



**National Council of Science Museums  
(Ministry of Culture, Govt. of India)**

**E-TENDER DOCUMENT FOR PROVIDING  
UPKEEPING, SANITARY, HOUSEKEEPING  
& GARDEN MAINTENANCE SERVICES**

**REGIONAL SCIENCE CITY  
Aliganj Extn., Sector – E, Ekta Vihar  
Lucknow – 226 024**

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**INSTRUCTIONS TO THE E-TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS ONLINE THROUGH E-PROCUREMENT SITE**

<https://eprocure.gov.in/eprocure/app>

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This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers /bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**REGISTRATION:-**

- 1) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Click here to Enrol**” on the CPP Portal. Enrolment is free of Charge.

As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.

Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by tenderers/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS:-**

- (a) There are various search options built in the CPP Portal, to facilitate tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of ‘**Advanced Search**’ for tenders, wherein the tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the tenderers/bidders have selected the tenders they are interested in, they may download the required documents / tender

schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS:-**

- (a) Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted.
- (b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- (c) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:-**

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the e-tender document.
- 3) Tenderer/bidder has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the TENDER FEE & EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD & Tender Fee should be uploaded while online submission of the tender and the original should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid

- submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
  - 6) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Offer Sheet** in .xls format with the e-tender document, which is to be downloaded and to be filled by all the tenderers/bidders. Tenderers/bidders are required to download the **Offer Sheet** file, open it and complete the **green colored (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. Once the details have been completed, the tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the tenderer/bidder, the bid will be rejected. In e-Tendering, intending tenderer/bidder can quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded. **The manual calculation check of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate authority of museum/centre shall be final and binding.**
  - 7) The server time (which is displayed on the tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/bids through online e-tendering system to the **Tender Inviting Authority (TIA)** well before the bid submission end date & time (as per Server System Clock).
  - 8) All the documents being submitted by the tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
  - 9) The uploaded e-tender documents become readable only after the tender opening by the authorized tender/bid openers.
  - 10) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid

summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.

- 11) The tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any tender/bid opening meetings.

**ASSISTANCE TO TENDERERS/BIDDERS:-**

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA), Director, National Science Centre, Delhi**, **Contact No.** 011-23371297, 23371893, Website: [www.nscdlhi.org](http://www.nscdlhi.org), Email: [nscdl01@gmail.com](mailto:nscdl01@gmail.com).
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232**.

**NOTICE INVITING e-TENDER (e-NIT)**

**No. NSCD/18011/E-Tender-58/2018-19**

**Dated 08.03.2019**

The **REGIONAL SCIENCE CITY, Lucknow (which is the administrative control of National Science Centre, Delhi)** is a constituent unit of the National Council of Science Museums, Kolkata\* (\*hereinafter referred to as the Museum/Centre).

**General terms & Conditions:-**

1. Online e-tenders are hereby invited from reputed and experienced agencies for providing 'Up-keeping, Sanitary, Housekeeping & Garden Maintenance Services at **REGIONAL SCIENCE CITY** Aliganj Extn., Sector – E, Ekta Vihar Lucknow – 226 024, on contract basis on payment **of monthly lump sum composite charges for the number of personnel to be deployed as per the departmental estimation as per Govt. of India prescribed rates as separately indicating (a) GST component as applicable and (b) Service Charges of the agency. The tenderer should fulfil the following eligibility criteria:-**

**(i)** Should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than five years as on 01 March 2019 Should be in possession of (a) Trade License (b) PAN Card [in the name of firm/agency]: (c) EPF/ PF Registration (d) ESI Registration (e) P-Tax registration (f) Registration under the Shops & Establishment Act (g) GST Registration. The Registered Office or one of the Branch Offices of the tenderer should be located in and around the place where the museum/centre is located. The agency or any of its partners /directors etc should not have been black listed/ debarred by any of the government agencies or department or institution/ corporate body or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including PF/ESI authorities. Further, no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract. (To be submitted as per Annexure-VII in bidder's/ tenderer's letterhead)

**(ii)** Minimum 05 (Five) years experience in executing similar kind of Upkeeping, Sanitary, Housekeeping & Garden Maintenance related job in Central Government/ Central Autonomous Bodies/ State Govt/ Central Public Sector Undertakings, Corporate bodies. Tenderer shall attach list of such organizations with contact numbers where the Agency is currently providing/ has earlier provided this kind of service and a certificate of credential and copies of work order/completion Certificate shall be submitted in support of their claim.

**(iii)** Minimum Annual turnover is Rs. 1Cr. (Rupees One Crore) for RSC/SRSC & District level museum/centre during the last 3(three) financial years. [Tenderer shall attach relevant documents (audited report Trading, P/L & BS from authorized Chartered Accountant) as proofs with the Technical bid]

**(iv)** The Tenderer should meet any one of the three criteria as under:

a. Currently providing / earlier provided successfully ONE similar Upkeeping, Sanitary, Housekeeping & Garden Maintenance related services having annual value equal to Rs. 25.00 lakhs for RSC/SRSC/District level museum/centre in any Departments/Autonomous Institutions/Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/Corporate sectors during last three financial years.

