidding agencies.

- XIII. Due date for payment of salaries, etc. payable to employees of the agency deployed in NERPC for a given month shall be seventh (7th ) of the next month. In case, the agency fails to deliver the salary of the persons deployed in NERPC within due date, the agency will not be paid any outsourcing management fees for that month and may be considered as non-performance of obligations.
- XIV. The outsourcing management rates quoted by the agency shall be fixed and valid for the entire period of the contract. **It should be quoted at percentage rate on total monthly basic wages.** No other type of quotation will be entertained.
- XV. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No over writing or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid-Application must be attested by the person authorized to sign the tender bids.
- XVI. It is to be ensured that the complete information as required by this office must be furnished by the bidders in the prescribed format. Different formats or formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
- XVII. Each page of this tender document should be signed by the bidder or by the authorized signatories with seal of the agency and require to be enclosed with Technical bid. Signing each page of this document will be implied as its acceptance in unequivocal manner with clear understanding and interpretations.
- XVIII. The Technical bid shall be opened on the scheduled date and time (At 1600 on 23.03.18) in the conference room of office of NERPC, in the presence of the representatives of the Agency, if any, who wish to be present at the time of opening the tender.
- XIX. The Financial Bid of only those agencies will be opened, whose Technical bids are found to be in order. The Financial bid shall be opened at later stage. The scheduled time and venue etc. will be communicated to only those agencies whose technical bids are found in order.
- XX. The interested agencies, may contact Member Secretary, NERPC (Tel: 0364-2534039) before closing of the tender during office hours (1100hours-1600hours) for further clarification/ site visit.

**SECTION B**  
**TERMS AND CONDITIONS**

**A. GENERAL**

- I. The contract will be initially for a period of two years and is likely to commence from 01.04.2018 which may be extended depending upon the manpower requirement and administrative convenience of NERPC. Member Secretary, NERPC, however, reserves the right to terminate/curtail the contract at any time after giving one month notice to the selected service providing Agency owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, declining requirement/noncompliance of instructions, non-adherence to statutory duties/obligations, etc.
- II. Any form of canvassing, or attempt to bear upon influence in the tendering process stage shall deemed to be a disqualification and the tender would be liable to be summarily rejected.
- III. Any form of canvassing, or attempt to bear upon influence during the period of operation of the contract shall deemed to be a breach of contract and the contract would be liable to be summarily cancelled after giving one month notice to the agency.
- IV. The agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any other agency without the prior written consent of the NERPC.
- V. The NERPC, at present, has requirement of manpower as described in detail in **Section E**. However, the actual requirement may vary and decrease or increase at different points of time based on functional requirements. The agency shall, in this respect, comply fully with the instructions of the Member Secretary.
- VI. The agency will be bound by the details furnished by him / her to the NERPC while submitting the tender. In case, any of such documents furnished by him/her is found to be false or cases of noncompliance to the provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, other statutory obligations, etc. are found against the agency 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.

- VII. The tender shall be summarily rejected without EMD and money receipt/demand draft for purchase of tender document in the requisite form.

**B. LIABILITIES AND CONTROL OF DEPLOYED PERSONS**

- I. For all intents and purposes, the agency shall be the “Employer” within the meaning of different labour Legislations in respect of manpower so employed and deployed in the NERPC. The persons deployed by the agency in the NERPC shall not have claims of any Master and Servant relationship against NERPC.
- II. The agency shall deploy/nominate one person to act as Coordinator in NERPC Office. Coordinator of the agency in NERPC Office, will be responsible for interaction with NERPC in all matters related to staff deployed by the Agency, including submission of bills, submission of certificates/documents etc. The coordinator will also be responsible for ensuring attendance both in working days and in Saturdays/Sundays/Holidays and day to day monitoring of deployed staff & their operation in NERPC.
- III. The agency shall maintain “**ATTENDANCE REGISTER**” for the personnel deployed. The attendance register shall be produced before the Member Secretary as and when directed for cross checking and verification.
- IV. The agency shall maintain a “**COMPLAINT REGISTER**”, which shall be accessible to all who desire to register a complaint. The complaint shall be attended to immediately and got cancelled by the Coordinator to the satisfaction of the person making the complaint. The complaint register shall be produced before the Member Secretary or any other officer as directed for perusal. In case any complaint not getting resolved within sufficient time as decided by the Member Secretary, the office shall be at liberty to deduct penalty up to a maximum of Rs. Five Hundred (Rs. 500/-) on each occasion from the bills submitted by the agency.
- V. All materials being supplied by the agency in respect of its obligations as per the contract under up keeping/cleaning services shall be entered in a “**MATERIALS SUPPLIED REGISTER**”. A list of material required to be supplied under the contract is at **Schedule-A**. The issue of materials shall also be entered in the register and shall be signed by Member Secretary or any other officer as directed on each instance of materials received and issued.
- VI. The Agency shall ensure that the individual manpower deployed in the NERPC conforms to the technical specifications of age, educational and skill qualifications prescribed at **Section E** of the Tender Document.



