

Tender Enquiry No: CIPET:CSTS/RNC/Tender/06/Housekeeping/2020

## NOTICE INVITING TENDER



### Housekeeping Services of "CIPET:CSTS- Ranchi"

Date of Tender	:	02.01.2020
Last Date & Time for submission of Tender	:	16.01.2020 & 3.00PM
Date & Time of Opening of Tender	:	16.01.2020 & 5.00PM
Tender processing fee	:	Rs.1000.00+ 18%GST=Rs.1180.00

CIPET : Centre for Skilling and Technical Support (CSTS), Hehal, Ranchi - 834005, Jharkhand.

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[www.cipet.gov.in](http://www.cipet.gov.in)

## NOTICE INVITING TENDER

Dear Sir/Madam,

1. Sealed Tender (Online – Two bids) are invited for "Providing Catering Services at Student Mess of CIPET:CSTS- Ranchi".
2. The contract will be initially for a period of one year which may be renewed on negotiated terms & conditions annually for further period of two years (one year at a time) depending on requirement of the Institute and performance of the vendor/contractor/service provider. CIPET:CSTS- Ranchi reserves the right to select up to two vendors for its messes.
3. Two Bid System will be followed in this tender.  
Bidders should take due care to submit the tenders in accordance with requirement in sealed cover/packet available in the portal, website: <https://www.cipet.gov.in/tender-notice/index.php>.

The tender documents are to be submitted in two parts as Technical Offer and Financial offer. The Technical offer should include the following detailed information as per below.

- i. Name (As per Registration Certificate), correspondence address, telephone number and fax number/E-mail id of the bidder.
  - ii. Complete details of the company indicating the name(s) of the owner(s) and staff members. Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof.
  - iii. Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Registration No., PAN, GST Registration No. & RPFC/ESIC No. & Other required valid licenses)
  - iv. List of past clients indicating the value of the contract & duration of the contract. Were you or your company ever required to suspend catering services for a period of more than 03 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof. OR/And have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.
  - v. List of present clients' along with the contract value & commencement date.
  - vi. Photo copies of filed Income Tax Returns for the last three financial Years (i.e. 2016-17, 2017-18 and 2018-19).
  - vii. Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) and Tender Fee of Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) shall be accepted in the form of demand draft of any nationalized bank, drawn in favor of "Central Institute of Plastics Engineering & Technology, Ranchi" and payable at Ranchi. Both the demand drafts should be valid for 90 days (Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India).
  - viii. The Financial Bid will only be considered for those agencies who are shortlisted after the Technical evaluation. The committee reserves the right to negotiate the rates and other relevant details. The contract will be given on the basis of rates, reputation, and experience. The final decision lies with the committee and it owes no explanation/clarification to anyone.
4. Intending tenderers are advised to visit CIPET website regularly till closing date of submission of tender for any corrigendum/addendum/ amendment.
  5. The Bid should be submitted in two properly sealed packets. The Technical bid consists of various Forms, required information as per clause 3. Another packet for 'Tender fee and EMD' shall be marked as 'Tender Fee & EMD'. These two packets must be submitted as "Technical Bid". The "Financial Bid" to be filled and should be submitted as 'Financial Bid'. These three packets must be submitted on or before the due date.
  6. The bidder is advised to enclose any additional information, which he/she thinks necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is, however, advised not to attach superfluous information. No further

information will be entertained after the bid is submitted, unless the Institute calls it for. 18. Every page of the technical bid as well as the financial bid must be endorsed with seal and signature by the competent person.

7. The tender shall remain valid for 120 days from the tender due date.
8. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled and 100% (hundred percent) of the Earnest Money deposited shall be forfeited. In exceptional circumstances, the Institute may request the bidders consent for an extension of the period of bid validity. A bidder may, however, be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.
9. The bidder is expected to examine all instructions, forms, terms and conditions (specifications) in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarification.
10. In case the tender is cancelled, the tender fee will not be refunded to the concerned bidder.

