

**भारतीय अंतरिक्ष अनुसंधान संगठन मुख्यालय**  
**INDIAN SPACE RESEARCH ORGANISATION HEADQUARTERS**

**INSTRUCTIONS TO TENDERERS:**

**1 Eligibility Criteria:**

- 1.1. The service provider should have his registered office or branch office located in Bangalore to ensure regular liasoning & coordination.
- 1.2. The service provider should have expertise in providing the primary scope of this Tender; should have executed at least 2 similar types of contracts of worth Rs.75 Lakhs with other Agencies during the last 5 years.
- 1.3. The Service Provider should have a valid PAN/GIR card registration.
- 1.4. The Service Provider should have filed their IT Returns for past 3 years.
- 1.5. The Service Provider should have a valid GST registration.
- 1.6. The Service Provider should have a valid P.F. and E.S.I. registration.
- 1.7. The Service Provider should provide annual turnover for the past 3 years.
- 1.8. The Service Provider shall comply with the statutory rules connected with Contract Labour [Registration and Abolition Act] 1970, Employees Provident Fund Act, Employees State Insurance Act, Minimum Wages Act, Payment of Wages Act, Workmen's Compensation Act etc.
- 1.9. Proprietors/Directors/Office bearers of the Service Provider shall not be under any criminal prosecution/defaulters/black-listed. A declaration to this effect shall be attached in bidder's letter head as per **Annexure-D**.

**2. Documentation:**

- 2.1. The Service Provider should upload attested photocopies of the following documents along with the Quotation, failing which, their bids shall be summarily rejected and will not be considered any further:
  - 2.1.1. Attested copy of Registration Certificate of the Agency / Firm for providing manpower (issued by Central Labour Commissioner)
  - 2.1.2. Attested copy of PAN/ GIR Card;
  - 2.1.3. Attested copy of the last 3 years IT Returns filed by the Agency/ Firm;
  - 2.1.4. Attested copy of GST Registration Certificate;
  - 2.1.5. Attested copy of P.F. Registration Certificate;
  - 2.1.6. Attested copy of E.S.I. Registration Certificate;
  - 2.1.7. Financial Statement (Profit/Loss Account and Balance Sheet) for the last 3 years in support of financial turnover of the Agency/ Firm.
  - 2.1.8. Statement of Bank A/c for the last 06 Months in the name of Agency / Firm.
  - 2.1.9. copy of any valid registration showing Office address, Office Telephone/ electricity bill showing address shall be enclosed.
- 2.2. The Service Provider shall be bound by the details furnished by him/her to ISRO HQ while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it

would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of the contract.

**3. Submission of Techno-Commercial Bid (PART-I):**

In case if supporting documents are asked for in the Techno-commercial bid, self-attested photocopies of the same shall be uploaded. The Techno-commercial bid will be considered with the relevant supporting documents wherever required.

**4. Submission of Price Bid(PART-II):**

- 4.1. Service provider should quote only Service charges per unit in the price bid template.
- 4.2. ISRO HQ/DOS reserves the right to reject any unreasonable/conditional offer without assigning any reasons.
- 4.3. The documents attached with the tender are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents duly completed signed and uploaded failing which the tender is liable to be treated as incomplete and ignored.
- 4.4. ISRO HQ/DOS reserves the right to accept or reject any/all tender(s) in part or full without assigning any reason.
- 4.5. Tender shall be valid for a period of 120 days from the date of opening of Techno-Commercial bid.
- 4.6. If tender opening date happens to be a public holiday, the tender shall be opened on the next Working day. Interested Service Providers who have participated in this Tender may depute their Representative to attend the Public Tender opening with an authorization letter on their firm's Letter Head along with an Identity Proof. However, participation of Service Providers or their representative in the Tender opening shall be subject to a Security Clearance from concerned Authorities. ISRO HQ/DOS reserves the right to disallow any Service Provider or their representative from participation in the Tender Opening in the absence of Security Clearance.
- 4.7. No request for the extension of the due date for any reason shall be considered.

**5. Evaluation of Bids:**

- 5.1. The techno-commercial bid shall be opened first and prior to the detailed technical evaluation, ISRO HQ/DOS shall determine the substantial responsiveness of each bid to the Bidding Documents. For the purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without any deviations.
- 5.2. A bid determined as not substantially responsive shall be rejected by ISRO HQ/DOS.
- 5.3. During the evaluation of the bids, ISRO HQ/DOS may ask the Service Provider to produce the Originals of the documents attached for verification. Any failure in this regard by the Service Provider shall be entitled for gross rejection of their Technical Bid.
- 5.4. If required, ISRO HQ/DOS representatives may visit the premises of Service Provider's client who are availing similar services. Service Provider shall arrange permission from their clients for such visits.
- 5.5. After evaluation of the Techno-Commercial bids, the Price bids of those found

technically suitable as per the tender requirements of the ISRO HQ/DOS shall only be opened.