- VII. The Member Secretary at his discretion may conduct or cause to be conducted by any person authorized by him, random inspection of the NERPC premises at any point of time. In case, during the inspection the required number of staff are not found present without any valid reason, penalty of Rs 100/-(Rupees one Hundred only) for each personnel not on duty would be deducted from the monthly bills submitted by the agency.
- VIII. Personnel engaged in security works would be used/allocated/deployed in shift basis in all the seven days of the week with one day weekly off for each person. No security person will be put into service for a continuous period of seven days.
- IX. Unless otherwise specified, the normal work hours for non-shift personnel (personnel other than those deployed for security works) shall be from 0930 hours to 1800 hours with ½ an hour lunch break each day from Monday to Saturday with Sunday as weekly off. If for any reason whatsoever, Sunday becomes a working day for such non-shift personnel, and then one other day in the six days preceding the Sunday will be allowed as weekly off. However, the work hours may be rescheduled as per requirement.
- X. The agency shall furnish the following documents in respect of the individual manpower who will be deployed by it in the NERPC before the commencement of work:

1.	List of persons deployed
2.	Bio-data of the persons along with the certificates in respect of educational/professional qualifications etc.
3.	Attested copy of matriculation certificate and or voter id card as proof of date of birth.
4.	Any other identity proof like Aadhar Card, PAN Card, Driving license etc.
5.	Proof of residence and recent photograph of the personnel deployed by the agency in NERPC.

- XI. The Agency shall ensure that the personnel deployed are medically fit. The Agency shall withdraw such employees who are not found medically suitable by the office immediately on receipt of such a request.
- XII. The Agency shall provide Photo Identity Cards to all the engaged personnel and Uniforms to deployed personnel.
- XIII. The Agency shall be responsible for proper conduct of its personnel in NERPC premises. In case of any damage/ loss/theft etc. to the property of NERPC which is caused by the personnel deployed by the agency, the agency will either be liable to

make good the loss on the basis of the value of the property as determined by NERPC or the same could be recovered from the performance guarantee/monthly payments due to the Agency. The decision of Member Secretary, NERPC as to the value of loss shall be final and binding on the agency.

- XIV. The deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work. In case, the person employed by the successful Agency commits any act of omission/commission & that amounts to misconduct/ indiscipline/ incompetence, the Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the NERPC.
- XV. The agency shall replace immediately any of its personnel who are found unacceptable to the NERPC because of security risks, incompetence, conflict of interest, improper conduct, habitual absenteeism etc. upon receiving written notice from the NERPC. The agency shall also immediately provide a substitute in the event of any person being absent for duty due to any reason whatsoever. The delay in providing a substitute beyond three working days would attract a penalty @ Rs.300 per day on the service providing agency.
- XVI. The personnel deputed to NERPC shall not be changed by the agency in any circumstances unless there is a specific request for so from NERPC in writing.
- XVII. It will be the responsibility of the agency to meet/coordinate transportation, food, medical and any other requirements in respect of the persons deployed in the NERPC and the NERPC will have no liabilities, financial or otherwise, in this regard.
- XVIII. The agency shall be solely responsible for the redress of grievances/ resolution of disputes relating to person deployed. The NERPC shall, in no way, be responsible for settlement of such issues whatsoever.
- XIX. The Agency shall get their employees insured at their own cost. The NERPC shall not be responsible for any financial liability 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.
- XX. The persons deployed by the agency will never be entertained for employment/absorption in NERPC Secretariat as regular/confirmed employee of NERPC secretariat. They also shall not claim nor shall be entitled to receive perks and other facilities admissible to regular/confirmed employees of the NERPC during the currency or after expiry of the contract. An undertaking in this nature shall require to be submitted by each deployed person to the office within 15 days of issue of work order.

- XXI. In case of termination of the contract on its expiry or otherwise, the persons deployed by the agency shall not be entitled to and will have no claim for any absorption/re-employment/re-engagement in the regular/otherwise capacity in the NERPC Secretariat.
- XXII. The agency and its deployed personnel have to keep secret and confidential the proprietary information which gets available to them during subsistence of the contract.
- XXIII. The agency shall arrange at its own cost to get all the eligible deployed persons under ESI cover.

**C. LEGAL**

- I. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund (PF), and Employees State Insurance(ESI), other statutory obligations, etc. in respect of the persons deployed by it in the NERPC. Any previous history of non-compliance to these provisions will make a bid technically non-qualified.
- II. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of services rendered by it to NERPC to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the NERPC is put to any loss/obligation, monetary or otherwise, the NERPC will deduct the same from the monthly bills and or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- III. The agency shall maintain all statutory registers as required under the Law.
- IV. The agency shall produce the same, on demand, to the concerned authority of the NERPC or any other authority under Law.
- V. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Indian Income Tax as amended from time to time, and a certificate to this effect shall be provided to the agency by the NERPC.
- VI. The contract may be terminated on the following grounds by this office by serving one month clear notice in advance:

- (i) Unsatisfactory performance of the deployed personnel.
- (ii) Failure to make timely payment to the deployed personnel.
- (iii) Failure to make timely deposit of Provident Fund and ESI contributions with the appropriate authorities.
- (iv) Failure to make timely payment of service tax to the appropriate authorities.
- (v) Failure to provide documentary evidence regarding (ii),(iii) & (iv) above.
- (vi) Failure to comply with the instructions of this office.
- (vii) Any other grounds mentioned in this document.

