

  
**Government of Karnataka DEPARTMENT OF LABOUR**

KarmikaBhavana, ITI Compound, Dairy Circle, Bannerughatta Road,  
Bengaluru - 560029, Karnataka

Phone: 080-26531253, Email: adlckarnataka@gmail.com

No. NGO-03/CR-61/2019-20

Date:28.02.2020

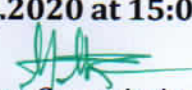
**e-TENDER NOTIFICATION**

E-Tender (two bid system - Technical and Financial bids) are hereby invited from reputed and registered Agencies for the Supply of human resources as **SECURITY SERVICES AND HOUSE KEEPING SERVICES** as per the Terms of Reference for DEPARTMENT OF LABOUR, Head Office, KarmikaBhavana, Dairy Circle, Bannerughatta Road, Bengaluru-560029. The following service supplies and period as per the Terms of Reference described in this notification:-

Description of supply of goods/ service	Period of Contract	Earnest Money Deposit (EMD)
1	2	3
Providing Services of Five(05) Security and Eight (8) House keeping Staff to Head office of Department of Labour, Karmika Bhavana., Dairy Circle, Bannerughatta Road, Bengaluru-560029.	One (01) Year from the date of signing of the work Order	Rs. <del>79,551/-</del> Rs. 79,551/-

1. E-tenders are invited as per the Karnataka Transparency in Public Procurement Act, 1999, by the Human resource suppliers for the Department of Labour, Head Office, KarmikaBhavan, Dairy Circle, Bannerughatta Road, Bengaluru-560029 on Contract basis.
2. Interested bidders to provide the said services on contract basis for the Department of Labour, Head Office, KarmikaBhavan, Dairy Circle, Bannerughatta Road, Bengaluru-560029 shall submit cost of providing the above mentioned services.
3. If any clarification required by the bidders, shall contact in writing to the Commissioner of Labour.
4. The bidder should fulfill all the terms and conditions which are mentioned in tender document.

Tenders should be submitted electronically through e-Procurement portal ([www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in)) of the Department of Labour, Government of Karnataka. The last date to apply for e-tender is **01.04.2020 at 15:00 hours**.

  
Additional Labour Commissioner (Admn)  
Department of Labour



**GOVERNMENT OF KARNATAKA**  
**Department of Labour**  
**Bengaluru-560 029**

**PREVIEW OF TENDER**

Tender Reference No.	No. NGO-03/CR-61/2019-20, Date:02.03.2020
Tender Publishing Date	03.03.2020
Last date for submission of Tender	01.04.2020 up to 15.00 Hours
Time and date of opening of Technical Bid	03.04.2020 at 11.30 Hours
Time and date of opening Financial Bid	07.04.2020 at 11.30 Hours
Place of opening of Tenders	Office of Additional Labour Commissioner(Admin) Karmika Bhavan, 3 <sup>rd</sup> Floor, ITI Compound, Bannerughatta Road, Bengaluru-560 029
Address for communication	Office of Additional Labour Commissioner(Admin) Karmika Bhavan, 3 <sup>rd</sup> Floor, ITI Compound, Bannerughatta Road, Bengaluru-560 029

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**TENDER DOCUMENT  
PART-I**

**1. Preamble**

Tenders under two bid systems, i.e., Technical Bid (Pre-qualification requirement) and Financial Bid, from the eligible Bidders will be received through e-procurement portal of the Government of Karnataka by the Labour Department for the following:

**1.1. Nature of Service:** Providing Services of Security and Housekeeping Staff to Head office of Department of Labour, KarmikaBhavana, Bannerughatta Road, Bengaluru-560029.

**1.2. Period of Agreement: One (01) year** from date of signing the work order.

**1.3. Earnest Money Deposit (EMD):** Tender Application shall be accompanied with an Earnest Money Deposit of **Rs. 79,551/-** through designated e-procurement portal. **Tender Processing Fee** as specified in e-procurement portal shall be paid in the e-procurement portal using either of the following modes:

- i. Net Banking
- ii. Credit Card
- iii. Direct Debit
- iv. National Electronic Funds Transfer (NEFT)/ Real Time Gross Settlement (RTGS)

As per e-Procurement portal, the Tenders without EMD and Tender Processing Fee shall not be accepted. The Earnest Money Deposit (EMD) shall not carry any interest. Tenders will be opened in the presence of tenderers or their authorized representatives on the date and time specified.

