

**CIPET: INSTITUTE OF PLATICS TECHNOLOGY(IPT)  
LUCKNOW**



**E-TENDER FOR PROVIDING HOUSE  
KEEPING SERVICES  
AT**

**CIPET: INSTITUTE OF PLATICS TECHNOLOGY(IPT)**

**(Ministry of Chemicals & Fertilizers, Govt. of India)  
B-27,AMAUSI INDUSTRIAL AREA, LUCKNOW-226008  
Phone No.: +91-522-2436227,7607194014  
Email: cipelko2@gmail.com ;www.cipet.gov.in**

**E-TENDER NO.:CIPET:IPT/HOUSEKEEPING/2019-20/01 DATED 23.01.2020**

### Notice Inviting E-Tender

E-Tender No.: CIPET:IPT/HOUSEKEEPING/2019-20/01

Dated: 23.01.2020

CIPET:Institute of Plastics Technology, Lucknow invites E-Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for housekeeping services for its office campus buildings & hostel premises located at Lucknow.

S. No.	E-Tender No. & Date	Name of the Item / Work	EMD ( In Rs.)	Tender Fees (In Rs.) <u>Incl. GST</u>	Last Date & Time of online Bid submission
1.	CIPET:IPT/HOUSEKEEPING/2019-20/01 DATED 23.01.2020	Housekeeping services at CIPET:IPT, Lucknow	1,00,000/- (Rupees One Lakhs Only)	2,950/- (Rupees Two Thousand Nine Hundred and fifty only)	<b>17.02.2020 at 14:00 Hrs.</b>

Interested and eligible bidders may view and download from detailed tender documents from CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in) All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Principal Director & Head, CIPET:IPT,B-27 Amausi Industrial Area, Lucknow on 17.02.2020 @ 14.00 Hrs.

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favoring "CIPET" payable at Lucknow and shall be submitted at CIPET:IPT Lucknow along with Hard copy of the online Technical Bid as specified on or before 17.02.2020 by 14.00 Hrs. in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

Silent information about the E-Tender:

1. Mode of submission: ONLINE. No offline Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e- Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in) .The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender: The registered vendors of CIPET through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) can only participate in this tender process.
4. How to register by a vendor:
  - (a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by Online Payment to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

(b) Tender Documents Fees of Rs. 2,950/- (Inc. GST) is Payable to CIPET, Lucknow in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

(c) Processing Fees is Payable Online separately to M/S. KEONICS LTD.

5. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Lucknow) Mr. Shashank Kumar	Mobile: 9452535135 Email: <a href="mailto:ewhelpdesk746@gmail.com">ewhelpdesk746@gmail.com</a>	Vendor registration or any other issue regarding e-Tender Process, please contact
KEONICS's Helpdesk:	Email: <a href="mailto:cipethelpdesk@gmail.com">cipethelpdesk@gmail.com</a>	KEONICS as the details given in the previous Columns.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.

9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e-Tender for which no separate paper advertisement will not be published.

11. **Last date of online submission of Tender bid: 17.02.2020 up to 14.00 Hrs.**

12. EMD and Tender Fee must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 17.02.2020 @ 14.00 Hrs. at CIPET:IPT Lucknow. Non receipt of which the Tenders are liable for rejection.

13. **Date & Time of Technical Bid Opening: 17.02.2020 at 15.00 Hrs.**

14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.

15. Venue for Opening Bids: CIPET:IPT,Amausi Industrial Area,Lucknow-226008  
Ph: 91-522-2436227.

CIPET:IPT,Lucknow reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Principal Director & Head**

CIPET:IPT,Lucknow

**TENDER NOTICE****Subject: E-TENDER FOR HOUSEKEEPING SERVICES**

CIPET:IPT Lucknow invites E-Tenders in two bid system from registered and authorized agencies for housekeeping services for its office campus buildings & hostel premises located at Lucknow. The job specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

**IMPORTANT DETAILS**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>DATE</b>	<b>TIME</b>
1.	Start date/time of start of online bidding	23.01.2020	16:00 Hrs.
2.	Last date/time of submission of Online bid	17.02.2020	14.00 Hrs.
3.	Date & Time of opening technical bid	17.02.2020	15.00 Hrs.

Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.

Tender Fee – Rs. 2,950/- (including tax) (should be submitted along with Technical bid).

EMD – Rs. 1,00,000/- (should be submitted along with Technical bid).

## ABOUT US

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR) in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.

### A PREMIER INSTITUTE FOR EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY

Post-independence, it became a matter of concern that Plastic Engineering & Technology was a growing science and yet there was not enough human resource to meet the demand. Imperative need was felt to establish CIPET -- the unique institute of its kind in the country and even today the institute holds a premier position. The primary objective of CIPET has been contributing towards the growth of the plastics industry through a combined program of education and research. The Institute has evolved through the years, creating closer ties with industries with the intent to create innovative plastic based solutions which are resource efficient and marketable. This has led to an exponential growth with activities and programs focusing on:

1. Skill Training
2. Technology Support
3. Academics
4. Research

### CAMPUSES

From our first location in Chennai, we now have 37 locations and 5 more are in the process of Establishment. Every campus offers state-of-art facilities, turning out alumni with an innovative mind set and an entrepreneurial spirit. Our campuses are workshops for inventing the future, where students work with award winning faculty and experts to translate learning and research into action.

### INFRASTRUCTURE

All the CIPET centres are equipped with state-of-the-art with excellent facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics Processing, Testing and Quality Assurance with plan fund support from Government of India. In-line with the ever changing & challenging needs of the plastic industries, we continuously upgrade and modernize machinery, equipment and technology.

#### NATIONAL AND GLOBAL RECOGNITION

We have gained global recognition for our research & development in the niche areas of Polymer Science & Technology and high quality education & skill development in the field of plastics.

CIPET also plays a pivotal role in generating employment opportunities especially for unemployed and underemployed youth and promoting entrepreneurs through various skill development training programs.

CIPET believes strongly in sustainability and enriching institute-industry interface in accordance with the environment policies of the country while still being fit-for-purpose. Our sustained effort in creating awareness on environmental issues towards plastics and plastics waste management has been very well acknowledged by the industry.

#### INDUSTRY ALLIANCES

CIPET has an enviable interface with its business and industry partners. We provide technical / consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. We have been in the forefront of strengthening technological capabilities and have been constantly building capacities and leveraging our expertise, calibre and skill sets to meet the emerging and evolving needs of the industry.

Over the span of 50 years, CIPET has been recognized for our work with a large number of industry clients for our Technology Support Services in the areas of design, tooling, plastics processing and testing and quality assurance. This includes governmental agencies as well as public and private sector industries, both in India and abroad.

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## TENDER DOCUMENT

CIPET:Institute of Plastics Technology,Lucknow invites open online tender in two bid system for Housekeeping Work at CIPET:IPT Lucknow.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details enclosed with technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer shall submit the prescribed Technical tender documents on or before 17.02.2020 by 14:00 Hrs. at CIPET:IPT Lucknow in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TECHNICAL TENDER DOCUMENT FOR HOUSEKEEPING WORK AT CIPET:IPT,LUCKNOW" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 1,00,000/- (Rupees One lakhs Only) shall be paid in the form of Demand Draft (D.D) drawn in favor of "CIPET" payable at Lucknow or by online transfer of EMD amount to CIPET as per the details mentioned below:

- a. Bank Name : UNION BANK OF INDIA
- b. Account Name : CENTRAL INSTITUTE OF PLASTIC ENGINEERING AND TECHNOLOGY
- c. Account No. :533901011013003
- d. IFSC :UBIN0564893

6. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the **Principal Director & Head, CIPET:IPT,Lucknow** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.

