



कर्मचारी राज्य बीमा निगम अस्पताल, पीन्या  
EMPLOYEES' STATE INSURANCE CORPORATION HOSPITAL PEENYA  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन) (Under Ministry of Labour & Employment, Govt. of India)  
सर्वे सं.11-55-1, पलॉट सं.1, 5वां मेन रोड (एफ.टी.आई. कैम्पस), यशवंतपुर सबर्ब,  
Survey No. 11-55-1, Plot No. 1, 5<sup>th</sup> Main Road (FTI Campus), Yeshwanthapur Suburb,  
यशवंतपुर पो.ऑ. बेंगलुरु-560 022. /Yeshwanthapur P.O., BENGALURU-560 022.  
फोन Ph.No.080-2357 9467 ईमेल e-mail:esichpeenya@gmail.com

No.492/W/17/11/2016-17-HK & Gardening

02.11.2016

**TENDER DOCUMENT**  
(Includes both Technical & Financial bid documents)

**Name of Work**

**Open Tender Enquiry for providing Housekeeping and Gardening Services at  
ESIC Hospital, Peenya, Bengaluru.**

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| <br><b>चिंता से मुक्ति</b> | <p>कर्मचारी राज्य बीमा निगम अस्पताल, पीन्या<br/> <b>EMPLOYEES' STATE INSURANCE CORPORATION HOSPITAL PEENYA</b><br/> (श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन) (Under Ministry of Labour &amp; Employment, Govt. of India)<br/> सर्वे सं.11-55-1, प्लॉट सं.1, 5वां मेन रोड (एफ.टी.आई. कैम्पस), यशवंतपुर सबर्ब,<br/> Survey No. 11-55-1, Plot No. 1, 5<sup>th</sup> Main Road (FTI Campus), Yeshwanthapur Suburb,<br/> यशवंतपुर पो.ऑ. बेंगलुरु-560 022. /Yeshwanthapur P.O., BENGALURU-560 022.<br/> फोन Ph.No.080-2357 9467 ईमेल e-mail:esichpeenya@gmail.com</p> |
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### **TENDER NOTIFICATION FOR HOUSEKEEPING SERVICES**

#### **Advertisement No. No.492/W/17/11/2016-17-HK & Gardening dated:02.11.2016**

Applications are invited from competent & interested Registered Companies / Firms / Organizations / Contractors for providing **Housekeeping and Gardening Services at ESIC Hospital, Peenya, Bengaluru.** The bid documents under two envelope system should be submitted by the bidders who meet the stipulated requirements.

|    |   |  |  |
|----|---|--|--|
| 1  | Name of the Work  | Housekeeping and Gardening Services at ESIC Hospital, Peenya, Bengaluru-22   |  |
| 2  | Total Contract Value  | Rs.1,20,00,000(Rupees One Crore Twenty Lakh - approximate)   |  |
| 3  | Duration of Work  | One(1) year  |  |
| 4  | Amount of E.M.D (DD in favor of "ESIC Fund Account No.1" payable at B'lore) | Housekeeping and Gardening – Rs.6,00,000/- (Rupees Six Lakh only)  |  |
| 5  | Cost of tender document   | Rs1,000/- (DD in favor of 'ESIC fund A/c No.1 Payable at Bengaluru)<br>(Contractors downloading tender document from the website shall submit the application fee in form of DD along with the Sealed technical bid) |  |
| 6  | Date of issue of tender applications  | *07.11.2016  | On all working days between 9.00 AM to 3.00 PM |
| 7  | Last date for issue of applications   | *28.11.2016  |  |
| 8  | Pre-bid Consultation  | *22.11.2016, 11.00 AM, at ESIC Hospital, Peenya  |  |
| 9  | Last date for receipt of completely filled tender applications              | *28.11.2016, 12.00 AM (Tender box placed in the chamber of the Deputy Director(Genl.), I Floor of the hospital)  |  |
| 10 | Date and Time of opening of Tender(Technical Bid)                           | *28.11.2016, 02.00 PM (In the conference hall of the ESIC Hospital, Peenya, Bengaluru)   |  |
| 11 | Date and Time of opening of Tender(Financial Bid)                           | * Will be communicated through suitable media after completion of Evaluation of Technical bids.  |  |

Note: \*In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place & as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned.

Selection of the agency will be at the sole discretion of the Competent Authority of the ESIC who reserves its right to accept or reject any or all the proposals without assigning any reasons.

The tender documents for the above work can be obtained from the General branch, ESIC Hospital, Peenya, Bengaluru or can also be downloaded from [www.esickar.gov.in](http://www.esickar.gov.in) OR [www.esic.nic.in](http://www.esic.nic.in) OR [www.esichospitals.gov.in](http://www.esichospitals.gov.in).

**Sd/-  
MEDICAL SUPERINTENDENT**

### **A. Details of hospital premises in Sq.ft.**

The premises include the covered area of the building and outside the building within the boundary of the compound:

| Sl.No. | Details of Properties | Area in Sq.ft.                               |
|--------|-----------------------|--|
| 1      | Basement Floor        | <b>Total area approx.<br/>2,37,572 Sq.ft</b> |
| 2      | Ground Floor          |  |
| 3      | First Floor           |  |
| 4      | Second Floor          |  |
| 5      | Third Floor           |  |
| 6      | External area         | <b>76,345 Sq.ft.</b>                         |

### **B. Man Power Requirement: Housekeeping and Gardening**

| Sl.No. | Manpower Description                        | Quantity | Relievers    | Total     |
|--------|---|----------|--------------|-----------|
| 1      | Housekeeping Supervisor<br>(3 shifts, 24x7) | 03       | 01           | <b>04</b> |
| 2      | Housekeeping person<br>(3 shifts, 24x7)     | 55       | 09           | <b>64</b> |
| 3      | Gardening<br>(General shift)                | 02       | -            | <b>02</b> |
|        |   |          | <b>TOTAL</b> | <b>70</b> |

Housekeeping Supervisor: Qualification – Class 12<sup>th</sup> /PUC or equivalent with experience of minimum 3 to 5 years in any reputed hospital and with adequate knowledge of Labour Laws.