**D. FINANCIAL**

- I. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable/returnable, of Rs. 20,000/- (Rupees One Twenty thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Member Secretary, NERPC, payable at Shillong failing which the tender shall be rejected out rightly.
- 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 within 30 days of opening of the tender.
- III. The most competitive quote will be determined by aggregating (i) outsourcing management fees arrived at by applying the outsourcing management rate on the monthly total of wages (Basic as on Feb 2018) at mandatory rates for all categories of manpower as per requirement in **Section E** and (ii) monthly cleaning services charges for providing the required material.
- IV. The application of outsourcing management rate on the monthly total of wages (Basic as on Feb 2018) as above is for arriving at the most competitive quote only. During the currency of the contract outsourcing management rate will be applied on monthly total of Gross salaries (as defined in clause II OF SECTION C) of the deployed persons for arriving at outsourcing management fees of a month.
- V. The successful Agency will be required to give an undertaking that it has understood clearly all the terms and conditions mentioned in this document and bind itself to the same for the period of the contract. A proforma for undertaking is at **Annexure-IV**. In case the successful agency fails to provide the undertaking the bid will be summarily rejected.
- VI. The successful agency will have to deposit a performance security amount of Rs 60000 within four days from date of the issue of letter of intent along with its

acceptance in the form of Fixed Deposit Receipt (FDR) hypothecated to the Member Secretary, NERPC, Shillong covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the agency. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful bidder before the extension.

- VII. The FDR can be forfeited by order of the Competent Authority of the Office of the NERPC in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. The Competent Authority for this purpose shall be the Member Secretary, NERPC.
  
- VIII. Member Secretary, for the best interest of the NERPC secretariat, reserves the right to withdraw/relax any of the terms and condition mentioned above including qualification and evaluation criteria so as to overcome the problem encountered at a later stage.

**SECTION C**  
**TERMS OF PAYMENTS**

- I. At the end of a month all persons deployed by the agency will be paid on daily wage (Basic + VDA) basis and the monthly salary of the deployed person will be arrived at by multiplying the daily wages (Basic + VDA) with number of working day in the month plus other statutory dues.
- II. Gross Salaries to the Deployed persons include Basic Wages, VDA, Employers' Contribution to EPF, and Employers' Contribution to ESI, Bonus, and Overtime payment if any. In addition to reimbursement of Gross salaries the agency will receive Outsourcing management fees (which will be quoted percentage of Basic +VDA), Service Charges for Cleaning, Service Tax as per rules. The net pay in the hands of a deployed person shall be paid to him without deduction of any kind except those authorized by or under any statute.
- III. Over Time Allowance (OTA) will be paid in general for driver only and for Pump operator/attendant in case emergency demands. Coordinator of the agency shall maintain OTA register for this purpose. OTA register shall be countersigned by Member Secretary, NERPC or a person authorized by him. A copy of OTA register sheet should be enclosed with original monthly bill. Rate of OTA per hour is as below:

Up to the first one hour in excess of prescribed hours of duty in a day	Applicable Rate
Thereafter	Rs. /-

- VIII. After expiry of each month and successful completion of duty periods as per terms and condition of the work order, the agency shall submit bills in triplicate addressed to "The Member Secretary, NERPC, Shillong -793006" showing items mentioned in CLAUSE I & II OF SECTION C above. The payment to the agency will be made through a/c payee cheque. The bill shall enclose copy of the attendance sheet, OTA register, proof of bank challan/receipt showing deposition of EPF contribution, ESI & other statutory dues (viz. Service Tax) for previous months, consolidated as well as break up of salary paid by the agency to the deployed person for the month.
- IX. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Indian Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
- X. The agency shall make regular and full payment of salaries and other statutory payments to its personnel deployed as per the terms and conditions mentioned in this quotation and furnish necessary proof whenever required. The payment to personnel by the Agency would be made on or before 7th of every month. In case 7th day being a holiday, wages

should be paid on the preceding working day of the month. In case, the agency fails to deliver the salary within due date, the agency will not be paid any outsourcing management fees for that month.