The Principal Director & Head, CIPET:IPT,Lucknow, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily

9. The successful tenderer has to furnish a security deposit of Rs. 2,00,000/- (Rs. Two Lakh Only) and execute an agreement on the non-judicial stamp paper of Rs. 1000/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
10. The institute shall require the one supervisor and Twenty sweepers for CIPET:IPT Lucknow for cleaning of Institute's Building, Hostel Building for Boys and Girls, Guest House ,Shop floor area and all other areas of the premises. The working hours shall be six days in a week (Monday to Saturday). The working hours shall be 8:00 A.M. to 4:30 P.M and as per management requirement with lunch off of 30 minutes. The workers shall be eligible for weekly rest on Sunday after continuous working of 6 days in a week



as a paid day. The contractor shall be liable to comply all the provisions under labour act.

11. Housekeeping agency shall be responsible for the compliance of all legal provisions connected with the employment of the housekeeping staff posted at CIPET premises and for due payments of any statutory dues payable(if any). All such liabilities (PF & ESI) if any, shall be discharged by agency shall be reimbursed by CIPET:IPT,Lucknow to the agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection,. With it.
12. CIPET:IPT,Lucknow shall pay the contract amount as per the rate quoted in Tender for Housekeeping Supervisor and/or Cleaner and the said contract amount shall be paid on or before 15<sup>th</sup> of every subsequent month on submission of bills with enclosed EPF & ESI challans timely along with confirmation of salary into the individual bank account . If CIPET:IPT,Lucknow required posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET:IPT,Lucknow shall pay for the additional manpower on pro rata basis as quoted in tender. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with all statutory requirements stipulated by Government shall rest with the agency and CIPET:IPT,Lucknow shall not be responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
13. The number of workers can be increased/ decreased as per requirement of CIPET: IPT,Lucknow.
14. The contract will be awarded to the technically and financially qualified bidder initially for 01 year. Based on performance/satisfactory services, the contract shall be extended for another one year.
15. The contract can be terminated by giving one month notice period by either side.
16. Tender documents without EMD, tender fee, incomplete documents and received after the due date will be summarily rejected.
17. **Latest Minimum wages as notified by State Government from time to time shall be paid.**
18. GST shall be paid extra by CIPET:IPT ,Lucknow at prevailing rate as per Government of India.
19. All applicable taxes shall be deducted as per prevailing rate from the monthly bill.
20. The Professional Tax(if applicable), EPF & ESIC shall be paid as per Government of India norms.
21. Service charges should be minimum 1 (One) % .
22. The number of workers can be increased/ decreased as per requirement.
23. Agency must have its own Local Office in “Lucknow” & in this office, and have sufficient staff to handle the problem/official matter related to Housekeeping.

24. Bidder register under Micro & small Enterprises(MSEs) as defined in MSE procurement policy issued by the department of MSE or register with central purchase organization will also submit a bid but they shall deposit the tender fee & EMD for the initial process. NSIC certificate will be considered for relaxation of EMD & Tender Fees(if applicable).
25. CIPET:IPT,Lucknow reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard shall be final in all respect and shall be binding on the tenderer.
26. The agency or its sister concern/relatives providing any services to CIPET-IPT Lucknow are not eligible to participate in this tender. The tenderer has to declare by giving an undertaking on letter head with the tender for the same.
27. The tenderers whose tender has successfully qualified in the technical bid may be physically verified by the inspection team of CIPET-IPT Lucknow to verify the site/services at the client end of the tenders. The received bids will be evaluated by the committee of CIPET-IPT Lucknow on the basis of requisite documents. Thereafter a team of CIPET-IPT Lucknow may visit for physical inspection of the sites & give grading and if found suitable and meeting the requirements of CIPET-IPT, Lucknow as indicated in these terms & conditions. If two or more parties stands L-1/quote same rate in financial bid opening in this case ,as per grading and client feedback, the decision of Tender Committee & Principal Director & Head CIPET: IPT,Lucknow shall be the final.
28. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Lucknow courts only.
29. The rent of floor scrubber machine/Auto scrubber machine or vaccum cleaner shall be paid by CIPET: IPT,Lucknow on per day basis as per the rate finalized during tender process.