- 5.6. Comparison of the price bids shall be done on the basis of the total Service Charges quoted per unit for two years.
- 5.7. In case of any exigencies like termination/short closing of the Contract or any other reason before its expiry, ISRO HQ/DOS shall award a parallel contract to the next Service Provider in the panel for remaining period of the contract or any period as decided by ISRO HQ/DOS. This arrangement shall be at the discretion of ISRO HQ/DOS & No Service Provider can make any claim in this regard as a matter of right.
- 5.8. Notwithstanding anything stated above, ISRO HQ/DOS reserves the right to assess service provider's capability and capacity to perform the contract. If the circumstances warrant, such assessment in the overall interest of ISRO HQ/DOS & decision of ISRO HQ/DOS in this regard shall be final. ISRO HQ/DOS reserves the right to reject any or all tenders or cancel/withdraw the notice inviting tender in whole/part without assigning any reason whatsoever and decision in the matter shall be final & binding. In such case, no service provider shall have any claim arising out of such action.
- 5.9. **Determination of L 1:** The total lowest landed cost of Service charges to ISRO/DOS for all line items in Price bid shall be reckoned as L1.
- 5.10. In case of a tie in the rates between two or more Service Providers, seniority shall be decided by taking lots among the tied service providers.
- 5.11. Split orders shall not be provided.
- 5.12. **TENDERERS QUOTING UNREASONABLY LOW SERVICE CHARGES PER UNIT AND ZERO SERVICE CHARGES PER UNIT FOR ANY CATEGORIES OF SERVICES ARE LIABLE FOR REJECTION.**

## **6 Scope of Work:**

- 6.1. All the rooms in Antariksh Bhavan should be cleaned daily with Bombay broom every day and the floor of the rooms should be mopped with wet cloth by sprinkling appropriate detergents and special scented phenyl.
- 6.2. Antariksh Bhavan main building needs to be cleaned daily using special detergent solution, scented phenyl and the area swabbed with clean cloth. The area should be cleaned specially by using good quality cleaning agent to maintain the original colour of the mosaic floor / PVC floor.
- 6.3. The cleaning of corridors has to be done with Bombay broom and mopping to be done by sprinkling/swabbing with appropriate detergents and special scented phenyl.
- 6.4. The Glass Window Panes should be cleaned with appropriate cleaning agent. The dust from the window platform outside and inside is to be removed without disturbing the persons working in the rooms.
- 6.5. Library area has to be cleaned periodically. Special chemicals should be used to eradicate insects, which are detrimental to books stored inside the Library.
- 6.6. Toilets and fittings to be cleaned thrice (morning, noon & evening). Toilet fittings, glazed tiles and marble floors should be cleaned meticulously and kept spic and span. To maintain special fragrance, good quality of spray should be used.

6.7. The detailed scope of work is indicated in **Annexure-A**.

**7. Workforce for executing the Work:**

7.1. ISRO HQ/DOS reserves the right to increase or decrease or withdraw workforce in part/full without assigning any reasons.

7.2. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency. However, in extreme cases, if it is essential to do so, it shall be done only with the prior written consent from ISRO HQ/DOS.

7.3. The Service Provider shall identify a coordinator who would be responsible for immediate interaction with the ISRO HQ/DOS so that optimal services of the workforce deployed by them could be availed without any disruption.

7.4. The Supervisor should be made available throughout the working hours of the day for taking instructions from identified 'Focal Point' in ISRO HQ. to oversee the day-to-day operations.

**8. Period of the Contract:**

8.1. The contract shall initially be on trial for a period of 3 months and on satisfactory completion of the trial period, the contract may be confirmed and *extended for a further period of one year and nine months thus totally for a period of two years from the date of award of contract unless otherwise it is curtailed or terminated by ISRO HQ/DOS* owing to deficiency of service, sub-standard quality of workforce deployed, breach of contract, reduction or cessation of the job requirements etc. The contract shall automatically expire unless extended further by the mutual consent.

8.2. The contract may be extended on the same terms and conditions extendable on annual basis for a further period of 2 years.

**9. Responsibilities of the Service Provider**

9.1. The Service Provider shall ensure deploying of workforce who is capable of performing the nature of work as prescribed under scope of work.

9.2. The Character and Antecedents of the workforce shall be got verified through record check by the Service Provider from the concerned Police authorities, and the Original Police Report shall be submitted to this office.

9.3. The workforce, once approved for the service, shall not be changed without the prior concurrence of Sr. Administrative Officer (GA), ISRO HQ.

9.4. Services are required from Monday to Saturday between 7.30 am and 4.00 pm. The office need to be cleaned before the start of office working hours i.e. 9.30 am. Depending upon requirement due to exigencies of work, the full/part of work force shall work on Sundays & Public Holidays for a duration not less than 8 hours per day and such work force shall be paid with the wage per unit.

9.5. In case the Department requires the workforce to be engaged before / after the normal working hours (07.30 am to 4.00 pm), the Service Provider must be in a position to provide the Supervisor / workforce before / after the normal working hours at an extra payment on per unit basis. The extra payment applicable to

each workforce shall be paid as part of the wages and the same should be reflected in the wage bill / payment bill to be provided to the workforce.

