

17/3/17

**TENDER NOTICE**

Sealed quotations on the basis of two bids systems i.e. technical and financial bids separately are invited on behalf of the President of India for engagement of contractor / agency for the supplying of manpower to work as Housekeeping staff (5 nos.) (Unskilled) in the Institute of Archaeology, Archaeological Survey of India, Red Fort Complex, Delhi. Technical bids shall be opened first and financial bids of the firms/agencies which qualify in this category shall be opened for the finalization of the firm / agency. The applicant, while quoting the Administrative/Service and other charges in financial bid, must comply with the Department of Expenditure OM No.29(1)/2014-PPD dated 28.1.2014 which states that 'if a firm quotes "NIL" administrative/services charges, the bid shall be treated as unresponsive and will not be considered'.

2. Tender forms with terms & conditions can be collected from the Institute of Archaeology, Red Fort Complex, Delhi on payment of Rs.500/- (Rs. Five hundred only) (non-refundable tender fee) through Demand Draft, drawn in favor of Director, Institute of Archaeology and payable at New Delhi between 1100 Hrs. to 1600 Hrs. on all working days upto 27<sup>th</sup> March, 2017 (1600 Hrs.). The tender fee should also be deposited through Demand Draft if the tender document is downloaded from our website [www.asi.nic.in](http://www.asi.nic.in) & [eprocure.gov.in](http://eprocure.gov.in) by the tenderer as mentioned above. Application for issue of tender documents by post / fax will not be entertained.

3 Interested parties are requested to send their tender forms complete in all respects, along with documents and EMD of Rs. 33065/- (Rupees Thirty Three Thousand and Sixty Five only), separately for each category, super scribing the Tender Enquiry No. and the name of the work on the envelope, to the Director, Institute of Archaeology, Archaeological Survey of India, Red Fort Complex, Delhi by Registered/A.D. The tenders may also be dropped in the Tender Box kept at the Institute of Archaeology.

Last date for receipt of Tender is 28<sup>th</sup> March, 2017 up to 15:00 Hrs

Tender will be opened on 28<sup>th</sup> March, 2017 at 15:30 Hrs

4. The parties who wish to be present at the time of opening of the tender may represent themselves or authorize their representative with an authority letter. The Director, Institute of Archaeology reserves the right to accept or reject any or all tenders without assigning any reason.

  
DIRECTOR (IA)

**Copy to:-**

- 1.Web Manager, [www.asi.nic.in](http://www.asi.nic.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) with the request to upload the same.
- 2.Notice Board, IA

No.F. 3-13/2016-17-IA

GOVERNMENT OF INDIA,

INSTITUTE OF ARCHAEOLOGY, ARCHAEOLOGICAL SURVEY OF INDIA

RED FORT COMPLEX, DELHI-110006.

Sub: **Engagement of Private Agency for supply of (Unskilled) manpower i.e. Housekeeping staff (5 nos).**

Sealed quotations on the basis of two bids systems i.e. technical and financial bids separately are invited on behalf of the President of India for engagement of contractor / agency for the supplying of manpower to work as Housekeeping Staff (5 nos.) (Unskilled) in the Institute of Archaeology, Red Fort Complex, Delhi. Technical bids shall be opened first and financial bids of the firms/agencies which qualify in this category shall be opened for the finalization of the firm / agency.

**GENERAL TERMS & CONDITIONS**

1. Issue of tender form does not necessary mean that the tenderer is an eligible party.
2. The 'Tenderer' and /or 'Party' and or Maintenance Contractors or Service Providers as used in the Tender documents, shall mean the one who has signed the Tender Form and format for Pre-qualifications bid submitted in response to our Tender Notice.
3. The individual signing the tender or other documents in connection with the tender must certify his / her signature as (A) sole proprietor of the firm or constituted attorney of such sole proprietor, (b) constituted attorney of the firm, if it is a company, (c) authorized signatory of the firm.
4. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.
5. The Tender Forms submitted by the tenderer shall contain all requisite information along with supporting documents.