### **C. SCOPE OF WORK**

#### **HOUSEKEEPING:**

##### **(i). Cleaning Services:-**

The aim and objective is to provide high level of clean, sanitized and presentable look to the entire area. Pre-designated supervisor of the contractor will supervise the awarded work in-situ, on a day to day basis. The contractor has to ensure that the staff deployed by them is dressed in neat and clean uniform with the name & logo of the service provider, name & designation badge of the staff and the name of the work they are entrusted with, etc. The staff deputed for work should not have any kind of criminal or adverse record and they should be well-behaved with both the hospital staff & the visitors to the hospital. The Corporation reserves its rights to monitor, make surprise checks & verifications on all aspects of the work and the service provider shall cooperate with the officials so authorized by the Corporation and furnish to them all records and materials for inspection without demur.

##### **(ii) Daily Services:**

Housekeeping services should be provided on a 24X7X365 basis and cleaning service should be done at regular/required intervals, so that the areas covered under the contract remain clean & disinfected at all times. Working hours should be scheduled in such a manner that the cleaning work does not in any way interfere with the regular functioning of the hospital.

Scope of work also includes supply of consumables and equipments as listed elsewhere in the tender document for effective performance of the services.

- a) All the staff deputed should be provided with appropriate safety gear like gloves, aprons, shoes, masks, etc., besides the required tools & tackles, materials, etc., to enable them to do their assigned tasks, safely & efficiently.
- b) Cleaning, dusting, vacuuming, sweeping, mopping and disinfecting of floors, wooden work and wooden floor, walls and ceilings, removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, wards, OPD's, OT areas, lobbies, staircases, terrace, reception, security office etc. including the premises of the hospital)
- c) Cleaning of dustbins, wastepaper baskets, cob-webs, etc., and disposing-off of all the collected refuse at designated site on a daily basis at the required frequency.
- d) Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, equipments, accessories etc., and cleaning of all window panes, blinds, screens and grills, etc.
- e) Spraying room fresheners in all rooms, on a daily basis at regular intervals.
- f) Scrubbing/cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.,
- g) Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brushing thoroughly to include below water level and under rims including areas at hinges and cistern handles. Restocking toiletries which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls etc.
- h) Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, firefighting equipments, nameplates, pots, potted plants, doormats etc.,
- i) Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
- j) Check and remove dust or any such object from anywhere in area covered under the contract.
- k) Assisting in daily storage and manual movement of records etc., and any other work assigned in all the places of the office/hospital and its premises.
- l) Clearing of clogging occurring in drainage pipes/toilets.
- m) Cleaning of all open areas between the building and boundary including sweeping of roads, gates and grills on compound wall, lawns, paths, cleaning open drains etc., as directed by the ESIC official incharge.
- n) Mop is to be washed and dried properly on daily basis.
- o) Water used for wet mop cloth for mopping floors has to be washed after cleaning upto maximum of every 500 sq.ft. of floor area.

The frequency of cleaning & checking the cleanliness should be done based on the actual requirement of various areas covered to ensure absolute cleanliness, covering the entire 24 hours of the day on all 365 days.

The housekeeping agencies engaged for sweeping and cleaning are to keep the whole office premises along with precincts thereof in neat and tidy condition without disturbing the routine working of the office. All the cleaning process is to be made with the help of modern machines, using appropriate detergent and liquids so that the floor, furniture fixture is not damaged due to use of inappropriate materials.

### **(iii) Waste Disposal Management:-**

The contractor shall ensure placement of suitable sized and specified bins at the various collection areas, the locations of which shall be decided by them, based on their experience and assessment, keeping in view the suitability, requirement, accessibility and all other related factors in mind. The contractor will employ his staff for the collection/disposal work. The waste will have to be disposed off at least twice a day or at a higher frequency, if need be. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

**(iv) Weekly Services:-**

The deep cleaning of the entire area will be done by the contractor once a week as under:-

- a) Washing of outside area with High Pressure Water/Air Jet, as necessary.
- b) Thorough cleaning/scrubbing of all floors and Vitrified/Ceramic/Granite/Any other tiles base. Removal of stains on walls, cleaning of roofs, porches etc.
- c) Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
- d) Cleaning of all window panes and grills with detergent / cleaning agents.
- e) The wooden furniture, wooden walls, wooden flooring should be cleaned and special care should be taken in maintenance, so that they should always be free from stains, dirt etc.,
- f) Dusting of entire area including windows/windowpanes/doors/ledges, etc.
- g) Clean all chrome fittings, glass frames, soap holders etc., to a shiny finish.
- h) The contractor will schedule the deep cleaning programme and submit the same to the caretaker, well in advance so that official incharge of the area or the caretaker can be deputed on the day of execution of the work to their satisfaction.
- i) The contractor will provide the duty register to ESIC as and when required.

**(v) Half Yearly Cleaning:** All external walls/windows and ceilings of the internal roofing along with lighting panels are to be cleaned twice a year. All equipment for enabling cleaning of walls/ceilings at the upper portions of the building will be at the cost of the contractor. Equipments will include a minimum of Wringer Trolley, Ladders, Brushes, Glass Mops, Wall Mops, Cleaning Cloth etc.,. Consumables will be reimbursed after prior approval of requirements.

**(vi) Housekeeping Monitoring and Control**

For better management and smooth services, the following monitoring mechanism will be adapted by the contractor:

a) **Toilets Checklist:**

This is to be attached on the back of the toilet door. It is to be filled up by the contractor's supervisor on a daily basis.

b) **Management/Facilities Complaints report:**

This is to be filled up by the management and administrative staff of the contractor who receive/observe the complaints/requirements for any of the services / facilities. All suggestions, complaints related to services or staff deployed by the contractor will be registered in-situ and reported to Caretaker of the hospital. The contractor will immediately take action to resolve the same, under intimation &/or supervision of the caretaker. Any failure on part of the contractor will lead to invocation of the relevant penalty clause.

c) **Housekeeping Services Complaint Register:**

This register is maintained by the contractor's Housekeeping Manager, on the basis of complaints from ESIC officials through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/email, verbal complaints etc. The contractor should take necessary corrective action immediately.

**(vii) GARDENING AND MAINTENANCE OF LAWN:**

The hospital has a decorative water fountain with decorative plants, lawns to the extent of 4,000 Sq.Mts.(approximately), with Mexican grass besides various species of flowering plants & trees.

The work includes preparation and maintenance of a compost pit in the designated area, mowing of lawns, pruning of hedges & decorative plants, manuring, watering, disposal of mowed grass & pruned leaves, twigs etc., to the compost pit or any other location identified for the same and any other related activities.