**2. Scope of work:**

**2.1** Providing Services of Five (5) of Security and Seven (7) Housekeeping Staff to Head office of Department of Labour, KarmikaBhavan, Bannerughatta Road, Bengaluru-560029.

**3. Eligibility Criteria:**

**3.1** The Agency should have been registered as a Firm or Company in Not less than three (3) years:

- i. Registration Certificate Under the Karnataka Shops and Commercial Establishments Act 1961
- ii. License obtained by the Police department under KARNATAKA PRIVATE SECURITY AGENCIES Act in Karnataka
- iii. The Agency should have experience of Providing Services of Security and House keeping Staff of minimum two (2) State / Central Government Departments / Organizations / Institutions / Boards OR Central / State Public Sector Undertakings within the state of Karnataka during the past three (3) financial years.
- iv. The Agency should have its registered office or its branch office in the State of Karnataka.

- v. The Agency shall have valid: PAN/GST/ESI/PF registration
- vi. The Agency should have a minimum total turn over of Rs. 1 crore each during previous three (03) years ( 2016-17 , 2017-18 and 2018-19).
- vii. The Agency should not have been black listed by State / Central Government Departments / Organizations / Institutions / Boards, OR Central / State Public Sector undertaking in the past Five (5) Years.

#### **4. Documents to be uploaded:**

4.1. The Following documents in support of the eligibility are required to be uploaded: –

1. Certificate under the Karnataka Shops and Commercial Establishments Act 1961;
2. License obtained by the Police department under KARNATAKA PRIVATE SECURITY AGENCIES Act;
3. Experience of Providing Services of Security and Housekeeping Staff of minimum two (2) State/ Central Government Departments/ Organizations/ Institutes/ Boards, OR Central/State Public Sector Undertakings within the state of Karnataka during the past three (3) years;
4. Documents such as PAN, GST, ESI and PF Registration;
5. Documents to show that the Agency have a minimum total turnover of Rs. 1 crore during previous 3 years (2016-17, 2017-18 and 2018-19);
6. Documents to show the Profile, including its organizational structure and experience in the field, and also clearly showing the complete address of office or directors or its branch office in the State of Karnataka;
7. Undertaking to the effect that the Agency or any of its Partners or Directors have not been blacklisted by any State / Central Government or any Government Department/ Organization/ Institution / Board or Corporation;
8. Undertaking to comply with the Tender Terms & Conditions (including corrigendum).

4.2 Submission of all above documents for all the years concerned is **“mandatory”**. **Failure to upload any of them will result in disqualification** at technical bid stage itself.

4.3 Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. However, the Department reserves the right to seek fresh set of documents or originals or seek clarifications on the already uploaded documents.

4.4 Each page of the tender document must be signed along with seal of the Agency clearly indicating the name and designation of the authorized signatory of the organization.

4.5 The Agency will have to produce the original documents at the time of Technical Bid Scrutiny and/or at any subsequent stage (including after award of work) by the Department and will have to attest any or all pages of tender document or any document subsequently uploaded by it.

## 5. Corrigendum in respect of Tender Document:

5.1 At any time prior to the last date for receipt of Bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Agency, modify the Tender Document through a corrigendum which will be uploaded.

6. **Manner of quoting the financial bid:** Financial Bid in terms of rupees (rounded off to the next nearest rupee) including all taxes and delivery charges should be quoted.

## 7. Bid Opening Process

7.1 **Technical Evaluation:** Online bids will be opened by a Tender Scrutiny Committee (TSC) constituted by the Department for the purpose on the date and time mentioned in this document (read with corrigendum, if any) in presence of the Bidder or a duly authorized representative, if present. No separate intimation will be given in this regard.

7.1.1 Bids will be evaluated with regard to eligibility criteria as per tender document.

7.1.2 The Bidder or authorized representatives will have to produce the original documents at the time of technical scrutiny. The Department reserves the right to reject the bid at technical stage, in case; the original documents are not produced for physical verification.

7.1.3 Only one authorized representative of each Bidder will be permitted to be present at the time of opening of the bids.

7.1.4 The Department reserves the right to ask for records for clarification, if required by the Tender Scrutiny Committee (TSC).