6. The tenderer should be as established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency must have a local office at Delhi with a regular telephone at office and residence.
7. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of Institute of Archaeology, being a partner in the tendered company.
8. The tenderer shall give the official mailing address, phone and fax numbers to which all correspondences shall be made by the Institute of Archaeology. Also, if address is changed, the same shall have to be immediately intimated to the Institute of Archaeology.
9. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
10. Bids received by the Institute of Archaeology after the given date and time, will not be considered.
11. Tender without Tender Fee and Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
12. Tenders not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
13. The tender form should be clearly filled in ink legibly or typed. The Tenderer should quote the number, rates and amount tendered by him/them in figures as well as in words. Alterations unlegibly attested by the Tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer himself. The forwarding letter should be signed along with quotations. Attested copies of the Registration number for the Firm, License No. under Contract Labor Act, Provident Fund Account No. allotted by the Provident Fund commissioner, ESI No., PAN No., allotted by the Income Tax Department and / or copy of the last Income Tax clearance certificate, Satisfactory Performance Certificate issued by the concerned agency (s) organizations where such type of works /jobs have been performed by the contractor earlier shall also be enclosed. The rate should be indicated separately in accordance with the provisions like Provident Fund Act and ESI, The Contractor shall have to produce documentary proof i.e. Ration Card / Telephone Bill / Electricity Bill / Income Tax certificate/ Aadhar Card in support of his identity.
14. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.

15. Tenderer who intends to participate in the tender should have experience of handling upto 25 persons/Housekeeping staff at a site.
16. The prospective tenderer should have experience to have provided services in an organization like a Institute or at a high security zone.
17. Tenderers should have at least Rs. 2crore annual turnover.
18. It will not be binding to accept the tender in totality. It can be accepted in parts.
19. False information/documents provided for consideration would result in disqualification of the bidder.
20. Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the Tender with seal of Agency/Firm.
21. Technical bids will be opened first. Those who qualify the technical bids, only their financial bids will be opened.
22. The Contractor / Agency / firms shall not sublet the work to other Contractor / Agency / Firm after the award of the work.
23. All wages and allied benefits like P.F., Bonus, ESIC, etc. are to be paid by the agency. The agency shall remain liable to the authorities concerned for compliance of the provisions in this regard and will be liable for any contravention thereof. Agency shall have to abide by Minimum wages Act as revised from time to time to the members of staff deployed by them in the campus of the Institute of Archaeology. In case the minimum wage is raised by the local Government / Delhi Administration after submission of the tender, the payment of difference in the minimum wage will be considered by the Institute of Archaeology.
24. The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible.
25. The Institute of Archaeology will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 as applicable form the contractor.
26. The Contractor / Agency/Firm shall not sublet the work to other Contractor / Agency / Firm after the award of the work. The engagement of services is purely on contract basis. The manpower deployed by the contractor / agency / firm shall be employees of the Agency for all intents and purposes..