OR

b. Currently providing / earlier provided successfully TWO similar Upkeeping, Sanitary, Housekeeping & Garden Maintenance related services having annual value equal to Rs. 10.00 lakh for RSC/SRSC/District level museum/centre) in any Departments/Autonomous Institutions/Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/Corporate sectors during last three financial years.

OR

c. Currently providing / earlier provided successfully THREE similar Upkeeping, Sanitary, Housekeeping & Garden Maintenance related services having annual value equal to Rs. 5.00 lakh for RSC/SRSC/District level museum/centre) in any Departments/Autonomous Institutions/Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/ Corporate sectors during last three financial years.

2. The place of work shall be at Reginal Science City, Aliganj Extension, Sector "E" Ekta Vihar, Lucknow.

3. Important Information & Dates:

EMD Amount	30,000/-
Cost of tender document/ tender fee	Nil
Tenure and validity	Initially 03 months on trial basis, there after 09 months subject to satisfactory performance of the agency. The contract may be renewed on year-to-year basis based on the satisfactory performance for a maximum period of 03 years including trial period of 03 months at the discretion of the museum/centre.
Bid Document Publishing Date & Time	08.03.2019 (17:00)
Bid Document Download Start Date & Time	08.03.2019 (17:00)
Bid Document Download End Date & Time	As per system generated.
Bid submission Start Date & Time	09.03.2019 (10:00)
Pre Bid Meeting	15.03.2019 at 12:00PM
Bid submission End Date & Time	19.03.2019 at 2:00 PM
Bid Opening(Technical) Date & Time	20.03.2019 at 2:00 PM

4. The intending tenderers/bidders must read the terms and conditions of tender carefully. They should submit their bid only if they consider themselves eligible as per the laid down criteria and if they are in possession of all the documents / registrations required.
5. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
6. The bid document consisting of guidelines for Upkeeping, Sanitary, Housekeeping & Garden Maintenance Services, job requirement to be fulfilled and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app> free of cost.
7. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only those tenderers/bidders shall be opened, who have deposited Earnest Money Deposit as specified above duly scanned, uploaded and found in order. The financial bids of only those tenderers/bidders whose Technical Bids are found to be in



order and accepted and shall be opened by the Tender Evaluation Committee (TEC) authorised for the purpose.

8. Those agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
9. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
10. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as Technical Bid Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of EMD & E-NIT, etc. and the second electronic envelope will be named as Financial Bid Envelope containing Rate Quote Sheet with detailed break up of composite monthly service charges and work plan for execution of Upkeeping, Sanitary, Housekeeping & Garden Maintenance related services. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and thereafter financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:-

- a) **TECHNICAL BID ENVELOPE** shall contain the following documents:
  - i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank or RTGS/NEFT transaction (as per bank details at annexure VIII) details as the case may be towards payment of Earnest Money Deposit (EMD) in favour of **NATIONAL SCIENCE CENTRE payable at DELHI in pdf format.** (Physical Bank Demand Draft/Pay Order/Bankers Cheque at Sl (i) and hard copy of E-NIT endorsing signature & rubber seal of the agency on all pages may be submitted to National Science Centre, Delhi on or before 20<sup>th</sup> Mar. 2019)
  - ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority/necessary license as required under the contract labour (Regulation & Abolition) Act 1970 or any other act as applicable in pdf format.
  - iii) Scanned copies for the proof of eligibility as per Clause No.1 (i- ii iii & iv) and Annexure-VI & VII respectively for providing Upkeeping, Sanitary, Housekeeping & Garden Maintenance Services EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION CERTIFICATE along with **Work Order/Letter of Intent** issued by Govt./Semi-Govt./Autonomous/PSUs/Corporate Sector

and/or Reputed Institution with appropriate Authority as per the e-NIT in PDF format.

- iv) Scanned copy of undertaking (As per Annexure-I) duly signed with agency seal in pdf format.
- v) Work plan in PDF format digitally signed showing the deployment pattern of Upkeeping, Sanitary, House keeping & Garden Maintenance personnel and how the agency proposes to judiciously render Upkeeping, Sanitary, House keeping & Garden Maintenance related services under this contract.
- vi) Scanned copies of PAN Card, GSTIN Certificate, IT Returns for last three years and Trade License in PDF format.

b) **FINANCIAL BID ENVELOPE** shall contain:

Rate Quote Sheet in .XLS format.

11. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for summary **rejection**.
12. The museum/centre does not bind itself to accept the lowest e-tender/bid and has the right to reject or accept any or all the e-tenders/bids; received without assigning any reason whatsoever and it shall remain final and binding.
13. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders who resort to canvassing will be liable for rejection on that ground alone.
14. E-tenders are incorporating **additional conditions** or with deviations from the conditions of contract, the bids not meeting any other requirements stipulated in the e-tender are liable to be **rejected**.
15. The tenderer(s) **must declare** in writing that neither he nor any of their Directors/Partners are in anyway related to any officer in the National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure – 'I'**.
16. Apart from GST as specified above any other tax in respect of this contract will be reimbursed as per the applicable rates prescribed by the Government of India from time to time.
17. Before submitting the e-tender, the tenderer shall assess the quantum of subject services involved after going through the scope of job requirement of Upkeeping, Sanitary, Housekeeping & Garden Maintenance Services and conditions of contract and inspect the site, if

necessary. No claims for additional payments would be entertained arising out of contractor's ignorance of site conditions.

18. For the purpose of opening of the e-tenders/bids as described in Clause 10 of the Notice Inviting e-tender, it is clarified that only on receiving the (i) **EMD, physically in the museum/centre together with signed and sealed/stamped copy of the e-tender document** before the bid opening date, the **Technical Bid Envelope** will be opened. After the authority of museum/centre is satisfied that the documents in the Technical Bid Envelope are in order, the **FINANCIAL BID ENVELOPE** shall be opened, subsequently by the duly constituted Tender Evaluation committee (TEC) of the museum/centre. The date, time and venue of opening of Financial Bids shall be published on the CPP Portal later.
19. It may be noted that the Technical Bid Envelope which are not found in order as per the requirement of museum/centre shall be summarily rejected and the decision of the Museum/Centre shall be final and binding.
20. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for the subject services fails to take up the work and sign the formal agreement within 07 days from the date of issue of Letter of Intent to them.
21. **Over all lowest tenderer/bidder shall be considered as successful tenderer/bidder i.e. L1.**
22. The successful tenderer will be awarded the work of Up-keeping, Sanitary, Housekeeping and Garden maintenance services by the museum/centre and given stipulated time which shall be counted from the date of issue of the LOI. During this intervening period, the successful tenderer shall check the work plan/job requirement, visiting hours, visitors' footfall and occupancy rate of different facilities etc. of museum/centre. The successful tenderer shall also mobilise all its resources including conservancy and gardening personnel, consumable gadgets as per annexure- IV and stationery items etc. and sign an Agreement with museum/centre in approved format on a non-judicial stamp paper of appropriate value.
23. The validity period of the e-tender shall be **03 (THREE)** months from the date of opening of e-tenders. This period may be extended suitably if the decision regarding issue of Letter of Intent is delayed for any reason.
24. Agency may visit the site before submission of e-tender.

## Appendix to e-NIT

### 1. SUMMARY OF CONDITIONS OF CONTRACT

Tenure of the Contract

Initially 03 months on trial basis there after 9 months subject to satisfactory performance of the agency. The contract may be renewed on year-to-year basis for a maximum period of 03 years including trial period of three months at the discretion of the authorities of museum/centre.

Earnest Money to be deposited with the e-tender

**30,000/-**

### 2. SECURITY DEPOSIT/ RETENTION MONEY

Minimum  $\frac{1}{10}$  of the annual Value of Contract subject to a maximum of 15,00,000/-

Process of submitting the GST compliant bill supported with relevant challans etc. by the successful tenderer.

Monthly basis duly certified by authorized representative of museum /centre.

## GENERAL CONDITIONS OF CONTRACT

1. The Agency must note that **Agency's service charges will remain unchanged during the entire period of contract.** However, **in case of revision of minimum wages or any other statutory charges made by the Government of India, the lump-sum composite monthly service charges shall be revised to the extent of the liabilities arising on that account only.**
2. The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc, both in the office as well as in the residence(s), of Partners/Directors.

### RESPONSIBILITIES OF THE AGENCY:-

3. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and **must pay minimum wage as per law to the personnel deployed by them** for the purpose at any time in the premises of the museum/centre.

**Bonus shall be paid once in a year against submission of reimbursement claim supporting with muster roll authenticating its disbursement.**

4. The Agency shall quote their rates based on the rates of minimum wage applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions **claimed by them on account of ESI and EPF towards the persons deployed at the museum/centre in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents. Copies of the quarterly, half-yearly & annual returns of GST, ESI, EPF and Professional Taxes shall be submitted after its submission to the concerned authorities.**

**The agency shall also submit a copy of GST invoice pertaining to cost of cleaning materials, consumable and plants/potted/flowers/hedges etc. along with monthly composite service charges.**

5. The Agency shall pay wages to the personnel deployed by them through the respective Bank Accounts **latest by the 7<sup>th</sup> of every month** and shall produce copy of acquaintance roll wages sheet showing monthly

wages paid to its personnel, and bank remittance statement every month along with their bill.