7.1.5 Bids, not satisfying the Technical eligibility criteria will be rejected.

### Marks sheet for Documents in technical Bid:

SN	Document Name	Marks
1	Certificate under the Karnataka Shops and Commercial Establishments Act 1961	10
2	License obtained by the Police department under KARNATAKA PRIVATE SECURITY AGENCIES Act in Karnataka	10
3	Experience of Providing Services of Security & Housekeeping Staff of minimum two (2) State/ Central Government Departments/ Organizations/ Institutes/ Boards, OR Central/State Public Sector Undertakings within the state of Karnataka during past three (3) years	20
4	Documents to show the Profile, including its organizational structure and experience in the field, and also clearly showing the complete address of office or directors or its branch office in the State of Karnataka	10
5	Documents such as PAN, GST, ESI and PF registration	10
6	Documents to show that the Agency have a minimum total turnover of Rs. 1 crore Each during previous 3 years (2016-17, 2017-18 and 2018-19);	20

7	Undertaking to the effect that the Agency or any of its Partners or Directors have not been blacklisted by any State/ Central Government or any Government Department/ Organization/ Institution / Board or Corporation	10
8	Undertaking to comply with the Tender Terms & Conditions (including corrigendum);	10
	Total	100

## **7.2 Financial Evaluation:**

**7.2.1** Financial bids of only those Bidders whose bids meet the Financial Bid eligibility criteria and are found technically qualified only will be opened by the Tender Scrutiny Committee (TSC) on the date and time as per the Tender document in the presence of the Bidders or their representatives, if present, for further financial evaluation.

**7.2.2** Only one authorized representative of each of the Bidder will be permitted to be present at the time of opening of the bids.

## **8. Confidentiality**

**8.1** The Agency shall not use confidential information, the name or the logo of the Department except for the purposes of providing the service as specified under this contract.

## **9. Penalty for Delay:**

**9.1** Any delay in timely supply of human resource within stipulated time period as mentioned in Work Order will invite penalty at the rate of one percent (1%) of the Bid amount subject to a maximum limit of 20%.

**9.2** If the delay is such that the delay penalty has reached a value of 20% of the order value, the Department will impose the penalty as above and will have an option to cancel the work order and award the work to any other agency without any compensation to the agency at the risk and at the cost of such defaulting agency.

**9.3** EMD/Security Deposit and the Performance Bank Guarantee submitted by the defaulting agency would be forfeited and empanelment cancelled.

**9.4** Defaulting agency would be debarred from participating in any of the departments in State / Central Tender for a period of three years.

## **10. Terms of Payment and Payment Schedule:**

**10.1** The working hours of the Security and Housekeeping Staffs shall not be more than 9 hours a day and 48 hour a week. If it exceeds, the Agency (contractor) should pay the Wages at double the rates of Normal wages.



**10.2** payment shall be made before 7<sup>th</sup> of every month and credited to the Bank Accounts of the workers.

**10.3** All Labour laws have to be complied.

**10.4** Amount to the agency will be released only after the payment of the workers made and PF/ESI Challan are produced along with the bills.

**10.5A** pre-receipted bill, in triplicate, along with certificate of satisfaction from the Official of the Labour department shall be submitted by the Agency.

**10.6** Payments shall be subject to deductions of any amount for which the Agency is liable under the empanelment or tender conditions. Further, all payments shall be made subject to deduction of Tax deduction at source (TDS) as per the Income Tax Act/ Rules and/or any other Rules or order of the Government

**10.7** Payments will be made to the Agency after submission of bills and necessary certifications which fulfils the tender.

**10.8** No interest is payable by the department for late payments, if any and for whatsoever reasons.

## **11. Security Deposit and Performance guarantee**

**11.1** The successful tenderer shall deposit an amount **equivalent to 5%** of the Tender amount as security deposit or provide a Demand Draft or an irrevocable bank guarantee of any Nationalized / State Bank for the duration of the agreement at the time of entering into agreement, which is valid for a period of one (01) year, in favor of the Commissioner of Labour, payable at Bengaluru.

## **12. Indemnity**

The selected Agency shall indemnify the department against all third party claims arising in connection with the services provided by it for a period of one(01) year from the date of Service.

## **13. Termination of Contract**

**13.1 Termination for Insolvency:** The department may at any time terminate the work order / contract by giving a written notice of one month to the selected Agency, without any compensation to the Agency, if the Agency becomes bankrupt or insolvent.