27. The Institute of Archaeology shall have the right to ask for removal / replacement of any person of Agency, who is not found to be suitable and orderly in the discharge of his/her duty.
28. The Agency staff shall carry out duties as are entrusted to them by the Institute of Archaeology from time to time.
29. Penalties: Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider.
  - Quantum of penalty will be decided in individual cases and decision of the Director, Institute of Archaeology, shall be final and binding.
  - In case of failure to commence the service on the stipulated time / date, the E.M.D. shall be forfeited.
  - In case of failure to carry out the service to the satisfaction of Institute of Archaeology as per the terms & conditions they will be free to get service done by any other agency at the cost and risk of the service provider.
30. Performance Evaluation: The performance of the deployed persons will be evaluated by the Institute of Archaeology Administration on the basis of the reports received from the different sections of the Institute of Archaeology. If the performance is not satisfactory, suitable action will be taken against the agency.
31. Earnest Money: The tenderer will furnish along with the Tender Form, earnest money of Rs.33065/- (Rupees Thirty Three Thousand Sixty Five only) in the form of DD/Pay Order only drawn in favour of Director, Institute of Archaeology. The earnest money shall be refunded to the unsuccessful tenderer (s) upon deposit of security money. Tenders Part – A received without Earnest Money shall be rejected. The earnest money of successful tenderers will be liable to be forfeited if the tenderer does not fulfill the terms and conditions or withdraws, impairs or derogates from the tender in any respect within the period of validity of the tender.
32. Security Deposit: The tenderer/Contractor shall deposit a security of 10% of the annual contract value or Rs.1,32,258/-(Rupees One Lakh Thirty Two Thousand and Two hundred Fifty Eight only) whichever is minimum by FDR in favour of Director, Institute of Archaeology, Delhi for the due performance of the contract. The Security is to be deposited within 15 days of the date of award of contract. In the event of any breach / violation of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the office of the Director, Institute of Archaeology. No interest shall be paid by the Institute of Archaeology on earnest money or security deposits.
33. Signing of Agreement: An Agreement will be signed with the successful bidder on the non- judicial stamp paper (value of stamp paper shall be as applicable at the time of agreement) after submission of required Performance Guarantee.

34. **Contract Validity:** The contract shall be initially valid for a period of one years that may be extended at the sole discretion of the competent authority for a further period of one year at the same or modified/ revised terms and conditions mutually agreed upon.
35. **Termination Clause:** The contract can be terminated by giving three months prior notice by the tenderer and one month's notice by the Institute of Archaeology. Notwithstanding that if the tenderer neglects or fails to carry out the contracted work due to negligence in the performance of the contract, the Institute of Archaeology shall have the right to terminate the contract forthwith and forfeit the entire security amount as well as engage another supplier/service provider to carry out the work / service at the cost and risk of agency.
36. **Arbitration:** Disputes, if any, shall be referred to the sole Arbitrator who may be appointed with the consent of the both parties in accordance with the provisions contained in Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modifications for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration shall be Delhi in India. The award will be binding upon the parties.
37. The Contractor / Agency/Firm will get verified day-to-day attendance from the concerned authorities/ Sectional heads of Institute of Archaeology to whom the staff is attached.
38. Rates of Administrative/Service charges should be quoted in percentage (%) only. Otherwise financial bids will not be accepted.
39. The Director, Institute of Archaeology reserves the right to reject all or any tender without assigning any reason.

**Note:** If the published days happened to be holidays the tenders will be sold/received and opened on the next working day at the same time.

for   
DIRECTOR (IA)

**SPECIAL TERMS & CONDITIONS FOR HOUSEKEEPING**

**1. SCOPE OF WORK**

- 1) The prime object of housekeeping service is to maintain the entire premises and surrounding area (approx. twenty thousand square feet) of the Institute of Archaeology in a tiptop condition. The premise is to be maintained from hygiene point of view.
- 2) The details of work covered under the scope is enumerated as follows:
  - a) Cleaning, sweeping and wiping of floors with Dettol/ phenyl daily (twice a day).
  - b) Cleaning of toilets/ washbasins, urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets (daily). Liquid soap is to be kept in press and pour type steel or plastic containers.
  - c) Collecting waste papers, unwanted materials and its disposal at indicated locations (daily).
  - d) Cleaning of corridors, staircase and common area one with phenol in morning and with plain water in the afternoon.
  - e) Removing dust from furniture, fixtures, telephone, ashtrays, cupboards, almirahs, filing cabinets (Daily).
  - f) Cleaning of Water Coolers, Ceiling /chajjas of windows of the office premises (weekly).
  - g) The contractor shall also ensure that all crockery, cutlery and utensils are kept clean.
  - h) Shifting of furniture and other items, stores from one place to another as required by the administration.
  - i) Filling of water in water cooler.
  - j) Watering the plants and flower pot.
  - k) Any other petty work assigned by the officers.