- 9.6. The Service Provider should provide 2 (Two only) sets of uniforms with Logo of the Company to the workforce per year and ISRO HQ shall reimburse the cost of two sets of uniform per year amounting to Rs. 2,000/- (Rupees Two thousand only) per annum, against the submission of documentary proof (Bill / Invoice). The Fabric to be used for Uniform should be got approved from ISRO HQ. and the stitched uniforms shall be issued / disbursed to the concerned workforce in the presence of identified 'Focal Point' in ISRO Headquarters.
- 9.7. All persons deployed at work shall attend to the work in proper uniform and they should be courteous and well behaved.
- 9.8. The workforce engaged shall attend for duties by making their own transport arrangement and ISRO HQ/DOS shall not pay any conveyance charges.
- 9.9. The workforce deployed shall reach the work spot well in time and strictly follow the rules and regulations regarding safety and security of ISRO HQ/DOS.
- 9.10. It shall be the responsibility of the Service Provider to take the attendance of the work force daily and shall maintain their own Attendance Register. The workforce reporting for work shall sign the attendance register duly indicating arrival and departure time regularly and a copy of the same shall be submitted along with bills while claiming monthly payment. Supervision of the workforce shall be the responsibility of the Service Provider.
- 9.11. ISRO HQ/DOS, Antariksh Bhavan being a High Security zone, the persons deployed by the Service Provider shall be required to follow the security requirements such as possessing a valid Pass/ ID card while entering the campus, maintaining high order of discipline while on duty.
- 9.12. In case any Access Control Identity Card is issued by ISRO HQ/DOS to the persons deployed by the Service Provider and if any expenditure is involved, it has to be borne by the Service Provider.
- 9.13. The Service Provider shall be solely responsible for any theft, pilferage or misbehavior committed by any of his workforce engaged for carrying out the work. In case, the workforce employed by the Service Provider commits any act of Omission / Commission that amounts to misconduct / indiscipline / incompetence, the Service Provider shall intimate the same to ISRO HQ/DOS & be liable to take appropriate disciplinary action against such workforce including their removal from site of work, if required by ISRO HQ/DOS.
- 9.14. The Service Provider shall replace any of its personnel who is found unacceptable to ISRO HQ/DOS because of security risks, incompetence, conflict of interest, improper conduct or for any other reasons, immediately upon receiving written notice from ISRO HQ/DOS.
- 9.15. The Service Provider shall provide a substitute workforce well in advance if there occurs any probability of the workforce quitting the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
- 9.16. The Service Provider shall bring the required cleaning materials as specified by the Administration as indicated in **Annexure-F** and claim its reimbursement

once in a month and such rates claimed by the Service Provider shall in no case exceed the prevalent wholesale market rate. If the brand or quality of the cleaning materials is not satisfactory, the same is liable to be changed by the Service Provider as per the requirement and to the satisfaction of the purchaser / ISRO HQ. The cost of the cleaning materials shall be reimbursed – once in a month - based on the certification issued by the designated authorities of ISRO HQ.

- 9.17. Once the cleaning materials are brought to ISRO HQ, the same will be inspected and countersigned by the designated authorities to validate the quantity & quality and the same has to be submitted along with the monthly bill for reimbursement.
- 9.18. The cleaning materials brought by the Service Provider to ISRO HQ shall be stored in a designated place and the same shall be opened to be verified / inspected by the designated officer at any given point of time.
- 9.19. The Service Provider shall make his own arrangements for transportation of cleaning items required for housekeeping and ISRO HQ shall not reimburse any transportation charges in this regard.
- 9.20. The required electricity power and water for the work will be provided free of cost by ISRO HQ.
- 9.21. The agency shall identify and nominate a coordinator who would be the contact person for ISRO HQ to ensure providing uninterrupted service and satisfactory performance of the contract.
- 9.22. The service provider has to quote the service charges per unit only excluding minimum wages, PF & ESI charges. The employer share for PF & ESI will be paid by ISRO extra or as applicable.
- 9.23. The persons deployed are not authorized to communicate any official information they may come across during their working in the office.
- 9.24. The Service Provider will be required to follow the Security requirements such as possessing a valid pass/identity card while entering the ISRO/DOS and maintaining high order of discipline while on duty. The service provider will make own arrangement for preparing Photo ID Card, duly signed by Sr. Admin Officer, ISRO/DOS.
- 9.25. The Service provider shall deploy supervisors to supervise the job and the supervisors shall have minimum 10 years' experience in housekeeping services in or other similar establishments so as to maintain the building to the required standard and quality and to ensure workmanship of the requisite specified degree to the entire satisfaction of the ISRO/DOS. He/she must be able to watch and supervise the work and to test and examine material to be used. He/she must ensure maintenance of performance standards and periodicity of cleaning. The supervisors who should be deployed as per timings mentioned at clause no:9.5 by the service provider shall also receive instructions from ISRO/DOS and/or any authorized officer of ISRO/DOS from time to time for carrying out the housekeeping services at Antariksh Bhavan.