**13.2 Termination for default by Agency:** Default is said to have occurred, if:

- i. the Agency fails to execute the Supply Order within the specified time limit or any extension there of granted by the department;
- ii. the Agency fails to perform any obligations(s) and activities under the contract and/or any statutory requirement under the rules and regulations of the Government;
- iii. the Agency, in either of the above circumstances, does not take remedial steps within a period of seven (07) days after receipt of the default notice from

the department (or takes longer period in spite of what the department may authorize in writing),

iv. The department reserves the right to terminate the contract / Supply Order in whole or in part, as deemed appropriate. Security Deposit of such defaulting agency(s) shall be forfeited and the defaulting Agency shall be debarred from participating the department Tenders for a period of three years; and

v. In addition to above, the department may at its discretion may get the services from any other agency at the cost and risk of such defaulting Agency. The defaulting Agency shall be liable to compensate the department for any extra expenditure involved to complete the scope of work in totality. In addition, the defaulting Agency shall also be liable to pay 20% of the Supply Order as cancellation charges for each unexecuted order.

#### **14. Responsibilities of the Agency**

**14.1** The supplies and / or services in quantity and quality as specified by the department will be executed/ performed by the Agency within the time limit as specified in the work order;

**14.2** The Agency is liable for damages on account of any violation by the manpower deployed under any laws of the country.

**14.3** The Agency shall provide Photo ID Card and Uniform respectively as per Rules 15 and 16 of Karnataka Private Security Agencies Rules, 2008.

#### **Requirement by the Department:**

#### **Guidelines for a person to be appointed as a security guard**

- The Security Personnel shall be appointed by the Agency after verification of character and antecedents of the applicant as well as a proper police verification should be done by the Agency at their own cost.
- The persons appointed should have maximum attained the age of 20.
- No person shall be employed or engaged as a Security Personnel by the agency, unless, he fulfills the conditions as mentioned in this tender and the agency is satisfied about the character and antecedents of such person in the following manner, namely:-
  - (a) on verification of the character and antecedent by itself;
  - (b) on character and antecedent verification certificate produced by the person, provided that the certificate is valid and the agency has no adverse report regarding his character and antecedent from any other source.
- The Security Personnel should preferably have a background of being in Defence, Army or any other related service.
- The Agency should acquire labour license for the purpose of hiring the Personnel.
- The Agency should provide minimum wages to the Security Personnel according to the Minimum wages Act, 1948.

- The Agency should also do necessary deductions from the salary, if any according to the State and the Central rules.
- The Agency should provide the Security guard with a pair of uniform and boots, free of cost.
- The Agency should at least appoint five security personnel and one of them should mandatorily belong to Hyderabad – Karnataka region.

### **Guidelines for a person to be appointed as a Housekeeping**

- The Security Personnel shall be appointed by the Agency after verification of character and antecedents of the applicant as well as a proper police verification should be done by the Agency at their own cost.
- The Persons appointed should have maximum attained the age of 20.
- No person shall be employed or engaged as a Security Personnel by the agency, unless, he fulfills the conditions as mentioned in this tender and the agency is satisfied about the character and antecedents of such person in the following manner, namely:-
  - (a) on verification of the character and antecedent by itself;
  - (b) on character and antecedent verification certificate produced by the person, provided that the certificate is valid and the agency has no adverse report regarding his character and antecedent from any other source.
- The Agency should acquire labour license for the purpose of hiring the Personnel.
- The Agency should provide minimum wages to the Security Personnel according to the Minimum wages Act, 1948.
- The Agency should also do necessary deductions from the salary, if any according to the State and the Central rules.
- The Agency should provide the Security guard with a pair of uniform, gloves and boots (for the purpose of cleaning of bathrooms), free of cost.
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### **15. Liability of the Agency**

**15.1** Agency shall be liable for all acts of omission and commission by it or its agents or employees under this tender and the department stands insulated against aggrieved third-party complaints against any civil or criminal actions of the agency or its agents or its employees.

### **16. Arbitration:**

**16.1** In case of any dispute or disagreement of any kind arising out of services being provided by the agency, unless resolved amicably, its resolution shall be done by an arbitrator nominated by the authority and shall be acceptable to all parties concerned.

## **17. Applicable Laws**

**17.1** The Agency shall be governed by the laws and procedures established by Government within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**17.2** All disputes in this connection shall be settled in Bengaluru jurisdiction only.