- XI. NERPC shall deduct proportionate amount for each day of absence of the personnel while making payment to the agency each month, in case no substitute in place of the absentee was provided by the agency. The delay in providing a substitute beyond three working days would attract a penalty @ Rs.300/- per day on the service providing agency.
- XII. Material for cleaning services shall require to be supplied by the Agency as per schedule A and it should be recorded in the material register. The register should get signed by AS, NERPC or any other officer authorized for the purpose. Noncompliance to this may attract penalty on cleaning service charges at twice the market rate of the particular material. In case NERPC has to make any arrangement for getting any material or service which is a part of this contract by any other agency or by it, twice the amount paid shall be deducted from the bills of the agency and no communication on this matter would be entertained. It is to be noted that there will be cost ceiling (inclusive of all) of Rs. 1200 per month for the material requirement.
- XIII. The Agency will ensure the remittance of the salary to the personnel deployed by them in NERPC through Bank Account or other means and a copy of bank statement or receipt of salary by the engaged personnel will be furnished to this office every month along with the bills. Consolidated amount of salary to be paid to the deployed personnel by the company as well as the breakup of the same, break up of net pay, giving the details of Pay and contribution towards Provident Fund (PF), Medical benefit (ESI), Bonus, etc. shall also to be furnished in the breakup of the each month salary.
- XIV. Proof of bank challan/receipt showing deposition of EPF contribution, proof of payment towards ESI & other statutory dues for previous months shall be submitted with the bills. In case of any default, NERPC will deduct the dues and release the balance amount to the Agency. In addition the agency has to submit regularly proof of submission of requisite account statements as per EPF Act/Rules, receipts/statements issued by Regional Provident Fund Commissioner etc. in time to NERPC failing which NERPC would be at a liberty to take appropriate action under this document for breach of contract/non adherence to statutory obligations, etc.
- XV. In case NERPC receives any complaints regarding non-payment of salaries to the personnel deployed NERPC would be at a liberty to take appropriate action under this document for breach of contract/non adherence to statutory obligations, etc.

**SECTION D**  
**TECHNICAL QUALIFICATION CRITERIA FOR THE AGENCY**

The Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid:

- I. The Agency should be registered with Central or State government.
- II. Attested Copies of the registration certificate shall be enclosed with the technical bid document.
- III. The Agency must have a minimum of 3 (three) years of similar experience in supplying manpower including driver to Public Sector Companies/Banks/Central and State Government Departments/ reputed private companies. Details of contracts evidencing similar sort of experience in Central Government/State Governments/PSUs/Bank/reputed private companies in last 3 years along with attested copies of the work order shall be enclosed with the technical bid document.
- IV. The Agency should have had a minimum annual turnover of Rs. 10 Lac (Rupees ten lac) during last three years. Copies of Profit/Loss Accounts statements & Balance Sheets for the last three financial years duly Audited by the Chartered Accountant shall be enclosed with the technical bid document.
- V. The Agency should have its own Bank Account. Certified copy of the account for the last three years issued by the Bank shall be enclosed with the technical bid document.
- VI. The Agency should have a PAN number. Attested copy of the PAN card shall be enclosed with the technical bid document.
- VII. The Agency (not individual) should be registered with Service Tax/ GST departments. Attested copy of the registration shall be enclosed with the technical bid document.
- VIII. The Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. Attested copies of the registration with EPF and ESI shall be enclosed with the with the technical bid document.
- IX. The Agency must be registered under Contract Labour (Regulation & Abolition) Act 1972. Attested documents evidencing above shall be enclosed with the technical bid document.



- X. The agency should be regularly submitting the Income Tax Return under Indian Income Tax Act, 1961. Attested copies of the IT return for last 3 years shall be enclosed with the technical bid document.
- XI. An undertaking that the Agency had no adverse reports against it because of non-compliance to EPF/ESI & other statutes/statutory rules shall be submitted with the technical bid document.
- XII. The Undertaking as per **Annexure-IV** shall be submitted with the Technical Bid Document.

## **SECTION E**

### **TECHNICAL REQUIREMENT FOR THE MANPOWER TO BE DEPLOYED**

The qualifications and work experience required for personnel to be deployed by Agency is given below. The minimum age of the personnel deployed by the Agency should be 21 years and maximum age should be 65yrs. The number of personnel at each level is also indicated below. However, the actual requirement may vary and decrease or increase at different points of time based on functional requirements. The agency shall comply with the instructions of the office regarding increase/decrease in number of manpower required. The daily wages (Basic & VDA) to be paid to each category of personnel (as per order issued from the Office of the Commissioner of Labour & Employment, Govt. of India) is indicated below.

Position	Qualification	Category and Basic*	Current VDA as on Feb 2018*	Working Days per week	No. of Posts at NERPC
Accountant cum office assistant / Personal Assistant	<ul style="list-style-type: none"> <li>• Graduate in any discipline;</li> <li>• 2 years' experience in accounting works in any govt. registered firm;</li> <li>• Good knowledge of computer. (MS Word, Excel, Power Point).</li> </ul>	Highly skilled (Rs. 637)		6 (with Sunday as usual off)	03
Clerk / Assistant	<ul style="list-style-type: none"> <li>• Graduate in any discipline.</li> <li>• Proficiency in typing.</li> <li>• Good knowledge of computer</li> </ul>	Skilled (Rs. 579)		6 (with Sunday as usual off)	02
Cleaner	<ul style="list-style-type: none"> <li>• Shall be minimum eighth class passed with good physique.</li> </ul>	Un-skilled (Rs. 437)		6 (with Sunday as usual off)	04
Driver	<ul style="list-style-type: none"> <li>• Eighth class passed.</li> <li>• Holding a valid commercial license for motor vehicle.</li> <li>• Well conversant with traffic regulations of NER</li> </ul>	Skilled (Rs. 579)		6 (with Sunday as usual off)	02