**2) MISCELLANEOUS CONDITIONS**

- i) Sweeping, cleaning of all parts as per specifications vide the items of schedule shall be completed before 9.00a.m every day. And within the premises (with surrounding area) of the Institute of Archaeology office, the Contractor's personnel/workers shall not do any private work other than their normal duties.
- ii) Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
- iii) The contractor rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of the Director, Institute of Archaeology. Also Contractor shall ensure that the persons sent to the Institute of Archaeology office wear neat and clean uniform every day while on duty and free from any communicable diseases.

- iv) The Contractor shall have no claim against the Director Institute of Archaeology in respect of any work which may be withdrawn.
- v) The contractor shall maintain an Attendance Register of personnel .The above register of personnel will render services on all working days and any other day a may be required, excluding holidays/ public holidays which are mandatory under labuor laws. They will maintain cleanliness of toilets, lavatories, pantry, floors, etc. and will attend any unforeseen jobs as well as exigency of work. No extra payment for this shall be made .The rate of items of scheduled work includes the cost of the provisions as well.
- vi) Materials consumables, appliances tools and tackles shall be arranged by the contractor. All the Housekeeping materials consumables such as Brooms, cobweb sticks, dusters, Mop sticks, Buckets, Mug, Toilet cleaner, floor cleaner, water wipers, Dustbins, Garbage scrubbing pads, Naphthalene balls, glass cleaner, machinery etc. as required to clean the building complex external premise will be supplied by the contractor. Sufficient quantity of quality/branded materials should be utilized for cleaning etc. and should be available at site with contractor in advance.
- vii)The Agency is to remove / take out the garbage & materials waste and dead animals from IA Complex to the designated site of the local Municipal authority. The agency can have a tie- up with local municipal authority for the same but the responsibility of the removal of garbage / waste materials etc. would be of the agency
- viii) Any transfer or change in the deployment of personnel shall be brought to the notice of the Director(IA) and he shall be within his rights to remove or get changed any personnel whom he considers unsuitable/unfit for the job being entrusted to him/her.

#### **OTHER TERMS & CONDITIONS AND SPECIFICATION**

##### **Other Terms & Conditions**

1. The Contractor / Agency / Firm will provide on monthly basis 6 persons for Housekeeping staff for the day- to- day works in the Institute of Archaeology.
2. The requisite manpower will have to be deployed by the agency immediately on award of contract.
3. The number of Un-Skilled manpower will be purely need based. Therefore, the Number of Contractor's worker may increase or decrease as per requirement.
4. The contractor/firm should ensure that the monthly based salary/wages are paid to the worker latest by 7th of every month by ECS only and cleaning material required day to day will be stocked monthly in office of Institute of Archaeology as list enclosed from S. No. 1-21.
5. Salary slip with all the relevant columns has to be provided to all the workers every month and photo copies of such salary slips will be submitted to the Institute of Archaeology.



6. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The bills should be for reimbursement of the actual amount to the service rendered by the contractor. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.
7. **The company/firm who will be awarded the contract, shall have to provide the proof of deposit of all the mandatory charges being paid by the Department, filing which their services would be terminated with immediate effect and their security deposit would be forfeited and they will be black listed.**
8. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per Act/Rules applicable to the Firm/Agency/Contractor.
9. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. No wages will be paid for any absence. Moreover the service provider shall provide a substitute in case the absence exceeds 5 days, or even earlier, if situation so warrants, To meet such eventualities, the contractor shall make provision for 'leave reserve.
10. The Service Provider shall be contactable at all times and message sent by email/Fax/Special Messenger from the Institute of Archeology to the Service Provider shall be acknowledged immediately on receipt on the same day.
11. That the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor.
12. That the contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, Payment of Wages Act, 1936. The Employees Provident Fund (and miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer' Liability Act, 1923, Delhi Shops and Establishment Act and/ or any other Rules/Regulations and/or statues that may be applicable to them and shall further keep the IA indemnified from all acts of omission, fault breaches and /or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Act's rules/regulations and/or any bye-laws or rules framed under or any of these the IA shall be entitled to recover any of the such losses of expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
13. If any of the Terms and Condition is in violation of any of the provision of Rules/Acts in this regard, the provision in the relevant Act/Rules shall prevail.