## **SCOPE OF WORK**

1. Cleaning of Administration block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and every area in CIPET Ranchi campus from inside and outside.
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
3. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, odonil in the toilets as per requirement.
4. Cleaning the dirtiness spreaded by birds and animals on regular basis and cleaning the roofs, chajjas and passages atleast twice a month.
5. Removing and disposing outside the bodies of animals and birds etc died in the campus.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals once in a month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalise by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
8. In case of absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in two hours.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.
10. Absence of any Housekeeping person will lead to penalty of Rs. 1,000 per day + salary of that housekeeping person.
11. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it functional all the times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET Ranchi.
12. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas twice in a week.
13. The cleaning workers shall carefully clean the carpets with vaccum cleaner as and when required on receipt of instructions from CIPET officials.
14. Cleaning of the furniture of office and classrooms every day before 8.30AM.
15. Cleaning of the Roads and porches every day in the morning.
16. Cleaning of water purifiers on alternate days.
17. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall atleast once in a week and maintained it in good condition.
18. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET Ranchi campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
19. CIPET reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.
20. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenoyal, room freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET and handover to the contractor/Supervisor on monthly basis from stores department.
21. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
22. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
23. The Supervisor and Cleaning workers should be in proper uniform provided by the contractor for which no extra charge shall be paid by CIPET.
24. Cleaning of roof and fascade cleaning.
25. Mopping of Toilet and cleaning of front office area 3 times in 1st staff & 3 time in 2nd half.
26. Uniform with I-card to all genitor is must.
27. Any other work assigned by the management.

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**Annexure – II**  
**General Terms and Conditions of Contract**

1. Preparation and submission of Tender: The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interest bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <http://eprocure.gov.in> duly signed and sealed on each page of Tender. For details, Kindly see Annex-IV of the tender: Instructions of Online Bid Submission.
2. Period of Contract: Contract period will be initially for one year. This period may be extended by two years on satisfactory performance on yearly basis. In case of performance of the agency in one part or the entire contract is not found to be satisfactory as per operational parameters setout of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Bank Guarantee shall be absolutely forfeited.
3. Exit Clause: The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor will not found satisfactory.
4. Contract Agreement: The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). CIPET:CSTS- RANCHI reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
5. Earnest Money Deposit (EMD): The tenderer shall deposit Earnest Money of Rs. 50,000/- (Rupees Fifty Thousand only) through Demand Draft drawn in favour of "Central Institute of plastics Engineering and Technology, Ranchi" payable at Ranchi". The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept uptill the time, the Bank Guarantee is not received.
6. Bank Guarantee: The successful tenderer will have to deposit a Bank Guarantee of Rs.50,000 /- (Rupees Fifty Thousand only) in favour of "Central Institute of plastics Engineering and Technology, Ranchi" payable at Ranchi" drawn on any Nationalized Bank/Scheduled Bank and valid for 60 days beyond the expiry period of contract.
7. In the event of bidder backing out before actual award or execution of agreement, CIPET:CSTS- RANCHI will have right to forfeit the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
8. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site on the day of the pre-bid meeting or before submitting bid. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work do be done.

9. The CIPET:CSTS- RANCHI will not provide any residential space for accommodation to the Agency. The agency has to make its own arrangement for the residential accommodation to the deployed staff.
10. The CIPET:CSTS- RANCHI is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. CIPET:CSTS- RANCHI reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the CIPET:CSTS- RANCHI.
11. Sub-Contracting: The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
12. The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
13. Misconduct: The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
14. The persons employed by the contractor will be the employees of the contractor and the CIPET:CSTS- RANCHI shall have nothing to do with their employment or non employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the CIPET:CSTS- RANCHI and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the CIPET:CSTS- RANCHI.
15. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
16. None of the employees of the contractor shall enter into any kind of private work within the campus of the CIPET:CSTS- RANCHI Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
17. The staff employed by the contractor will not join any union of the CIPET:CSTS- RANCHI nor shall they make any claim on service or other matter. They shall also not form any union associated with the CIPET:CSTS- RANCHI and shall have absolutely no claim to subscribe or for election in any of the unions of the CIPET:CSTS- RANCHI.
18. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the CIPET:CSTS- RANCHI / Govt. of India / any State or any Union Territory.
19. The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
20. The contractor shall maintain record of major/minor incidents on daily basis and report the same to the CIPET:CSTS- RANCHI administration in this regard. The Agency will

also enquire about any incidents, like theft, indiscipline, disobedience or any unauthorized activities/criminal activities happening in the campus. The contractor shall also be responsible to lodge complaints with police authorities in such instances and take follow-up action for recovery of lost material/equipment.