**D. ELIGIBILITY CRITERIA**

1. The Agency must have experience of handling the work in reputed organizations **including Govt. & Public Sector Undertakings for atleast last three(3) years**. A certificate of satisfactory performance from such clients including the period of service and contract value is also to be submitted. ***Mere submission of work order or any other document will not be entertained.***
2. The Contractor should have minimum three years experience in doing similar nature of work during the last three years and completed successfully. **Contractor should submit satisfactory completion certificates from the Clients/Employers in support of successful completion of contract/s or continuation of the contract.**
3. They should have atleast **two work contracts for not less than Rs.One(1) crore** each or four work contracts for not less than Rs.50 lakh each during the last financial year.
4. The total turnover of the agency **should not be less than Rs.One(1) crore per annum** and should be profit making during the last three years.
5. The tendering agency should be registered/comply under all appropriate statutory and regulatory bodies. Self attested copies of the following documents/records are to be enclosed with the technical bid:
  - a) Registration Certificates under:
    - i. Contract Labour(R&A) Act, 1970
    - ii. ESI/EPF/Income Tax(PAN Card)/Service Tax/Shops & Establishment Act.
  - b) ESIC and EPF Returns from October 2015 to October 2016 supported by paid challan copies should also be submitted as proof of regular compliance.
  - c) Audited Balance Sheet with Profit & Loss Account supported by Income Tax returns acknowledgement for the last three years.
6. Companies/Firms should submit Registration certificate with RoF or RoC, etc., as the case may be.
7. Memorandum & Articles of Association or Partnership deed as the case may be.
8. The Contractor should have a Registered/Branch Office in Bangalore. Details and document of registration to be submitted.
9. Latest Banker's Solvency certificate not less than six months before the scheduled date of tender opening, from Nationalized/scheduled bank.
16. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) as notified elsewhere in the document in the form of Demand Draft / Pay Order issued by any nationalized bank drawn in favor of "ESIC Fund A/c No.1" payable at Bangalore. The instrument shall be valid for a period of 3 months from the last date for submission of tender. In the absence of EMD, the tender shall be summarily rejected. The earnest money shall be refunded to all the unsuccessful Contractors, without any interest after finalization of the contract. EMD shall be refunded to the successful Contractor on receipt of performance security deposit. No interest is payable on the EMD to either the successful Contractor or the unsuccessful Contractor. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.
17. The Technical bid should be accompanied by Application fee for tender document of Rs.1,000/- (DD in favor of 'ESIC fund A/c No.1 Payable at Bengaluru)

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#### **E. INSTRUCTIONS TO TENDERERS**

1. The Contractors are required to submit two separate Bids i.e. Technical and Financial, as per prescribed proforma. The two bids should be submitted in two separately sealed envelopes superscribed **“Technical Bid for Housekeeping and Gardening services in ESIC Hospital”** and **“Financial Bid for Housekeeping and Gardening services in ESIC Hospital”**. Both sealed envelopes should be put in a third sealed envelope superscribed **“TENDER FOR HOUSEKEEPING AND GARDENING SERVICES IN ESIC HOSPITAL, PEENYA, BENGALURU”**.
2. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
3. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
4. The closing date and time for receipt of tenders will be as detailed elsewhere in this tender document.
5. Amendment, if any, to the tender documents shall be sent to all purchasers of the tender documents. Sufficient time shall be given for taking the amendment into account.
6. The technical bid shall be opened at a date & time as specified elsewhere in this tender document in presence of the authorized representatives of the Contractor, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Contractor whose technical tenders are accepted will participate in the financial bids on date & time which will be informed as stipulated elsewhere in this tender document.
7. The Financial bids of only those Contractors who qualify in technical bid evaluation by the concerned committee shall be opened. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.
8. For finalization of contract, the Contractor who qualifies in Technical bid and such technically qualified Contractor whose Grand total in the financial bid, is the lowest in comparison to other tenderers will be considered as the lowest tenderer.
9. THE CONTRACTOR SHOULD ENSURE THAT THE SERVICE CHARGES QUOTED SHOULD INCLUDE ALL ADMINISTRATIVE COSTS AND ANY OTHER INCIDENTAL COST/S AND THE HOSPITAL SHALL NOT BEAR ANY OTHER COST/S OTHER THAN THE QUOTED SERVICE CHARGES % TILL THE END OF CONTRACT.
10. The tenderers shall quote for all work failing which the bid shall be considered non responsive and rejected.
11. The charges for supply of manpower shall be quoted in Figure and words. In case of any discrepancy in rates, the rates written in words shall prevail.
12. The tenderer should have sufficient employees on its rolls specifically trained for housekeeping work.
11. No Contractor will be allowed to withdraw the bid after submission of the tenders within the bid validity period, otherwise the EMD submitted by the Contractor would stand forfeited.
12. In case the successful Contractor declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
13. All documents enclosed are to be self attested and liable for verification with originals.
14. Tender containing false/misleading documents/information will lead to disqualification of tenders at any stage of the process and also forfeiture of the EMD amount.
15. Before finalizing the tender, the committee shall reserve the right to verify the documents and declarations as well as the quality of the current place of work of the bidder, if considered necessary.
16. The Medical Superintendent, ESIC Hospital, Peenya, does not bind to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

## **F. GENERAL CONDITIONS OF CONTRACT**

1. **The billing cycle should be calendar month and the agency should submit the bill complete in all respects in triplicate. The agency must make the payment to their workers through Bank transactions/ECS on or before 7<sup>th</sup> of each month and this payment is not linked to the clearing of the bill by ESIC.**