6. **A security deposit of minimum  $\frac{1}{10}$  of the annual value of contract, subject to a maximum of 15.00 lakh payable** in the form of a demand draft/pay order drawn in favour of 'museum/centre', is to be deposited by the Agency to cover the risk or any loss ***caused to the museum/centre due to fraud, theft, pilferage due to negligence on the part of the agency.*** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the museum/centre shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit at the discretion of the competent authority of museum/centre.
7. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the museum/centre. The Agency shall constantly keep in touch with the museum/centre regarding their Upkeeping, Sanitary, Housekeeping & Garden Maintenance Services and abide by all instructions and directives issued by the authority of the museum/centre in this regard.  
***The Agency shall provide necessary superintendence during the execution of the Upkeeping, Sanitary, Housekeeping & Garden Maintenance related assignment for fulfilment of their obligations under the contract***
8. ***The Agency shall maintain all relevant registers, documents in the premises of the museum/centre which may have to be presented for inspection of the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.***
9. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the museum/centre for the purpose of this contract and shall keep the museum/centre indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part or any liability, claims, losses or damages sustained by them for reasons of any breach of contract, wrongful act or negligence of the agency or any of its personnel engaged for the purpose of this contract.
10. The Agency shall not deploy any unfit person (or person having any contagious disease) or person above 60 years of age for Upkeeping, Sanitary and Housekeeping services in the museum/centre. In this regard, agency shall submit annual return to the museum/centre authority in respect of age/date of birth and medical fitness of their deployed Upkeeping, Sanitary, House keeping & Garden Maintenance personnel. The person(s) found medically unfit / physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.

11. The Agency shall **make periodical Police verification of the particulars of their personnel deployed and** issue proper identity cards to **those** employees **who are** deployed **by them** at any point of time for the purpose of this contract in order to facilitate verification of their identity by the museum/centre. They shall always wear the identity card while on duty inside the premises of the museum/centre.
12. The Agency shall maintain complete official records of disbursement of wages/salary showing specifically details of all deduction such as ESI, EPF, P.Tax etc. in respect of all the persons deployed in the premises of Museum/Centre. The agency shall maintain a personal file in respect of all its persons, who are engaged for the purpose of this contract. The personal file shall consists of personal details such as name, address (present and permanent with documentary proof), date of birth, residential address and all grievances recorded by the persons viz-a-viz action taken etc.
13. The Agency shall be liable to comply with the directions of the museum/centre, to replace within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
14. All Upkeeping, Sanitary, Housekeeping and Garden maintenance personnel deployed by the agency in the museum/centre shall be in proper uniform. The agency shall at their cost supply uniform and other accessories required for carrying out the Upkeeping, Sanitary, and Housekeeping & Garden Maintenance Services.
15. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the museum/centre and remove all their persons and materials from the campus after handing over the charge to the new agency.
16. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the museum/centre by Upkeeping, Sanitary, Housekeeping & Garden Maintenance personnel engaged by the Agency.
17. The museum/centre shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
18. The scope of services shall be as per the requirement of the museum/centre from time to time. Any extra Upkeeping, Sanitary, Housekeeping & Garden Maintenance related service arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately by a duly constituted committee. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given by the museum/centre.

19. The museum/centre shall pay to the Agency nothing more than the amount as may be due under the contract terms.
20. The agency shall not sub-contract or sub-let, transfer or assigns the contract or any other part thereof to any person/agency.

**PAYMENT:-**

21. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of museum/centre. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
22. The museum/centre shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the museum/centre. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
23. Income Tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the museum/centre.

**PENALTY:-**

24. ***In the event of any deficiency in the Up-keeping, Sanitary, Housekeeping & Garden Maintenance services rendered by the agency, any time during the currency of the contract, the museum/centre shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the museum/centre shall be binding on the agency.***

**TENURE AND VALIDITY:-**

25. In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the Agency. The contract may be renewed at the discretion of the museum/centre on year to year basis for a maximum period of three years, including the trial period. ***However, in the event of such renewal of the contract each year, the service charges of the agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes by Govt. of India from time to time, shall only be considered for revision.***



26. The contract can be terminated by the museum/centre at any time without notice in the event of gross security risk or gross damage to museum/centre property due to Agency's failure or the Agency goes bankrupt or becomes insolvent or in case of breach of any of terms and conditions of contract by the Agency and the decision of the museum/centre in this regard shall be final and binding on the Agency.
27. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

**ARBITRATION:-**

28. In case of any disputes and or differences arising out, or relating to of this contract between the museum/centre and the Agency shall be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a reasonable period then the matter shall be referred for adjudication to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the museum/centre or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications amendments and future enactment thereto and of the rules made thereunder for the time being in force.

## Annexure – I

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL BID ENVELOPE) of the e-tender document)

### DECLARATION -1

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

Date:

(Signature of the tenderer  
with agency seal/rubber

Place:

### DECLARATION -2

We hereby declare that we have not quoted any extra condition along with the Part-II (FINANCIAL BID ENVELOPE) of the e-tender.

Date:

(Signature of the tenderer  
with agency seal/rubber

Place:

### UNDERTAKING

This is to certify that we have carefully gone through the job requirement, terms and conditions given in the e-tender document & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates after going through all details in conformity to minimum wages and statutory payment as per Annexure-V of E-NIT. We hereby give an undertaking that we will abide by them and shall provide the Upkeeping, Sanitary, Housekeeping & Garden Maintenance services strictly as per the given job requirement during the period of contract.