	<ul style="list-style-type: none"> <li>region.</li> <li>Well conversant with roads and routes in Shillong and surroundings and relevant security instructions.</li> </ul>				
Attendant/ Pump Operator	<ul style="list-style-type: none"> <li>Shall be minimum 10<sup>th</sup> Pass, conversation with, English and local language.</li> </ul>	Semi-Skilled (Rs. 494)		6 (with Sunday as usual off)	02
Gardener	<ul style="list-style-type: none"> <li>Shall be minimum eighth class passed with good physique.</li> </ul>	Unskilled (Rs. 437)		6 (with Sunday as usual off)	02

\*As per order no. F. No. 1 / 13(3) / 2017 –LS –II, Government of India, Ministry of Labor & Employment, office of the Chief Labor Commissioner dated 06.10.2017.

## **SECTION F**

### **SCOPE OF WORK**

#### **A. CLEANING WORK READ WITH ANNEXURE I**

- I. To carry out cleaning, dusting and upkeep of rooms, toilets, corridors, canteen, guest house, conference hall, library, open area, staircases etc. in NERPC Office.
- II. To carry out cleaning, dusting and mopping of all corridors, ceiling and walls of all common area (corridors & staircases), window glass panels of the corridors & staircases of NERPC Staff Quarters of all building, all staircases, toilets all floor, etc. and Generator room, Pump room, Firefighting room, Electrical maintenance room, Quarter maintenance room, Lift room, Garbage room, Garage, all landing, Garbage chutes of all floors with detergent and water located in NERPC complex.
- III. Cleaning, dusting & washing of guest house, in NERPC Office and any other room(s) designated as guest house in future.
- IV. Cleaning of newly allotted quarters.
- V. Cleaning of garbage collection room.
- VI. Cleaning & rubbing of floors in the corridors, staircases etc. with required cleaning materials by the floor machine (to be provided by the agency).
- VII. Cleaning & washing with water of open areas i.e. lawn & courtyard (front & backside) including the portion in front of all gates of the building.
- VIII. Clearing of garbage, waste materials etc. from the NERPC Staff-Quarter premises & NERPC office and proper dumping at SMC garbage collection place
- IX. First round of cleaning work shall be completed by 09:30 hours and second round of cleaning work shall be completed by 14:30 hours. The persons deployed shall be available till 17:00 hours and attend to any emergent work.
- X. All consumables like Phenol, Detergent, Liquid Soaps, Floor Polish, Deodorants, Room Freshener, Naphthalene, Odonil etc. (in best quality & reputed make) and special T&P items like floor polishing machine and vacuum cleaner shall have to be provided by the agency (Schedule A)

- XI. The agency shall also be responsible for providing other cleaning materials required for cleaning works like dusters, brooms, brushes, mops, buckets, mugs etc. (Schedule A)
- XII. The agency shall provide liquid soap, Room freshener, Naphthalene cubes/balls, Phenyl etc. in all the toilets of the guest house and also carry out acid cleaning & scrubbing of toilets, wash basins, sanitary fittings, glasses and toilets floors of the guest house. (Schedule A)
- XIII. Proper exhaustive maintenance and cleaning work in Garden of NERPC office & its residential complex.

**B. DRIVER READ WITH ANNEXURE II**

- I. The Driver shall have to drive the office vehicle anywhere under the jurisdiction of North Eastern Regional Power Committee (NERPC).
- II. The driver shall carry out daily routine checking and cleaning of the vehicle and carry out maintenance of minor nature as required for keeping the vehicle in running condition.
- III. The driver should maintain the vehicle in tip top condition by regular cleaning, doing himself water servicing and greasing as and when required.
- IV. The driver should check up all general requirements on vehicle regularly such as oil/water level, oil quality, radiator water, battery condition, tyre inflation etc.
- V. The driver should maintain vehicle Log books properly for each and every trip of the vehicle. The driver shall also be required to coordinate so that Road Tax, pollution certificate, etc. for the vehicle are up to date.

**C. SECRETARIAL JOBS**

- I. The personnel engaged for this job have to carry out various secretarial assignments deemed fit for smooth running of NERPC secretariat and shall be deployed for work at NERPC office.