## **10. Legal**

- 10.1. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Central Labour Department, Provident Fund Authorities, Employees State Insurance Corporation, etc., and a copy of the registration certificate shall be submitted.
- 10.2. The Service Provider shall abide by all the law of land including Labour Laws [PF, Income Tax, Service Tax or any other extra taxes levied by the Government], Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Service Provider and it shall not involve ISRO HQ/DOS in any way whatsoever. ISRO HQ/DOS shall in no way be responsible for any default with regard to any statutory obligation. Compliance of these provisions shall be ensured at the time of making monthly payments & submission of claims to ISRO HQ/DOS for reimbursement.
- 10.3. The timely payment of Employers' and Employees' contribution toward EPF & ESI at scheduled rates shall be the sole responsibility of the Service Provider. The Service Provider shall be responsible for the payment of wages and allowances of his deployed workforce and all statutory dues [PF, ESI, etc.] to the workforce engaged by him for providing the manpower services. ISRO HQ/DOS shall in no way be responsible for any default with regard to any statutory obligation related to the manpower deputed by the Service Provider. However, in case of any such lapses by the Service Provider during the currency of the contract, ISRO HQ/DOS reserves the right to terminate the contract with immediate effect besides taking other actions under the terms of the contract.
- 10.4. Service Provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by them to ISRO HQ/DOS to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. Attested Xerox copies of such documents shall be furnished to the Authorities of ISRO HQ/DOS. In case, the Service Provider fails to comply with any statutory taxation liability under appropriate law, and as a result thereof if ISRO HQ/DOS is put to any loss / obligation, monetary or otherwise, ISRO HQ/DOS will be entitled to get the same reimbursed out of the outstanding bills, to the extent of the loss or obligation in monetary terms.
- 10.5. The Service Provider shall maintain all statutory registers under the applicable Law. The Service Provider shall produce the same, on demand, to the concerned authority of ISRO HQ/DOS or any other authority under Law. Income Tax (T.D.S.) shall be deducted at Source as per the provisions of Income Tax Act as amended from time to time.
- 10.6. The workforce deployed by the Service Provider in ISRO HQ/DOS shall not have any claims whatsoever of MASTER and SERVANT relationship nor have any PRINCIPAL and AGENT relationship with or against ISRO HQ/DOS.
- 10.7. For all intents and purposes, the contracting Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of workforce so employed and deployed at ISRO HQ/DOS.
- 10.8. In case of termination of this contract on its expiry or otherwise, the workforce deployed by the Service Provider shall not be entitled to and shall have no claim whatsoever for any kind of regular employment in ISRO/DOS.

- 10.9. The Service Provider shall be solely responsible for the redressal of grievances / resolution of disputes relating to workforce deployed. ISRO HQ/DOS shall, in no way, be responsible for settlement of such issues whatsoever.
- 10.10. ISRO HQ/DOS shall not be responsible for any damages, losses, claims, financial or other injury to any workforce deployed by Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
- 10.11. Service Provider shall be responsible for the safety of their manpower so deployed with ISRO HQ/DOS. In case of any accident/injury/loss to any of its staff while on deployment with ISRO HQ/DOS, the Service Provider shall undertake the responsibility for their medical treatment, compensation etc., as required under the law.
- 10.12. The Service Provider shall strictly adhere to all laws relating to the employment of labour.
- 10.13. Any other terms, conditions or clauses not covered in this document shall be in accordance with the concerned Labour and other statutory rules/acts.
- 10.14. The Income Tax at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Act as amended from time to time.
- 10.15. In case, the Service Provider fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof, if ISRO HQ. is put into any loss / obligation, monetary or otherwise, ISRO HQ shall have the right to recover such liability from the Service Provider.

**11. Other Liabilities & Responsibilities:**

The workforce shall be paid the wages as prescribed in the Minimum Wages Act. The Minimum wages for Housekeeping service personnel (unskilled) is Rs.584 per day per person- and for Supervisors (Skilled) - Rs.710/- per day/ per person w.e.f 01.04.2019 as per orders from Ministry of Labour & Employment office of the chief labour commissioner.

**12. Financial**

- 12.1. Wages payable per unit excluding GST & Service charges: =Minimum wages of central/state whichever is highest prevailing on the particular day + Percentage of Employer contribution of PF on Minimum wages + Percentage of Employer contribution of ESI on Minimum wages.

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- 12.2. **Service Charges:** ISRO HQ/DOS shall pay the quoted Service Charges per unit to the Service Provider. *The Service charges per unit shall be firm and fixed during the currency of the contract.*
- 12.3. In case of an extension, the unit rate of service charges for the extended period shall be arrived based on the difference in amount of service charges quoted by the service provider for 1<sup>st</sup> year and the unit rate of service charges quoted



for the 2<sup>nd</sup> year.