We hereby give an undertaking that we shall provide the Upkeeping, Sanitary, Houskeeping & Garden Maintenance services strictly as per the given job requirement during the period of the contract.

We also undertake that the physical **EMD** instrument shall be deposited by us with the office of **MUSEUM/CENTRE payable at Delhi** before the bid opening date. Otherwise the **MUSEUM/CENTRE** shall reject the bid and debar me/us from further tendering in NCSM or its constituent units.

Date:

(Signature of the tenderer  
with agency seal/rubber

Place:

**Regional Science City, Lucknow**

A. **Facilities:-**

- (i) Total Area :- **9.68 acres**
- (ii) Main museum/centre building with **8186 Sq. Mtr.(Approx.)** built up area:-
- |              |   |          |
|--------------|---|----------|
| Old Building | - | 4407 Sqm |
| New Building | - | 3779 Sqm |
|              |   | <hr/>    |
|              |   | 8186 Sqm |
- (iii) Details of galleries & related facilities :- **10 Nos**
- a) Old Building : Fun Science Gallery, Popular Science, Children Fluidics, Water gallery, Materials Science. Innovation Hub**
- b) New Building: Under Water Exploration, Biotechnology, Being Human, Sports & Fitness (Upcoming).**
- (iv) Area of Science Park:- **29048.53 Sqm.**
- (v) No. of gates:- **03 Nos.**
- (vi) No. of gates in operation:- **02 Nos.**
- (vii) No. of visitors:- **Approx. 3.28 Lakh(Approx.)**
- (viii) Details of working hours of different facilities including Galleries :- **08 &1/2 Hours (09.30 AM to 6.00 PM)**
- (ix) No. of shows conducted like Science Odyssey, SOS, 3D etc. which may be increased depending on visitors' inflow:-
- 3D Shows : 07 times (on average)**  
**SDL Shows : 02 times (on average)**  
**Taramandal Shows : 03 times (on average)**
- (x) Parking area:- **2000 Sqm.**
- (xi) Auditorium with **145 nos.** of seats :- (Scimax Hall -**220 Seats** , 3D hall-**50 Seats**, Demo Hall- **65 Seats**)

**SPECIFICATIONS FOR THE UPKEEPING, SANITARY & HOUSEKEEPING AND GARDEN MAINTENANCE SERVICES**

**A. For Upkeeping, Sanitary & Housekeeping work:- the agency shall be responsible for the following:-**

1. Complete Housekeeping of all rooms, corridors, staircases and toilets other common areas in the premises with disinfectant materials like phenyl, detergent power, acid, liquid, soap etc. of suitable quality.
2. Complete upkeeping of all metallic items fixed in the toilets such as Water taps, Flush, Valves etc.
3. Complete upkeeping of all basins, sinks, and other toilet fixtures.
4. Complete upkeeping of all EWC/IWC with suitable disinfectant and to maintain those in sparkling condition.
5. Complete upkeeping of glazed tiles and floor area.
6. Complete upkeeping of the floors with appropriate materials and to keep the floor spick & span all the times.
7. Complete upkeeping of the carpets at all times.
8. Complete upkeeping of all auditorium chairs.
9. Complete upkeeping of all the tables, dais, and other furniture & fittings of the Museum/Centre.
10. Complete upkeeping of all windowpanes and fixed glasses excluding curtain wall.
11. All the required consumables for providing complete upkeeping services under the contract shall be provided by the agency as per Annexure -V.
12. Complete upkeeping of all the bare doors/columns etc.
13. Shifting of Tables, Chairs and Furniture as and when required.
14. Complete upkeeping of tables, chairs and other office furniture and equipment, in office and workshop.
15. Complete upkeeping of guest house and dormitory.
16. Complete upkeeping of all gallery exhibits, Reception area, conference hall, wooden partitions, windows, window panel, dusting furniture, committee rooms, ventilators, stone mesh, benches, sweeping all areas. Mopping minimum thrice daily, dusting and removing of cobwebs, removal and disposal of garbage.

**B. For Garden maintenance work:- the agency shall be responsible for the following:-**

1. Regular watering of plants, seedlings, trees, saplings, lawns etc.
2. Regular de-weeding of unwanted plants to keep the lawns free from weeds.
3. Manure of plants, trees, shrubs, lawn, hedges, beds etc. as and when required or as per the instructions of Museum/Centre authorities.
4. Regular lawn mowing by motorised / Petro driven lawn mowers in the following manner or as an when required or as per the direction of the Officer/Engineer in charge:

- a) In summer and winter lawn mowing shall be at an interval of 7 to 10 days in all the zones.
  - b) In rainy season lawn mowing shall be at an interval of 5 to 7 days in all the zones.
  - c) At any point of time the height of the grass shall not be more than 2”.
5. Regular hedge/edge trimming at an interval of 7 to 10 days in summer and winter an 5 to 7 days in rainy season or as an when required or as per the direction of the Engineer in charge for keeping it in required shape.
  6. Replacement (if withers away) of trees, plants, shrubs, hedges/edges etc. on ground and in pots.
  7. Regular trimming of plants and shrubs.
  8. Regular cleaning of tree basins and pots.
  9. Earthing up of plants in pots as well as those planted on ground.
  10. Removal of dried leaves and branches of trees and plants.
  11. Spraying insecticides, pesticides as and when required/advised.
  12. Potting, repotting and painting of pots.
  13. Plant propagation by grafting, cutting etc.
  14. Maintenance of a regular nursery as required.
  17. All the required equipment for providing complete Gardening & Housekeeping services under the contract shall be provided /used by the agency as per Annexure -IV.

**C. For maintenance of the rosary, the agency shall be responsible for the following:**

1. The agency shall be responsible for replacement of dead plants with new rose saplings.
2. Regular pruning's as well as plucking of dry flowers without damaging plants.
3. Earthing up of rose plant basins, nursing of plants, removing weeds and keeping plant basins free from weeds.
4. Regular spraying and dusting of insecticides/pesticides as and when required depending on the magnitude of infection.

<b>Broad list of consumable materials and equipment required under Upkeeping, Sanitary&amp; Housekeeping Services at Regional Science City, Lucknow</b>		
	<b>Material</b>	
1.	Room spray/Yardley/Airwick/Lakme	
2.	Colin/Mr.Muscles Spray	
3.	Harpic	
4.	Hit spray	
5.	Odonil cake	
6.	Naphthalene ball	
7.	Vim powder detergent/Surf/Sunlight	
8.	Bleaching powder	
9.	Cetronila oil	
10.	White phenol/Domex/Finit/Lizol	
11.	Black phenyl	
12.	Muriatic acid/HCL	
13.	Hand clean liquid soap like dettol/lifebuoy liquid soaps in toilets/washrooms	
14.	Floor clean liquid soap Liquid Soap (Hemocol)-General toilets	
15.	Scotch Bright	
16.	Cloth Duster (Rags)	
17.	Table Duster 12 x 12" Soft white/yellow	
18.	Broom stick Short & long handles glass cleaning agent	
19.	PhoolJharu long handle (synthetic bristles)/Short handle	
20.	Feather Duster	
21.	Hand Gloves	
22.	Nose Mask	
23.	Toilet paper /Tissue papers	
24.	Paper roll for toilet and Platform brushes (2.5' wide)	
25.	Plastic Bucket	
26.	Plastic Mug and Toilet (WC) brushes	
27.	PhulJharu	
28.	Harpic Ball and Mosquito repellent HIT/Baygon/Finit/Air Wick	
29.	Flexible PVC water pipe	

**Foot Note: The agency should procure the required materials in required quantities in consultation with the Authorised Officer of the Centre and submit the GST paid Tax Invoice to the office to claim the money subject to a maximum of Rs.6,000/- per month.**

**Annexure IV****A. List of equipment recommended to be used by the agency for Upkeeping, Sanitary and Housekeeping Service**

<b>Sl. No.</b>	<b>List of Equipment</b>	<b>Quantity required</b>
1.	Vacuum Cleaner, Eureka Forbes(Pro Vac WD 35)/Karcher Wet & dry NT 35/1 jack or equivalent.	As per requirement
2.	Mechanized Water jet Machine (Eureka Forbes)	
3.	Mechanized scrubbing machine drier wet/dry mopping machine BR- 530 Karcher or Eureka Forbes equivalent	
4.	Automatic Floor Mopping Machine	
5.	Hand Grinder for rubbing marble and mosaic flooring	
6.	Stain cleaner, BD 7/5C Karcher or equivalent	
7.	Vertical cylinder machine for marble and Mosaic flooring, glass cleaning kit	

**B. List of equipment to be provided/used by the agency for Garden Maintenance Service**

<b>Sl. No.</b>	<b>List of Equipment</b>	<b>Quantity required</b>
1.	Lawn mowers motorized (Petrol driven)	02 No
2.	Hose pipes	02 No
3.	Garden shears	04 No
4.	Secateurs	04 No
5.	Sprayers	10 No
6.	Dusters	10 No
7.	Weeding hooks	10 No
8.	Brooms	10 No
9.	Baskets	10 No
10.	Roller	5 No
11.	Spades	04 No
12.	Sickles	05 No
13.	Swords	05 No
14.	Shovels	05 No
15.	Pick-axes	04 No
16.	Dao	06 No
17.	Gumboots	06 No
18.	Gloves	06 No
19.	Rain coats	06 No

**Annexure- VI**

**Regional Science City, Lucknow**  
**Departmental Estimate for providing Upkeeping, Sanitary,**  
**Housekeeping & Garden Maintenance Services**  
**(Monthly minimum wages and other statutory payments required to be**  
**paid for award of above contract at RSC, Lucknow as calculated below on the**  
**minimum wages notified by the Government of India.)**