**D. ATTENDANT READ WITH ANNEXURE III**

- I. Day to day operation and tit bit maintenance of the 2 nos. water motor pumps & its panel boards. (Specification of Motor: 12.5 hp/9.3 kw, coupling type, Crompton make, Specification of Pump: Type-HST 62, head-66 mtrs., capacity-326 ltrs., WASP make).
- II. Oiling and greasing of the motor pumps to be carried out once in every month.
- III. Day to day operation and tit bit maintenance of D.G. Set installed at the said premises. Day to day operation schedule is to be recorded in a Register supplied by this office. Tit bit maintenance includes checking of Battery charging, day to day checking of diesel level, Mobil, water level etc. of the Generator and associated electrical lines inside the D.G. Room.
- IV. Tit bit electrical maintenance/operation of Meter Room, Common area etc.
- V. Look after day to day petty electrical/minor civil maintenance work of the allottees of NERPC staff quarters/ guest house and keeping records of complaints made by the allottees in the register to be provided by this office and to intimate the Officer-in-Charge regularly for rectification.
- VI. Maintaining guest house register in the event of guest allotment in the Staff Qtrs. guest house, if desired by this office.
- VII. Look after any other odd-jobs assigned by this office as and when required.

**E. Gardener**

- I. Undertaking landscaping and gardening work at NERPC premises.
- II. Develop and maintain, garden, trees, outdoor and indoor plants on regular basis and shall operate/apply all durables, consumables and machines required for gardening/maintenance.
- III. The maintenance shall include watering, manuring, fertilizing, plant protection, sweeping, weeding, mowing and disposal of garden refuse, cultivation and cutting of edges, pruning and clipping of hedges etc. and minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance which includes replacement of indoor and potted plants time to time.
- IV. Fertilizers, manure, gardening machines and other necessary items will be provided by the office.

## **SECTION G**

### **CRITERIA FOR EVALUATION OF TENDER**

- I. The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form and criteria described in section-D.
- II. After evaluation of Technical bids the financial bids will be opened.
- III. Any agency, who quotes only for part of the services, shall not be considered for award of the contract, even if the agency becomes lowest for some parts of services. The office reserves the right to select the next lowest bidder in such case.
- IV. The most competitive quote will be determined by aggregating outsourcing management fees arrived at by applying the outsourcing management rate as quoted by the bidder on the monthly total of wages (Basic only) at mandatory rates for all categories of manpower as per requirement in Section E and monthly cleaning services charges.

**SECTION H**  
**PROFORMA FOR TECHNICAL BID**

1.	Name of Agency		
2.	Profile of the agency		
3.	Name of proprietor/Director of the agency		
4.	Full Address of Local Office		
5.	a. Telephone No. b. Fax No. c. E-mail Address		
6.	Banker of Agency with Full Address (Attach certified copy of Account for the last three years issued by the Bank)		
7.	Telephone number of Banker		
8.	Registration No. of the Agency under Central/State Government (Attach attested copy of the Registration)		
9.	Registration and Licence No. of the Agency under Contract Labour (Regulation and Abolition) Act, 1972 (Attach attested copy)		
10.	PAN No. of the Company (Attach attested copy of PAN card of the Agency)		
11.	Service Tax Registration No. of the Agency (Attach attested copy of the registration certificate)		
12.	EPF Registration No. of the Agency (Attach attested copy of the registration certificate)		
13.	ESI Registration No. of the Agency (Attach attested copy of the registration certificate)		
14.	Attested Income Tax Return of the Agency for the last three financial years	Submitted YES/NO	
15.	Undertaking that the Agency had no adverse report against it for non-compliance to Statues like EPF Act, ESI Act etc.	Strike out whichever is not applicable: YES/NO	
16.	Annexure-IV	Submitted YES/NO	
17.	Financial turnover of the Agency for the last 3 Financial Years: (Copy of the IT return filed during last three financial years and Copy of the P/L & B/S statement of last three	2014-15	(Amount in Rs.)
		2015-16	(Amount in Rs.)



	years duly certified by Chartered Accountant to be attached).	2016-17	(Amount in Rs.)
18.	Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Agencies handled by the Agency for providing manpower including driver during the last three years in the following format* (attested copies of the last three years work award may be enclosed):	Submitted YES/NO	

\*

Sl. No.	Clients (Name, address and phone)	Amount of contract	Duration of contract		Nature of Contract	
			From	To	Type of Work	No. of Persons deployed
1.						
2.						
3.						

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

Signature of authorized person

Date:  
Name:  
Place:  
Seal:

**SECTION I**  
**PROFORMA FOR FINANCIAL BID**

NERPC has worked out and fixed the rate for personnel to be deployed against the various positions which the Agency is required to pay on a monthly basis to each of the personnel deployed in NERPC during the contract period. The Agency is required to submit a price bid in the following format only.

Description	No of heads	Total basic wages (Rs) as on Feb 2018 considering 30days working.	Col2 xCol3 In Rs.
Col (1)	Col. 2	Col. 3	C
Office Accountant / Personal Assist.	03	=637x30	57330
Data Entry Operator/Clerks/ Assist.	02	=579x30	34740
Attendant/Pump Operator	02	=494x30	29640
Cleaner/Gardener	05	=437x30	65500
Driver	02	=579x30	34740
A. Total wage (Basic)/month for Manpower(considering 30 days Basic Wages only) ***			221950
B. Total outsourcing management Rate (%) [to be entered by the agency]			
C. Outsourcing management charges/month for evaluation (A*B/100)			

\*\*\* In addition to this, VDA, PF, ESI, Bonus, OTA wherever applicable etc. as per statutes and/or mentioned in this document will have to be paid by the agency and subsequently reimbursed by N ERPC.