The bill to be submitted with the following documents:-

- The wages of workers for last month credited to their Bank Account on \_\_\_\_\_ and the detail of payment along with bank Account Number to be uploaded by the agency on the website, if there is no website of the Agency, it is to be sent by Mail to the appropriate authority for uploading on the website.
  - No cash payment is permissible and such payments will be treated at par with non payment of wages. There must be no deviation whatsoever in this regard.
  - ESI/EPF/Service Tax/Professional tax other statutory dues amounting to Rs. \_\_\_\_\_ for the month of (previous month) deposited on \_\_\_\_\_ (copy of challan to be enclosed)
  - Employee-wise details of ESI, EPF contribution paid is to be submitted every quarter. Form No.7A as per rule.
  - Undertaking that all statutory Labour Laws including Minimum Wages Act is being compiled with.
  - Service tax has to be deposited by the contractor on behalf of ESIC Hospital and submit the claim along with Service tax paid challan for reimbursement of Service tax paid.
  - Certified copy of attendance for the respective month.
  - Original voucher/bills of all consumable materials purchased and claim made for reimbursement.
2. Further, reasons such as late clearing of the bills by ESIC should not be linked to payment that has to be done to the workers. The contractor should have the economical capacity to make timely payments to the staff irrespective of their bills that has to be cleared by this hospital.
  3. The workers to get wages on or before 7<sup>th</sup> day of each month through bank transactions/ECS only. The contractor shall be responsible for facilitating opening of Bank account of each employee before payment of first monthly wages. This payment of wages is not linked to payment of the bill by ESIC. However, endeavor shall be made to make the payment to the agency in time. In case the contractor fails to make the payment or wages within the prescribed period, the ESIC management reserves the right to impose any penalty on account of delayed or short payment or both.
  4. The contractor shall be solely responsible for the payment of wages and other admissible allowances to the workers engaged by them.
  5. ***Failing to make the payment on or before 07<sup>th</sup> of every month will attract Penal recovery max 10% of contract value as decided by officer in charge without prejudice to any statutory penalty under law.***
  6. Agreement with the agencies, who does not make payment to its workers on or before 7<sup>th</sup> of each month, through Bank transaction/ECS is liable to be terminated and fresh tender process will be initiated.
  7. The ESIC cannot take responsibility of delay in clearing the bills. The delay will only be due to administrative exigencies.
  8. The contractor has to submit attendance register as prescribed by labour dept., with due signature. Merely marking P's is not accepted.
  9. Under any circumstances whatsoever, the manpower deployed shall not be paid below the Minimum wages set by the Central Govt. Payslips should be issued to all the workers during credit of their salaries every month.
  10. All the rates quoted by the bidder shall remain unchanged during the period of contract except



Manpower charges, which may be revised in case of revision of Minimum Wages by Central Government. This revision will, however, be restricted to revised Minimum Wages only.

11. For all the Consumables used for the services stipulated in the tender document, original invoice(*computerized tax bill along with VAT & TIN nos.*) and delivery challan from the actual suppliers/dealers should be submitted along with the consolidated bill that will be claimed by the agency.
12. The required quantities of cleaning material and aids for the month shall be procured and shall be stored in the store room after physical verification and certification by the caretaker/officer/official representative from ESIC. After Physical verification and certification, necessary entries of the items should be taken/made in the stock register and get signature of caretaker for such inward entry.
13. The Housekeeping materials should be issued to the respective department/section of the hospital only after submission of indent. The indent raised by respective department/section of the hospital should be verified and signed by the caretaker before issue of materials.
14. Computerized and written records/stock registers shall be maintained which will be open to inspection by ESIC officials at any time of the day. The stock register should be submitted and got verified/signed by the caretaker on a weekly basis.
15. Any deviation in the material quality and quantity quoted will invoke penalty as decided by the competent authority.
16. The quantity specified is only an approximate requirement and provision is there for changes/adjustments in quantity and items required depending upon the stock status at the end of each month.
17. The indented consumables & materials should be supplied on first day(1<sup>st</sup>) of each month without fail. Failing to supply the indented consumables & materials on first day(1<sup>st</sup>) of each month will invoke penalty as decided by the competent authority.
18. The agency has to ensure:
  - a) Managers, Supervisors and the staff deployed by the contractor should have requisite educational qualification, experience and skills for carrying out the assigned task using appropriate materials and tools/equipments.
  - b) Garbage disposal arrangement i.e. dustbin, polybags and disposal to be done in a professional manner without violating the eco norms prescribed by the concerned authority.
  - c) Contractor must employ adult and skilled personnel having good antecedents. The agency shall be fully responsible for the conduct of their staff.
  - d) The contractor must provide standard liveries to its housekeeping staff/supervisors. The staff shall be in proper uniform as approved by ESIC with identity cards and name plates while on duty. The workers engaged in sweeping and cleaning toilets should be provided with adequate protective gear such as gloves, boots, etc or as per guidelines issued by the concerned Govt. authority.
  - e) The contractor at all times must indemnify ESIC against all claims, damages or compensation under all the statutory laws and rules prevailing there under from time to time and also for any loss due to improper handling of movable/immovable properties or use of improper material/equipments for cleaning, etc..
18. The Agency shall also ensure that all the electrical equipments/instruments/lights and fans must be switched off after cleaning the office or part of the office to minimize the wastage of resources.
19. Any loss caused to the life and property due to negligence or dereliction of duty of the staff engaged agency is to be indemnified by the agency upto the entire satisfaction of the concerned office.
20. House keeping staff/supervisors should be conversant with the layout of the building, fire safety system along with telephone Nos. of nearest Police Station, Fire Station etc.
21. The Contractor will be responsible for supply/installation/refilling/maintenance of all such