1	Basic Min. Wages @ Rs.558/- & Rs.617/- per day x 26 days for Security Guard and Supervisor respectively.	14,508.00	16,042.00
2	PF @ 13% (sub. to ceiling Rs.15,000/-)	1886.04	1950
3	ESI @ 4.75%	689.13	762.00
4	<b>Total</b>	<b>17,083.17</b>	<b>18,754.00</b>
5	Bonus 8.33% of the Minimum Wages	1209.00	1336.83
6	3 days National Holidays	139.5	154.25
7	Reliever Charges @16.67% for 1/6 weekly off	3049.30	3349.14
8	Monthly Wages per per person	21,480.97	23,594.22
9	Monthly Wages for 10 person & 01 Sup.	<b>214809.75</b>	23,594.22
10	Total for 10 S/G and 01 Sup.		<b>238403.97</b>
11	<b>Charges towards supply of consumable materials as per specifications stipulated in Annexure-V</b>	-	6000
	<b>Charges towards use of machinery &amp; Equipment. as per specifications stipulated in Annexure-IV</b>	-	3000
12	<b>Total Departmental estimate</b>		<b>247403.97</b>



**INFORMATION IN RESPECT OF THE BIDDER**

**(All information should be given in the following format with complete details)**

1.	Name of the Agency	
2.	Registration of Agency	
3.	Permanent address (full)	
4.	Telephone/Fax No.  Office  After Office hours  Mobile No  E-Mail ID  Website	
5.	Date of Establishment:	
6.	Type of Agency (proprietorship /Partnership/ Ltd. company /other)(relevant documentary evidence to be attached)	
7.	Mention details of business done with Govt./Semi-Govt./ Public Sector Undertaking/ Autonomous Bodies:- i) Business done by the agency in last five years with year-to-year break-up. ii) Annual value of single largest contract. iii) Number of heads deployed iv) Name of the Clients, Clients Phone /Mobile number and Office address. (documentary evidence to be attached)	
8.	Proof of financial status of the Company indicating total annual Turnover ( Audited report may be submitted for last three years)	
9.	GST Registration No. (Attach copy)	

10.	Details of valid and up to date Registration.	
	i) EPF No. (Attach copy of Registration Certificate)	
	ii) ESIC No. (Attach copy of Registration Certificate)	
	iii) Regn. with the Labour Commissioner under Contract Labour (Regulation & Abolition) Act (Attach copy of Registration Certificate)	
	iv) Shops & Establishment Act (Attach copy of Registration Certificate)	
11	Income Tax PAN No. (Copy of card to be attached)	
12.	Details of Trade License issued by the competent authority (Attach copy)	
13.	Please submit an affidavit on non-judicial stamp paper stating that agency never have been Black listed by any of the Central/State organisation and no court case / Arbitration proceeding is pending against the agency, if so details thereof and the outcome may please be mentioned.	

Certified that the information furnished above are true to the best of my/our knowledge.

Place:  
Date :

Signature with date & seal of the  
Proprietor/Partner/Director/C.E.O

Enclosure may be used if the space is found inadequate.  
For any further clarification about the tender may please contact on  
Mob.9868969593.

**ANNEXURE -VIII****BANK DETAILS OF NATIONAL SCIENCE CENTRE, DELHI**

Name of the Account Holder	NATIONAL SCIENCE CENTRE, DELHI
Account No.	2417101004100
Bank Name	CANARA BANK
Bank Address	6, Bhagwan Das Road, New Delhi
IFSC Code	CNRB0002417
MICR Code	110015045
Type of Account	Saving Account
Branch Code	2417
GST No.	07AAAAN2541C1Z5