- 12.4. ISRO HQ/DOS shall reimburse payment towards Employer's Contribution towards EPF and ESI as per the prevailing rates on the wages fixed by ISRO HQ/DOS. Employee's contribution towards EPF and ESI has to be borne by the workforce and ISRO HQ/DOS shall not pay any contribution towards this.
- 12.5. In case of any revision of wages during the currency of the contract, there shall be no change in the Service Charge/Profit margin payable to the Service Provider.
- 12.6. **In case of any work force coming late or going early twice a week, a day's wage shall** be deducted from the total wages payable. If the late coming or early going persists for a period exceeding 5 days consecutively, the individual shall be discontinued by the Service Provider and a replacement shall be provided immediately under intimation to Sr. Administrative Officer (GA), ISRO HQ.
- 12.7. The Service Provider shall make the payment to workforce deployed through ECS not later than 7<sup>th</sup> of succeeding month, and submit necessary proof from their banker to Sr. Administrative Officer (GA), ISRO HQ towards the payment made for preceding month along with Bill / Invoice and other documentary proof. Alternatively, the payment can also be made by cheque to the workforce deployed, in the presence of Sr. Administrative Officer (GA), ISRO HQ or his representative, before 4<sup>th</sup> of the succeeding month.
- 12.8. Two days prior to disbursement of Wages, the Service Provider shall issue a signed wage slip / statement on the letterhead to the personnel containing details such as number of days present, wages payable, recoveries made, etc.
- 12.9. Payment shall be made within 7 days of receipt of the Invoice/Bill (in duplicate) duly certified by the Sr.Admin. Officer[GA], ISRO HQ. The Invoice/Bill, indicating separately (i) Amount payable to workforce, (ii) Employers contribution towards EPF and ESI, (iii) Service Charge/Profit to the Service Provider and (iv) GST as applicable along with all supporting documents like (i) proof of payment made for the preceding month, (ii) proof of remittance of EPF & ESI contributions made for the preceding month including the statements containing the name of the workforce, Account No., Contribution paid, and (iii) GST paid, shall be submitted along with the bill on or before 5<sup>th</sup> of following month. The payment would be restricted to the number of workforce actually deployed for providing the service and the number of units worked at the prescribed rate per person, per month. A requisite portion/whole of the bill amount shall be held up by ISRO HQ/DOS till such proof is furnished, at the discretion of this office.
- 12.10. The Service Provider has the obligation to provide any other related document called for by ISRO HQ from time to time.
- 12.11. In case the Service Provider fails to make the payment to the workforce deployed by 7<sup>th</sup> of the succeeding month as mentioned above and not remitted the amount related to ESI and EPF to the concerned authorities, ISRO HQ/DOS reserves the right to make alternative arrangements for such payments and recover the amount so paid from the Service Provider either by deduction from any amount payable to the Service Provider under the work order/service contract or any other work order / service contract placed on the Service Provider by ISRO HQ/DOS or as a debt payable by the Service Provider,

and no notice shall be issued for such payment by ISRO HQ/DOS.

- 12.12. ISRO HQ/DOS shall make payment to the Service Provider with regard to wages for the previous month during the succeeding month against production of Bill / Invoice together with the above-mentioned documentary proof.
- 12.13. The Service Provider shall issue valid PF and ESI cards to their entire workforce deployed. ISRO HQ/DOS will verify the PF and ESI cards issued and also regular payments made to these authorities in respect of the workforce deployed by the Service Provider under this contract.
- 12.14. The Service Provider, in the presence of Sr. Admin. Officer[GA] or their representative shall distribute the PF Statements to each of the workforce deployed and submit a copy as proof once in 6 months to Senior Accounts Officer, ISRO HQ.
- 12.15. ISRO HQ/DOS reserves right to withdraw / modify any of the terms and conditions mentioned above as may be required.
- 12.16. The Service Provider shall make the payment to workforce deployed by 7th of succeeding month in respect of Overtime by 15th of succeeding month.
- 12.17. **GST:** The service provider shall pay applicable GST and ISRO HQ shall reimburse the GST paid against documentary proof.

**13. Parallel/Adhoc Contract:**

ISRO HQ/DOS reserves the right to enter into parallel/Adhoc contract(s) with one or more Service Provider(s) during the currency of the contract for availing the same or similar service. ISRO HQ reserves the right to terminate the contract without assigning any reasons by giving a prior notice of 30 days.

**14. Termination or Short closing of Contract**

- 14.1. If the Service Provider repeatedly violates the terms and conditions of the contract or fails to supply required number of workforce despite ISRO HQ/DOS having served them notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.
- 14.2. If the contractor is unable to continue with the contract, he has to inform the Department at least two months in advance in writing to short close the contract and the security deposit will stand forfeited.

**15. Indemnity Bond:**

The Service Provider shall indemnify ISRO HQ/DOS on a Rs.200/- non-judicial stamp paper against any action, claims or proceedings relating to infringement of all or any of the prevailing laws like Workmen's Compensation Act, 1923, Contract labour (R&A) Act, EPF Act, ESI Act, Industrial Dispute Act and any other Acts specifically not mentioned during the currency of the Contract.

**16. Security Deposit and its exemption:**

As a performance security, the Service Provider shall furnish Security Deposit for 10% (Ten per cent) of the total contract value. In the event of any breach of any of the terms and conditions of the Contract, ISRO HQ shall have the right to terminate the contract forthwith and/or to forfeit the entire or part of the

amount of security deposit or any part thereof.