- materials/chemicals/items/equipments/machineries, etc., used in various facilities of the hospital.
22. The Contractor will be responsible for supply and operation/usage of machineries & equipments and materials & consumables/chemicals as noted elsewhere in the tender document. The deployed Housekeeping and/or Gardening staff should be trained regarding usage and operating the machineries & equipments and materials & consumables/chemicals on daily basis and use the same regularly.
  23. Clearing of clogging occurring in drainage pipes/toilets is under the scope of work of this contract.
  24. Periodic cleaning of outer walls and windows is under the scope of work of this contract.
  25. The Housekeeping staff should be rotated regarding their place of posting at the hospital on a regular basis. Further, only female staff should be deployed in female wards, Labour wards, OBG departments. Staff deployment should be as stipulated by the Competent Authority.
  26. The contractor shall provide bio-data with a photograph, as well as copies of identity cards of all the persons engaged for working in the ESIC premises. Any changes in details of staff who leave the job and/or fresh recruit details to be updated within two(2) days whenever the same happens.
  27. The contractor shall provide a list of the workers with their ESI and EPF registration numbers. Any newly deployed worker should be registered under ESI and EPF before deployment at the workplace.
  28. Hospital will provide space for setting up a control room of the contractor in the premises. The contractor will arrange for all items, viz. Time keeping machine, inventory of stores, daily duty roster chart, etc. The housekeeping staff will first report to the manager/supervisor of the contractor in the control room and subsequently be deployed for duty after having received all the materials, equipments, uniform, etc., for discharging their duties.
  29. The contractor shall handover a list of the inventory he is bringing in the ESIC premises and shall also be responsible for their safety and security.
  30. ESIC will provide space for a store room to the contractor in the premises. The store keeper/supervisor deployed by the contractor will store all their liveries, housekeeping materials/consumables, equipments in the store room, and maintain a record of the stores which shall be open to inspection by the hospital on any day and time.
  31. At the places where the housekeeping services are required on 24x7x365 basis, three(3) shifts to be followed and the shift timings will be 1<sup>st</sup> shift(6 am – 2 pm), 2<sup>nd</sup> shift(2 pm – 10 pm) and 3<sup>rd</sup> shift (10 pm – 6 am) or as per prevailing labour laws. For the places where only day services are required the general shift timings will be 8 am – 4 pm.
  32. The contractor should ensure to maintain adequate number of manpower as per Financial Bid and substitute should be arranged for workers who are on leave. If the numbers of workers/supervisor reported are less than the required as per financial bid, a penalty @ Rs.500(Rupees Five Hundred only) per worker per day will be deducted from the bill. Any manpower should not be deputed in continuous double or triple shift. At any circumstance the staff should not be made to work Over Time(OT).
  33. The Hospital shall have a right to ask for the replacement of a worker who is not found suitable for the work or judged undesirable worker by the hospital authorities.
  34. At no point of time, the housekeeping work should be stopped. If so, contractor is liable for legal action. i.e. prosecution besides forfeiting the EMD/Security Deposit. There is scope for amicable settlement if problems are faced by the contractor.
  35. Penalty will be imposed for stoppage of work and going on strike.
  36. **Liquidated damages: Whenever and wherever it is found that the cleanliness is not upto the mark, it will be brought to the notice of the supervisory staff of the contractor by ESIC and if no action is taken within one hour, liquidated damages @ Rs.500(Rupees Five Hundred only) per complaint shall be imposed. Decision of ESIC official in charge/The Medical Superintendent shall be final, in this regard.**

37. The contractor or its representatives should meet ESIC representatives regularly to take feedback regarding the housekeeping services. The contractor will also maintain a suggestion book for comments on the services rendered by it.
38. The ESIC may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower and prorate for additional areas for equipment, toiletries etc.,.
39. The contractor has to make compliance to all the provisions of Labour Laws applicable.
40. The contractor should at all times indemnify ESIC against all claims, damages or compensation under the provisions of payment of Wages Act, 1938; the Workmen Compensation Act, 1923, Industrial disputes Act, 1947; Maternity Benefit Act, 1961; Karnataka Shops and Establishments Act with any amendment/s or any modification thereof or any other law relating thereto and rules made there under from time to time. ESIC will not own any responsibility in this regard.
41. All statutory requirements under various statutes like Minimum Wages Act, The Contract Labour (Abolition & Regulation) Act, 1970, ESI Act, 1948, EPF Act, Service Tax, Income Tax, VAT, Professional Tax etc., should be complied with meticulously as per regulations of the respective act. ESIC will not own any responsibility in this regard.
42. All statutory contributions(ESI, EPF, PT, IT etc.,) should be deposited to the respective departments with in the due dates. ESIC will not own any responsibility in this regard.
43. Service tax claimed by the agency should be supported by Service tax paid challan failing which Service tax amount will not be paid or released by ESIC.
44. Holidays/Off-days/relievers: The Contractor should allow the holidays, off-days & relievers as per the existing statute and continue to manage the services without any interruption during such days.
45. The wages for the work done on National holidays shall be paid by the contractor as per the existing provisions of the Labour Act and claim for reimbursement.
46. The yearly bonus to the eligible staff shall be paid by the contractor as per the existing provisions of the Labour Act and claim for reimbursement.
47. The persons provided by the contractor shall be employee of the contractor only and there is no Master and Servant or Employer and Employee relationship between the persons provided by the contractor and this hospital.
48. The persons provided by the contractor shall not claim any benefit /compensation /absorption /regularization of service from/in this hospital under the provision of Industrial Disputes Act, 1947 or Contract Labour(R&A) Act, 1970.
49. The contractor should ensure that health and safety of the deployed staff is ensured by providing the best available safety gear/s to meet the highest standards of safety & health of his deployed staff. They should ensure regular medical check-up of their workers. Besides, ESIC may also conduct health check up of the staff deployed at regular intervals and if the health & fitness of any of the worker is found to be wanting, the contractor is liable for action as provided under the law.
50. The contract shall initially be valid for a **period one year** and may be extended for a further period of one year on mutual consent subject to satisfactory performance, on the same terms and conditions AT THE SOLE DISCRETION OF THE HOSPITAL. The hospital however, reserves the right to terminate the contract at any time with a written notice of one month. The contractor is required give a notice of three months, in case he wishes to discontinue the service. He shall be liable for invocation of penalty clauses as per the agreement. The contract may be terminated with mutual consent by giving one month notice.
51. The contractor should not assign or sub contract or sublet any part of the work order to the third party under any circumstances. All the staff deployed should be under the name of successful agency only; failing which the contract will be terminated and fresh tender process will be initiated.
51. The successful Contractor will have to deposit a performance security deposit of 5% of total value of

contract by way of a FDR(Fixed Deposit Receipt) from a commercial bank and pledge and commence the work within 15 days of acceptance of tender. Otherwise the contract will be canceled and EMD will be forfeited. The FDR should be valid for sixty(60) days beyond the expiry of period of contract and further renewable. If required alternatively the Performance Security Deposit may be in the form of an unconditional Bank Guarantee from a scheduled bank in the format approved by ESIC. EMD amount is adjustable towards Performance Security in case of successful bidder.

52. In case of breach of any terms and conditions attached to the contract, the performance security deposit of the contractor will be liable to be forfeited to ESIC besides annulment of the contract
53. The contractor has to follow the instructions of the administrative authority of the office.
54. The House Keeping services are to comply with the recommendations of the ESIC Hqrs. and/or PMO, Govt. of India regarding Swach Bharath Abhiyaan.
55. The Competent Authority of ESIC reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the Contractor will be given adequate time to take the changes into account.
56. The Competent Authority of the hospital reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.