## **18. GENERAL TERMS & CONDITIONS**

1. Only those Firms or Companies who fulfill the prescribed eligibility criteria and possess all the documents required for technical scrutiny need apply. The bidders shall submit the bids only after understanding the Tender Document completely.
2. Joint Bids will not be accepted.
3. Tender document is non-transferable. Conditional tenders are liable for rejection.
4. Financial Bid shall be quoted carefully. The Department will not be responsible for any misinterpretation or wrong assumption by the Agency.
5. Bid validity: The Bid shall be initially **valid for 60** days from the opening of financial bid. If necessary, the department will seek extension in the bid validity period beyond 60 days.
6. The Department reserves the right to cancel the tender process at any stage without assigning any reason as well to reject any or all the bids without assigning any reason. The Department also reserves the right to reject any bid on the basis of unsatisfactory past performance of a bidder or warranted termination of past contract or fake bids.
7. The Department also reserves the right to modify/relax any of the terms and conditions of the tender by declaring / publishing such amendments in a manner that all prospective Agencies / parties to be kept informed about it.
8. Suppression/misrepresentation of any information or furnishing false/incorrect information by any bidder shall render summary rejection of the bid. The contract, if made, will be liable to be terminated. EMD/ Security Deposit/ Performance Bank Guarantee will also be liable for forfeiture along with criminal prosecution, if warranted. The decision of the Department in this regard shall be final and binding.
9. Release of Security Deposit/ Performance Bank Guarantee: These will be released after 30 days of the expiry of the Contract period, by adjusting any dues to the Department.
10. In case of any dispute or proceedings in any court/ authority on a matter arising out of the Agreement, the Security Deposit/ Performance Bank Guarantee shall not be released until the proceedings are disposed of even in the event of the Agreement coming to an end.
11. The Rates of Wages payable for Security and Housekeeping Staffis as mentioned in the Format.

12. No escalation in rates by the successful tenderer on any account in any form shall be entertained by the department during the Agreement period.
13. The Agency shall have obtained necessary statutory permissions under relevant laws wherever applicable.
14. Any attempt by Agency to bring pressure towards the Department decision making process will make the Agency liable for disqualification for participation in the present tender. Such Agency may also be liable to be debarred from bidding for the Government tenders in future for a period of three years.
15. The decision of the Department arrived at during various stages of the evaluation of the bids is final and representation of any kind shall not be entertained.
16. **Agreement:** The successful tenderer shall enter into an Agreement on a non-judicial stamp paper of Rs. 200/- for due performance of contract, within time limits as intimated by the Department (or extensions granted). The Agency shall provide the required goods/ services within the period as specified in the Agreement.
17. The scope of Agreement shall be liable for alteration by way of deletions or additions at the discretion of the Department.
18. The Agency or its personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters, etc.
19. The Department shall not be responsible for any damage/ injury sustained by the employee deployed by the Agency, during the course of providing services.
20. In case, the Agency fails to seek clarification, if any, in writing from the Department regarding any doubts or ambiguities with regard to any clause in the Agreement, the decisions of the Labour Commissioner or Additional Labour Commissioner of the Department in such issues shall be final.
21. The successful bidder shall furnish a bank guarantee of value specified in this document as the Performance Guarantee from a Nationalized / State Bank for the contract period. In case the successful bidder fails to sign the contract or submit the Performance Guarantee within specified period, the EMD shall be forfeited.
22. In case, the Agency fails to provide services or found to be unsatisfactory, the contract can be terminated by the Department by giving **one month's notice**. The performance guarantee/security in that case shall be forfeited.
23. To prevent disputes and litigations, it shall be accepted as an inseparable part of the Agreement that in matters with regard to interpretation of Agreement, mode of procedure and carrying out the work, the decision of the Labour Commissioner or Additional Labour Commissioner shall be final and binding on the Agency. The

Agency shall be available to be contacted in case of any need at any time, i.e., 24x7 on all 365 days.

- 23 The bidder shall bid the total cost of service and commissioning charges including prevailing taxes.
- 24 The Agency shall ensure that one of its representative supervisors is available at pre-notified address with contact number.
- 25 Breach of contract/ work order: In case the Agency is found in breach of any condition(s) of tender or supply order, at any stage during the supply/service period, or adopts any unfair practice for the purpose of this tender either before or after issue of work order, it's EMD/Security Deposit/ Performance Bank Guarantee is liable for forfeiture. Further, the Department reserves the right to initiate legal action as per law and also to debar the defaulting Agency concerned from participating in the Department Tenders for at least three years.
- 26 The Security Staff deployed by the Agency shall be the employees of the Agency only. The appointment Order, Service Conditions, Leaves and all other statutory obligations including termination due to misconducts is the sole obligation of the Agency. Department shall communicate any such critical issues to the Agency.
- 27 Necessary training for uploading of bids and hands on experience in handling e-procurement system could be obtained from the centre for e-governance, MS building, Gate No. 2, Bengaluru-560001. Necessary details could also obtained over telephone: # 080-25501216/25501227 or e-mail id - [hphelpdesk.blr@intarvo.com](mailto:hphelpdesk.blr@intarvo.com)