21. The contractor will have to register all his employees who will be working in the hostel premises along with a copy of their photographs, residential details for clearance by the CIPET:CSTS- RANCHI Security along with police verification certificate.
22. The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to CIPET:CSTS- RANCHI and shall indemnify CIPET:CSTS- RANCHI against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which CIPET:CSTS- RANCHI may party or involved as a result of the contractor failure to comply and of the obligation under the relevant act law which the contractor is to follow.
23. Taxes, Labor Laws and Other Regulations:
  - i. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
  - ii. The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
  - iii. The contractor shall fully comply with all applicable laws, and regulations relating to P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority.
  - iv. The Contractor shall be responsible for proper maintenance of all registers, records and accounts as far as it relates to compliance of any statutory provisions/ obligations. The contractor shall be responsible for making the records pertaining to Payment of Wages Act and for depositing the P.F. and ESI contributions, with the authorities concerned.
  - v. The contractor shall be responsible and liable for all the claims of his employees.
  - vi. The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Central Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
  - vii. The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
  - viii. The contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the Institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labor. Payment to workers must be according to Minimum Wages Act.
24. Interpretation: All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions

of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

25. In addition to the prescribed manpower, whenever required, contractor has to provide additional manpower and/or equipment at the rates quoted in the tender.
26. Validity: The quoted rates must be valid for a period for 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
27. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
28. In exceptional circumstances, the CIPET:CSTS- RANCHI may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.
29. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the CIPET:CSTS- RANCHI in the bid evaluation, bid comparison or contract award decision.
30. Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, CIPET:CSTS- RANCHI may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. Access to SITE: The contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/regulate/watch/guard/measure/inspect, solely or jointly with the contractor.
32. Safety and Security: Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
33. Work at Risk and Cost: The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
34. Payment of Bills: The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services, through crossed-cheque, drawn in favour of the Agency payable at Raipur or NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the CIPET:CSTS- RANCHI. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.



35. FORCE MAJURE: If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the CIPET:CSTS-RANCHI as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the CIPET:CSTS- RANCHI shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.
36. PENALTY: For Complaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of any of the services, a penalty of (1 to 4 % of per day sale) will be levied for the first time, in case the same point is repeated then a penalty of (5 to 10 % of per day sale) may be levied.
37. CIPET:CSTS- RANCHI reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
38. CIPET:CSTS- RANCHI reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
39. CIPET Ranchi can devise various system to have check and balances for arriving at exact number of students/ trainees taking food in mess. Such as Token System, Biometric System and/or any other method as devised by the mess committee/ administration dept.
40. The decision of the Director of CIPET:CSTS- RANCHI will be final in all respect and will be acceptable to all the tenderers.
41. Jurisdiction: All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur only.

Director & Head

#### Special Note for Site Visit

Bidders in their own interest at their cost are advised to visit, inspect and examine the site / campus and its surroundings and satisfy themselves including prevailing rules, regulations/ directions of the local authorities/ State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their Bids in respect of the Site Conditions including access to the site, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labour, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the Institute. The bidders should note that information, if any, with regard to the site and local conditions, as contained in this Bid document has been given merely to assist the bidders and is not warranted complete in all respects. The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract. All the temporary services/arrangements shall be made by Contractor at no extra cost to Institute.

**TECHNICAL BID**

Sl. No.	Particulars	
1	Name of the Company: •	
2	Name of the Proprietor: •	
3	Address: ••	
4	Telephone No. / Fax No. / E-mail:	
5	Banker's detail (enclose copy):	
6	Nature of Business:	
7	No. of years in this Business:	
8	List of Customers (enclose copy):	
9	Latest LOI / Work Order from 3 clients (enclose copy):	
10	Performance certificates (enclose copy):	
11	Sales Tax No (enclose copy):	
12	PAN No (enclose copy):	
13	Income Tax Returns for last three years (enclose copy):	
14	Audited Profit & Loss Statement for Last 3 years (enclose copy):	
15	Audited Balance Sheet for Last 3 years (enclose copy):	
16	Turnover certificate from Chartered Accountant for last 3 years (enclose copy):	
17	Service Tax (enclose copy):	
18	Provident Fund No (enclose copy):	
19	Copy of Inspection report of EPF(Not older than 2 years):	
20	•••Court Case Declaration:	
21	ESIC No (enclose copy):	
22	Copy of Inspection report of ESIC(Not older than 2 years) :	
23	D.D. No, Date and amount of E.M.D (enclose copy):	
24	Credential Documents: • (If any, enclose copies)	
25	Other information, if any:	

Date:

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Seal &amp; Signature of the Tenderer

## FINANCIAL BID

Sl.No	Particulars	No. of Persons
1	Supervisor	01
2	Cleaning Workers /Cleaners at CIPET, Ranchi	10
3	Service Charges	

\* Rate should be quoted per person per month.

\* The number of workers can be increased/ decreased as per requirement.

\* Quote the Latest minimum wages rate.

Date:

Name:

Address:

Seal & Signature of the Tenderer

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