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**TECHNICAL BID**  
**TECHNICAL BID FOR HOUSEKEEPING & GARDENING SERVICES IN ESIC HOSPITAL, PEENYA.**

| <b>Particulars of the Contractor/Housekeeping Agency</b> |  |              |                     |
|--|--|--------------|---------------------|
| 1  | Name of the Contractor / Housekeeping Agency   |              |                     |
| 2  | Ownership Status (Proprietorship/ Partnership/ Pvt. Ltd. Company, etc)<br><i>Note: Provide copy of Voter ID/Partnership Deed/ RoC respectively</i> |              |                     |
| 3  | Name of the Proprietor/ Managing Partner/ Managing Director  |              |                     |
| 4  | <b>Address (Provide copy of Ownership or Lease Agreement)</b>  |              |                     |
|  | a. Office Address:   |              |                     |
|  | b. Residential address of Proprietor/ Managing Partner/ Managing Director:   |              |                     |
| 5  | <b>Contact Details:</b>  |              |                     |
|  | a. Office Phone Number <i>(Provide copy of bill)</i>   |              |                     |
|  | b. Mobile number   |              |                     |
|  | c. Email ID  |              |                     |
|  | d. Fax Number  |              |                     |
| 6  | <b>Registration Details</b> <i>(Attach self attested copy of each registration/ card):</i>   |              |                     |
|  | a. PAN Number  |              |                     |
|  | b. Labour Licence No.  |              |                     |
|  | c. Registration Number under Contract Labour(R&A) Act, 1970  |              |                     |
|  | d. Service Tax Registration Number   |              |                     |
|  | e. ESI Registration Number <i>(17 digit code No.)</i>  |              |                     |
|  | f. EPF Registration Number   |              |                     |
|  | g. Any other registration  |              |                     |
| 7  | <b>Experience Particulars – for past three(3) years</b> <i>(with copies of Experience certificates):</i>   |              |                     |
|  | Period   | Organization | Amount (Rs. & Lakh) |
| a  |  |              |                     |
| b  |  |              |                     |
| c  |  |              |                     |

|    |   |                       |   |
|----|---|-----------------------|---|
| 8  | <b>Profit/ Loss for the last three(3) years</b> ( attach self attested copies of audited Balance Sheet/ P&L Account & Income Tax Returns) |                       |   |
|    | Financial Year  | Turn-over(Rs.)        | Profit(Rs.)                               |
|    | 2015-16   |                       |   |
|    | 2014-15   |                       |   |
|    | 2013-14   |                       |   |
|    | 2012-13   |                       |   |
|    | <i>Note: In case accounts are not finalized for 2015-16, preceding three(3) years details may be furnished.</i>                           |                       |   |
| 9  | <b>Details of Statutory Compliance</b> (Enclose returns / certificates of compliance)   |                       |   |
|    | Type  | Amount                | Comment (if any on default or litigation) |
|    | a. ESI Contribution (supported by returns & paid challans from 10/2015 to 10/2016)  |                       |   |
|    | b. EPF Contributions (supported by returns & paid challans from 10/2015 to 10/2016)   |                       |   |
|    | c. Service Tax (supported by paid challans from 10/2015 to 10/2016)   |                       |   |
|    | d.  |                       |   |
| 10 | <b>Details of Application Fee</b> (enclose Demand Draft):   |                       |   |
|    | Amount (Rs.)  | Name of Bank & Branch | Demand Draft No. & Date                   |
|    |   |                       |   |
| 11 | <b>Details of EMD</b> (enclose Demand Draft):   |                       |   |
|    | Amount (Rs.)  | Name of Bank & Branch | Demand Draft No. & Date                   |
|    |   |                       |   |
| 12 | <b>Details of Banker</b> to the Contractor  |                       |   |
|    | Name of Bank & Branch   | Account Number        | Saving/ Current/ Loan Account             |
|    |   |                       |   |

**Name of the Applicant:**

**Designation:**

**Signature & Seal of the Applicant**

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**DECLARATION**

1. I, ....., Son/Daughter of Shri..... and Proprietor/ Partner/ Director/ Authorized Signatory of M/s..... am 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 hereby convey my acceptance of the same.
3. The information/document 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 forfeiture of EMD and prosecution under appropriate law.
4. I have appraised myself fully about the services to be provided during the currency of the period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.

**Name of the Applicant:**

**Designation:**

**Signature & Seal of the Applicant**

**Date:**

**Place:**

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**FINANCIAL BID****FINANCIAL BID FOR HOUSEKEEPING AND GARDENING SERVICES IN ESIC HOSPITAL, PEENYA.**

(to be put in a separate cover)

**A. Name of the Agency/ Contractor:** \_\_\_\_\_**B. Details of Bid (Bid will be compared based on amount at Sl.No.5)**

| Sl.No.                                     | Heads  | Amount(Rs.)  |                    |           |
|--|--|--|--------------------|-----------|
|  |  | Supervisor   | Housekeeping Staff | Gardener  |
| 1  | <i>Designation</i> →   |  |                    |           |
| 2  | <i>Category (Skilled/Semi Skilled/Un-skilled)</i> →  |  |                    |           |
| 3  | Present rate of Minimum wages as per CLC(C) of the M/o Labour & Employment, Gol.   |  |                    |           |
| 4  | Wages (Including VDA)<br><i>Note: per person per month for 26 days</i>   |  |                    |           |
| 5  | Additional Allowance / Charges<br>(Specify nature and amount):<br>a.<br>b.<br>c.<br><i>Note: per person per month for 26 days</i>  |  |                    |           |
| 6  | Staff Strength to be deployed  | <b>4</b>   | <b>64</b>          | <b>02</b> |
| 7  | a. Category wise total amount of monthly labour wages<br>b. Total amount of monthly labour wages   |  |                    |           |
| 8  | Service Charges in % and amount<br>(minimum of 3% on Sl.No.7.b)  |  |                    |           |
| 9  | Monthly Machineries & Equipments on rental basis(Note: as listed in Annexure – 1)  |  |                    |           |
| 10   | Half Yearly cleaning-labour & equipment rental for Sl.No.C(v) at pg.5 (Scope of Work)<br><i>(Cost of Consumables will be reimbursed after prior approval of materials /consumables required)</i> | a. Amount per cleaning                                 |                    |           |
|  |  | b. Total amount for two cleanings in one year contract |                    |           |
|  |  | c. Amount per month (i.e. sl.no.b/12)                  |                    |           |
| 11   | <b>Total sl.no.7(b)+8+9+10(c) =</b>  |  |                    |           |
| <b>Total of Sl.No.11 in words: (Rupees</b> |  |  |                    |           |