In the event of any breach of any of the terms and conditions of the Contract, ISRO HQ/DOS shall have (without prejudice to other right and remedies) the right to terminate the contract forthwith and/or to forfeit the entire or part of the amount of security deposit or any part thereof.

**17. Arbitration:**

In the event of any dispute or difference relating to the interpretation and application of the contract, such dispute or difference shall be settled amicably by mutual consultations of the good offices of the respective parties. If such a resolution is not possible, then unresolved dispute or difference shall be referred to the Sole Arbitrator appointed by Scientific Secretary, ISRO in accordance with the rules and procedures of Indian Arbitration and Conciliation Act 1996 or any modification thereof. The decision of the Arbitrator shall be final and binding on both the parties. The expenses for the Arbitration shall be paid as may be determined by the Arbitrator. The Arbitration shall be conducted in Bangalore.

**18. Jurisdiction:**

The Courts within the Bangalore city shall have jurisdiction to deal with and decide any matter arising out of this contract.

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**GOVERNMENT OF INDIA**  
**DEPARTMENT OF SPACE**  
**ISRO HEADQUARTERS**  
**BANGALORE**

**Invitation of Tender for Providing House Keeping Services in  
Antariksh Bhavan, DOS / ISRO Headquarters and Associated Premises at  
Bangalore**

**1.0 Preamble**

- 1.1 The Secretariat of DOS and ISRO HQ. are located at Antariksh Bhavan, near New B.E.L. Road, Bangalore 560 094. Different Programme offices are housed at ISRO HQ.
- 1.2 DOS / ISRO HQ is looking for a qualified, reputed and well established Service Provider who has the potential to provide House Keeping Services work in Antariksh Bhavan and Associated Premises.

**2.0 Scope of Work**

- 2.1 The detailed description of the House Keeping Work to be carried out in respect of the places are as follows:

<b>Sl.No.</b>	<b>Area to be maintained</b>	<b>Description of the work to be carried out</b>
<b>I</b>		<b>ANTARIKSH BHAVAN</b>
<b>(i)</b>	<b>6710 Sq. Mtrs (Approx.)</b>	<b><u>Rooms</u></b> All the rooms in Antariksh Bhavan should be cleaned daily with Bombay broom every day and the floor of the rooms should be mopped with wet cloth by sprinkling appropriate detergents and special scented phenyl. Swabbing of the area needs to be done once a week. The work also involves cleaning of ceilings, walls, internal furniture, lights, fans, electrical fittings using appropriate glass-cleaning agents.
<b>(ii)</b>	<b>2824 Sq. Mtrs. (Approx.)</b>	<b><u>Main Building</u></b> Antariksh Bhavan main building needs to be cleaned daily using special detergent solution, scented phenyl and the area swabbed with clean cloth.  The area should be cleaned specially by using good quality cleaning agent to maintain the original colour of the mosaic floor / PVC floor. After cleaning the mosaic floor / PVC floor and edges, they should look alike. A wax polish wherever required is to be applied so that the glazy appearance of the mosaic floor can be maintained / sustained.
<b>Sl.No.</b>	<b>Area to be maintained</b>	<b>Description of the work to be carried out</b>
<b>(iii)</b>	<b>2660 Sq. Mtrs.</b>	<b><u>Corridors</u></b>

	<b>(Approx.)</b>	The corridors are built with Shabad/Granite Stones. The cleaning has to be done with Bombay broom and mopping to be done by sprinkling/swabbing with appropriate detergents and special scented phenyl. By this process, the floor should be maintained with the glow of Shabad / Granite stones without formation of scratches. Pleasant perfume should be sprayed in the corridor area. On a weekly basis, the entire corridor has to be cleaned using good quality cleaning agent and special detergent liquid. All the waste papers and other rejected material from various offices are to be cleared and transported manually to the designated place.
(iv)	<b>3600 Sq. Mtrs. (Approx.)</b>	<b><u>Window Panes (Glass)</u></b> The Glass Window Panes should be cleaned with appropriate cleaning agent. The dust from the window platform outside and inside is to be removed without disturbing the persons working in the rooms. Glass of the window should be cleaned with appropriate chemicals meant for cleaning the glass. There should not be any scratch on the glass and the glass has to be cleaned by innovative methods and the methods of using newspaper and old cloth should be avoided. The cleaning of glasses and removal of stains of the floor should be done periodically. Glass in the areas like canteen; library and important offices should be cleaned more frequently as per the instructions of the identified 'Focal Point' from time to time.
(v)	<b>350 Sq. Mtrs. (Approx.)</b>	<b><u>Library Area</u></b> Library area has to be cleaned periodically. Special chemicals should be used to eradicate insects, which are detrimental to books stored inside the Library.