<b>A. List of plants/potted flowers/flower beds/ hedges to be maintained by the agency</b>			
<b>Sl. No.</b>	<b>Description of Item</b>	<b>Quantity required annually</b>	<b>Rates</b>
	<b><u>i) Winter Seedlings: -</u></b>		
1	Chrysanthmum pompon	500 No.@ 5/-	2500
2	Chrysanthmum giant / English ver 1000	250 No.@ 15/-	3750
3	Cellociaplumose	50 No.@ 18/-	900
4	Dahlia	400 No. @9/-	3600
5	Salvia dwarf	400 No. @9/-	3600
6	Aster	400 No. @9/-	3600
7	Petunia white	400 No. @9/-	3600
8	Petunia bicoloured (single)	400 No. @9/-	3600
9	Pansy gaint	400 No. @9/-	3600
10	Phlox	400 No. @9/-	3600
11	Dianthus	200 No.@ 10/-	2000
12	Gladiolas bulb	200 No. @ 14/-	2800
13	Marigold French mix ver.	400 No. @ 8/-	3200
14	Marigold Inca hybrid	400 No.@ 9/-	3600
15	Calendula (double)	400 No.@ 9/-	3600
16	Zerbera	70 No @ 10/-	7000
17	Antirrihnum dwarf	10@ 300/-	3000
18	Marigold white	400 No. @ 9/-	3600
	<b><u>ii) Summer Seedlings:</u></b>		
1	Sunflower single	400 No. @ 5/-	2000
2	Sunflower double dwarf	400 No. @ 8/-	3200
3	Kochia	400 No. @ 5/-	2000
4	Zinnia	400 No. @ 9/-	3600
5	Gillardia	200 No. @ 13/-	2600
6	Cosmos	400 No. @ 5/-	2000
7	Holyhog	400 No. @ 5/-	2000
8	Marigold	400 No. @ 5/-	2000
9	Zefiranthus lily white	40 No. @ 4/-	1600
10	Zefiranthus lily pink	40 No. @ 4/-	1600
11	Zefireanthus lily yellow	40 No. @ 4/-	1600
	<b><u>iii) Rainy Seedlings:</u></b>		
1	Cosmos	400 No. @ 4/-	1600
2	Zinnia	400 No. @ 8/-	3200
3	Balsum	300 No. @ 15/-	4500
4	ZephyranphesPanpida(Lily)	300 No. @ 9/-	2700
	<b><u>iv) All seasons</u></b>		
1	Mini Rongon	400 No. @ 8/-	3200
2	Duranta	400 No. @ 7/-	2800
3	Murraya Exotica	400 No. @ 8/-	3200
4	Latina Palm Height 3ft and above	20 No. @ 130/-	2600
5.	Eureka Palm Plant	20 No. @ 130/-	2600
<b>Total</b>			<b>1,11,750.00</b>

<b>B. List of consumable materials required annually for Garden Maintenance services</b>			
<b>Sl.No</b>	<b>For Garden Maintenance services</b>	<b>Quantity Required Annually</b>	<b>Rates (in Rs.)</b>
1.	Good earth	5 x 800 cc @1000.00	5000
2.	Cow dung Manure	3 x 800 cc@ 800.00	2400
3.	Earthen flower pot of 12" size	200 No@ 45.00	9000
4.	Earthen flower pot of 8" size	200 No@ 30.00	6000
5.	Earthen flower pot of 6" size	200 No@ 20.00	4000
6.	Mustered oil cake dust	50 Kg @1000.00 per 50kg	1000
7.	Bone dust	50 Kg @3000.00 per 50kg	3000
8.	Horn dust	50 Kg @3000.00 per 50kg	3000
9.	Urea	100 Kg @500.00 per 50kg	1000
10.	D.A.P.	50 Kg @1400.00 per 50kg	1400
11.	Suphala 10:26:26	50 Kg @800.00 per 50kg	800
12.	Suphala 15:15:15	50 Kg@1400.00 per 50kg	1400
13.	Super Phosphate	50 Kg@1800.00 per 50kg	1800
14.	Bavistin	10 Kg@1200.00 per 50kg	500
15.	Gamaxin Powder	50 Kg@1200.00 per 50kg	1200
16.	Rose mix	50 Kg@2500.00 per 50kg	2500
<b>Total</b>			<b>41,500.00</b>
<b>Grand Total (A+B)</b>			<b>1,53,250.00</b>

## **REGIONAL SCIENCE CITY, LUCKNOW**

### **CHECK LIST ON PREPARATION OF BIDS**

Sl. No.	Particulars	Yes/No
1.	Have you filled in and signed the Contact Details Form?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	

#### **TECHNICAL BID**

3.	Have you enclosed the EMD of Rs.30,000.00 in the Technical Bid?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5.	Have you attached with tender the proof of having met the required minimum eligibility criteria?	
6.	Legal Valid Entity: Have you attached the attested Certificate issued by the Registrar of firms/Companies with the tender?	
7.	Financial Capacity: Have you attached Audited Balance Sheets with the tender?	
8.	Registration with Government Bodies like ESIC, EPF, Labour Laws : Have you attached a copy of each of the Registration certificate with the tender?	
9.	Experience: Have you attached the attested experience certificates issued by the Organisations/Government Departments/Corporate Sector for the last five years with the tender?	
10.	Have you attached the copy of work order for Upkeeping, Sanitary & Housekeeping services of last three years?	
11.	Have you attached the proof of authorisation to sign on behalf of the bidder in the Technical Bid?	
12.	Have your Technical Bid been prepared and attached as per the requirements of the Tender?	
13.	Have you uploaded the affidavit informing about black listed or any court case pending ?	

#### **FINANCIAL BID**

14.	Have your Financial Bid proposal is duly filled, sealed and signed on all pages?	
15.	Have you studied carefully the departmental estimate?	
16.	Have your Financial Bid been submitted in the rate quote sheet?	

## Rate Quote Sheet

Agency charges (for providing Up-keeping, Sanitary, House-keeping & Garden Maintenance Services) which should be excluded Minimum Wages and statutory levies as mentioned in Annexure- VI.

Charges for supply of consumable materials, plants, potted flowers, flower beds and hedges as per Annexure- IX with departmental estimate. (Quote your lump sum rate annually)