**C. STATUTORY PAYMENTS: to be reimbursed by the ESIC Hospital, Peenya as applicable**

| Sl.No. | Particulars<br>(per month per person for 26 days)             | Amount (Rs.) | Remarks |
|--------|---|--------------|---------|
| 1      | ESI Contribution<br>(@ 4.75% of wages)                        |              |         |
| 2      | EPF Contribution<br>(@ 12% + 0.50% + 0.86% = 13.36% of wages) |              |         |
| 3      | Service Tax (as applicable)                                   |              |         |
| 4      | Bonus (@8.33% of Rs.7,000/-)                                  |              |         |
| 5      | Any other indirect tax applicable to Housekeeping contract    |              |         |
| 6      | <b>TOTAL</b>  |              |         |



- Note:** 1. Wage at Sl.No.4 should not be less than minimum wages for Housekeeping as on 01/10/2016 as per CLC(C) of the M/o Labour & Employment, Gol.  
 2. No overwriting/ cuttings/ corrections/ wrong calculations are allowed and such offers are liable to be rejected  
 3. Statutory payments will be reimbursed on production of payment challan for the period preceding the billed period.

**D. HOUSEKEEPING MATERIALS & CONSUMABLES; GARDENING MATERIALS & CONSUMABLES:**

| Sl.No. | Description   |
|--------|---|
| 1      | <ul style="list-style-type: none"> <li>• Cleaning materials &amp; Consumables as per monthly requirement of this hospital should be supplied against monthly indent on First day (1<sup>st</sup>) of each month.</li> <li>• The amount will be reimbursed on claiming the bill along with original invoice(<i>computerized tax bill along with VAT &amp; TIN nos.</i>) and delivery challan from the actual supplier, subject to actual bill amount or MRP whichever is less.</li> <li>• Service charge as at B8 above shall be claimed on the total amount of above bill.</li> </ul> <p><b>Note: Approximate requirement of materials &amp; consumables as listed in Annexure – 2 &amp; 3; materials &amp; consumables to be supplied on 1<sup>st</sup> of each month.</b></p> |

**Name of the Applicant:**

**Designation:**

**Date:**

**Place:**

**Signature & Seal of the Applicant**

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**MACHINERIES & EQUIPMENTS FOR HOUSEKEEPING & GARDENING WORK (on Monthly Rental basis)**

| Sl.No.                                | Description   | Quantity | Amount quoted per month |
|---------------------------------------|---|----------|-------------------------|
| 1                                     | Scrubbing Machine<br>(Electric, at least 1000 watts motor, Brush speed of at least 150 rpm, pad size of at least 450mm, noise level less than 60)   | 01 nos.  |                         |
| 2                                     | Vacuum Cleaner<br>(Electric, Wet & Dry, with blower, at least 1200 Watts, auto cord winder, at least 6ltr dust storage capacity, wheeled, ideal for removal of dust from record rooms, sofas and corners)   | 02 nos.  |                         |
| 3                                     | Water pressure Jet machine<br>(Electric, for use in cleaning wash-rooms, minimum pressure of 120 bars, with wheels for easy movement and water jet pipe of at least 5 meters)   | 02 nos.  |                         |
| 4                                     | Lawn Mowing machine<br>(Electric, at least 1200 Watts, rotary blades, speed of 3500 rpm, Cutting width of at lease 12 inch, cutting height range of 20-70mm)  | 01 nos.  |                         |
| 5                                     | Grass cutting machine<br>(Petrol engine, easy to start, low noise & emission, suitable for cutting weeds, shrub, grass, etc., single cylinder, air cooled, 2/4 stroke, atleast 50 cc, power of atleast 1.5Kw/7000rpm, Torque of atleast 2.2N.w/7000rpm, less weight-less than 8kgs) | 01 nos.  |                         |
| <b>TOTAL</b>                          |   |          |                         |
| <b>Total amount in words (Rupees)</b> |   |          |                         |

**Note:**

1. The Contractor will be responsible for supply and operation of above machineries & equipments. The deployed Housekeeping and/or Gardening staff should be trained regarding usage and operating the above machineries & equipments on daily basis and use the same regularly.

2. Total amount of above to be indicated/quoted in sl.no.6 of Financial bid also. The above equipments, tools & tackles will be brought and used by the contractor and rental charges will be claimed by the contractor for the same. Repair, Service and Maintenance of the same will be the responsibility of the contractor without claiming any charges for the same. These equipments shall be taken back from the site by the contractor after ending of contract period.