(vi)	<b>1000 Sq. Mtrs. (Approx.)</b>	<p><b><u>Conference Halls</u></b></p> <p>There are 16 Conference Halls having a combined / put together area of 1000 sq. meters (approx) and they are as follows:</p> <table border="0"> <tr><td>1. Basement Auditorium</td><td>01</td></tr> <tr><td>2. 2nd Floor (Room No.237)</td><td>01</td></tr> <tr><td>3. Rohini Conference Hall</td><td>01</td></tr> <tr><td>4. S T P O Conference Hall</td><td>01</td></tr> <tr><td>5. CEPO Conference Hall</td><td>01</td></tr> <tr><td>6. SATCOM-PO Conference Hall</td><td>01</td></tr> <tr><td>7. Conference Hall in AS' Office</td><td>01</td></tr> <tr><td>8. Conference Halls in Annex Building</td><td>03</td></tr> <tr><td>9. EDPO Conference Hall</td><td>01</td></tr> <tr><td>10.DSP Conference Hall</td><td>01</td></tr> <tr><td>11. Arya Bhatta Conference Hall</td><td>01</td></tr> <tr><td>12. P&amp;GA Conference Hall</td><td>01</td></tr> <tr><td>13. SIPO Conference Hall</td><td>01</td></tr> <tr><td>14. Food Court in Annex Building</td><td>01</td></tr> </table> <p>Special attention is to be given in cleaning the conference halls. It is to be cleaned only with special chemical to avoid unpleasant smell emanating from the carpets. Tables, Chairs and Sofas need cleaning with superfine cloth without leaving any type of dust particles. Perfumes to be sprayed every day and at frequent intervals on the days of meetings. Cleaning of conference halls / rooms having carpet shall be undertaken periodically using vacuum cleaner, which should be arranged by the Service Provider. Dusting of PSLV Rocket Model, its platform and other fixtures are to be carried out at regular intervals. The white marble area is to be cleaned at least once in a fortnight with good quality cleaning powder. Wax polishing should be done whenever required. Furniture and other items are to be shifted from one office to another whenever required. During monsoon and heavy down pour, the rainwater that may get stagnated inside the building will have to be removed.</p>	1. Basement Auditorium	01	2. 2nd Floor (Room No.237)	01	3. Rohini Conference Hall	01	4. S T P O Conference Hall	01	5. CEPO Conference Hall	01	6. SATCOM-PO Conference Hall	01	7. Conference Hall in AS' Office	01	8. Conference Halls in Annex Building	03	9. EDPO Conference Hall	01	10.DSP Conference Hall	01	11. Arya Bhatta Conference Hall	01	12. P&GA Conference Hall	01	13. SIPO Conference Hall	01	14. Food Court in Annex Building	01
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(vii)	<b>49 toilets and its related fittings (Approx. in the main Building and Annexe)</b>	<p><b><u>Toilets and Fittings</u></b></p> <p>Toilets and fittings to be cleaned thrice (morning, noon &amp; evening). Toilet fittings, glazed tiles and marble floors should be cleaned meticulously and kept spic and span. To maintain special fragrance, good quality of spray should be used. Toilet fittings are to be cleaned with superior quality detergents and no residue should be left behind. Marble Floor of the toilets wherever exist, should be cleaned with soap and special perfumed phenyl and - phenyl which forms sediments at the bottom, should not be used. The floor is to be cleaned with cloth. The</p>																												

		<p>fragrance of the phenyl to be used should be changed frequently. Glazed tiled walls should be cleaned with special soap to maintain and sustain the glow of the shining surface of glazed tiles daily twice. Mirrors in the toilet are to be cleaned with appropriate chemicals. Toilet fittings should be cleaned weekly in order to maintain the original shining by using appropriate chemicals to avoid formation of residues and stain without damaging the originality of the fittings. Putting urinal cakes of approved quality; naphthalene balls; cleaning the liquid soap bowls and filling them with special scented liquid soap in the toilets should be done at regular intervals. Any other related-activity that may come up from time to time while cleaning the toilet will have to be carried out. Whenever cleaning is taking place, a board may be hang on the face of the door to inform the users by displaying that "CLEANING IN PROGRESS". Any theft of the sanitary fittings, taps, lights should be brought to the notice of the undersigned immediately.</p>
<b>Sl.No.</b>	<b>Area to be maintained</b>	<b>Description of the work to be carried out</b>
<b>Viii.</b>	<b>684 Sq. Mtrs. (Approx.)</b>	<p><b><u>Canteen</u></b>  The Canteen includes kitchen, counter, washing place, dining hall (granite flooring) etc., are to be cleaned with chemicals. Anti-bacterial treatment should be provided by using special chemicals. Flies, cockroaches and other insects should be prevented. Further, special treatment has to be given to prevent rat menace. The canteen should be cleaned to avoid any unpleasant smell emanating from the leftover food and stagnation of waste food in the kitchen. Antibacterial treatment should be given in the kitchen by using special chemicals. The Kitchen floor and sidewalls to be cleaned with special chemicals to clear off the oil stains and to maintain the glazy appearance of the tiles. The same treatment is to be given to the cooking vessels also. Perfumes should be sprayed in the canteen to create a palatable atmosphere at all times. An intensive cleaning should be carried out periodically with good quality chemicals and special detergents. Extreme care should be taken while cleaning inside the canteen.</p>
<b>ix.</b>	<b>1775 Sq. Mtrs. (Approx.)</b>	<p><b><u>Auditorium Building</u></b>  The Auditorium building consists of three floors having Food Court, Lobby, Lounge, Toilets (6 Nos), Pantry and Board Room etc. with a combined / put together square area of 1775 Sq. Mtrs. The above area should be cleaned and mopped daily. The</p>