The above method is for evaluation only and outsourcing management fee also include VDA in the contract.

The outsourcing management rates, Cleaning Service Charges quoted by the agency shall be fixed and valid for the entire period of the contract. No request for any change/modification shall be entertained during entire contract period. However, monthly salary to be paid to the deployed person may change with the statutory change in VDA etc. by the order issued from the Office of the Commissioner of Labour & Employment, Govt. of India. The decision of competent authority of NERPC, in this regard would be final and binding.

The actual salary to be paid to each category of personnel will depend on number of working days and attendance.

Signature of authorized person

Date:  
Name:

Place:  
Seal:

## **CHECK LIST**

(To be submitted by bidders along with tender document)

**Subject: Submission of tender document for Services at NERPC Complex**

Sl. No.	DOCUMENTS TO BE SUBMITTED	MARK (v)
1.	Copy of Registration Certificate of the Agency with Central/State Government.	
2.	Copy of Registration Certificate of the Agency under Contract Labour (Regulation & Abolition) Act 1972 .	
3.	Copy of the TAN/PAN of the Agency.	
4.	Document in support of Past Experience of the Agency in working with Govt. Dept./PSU/reputed private firms etc. during the last three years along with performance report of the employers, if any.	
5.	Copy of Income Tax Return of the Agency for last three financial years.	
6.	Copy of audited Profit & Loss A/c of the Agency for the last three years	
7.	Copy of audited Balance Sheet of the Agency for the last three years	
8.	Copy of Service Tax Registration Certificate of the Agency	
9.	Copy of PF & ESI Registration Certificate of the Agency	
10.	Pay Order / Demand Draft of Bid Security Money (EMD)	
11.	Copy of the Bank account of the agency for the last three years	
12.	Signed copy of the tender document	
13.	Annexure – IV	
14.	Financial Bid	

I ( ) hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect, action as deemed fit by NERPC can be taken against me.

Place & Date:

Signature with Stamp  
Authorized Signatory of the Agency

**Cleaning/Up Keeping Work**

- I. The personnel to be deployed by the agency shall be of proven record and character. The names, present and permanent address, details of employment during the past two years, if employed, of these personnel shall be furnished before deployment of such staff in NERPC. Before deployment of its staff the agency shall ensure that the personal data of staff employed has been verified thoroughly and have been registered with the local police station.
- II. The agency shall execute the contract directly and they shall not be permitted to give any sub-contract for part or whole of the work.
- III. It shall be responsibility of the agency to ensure that their staff is in proper uniform along with their nameplate. Necessary approval for uniform should be taken from Officer-in-Charge, NERPC.
- IV. The agency should be responsible to ensure that the cleanliness of the NERPC office premises as well as residential complex is maintained at the desired level of standards.
- V. The agency shall keep an attendance register in which the arrival & departure time of Safaiwalas deployed will be entered daily. This attendance register shall be put to the Officer-in-Charge, NERPC for his scrutiny.
- VI. If the agency fails to render any or all the services for any period during the tenure of the contract, NERPC shall be at the liberty to get the work done from other agencies and deduct twice the charges incurred on this account from amount payable to the agency/Security Deposit.
- VII. The agency shall be responsible for any loss, damage or liability to the property of this office due to lapse of their employees.
- VIII. NERPC shall have discretion to ask for increase/decrease in the number of staff as per its requirement. Any increase/decrease of staff shall be on pro-rata basis.
- IX. The agency has to ensure that any staff shall not be allowed to stay in the complex beyond his duty hours.
- X. It shall be responsibility of the agency to provide suitable alternative/substitute in case of leave/absence etc. of personnel deployed otherwise punitive measure will be taken as already specified.
- XI. In case of dispute on the quality of cleaning & upkeep and horticulture work the decision of the Member Secretary, NERPC shall be final and binding upon both the parties.
- XII. The Staff will be paid one weekly off day, usually on Sunday, unless otherwise specified.
- XIII. It shall be the responsibility of the agency to deploy staff at places of requirement as per directions of Member Secretary, NERPC or any other officer of NERPC authorized for the purpose.