14. That the contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.
15. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hour / leave for which the work is taken from them, do not violate relevant provisions of Delhi Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. The contractor shall not commit a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour.
16. The bidder will be bound by the details furnished by him/her to Institute of Archaeology while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her/firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her/firm liable for legal action besides termination of contract.
17. That Contractor's authorized representative (Owner/Director/Partner/Manager) shall at least once a month contact Institute and get a feedback on the services rendered by the contractor vis-a-vis corrective action required to make the services more efficient.
18. The Contractor /Agency / Firm shall submit the list of person engaged for the work in the Institute of Archaeology along with the authentic documents of each of the persons who should obtain temporary pass for entry in the Campus and building duly signed by the Security-in-charge, Red Fort Complex.
19. The Office observes five-six days working. The deployed Housekeeping Staff have to perform a duty on all the working days including Sunday and holidays except the days being observed by the Institute as closed days .
20. The contractor should get the verification of character and antecedents of each individual done through the local police, prior to his/her deployment in the Institute of Archaeology. Proof of the police verification report must be submitted to the Institute authority.
21. Any person deployed by the Agency if found misbehaving or guilty of misconduct on his part will be removed forth with from the Institute by Agency. The Agency shall be held responsible for any losses on this account.
22. Any damage to the Institute of Archaeology property caused due to the carelessness of the workers shall be borne by the Contractor / Agency / Firm and such loss should be brought to the notice of the Institute authority.
23. During the period of this contract, the agency shall provide uninterrupted service and perform their duties diligently and to the entire satisfaction of the Institute of Archaeology. The agency shall

constantly keep in touch with the Institute regarding the service arrangement provided to the Institute and abide by the instructions and directives issued by the Institute of Archaeology in this regard from time to time.

DIRECTOR (IA)

ANNEXURE – III

**No.F.3-13/2016-17-IA**

**PART – A (TECHNICAL BID)**

**TENDER FORM**

Sub: Engagement of Private Agency for supply of Manpower i.e. Housekeeping Staff (5 nos.) (Unskilled) .

1. Cost of tender \_\_\_\_\_

a) Bank Draft /Pay Order No. \_\_\_\_\_

b) Date of issue of BD/PO \_\_\_\_\_

c) Name of the issuing authority \_\_\_\_\_

\*2. Name, complete address of the Firm/Agency and Telephone No., Fax No., with Agency profile if any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*2 (a) Permanent address with valid proof (Ration Card, Telephone bill, etc.)

\_\_\_\_\_

\_\_\_\_\_ New Delhi

\*3. Registration number of the Firm / Agency under Labour Act. \_\_\_\_\_

(attested copy of relevant document/certificate to be attached)

\*4. Name, Designation, Address and Telephone Number of authorized person of Firm / Agency to deal with \_\_\_\_\_

\*5. Please specify as to whether a. \_\_\_\_\_ b. \_\_\_\_\_  
tenderer is a sole Proprietor / \_\_\_\_\_  
partnership firm Name, address \_\_\_\_\_  
and Telephone No. of Director/ \_\_\_\_\_  
partners should be specified \_\_\_\_\_

\*6. Service Tax No.: \_\_\_\_\_

(attested copy of relevant document/certificate to be attached)

\*7. Balance sheet with profit & loss for preceding three year i.e.