**Name of the Applicant:**

**Designation:**

**Date:**

**Place:**

**Signature & Seal of the Applicant**

**HOUSEKEEPING MATERIALS (Approximate Monthly Requirement)**

| <b>Sl.No.</b>  | <b>Material Description</b>   | <b>UNIT</b> | <b>Approx Monthly Requirement</b> |
|--|---|-------------|-----------------------------------|
| 1  | Taski R1-Toilet cleaner & sanitizer                                 | Ltr         | 50                                |
| 2  | Taski R2 – all purpose cleaning agent                               | Ltr         | 60                                |
| 3  | Taski R3 – Glass cleaner  | Ltr         | 5                                 |
| 4  | Taski R4-Furniture polish   | Ltr         | 5                                 |
| 5  | Taski R5 –Air Freshener / Room Freshener                            | Ltr         | 25                                |
| 6  | Taski R6 - Toilet bowl cleaner                                      | Ltr         | 40                                |
| 7  | Taski R7- for removal of oil & grease                               | Ltr         | 2                                 |
| 8  | Taski R9- for removal of hard stains from bathroom walls & fittings | Ltr         | 15                                |
| 9  | Scented Phenyl  | Ltr         | 100                               |
| 10   | Sodium Hypochlorite   | Kg          | 35                                |
| 11   | Scale buster  | Ltr         | 15                                |
| 12   | Soap oil  | Ltr         | 45                                |
| 13   | Naphthalene balls   | Pcs         | 100                               |
| 14   | Urinal cake   | Pcs         | 50                                |
| 15   | All Clean Drainex Powder  | Nos.        | 20                                |
| 16   | Bleaching powder 01 kg pkt  | Pcs         | 56                                |
| 17   | Dettol Hand Wash Liquid 250 ml                                      | Nos.        | 80                                |
| 18   | Dettol (500 ml)   | Nos.        | 5                                 |
| 19   | Dettol Soap   | Nos.        | 50                                |
| 20   | Prill 750 ml  | Nos.        | 10                                |
| 21   | Rin Soap 250 gms  | Pcs         | 20                                |
| <b>Periodic Replacement(on expiry/ not functioning/ not serviceable)</b> |   |             |                                   |
| 22   | Dry mop   | Pcs         | 11                                |
| 23   | 50 cm dry mop refill  | Pcs         | 14                                |
| 24   | Wet mop set (clip N fit)  | Pcs         | 16                                |
| 25   | Wet mop refill with clip(Clip N fit)                                | Pcs         | 23                                |
| 26   | Wet mop cloth   | Pcs         | 65                                |
| 27   | Glass cloth   | Pcs         | 50                                |
| 28   | Check cloth   | Pcs         | 65                                |
| 29   | Hand Towel (Small)  | Nos.        | 10                                |
| 30   | Floor Wiper - 18"   | Nos.        | 15                                |
| 31   | Wiper long  | Pcs         | 15                                |
| 32   | Table wiper   | Pcs         | 15                                |
| 33   | Cob web stick   | Pcs         | 5                                 |
| 34   | T Brush regular 18"   | Pcs         | 15                                |
| 35   | Toilet brush (round)  | Pcs         | 20                                |
| 36   | Hard broom (coconut)  | Pcs         | 10                                |
| 37   | Soft broom(Bombay)  | Pcs         | 15                                |
| 38   | Nylon Scrub   | Pcs         | 12                                |
| 39   | Scotch brite(steel scrub)   | Pcs         | 65                                |
| 40   | Scotch brite scrub (small)  | Pcs         | 50                                |

|    |  |       |      |
|----|--|-------|------|
| 41 | Scotch brite scrub (big)   | Pcs   | 30   |
| 42 | Patti blade  | Pcs   | 15   |
| 43 | Rubber Hand Gloves   | Pair  | 10   |
| 44 | Non surgical Hand Gloves   | Pcs   | 400  |
| 45 | Safety Mask (Blue Color)   | Nos.  | 400  |
| 46 | Poly bag- Yellow (15 ltr)  | Pcs   | 1000 |
| 47 | Poly bag - Blue(15 ltr)  | Pcs   | 1000 |
| 48 | Poly bag - Red (15 ltr)  | Pcs   | 1000 |
| 49 | Poly bag- White (15 ltr)   | Pcs   | 1000 |
| 50 | Poly bag - Black (15 ltr)  | Pcs   | 1000 |
| 51 | Poly bag - Black (60 ltr)  | Pcs   | 1500 |
| 52 | Plastic Dust Pan   | Nos.  | 2    |
| 53 | Plastic Dust Bin (60 lts)  | Nos.  | 5    |
| 54 | Plastic Bucket(20 ltr)   | Nos.  | 2    |
| 55 | Plastic Bucket(5 ltr)  | Nos.  | 1    |
| 56 | Single Disk Cleaning Pads(Green)   | Nos.  | 4    |
| 57 | Single Disk Cleaning Pads(Red)   | Nos.  | 2    |
| 58 | Single Disk Cleaning Pads(White)   | Nos.  | 2    |
| 59 | Uniform for all workers<br>(with name plates)  | Sets  | 70   |
| 60 | Boots for all workers  | Pairs | 70   |
| 61 | Wheeled Garbage bin – 100 liters (capable of storage & transfer of wastes to earmarked place)  | Nos.  | 5    |
| 62 | Any other Housekeeping items (other than above mentioned) if necessary will also be indented along with monthly indent and the same has to be supplied aswell. |       |      |

**Note:**

1. The Contractor will be responsible for supply and usage of above materials & consumables/chemicals. The deployed Housekeeping should be trained regarding usage and operating the materials & consumables/chemicals on daily basis and use the same regularly.
2. The quantity specified is only an approximate requirement and provision is there for changes/adjustments in quantity required depending upon the stock status at the end of each month.

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**GARDENING MATERIALS (Approximate Monthly Requirement)**

| Sl.No.   | Material Description  | UNIT | Approx Monthly Requirement |
|--|---|------|----------------------------|
| 1  | Urea  | Bag  | 2                          |
| 2  | Complex Fertilizer (N.P.K)  | Bag  | 2                          |
| 3  | Neemcake(Vat Exempted)  | Bag  | 2                          |
| 4  | Organic Manure(Vat Exempted)  | Bag  | 1                          |
| 5  | Lawn Mix(Vat Exempted)  | Pkts | 50                         |
| 6  | Mecacid   | Ltr  | 2                          |
| 7  | Chloripyriphos  | Ltr  | 5                          |
| 8  | Blitox  | Kg   | 1                          |
| 9  | Phorate   | Pkts | 5                          |
| 10   | Melathion dust  | Pkts | 5                          |
| 11   | Wettable Sulphur  | Kg   | 2                          |
| 12   | Bavistine   | Kg   | 2                          |
| 13   | Zinc Powder   | Pkts | 10                         |
| <b>Periodic Replacement(on expiry/ not functioning/ not serviceable)</b> |   |      |                            |
| 14   | Pickaxe   | Nos. | 2                          |
| 15   | Shovel  | Nos. | 2                          |
| 16   | Crowbar   | Nos. | 2                          |
| 17   | Sickle  | Nos. | 4                          |
| 18   | Gardening Scissors  | Nos. | 2                          |
| 19   | Secateurs (small scissors)  | Nos. | 1                          |
| 20   | Hosepipe  | Mts  | 100                        |
| 21   | Sprinklers  | Nos. | 10                         |
| 22   | Wheel barrows   | Nos. | 1                          |
| 23   | Saw   | Nos. | 2                          |
| 24   | Any other Gardening items (other than above mentioned) if necessary will also be indented along with monthly indent and the same has to be supplied aswell. |      |                            |

**Note:**

- The Contractor will be responsible for supply and usage of above materials & consumables/chemicals. The deployed Gardening staff should be trained regarding usage and operating the materials & consumables/chemicals on daily basis and use the same regularly.*
- The quantity specified is only an approximate requirement and provision is there for changes/adjustments in quantity required depending upon the stock status at the end of each month.*

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