## Format

(The Monthly Rates of Wages for the Security Staff)

SN	Wage Details	Approved Rate in Rs	Total Wages payable to Worker in Rs.	
1	Basic + DA	12,554.00		
2	EPF Employer Contribution (13.36 %)	1,677.00	Less EPF (12%)	1,506.00
3	ESI Employer Contribution (3.25)	408.00	Less ESI (0.75%)	94.00
	Total	14,639.00	Net	10,954.00
4	Service Tax 18%	2,635.00		
5	Total	17,274.00		
6	Only Service charges (To be filled up the Agency)			
	Total			

### Note:

#### Duties of Security Staff:

- 1) The Security shall be 24 hours on duty: two (2) security each in a day's Shift and one (01) in Night Shift.
- 2) Duties of Security Staff:
  - i. To prevent and detect signs of intrusion and ensure security of doors, windows, and gates of the premises.
  - ii. Answer Lift alarms and investigate disturbances.
  - iii. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
  - iv. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
  - v. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
  - vi. Answer telephone calls to take messages, answer questions, and provide information during non-business hours.
  - vii. Prevent passage of prohibited articles into premises.
  - viii. Secures premises and personnel by patrolling the office campus both inside and outside;
  - ix. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
  - x. Controls traffic by directing drivers.

xi. maintains reports by recording observations, information, occurrences, and surveillance activities, obtaining signatures etc,

3) The Agency shall provide the Following to the House Keeping Staff in the First month of the contract :-

- i). One pair of Boots and 2 pairs of Socks or Rupees 850.00 to be paid to purchase the same for each Security Staff.
- ii) One Muffler and one woolen Sweater or Rupees 300.00 for the Security Staff who are posted in Night Shifts.
- iii) 2 pair of Uniforms, one Cap (Cap or Hat) and one Belt or Rupees 1500.00 should be given.
- iv) Washing Allowance of Rs. 100.00 per month should be paid along with monthly wages.
- v) For Night Security Guards, Battery and Torch shall be provided.

**Format**  
(The Monthly Rates of Wages for the House keeping Staff)

SN	Wage Details	Approved Rate in Rs	Total Wages payable to Worker in Rs.	
1	Basic +DA	16,243.00		
2	EPF Employer Contribution (13.36 %)	2,170.00	Less EPF (12%)	1,949.00
3	ESI Employer Contribution (3.25)	528.00	Less ESI (0.75%)	122.00
	<b>Total</b>	18,941.00	Net	14,172.00
4	Service Charges 18 %	3,409.00		
5	<b>Total</b>	22,350.00		
6	Additional Amount for providing other facilities to the House keeping Staff (To be filled up the Agency)			
7	Cost of Cleaning materials (To be filled up the Agency)			
8	Administrative/Service Fees (%)(To be filled up the Agency)			
	<b>Total:</b>			



**Note:**

1) The Working Hours of the House Keeping staff shall be 08.00 A.M to 5.00 P.M. (one Hour Rest from 12.00 Noon to 1.00 P.M).

**2) Duties of the House Keeping staff:**

- i. The House Keeping Staff Should maintain a clean, sanitary, comfortable and tidy environment in the premises. Sweep, scrub, mop and polish floors of the office premises – Minimum of two times every day.
- ii. clean carpets and foot rugs.
- iii. shampoo carpets, foot rugs and upholstery.
- iv. empty and clean trash containers.
- v. dispose of trash in a sanitary manner.
- vi. clean wash basins, mirrors, tubs and showers.
- vii. wipe down glass surfaces.
- viii. tidy up rooms.
- ix. wash windows
- x. maintain all cleaning equipment and materials in a safe working condition
- xi. monitor and report necessary domestic repairs and replacements
- xii. Keep the wash rooms clean by cleaning at twice every day.

3) The Agency shall provide the following facilities and items to the workers in the First month of the Contract:

1. Uniforms (2 pair of uniforms):- For Men: Khakhi, For Women: Blue.
2. Hand Gloves – Leather (2 pair of hand gloves with good quality)
3. Caps : Two (2) Nos.
4. Gumboots with ISI Mark (one pair)
5. Slippers : 2 pairs
6. Nose Mask dust free respirator (2 pair)
7. Sufficient quantity of Cleaning Materials including Phenyl and Bleaching Powder.