	<u>Profit</u>	<u>Loss</u>
2013-2014	_____	_____
2014-2015	_____	_____
2015-2016	_____	_____

\*8. PAN of Income Tax Department and clearance certificate \_\_\_\_\_

(attested copy of relevant document/certificate to be attached)

\*9. EPF Regn. No. and authority with whom  
Registered \_\_\_\_\_

(attested copy of relevant document/certificate to be attached)

\*10. ESI Regn. No. \_\_\_\_\_

(attested copy of relevant document/certificate to be attached)

\*11. Experience in Govt. organization during last three years along with a certificate of satisfactory performance from the concerned department.

\_\_\_\_\_

12. Please specify the details of your manpower i.e. Housekeeping Staff working at present in various organizations:

Sl. No.	Organization's Name	No. of people currently deployed	Cost of the tender
(a)			
(b)			

13. A notarized affidavit on a stamp paper of appropriate value to this effect that the company has not been blacklisted or their business dealings with the Government I Ministries! Department have not been banned

14. Undertaking by the bidder (as per copy enclosed)

15. Details of Earnest Money Deposited:

- a) Amount: \_\_\_\_\_
- b) Bank Draft / Pay order \_\_\_\_\_
- c) Date of issue of BD/PO \_\_\_\_\_
- d) Name of the issuing authority \_\_\_\_\_

**\* ATTACH COPIES OF SUPPORTING DOCUMENTS**

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Seal

Name \_\_\_\_\_

No.F. 3-13/2016-17-IAPART – A (FINANCIAL BID)TENDER FORM

Sub: Engagement of Private Agency for supply of Manpower i.e. Housekeeping Staff (5 nos.) (Unskilled).

Sl. No.	Item Description	Minimum Wages per worker Per Month		
		No. of workers	Un-skilled	Amount Rs. (Monthly)
1	Minimum Wages per worker Per Month w.e.f. 1.04.2017	5 No.		
2	EPF @ 13.36 % on S.No.1	5 No.		
3	ESI @ 4.75 % on S.No.1	5 No.		
4.	Cost of day to day material required per month as list encl. 1-21	---	-----	
5	Service Charges/Agency Profit/Overhead <b>(should be quoted in percentage(%) on S.No.1 with amount)</b>	% (On S.No.1)	-----	
	<b>Total</b>			
	Service Tax @ 15% on S.No.1-5			
	Grand Total monthly for 5 No. unskilled			

1 The Bidder should note that all kind of charges /profit required by the Company/Agency for providing the manpower is to be included in the Service charges and that no other hidden charges are to be claimed/recovered on any other account.

2 Price to be quoted both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Seal

Name \_\_\_\_\_

**BY THE BIDDER**

**DECLARATION**

I \_\_\_\_\_ son / Daughter / Wife of Shri \_\_\_\_\_  
signatory of the agency / firm mentioned above is competent to sign this  
declaration and execute this tender document:

2: I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them:

3: The information / documents furnished along with the above application  
are true authentic to the best of my knowledge and belief. I / we / am / are well  
aware of the fact that furnishing of any false information / fabricated document  
would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

**INSTITUTE OF ARCHAEOLOGY  
RED FORT DELHI -6**

Monthly Material List (Housekeeping)

Sl.No	Items Name	Qty.
1.	Airfeshner	2 Nos
2.	Road Broom (with Handle)	1 Nos
3.	Surf powder	3 Kg
4.	Vim powder	3 Kg
5.	Broom (Soft)	6 Nos
6.	Duster White	12 Nos
7.	Glass Cleaner (Colin)	2 Nos
8.	Juna	12 Nos
9.	Liquid Soap Dettol	3 Nos
10.	Phenol White	5 Ltr.
11.	Pocha/ Floor Duster	12 Nos
12.	Wiper with Dunda	2 Nos
13..	Black Hit (Small)	2 Nos
14.	Harpic	4 Nos
15.	Dust Pan	4 Nos
16.	Bucket 20 Ltr.	2 Nos
17.	Naphthalene Balls	1 Kg
18.	Toilet Brush	3 Pcs
19.	Seek Broom	2 Pcs
20.	Web Cleaner Broom	1 Pcs
21.	Unforeseen	
Total cost of material used per month		