**30. Precaution to be taken as under:**

1.	The floors to be washed by floor scrubbing machines and to be polished appropriate Johnson Diversey/ Ecolab chemicals only. The floors with ceramic tiles/granite or marble to be polished in such a way that risk of people slipping over polished surfaces, is totally eliminated. Liquid/ wax polish usage shall not be permitted.
2.	<p>No acidic cleansing agents on marble/ granite/ ceramic tiles/ synthetic tiled surface to be used to avoid discoloration or permanent bleaching or pitting. - No wire brushed or coarse grained grinding bits to be used to avoid permanent</p> <p>- No wire brushed or coarse grained grinding bits to be used to avoid permanent scratches appearing on the floor surfaces.</p> <p>- For cleaning/ maintenance of glass and laminated surfaces, suitable cleansing agents to be used. No coarse or a synthetic non-absorbent cloth to be used.</p> <p>- All surfaces and structures made out of natural wood with soft cloth and a thin layer of silicon polish to be applied to preserve the natural luster.</p> <p>- Both the canteens &amp; toilets disinfecting treatment to be daily done before office hours.</p> <p>- Single disk machines and polishing machines, automatic scrubber-driers, cleaning agents, vacuum sweepers, steam vacuum/ wet and</p>

	dry vacuum cleaners to be used whenever required at contractor's risks.
	- The housekeeping staff have to be in a smart uniform supported by identity cards and name badges during duty hours.
	- Weekly report of the works carried out shall be submitted to the concerned CIPET official.

### **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 :IPT Lucknow 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 the dead 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:IPT,Lucknow 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, water tanks and maintained it functional all the times.
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:IPT,Lucknow officials.
14. Cleaning of the furniture of office and classrooms every day before 9.00 AM.
15. Cleaning of the Roads and porches every day in the morning.
16. Cleaning of water purifiers on alternate days.
17. The Rooms of Hostels should be clean and mop once in a week.
18. 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.
19. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET:IPT,Lucknow campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
20. CIPET:IPT,Lucknow 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.
21. 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:IPT,Lucknow and handover to the contractor/Supervisor on monthly basis from stores department.
22. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers or theft made by Housekeeping Supervisors/Workers.
23. 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.
24. The Supervisor and Cleaning workers should be in proper uniform provided by the contractor for which no extra charge shall be paid by CIPET:IPT,Lucknow.
25. Cleaning of roof and facade cleaning.
26. Mopping of Toilet and cleaning of front office area 3 times in 1<sup>st</sup> staff & 3 time in 2<sup>nd</sup> half.
27. Uniform with I-card to all genitor is must.
28. Any other work assigned by the management.

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**TECHNICAL BID**

- Name of the Company/Agency/Firm/Contractor:
- Name of the Proprietor/Owner:
- Address:
  
- Telephone No. / Fax No. / E-mail:
- Bank details (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers(Including Local) with contact details (enclose copy):
- Latest LOI / Work Order from 3 clients (enclose copy):
- Performance/Experience certificates (enclose copy):
- GST No (enclose copy):
- PAN No (enclose copy):
- Income Tax Returns for last three years (enclose copy):
- Audited Profit & Loss Statement and balance sheet for Last 3 years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 years (enclose copy):

- Provident Fund No (enclose Certificate copy):
- Copy of Inspection report of EPF & ESIC (Not older than 2 years):
- License Number(Under Contract Labour) :
- No Court Case Declaration:
- ESIC No (enclose Certificate copy):
- D.D. No, Date and amount of E.M.D (enclose copy):
- Credential Documents:  
(If any, enclose copies)
- Other information, if any:

Date:

Seal & Signature of the Tenderer

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**RATE SCHEDULE**  
**To be submitted in Part-II (Commercial Bid)**

Tentative No. of Housekeeping Supervisors : 01

Tentative No. of Housekeeping Worker/Cleaner : 20

Description	Housekeeping Supervisor	Housekeeping Worker/Cleaner
Wage per month <b>as per U.P. Govt. Minimum wages</b>		
EPF		
ESI		
TOTAL		
Service Charges (In %) should not be less than 1%		
Grand Total (Per Person /Month)		

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

\* **Latest Minimum wages as notified by State Government from time to time shall be paid.**

\*GST will be paid extra, if applicable and as per actual.

Date:

Name:

Address:

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