**Driver**

1. The Agency shall be able to supply two drivers normally for 6 days in a week, as per the general terms and conditions.
2. The agency should make arrangement for uniforms & badge / shoes etc. for the driver and he should always wear uniform during working hours.
3. The Driver should have professional LMV / HVM License issued by competent authority.
4. The driving license should be renewed by the driver as and when required. No Charges shall be paid by the office in this account.
5. The Driver should have good health, should not have vision problem, should not be alcoholic and smokers and he should be a competent person with proficiency in driving and courteous behavior. Driver deployed by the agency shall not have any adverse police record.
6. The agency should produce complete bio-data, photo identity and residence proof of the deployed person before taking the assignment.
7. The Driver should have a basic knowledge to find out the minor problems of the vehicle and should be able to attend them at his own.
8. Under emergency conditions the driver should be ready to work beyond normal working hours at already specified overtime rate.
9. The Office reserves right for test and interview for the driver and then only the order will be given.
10. In case if any dispute arises the decision of office will be final and agency should bind for it.
11. The persons who will be engaged for this service should be able to read and write the language of HINDI and ENGLISH in addition to his mother tongue.
12. The "Agency" shall be responsible for any loss / damage / theft/ accident of Vehicle or any part thereof due to the irresponsible / negligent driving by the M.V. Driver , deployed by the "Agency" during their duty and the "Office" has the right to recover full loss of such amount from the "Agency".
13. The "Agency" shall be responsible for the protection of Govt. vehicle. In the event of any accident the Agency shall be liable for any damage and/or dispute arising with third party or legal matters.
14. In case of any litigation due to the accident the agency shall handle at its own cost and in the event of the department happens to incur any expenditure towards litigation, the same shall be recovered from the agency.  
Member Secretary, NERPC shall be the final Authority for determination of quantum of liability.

15. The agency is solely responsible for resolving all RTA/ Traffic police cases if any with respect to drivers. All penalty, financial liabilities, etc. in this regard shall be borne by the agency and the office will not take any responsibility in this regard.
16. The payment will be made every month on verification of the bills submitted by the agency with office records. In case of absence of driver and suitable substitute not being provided in the month then twice the daily amount will be recovered from the bill.
17. The normal duty time shall be 8 Hours per day from 0930- 1800 Hours, with half an hour lunch break, unless otherwise rescheduled and instructed by the concerned in-charge, which shall be duly followed.
18. It shall be the responsibility of the agency to insure the driver at their own cost against accident, etc.; the office will not take any responsibility, financial or otherwise, in this regard.
19. Besides the monthly payment and payment for overtime as applicable, the office will make no other kind of payment either to the Agency or to the driver in any form.
20. The driver should be provided with the working mobile phone by the agency, so that driver can be contacted by the officers, whenever required. The call charges and other charges for such phone should be borne by the agency.
21. Before deployment of driver, the agency shall ensure that the personal data of the driver has been verified thoroughly and have been registered with the local police station.
22. Fuel/mobil etc. for the vehicle will be provided by the office.

**Attendant/Pump Operator**

I. The duty hours of the Staff will be 0700 hours. to 1530 hours. with an half hour lunch break of six days. One weekly off day will be allowed. However, considering essential services to be provided to the allottees of the residential Quarters and Guest House, the operational work may continue beyond duty hours also. Even, on emergency, he may be asked to provide his service in late night also. Overtime at already specified rate in clause 46 of Section C will be provided in such emergency cases.

II. Necessary items and materials for this assignment will be provided by the office.

**DECLARATION**

1. I, ..... Son/Daughter/Wife of Shri ..... Proprietor/Director/authorized signatory of the Agency 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 along with 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.
4. Certified that there are no complaints/non-compliance cases in respect of payment of statutory dues against the agency.
5. Certified that the agency has not been black listed /security deposit has not been forfeited in case of the agency during the last five years.

Signature of authorized person

Date:

Full Name:

Place:

Seal:



**SCHEDULE - A****MONTHLY MATERIAL REQUIREMENT**

S.N	Name of the items	Brand as per Government standard specification.	Quantity
1	PHENYLE	REPUTED BRAND QUALITY	15 Ltr.
2	CLEANZO		10 Ltr.
4	HARPIC BOTTLES(500 ML)		6 Nos.
5	COLIN SPRAY BOTTLES(500 ML)		3 Nos.
6	ROOM FRESHNER(ROSE)		10 Nos.
7	DETERGENT POWDER		1 Kg
8	LIZOL		10 Litres
9	SANITRY CUBE		10 Pkts.
10	NEPHTHALINE BALLS		01 Kg
11	ACID		3 Ltr.
12	SOFT BROOM		4 Nos.
13	NARIAL BROOM		4 Nos.
14	FLOOR DUSTER MOP		84Nos.
15	WIPER		4 Nos.
16	JALA BRUSH LONG ROD		01 Nos.
17	PVC MUG		02 Nos.
18	BUCKET		02 Nos.
19	DUSTBIN WITH LID 25 LTR.		021Nos.
20	TOILET BRUSH		02 Nos.
21	BLEACHING POWDER		5 Kg
22	PVC DUST PAN		02 Nos
23	DRAIN PRESSURE PUMP		01 Nos
24	GARBAGE BAG BIG/SMALL SIZE		2Kg
25	VACCUM CLEANER		As and when required
26	FLOOR CLEANING MACHNE		(Normally once a week)
27	SCRUB SPONGE		5 Nos
28	APRONE	2Nos	
29	CLEANIG MASK+GLOVES	2Nos.	