		chairs, tables etc. are to be cleaned daily with a super fine cloth. Re-arrangement of chairs needs to be done in the main Auditorium/ conference halls whenever need arises to suite the requirement. The food court is to be kept very clean. The food counters are to be cleaned thoroughly. The window glasses are to be cleaned periodically. The toilets need to be maintained well as mentioned in the above paragraphs.
<b>x.</b>	<b>960 Sq. Mtrs (Approx.)</b>	<p><b><u>CISF Barrack</u></b>  Ground floor – Dining room, pantry, kitchen, store, Barber/Dhobi Room  First Floor – Single room – 2 Nos. with attached toilets  - Twin sharing rooms – 4 nos. with attached toilets  Second Floor – Barracks 4 Nos. with six beds each with one common toilet.  Third Floor – Barracks 4 Nos. with six beds each with one common toilet.  The area should be cleaned specially by using good quality cleaning agent. Toilets and fittings to be cleaned daily.</p>
<b>xi.</b>	<b>87 Sq. Mtrs. (Approx.)</b>	<p><b><u>Drivers &amp; Canteen Staff Rest Room</u></b>  Two halls with 2 rooms and attached bathroom/toilets  The area should be cleaned specially by using good quality cleaning agent. Toilets and fittings to be cleaned thrice (morning, noon &amp; evening.)</p>
<b>xii.</b>	<b>831 Sq. Mtrs. (Approx.)</b>	<p><b><u>New Annex Building Adjacent CISF Barrack</u></b>  <b>Description of the work to be carried out as per sl no.(i,ii,iii,iv,vii and x) as stated above for :-</b></p> <p><b><u>First Floor (comprising of )</u></b>  1) Office Area, DIG Room &amp; Office, Conference &amp; Armoury/Guard Room Area. – 247 Sq. Mtrs.  2) Toilets – 2 Nos. Area – 22.5 Sq. Mtrs.</p> <p><b><u>Second Floor (comprising of )</u></b>  1) Office Area – 245 Sq. Mtrs.  2) Toilets – 3 Nos. Area – 34 Sq. Mtrs  No. of Fixtures – 5</p> <p><b><u>Third Floor (comprising of )</u></b>  1) VIP Dining Hand Wash, Waiting, conference – 2 Nos. VIP Suites with attached toilets &amp; Corridor Area – 245 Sq. Mtrs.  2) Toilets – 2 Nos. Area – 14.5 Sq. Mtrs.  3) Pantry &amp; Plate Wash Area – 23 Sq. Mtrs.</p>
<b>xiii.</b>	<b>1370 Sq. Mtrs.</b>	<b><u>Gaganyaan</u></b>



	<b>(Approx.)</b>	<p><b><u>Ground Floor (comprising of )</u></b></p> <p>1) Division Heads, ADP/DPD, Engineers, Corridor, Meeting &amp; Workstations – 624.5 Sq. Mtrs.</p> <p>2) Toilets – 3 Nos. &amp; Corridor Area – 63 Sq. Mtrs. No. of Fixtures – 5</p> <p><b><u>First Floor (comprising of )</u></b></p> <p>1) Deputy Directors, Group Directors, PA’s Corridor, Meeting, Director Room, Project Directors, Lounge Area – 624.5 Sq. Mtrs</p> <p>2) Toilets – 2 Nos. &amp; Corridor Area – 46 Sq. Mtrs. No. of Fixtures – 4</p> <p>3) Pantry Area – 12 Sq. Mtrs.</p>
<b>xiv.</b>	<b>119.2 Sq. Mtrs (Approx.)</b>	<p><b><u>Reception Extension</u></b></p> <p><b>Description of the work to be carried out as per sl no.(i,ii,iii, iv,vii and x) as stated above for :-</b></p> <p><b><u>Ground Floor (comprising of )</u></b></p> <p>1) Waiting Area, Key Issue Room, Reception, Store, CCTV Server, Security Area – 106.2 Sq. Mtrs.</p> <p>2) Toilets – 2 Nos. Area – 13 Sq. Mtrs. No. of Fixtures – 2</p>
<b>xv.</b>	<b>23 Sq. Mtrs (Approx.)</b>	<p><b><u>Drivers Toilet, Near Taxi Stand</u></b></p> <p><b>Description of the work to be carried out as per sl no.(vii and x) as stated above for :-</b></p> <p><b><u>Ground Floor (comprising of )</u></b></p> <p>Toilet, Varanda, Drinking Water Area – 23 Sq. Mtrs.</p>
<b>xvi.</b>	<b>8.55 Sq. Mtrs (Approx.)</b>	<p><b><u>Security Kiosk</u></b></p> <p><b>Description of the work to be carried out as per sl no.(I,ii,iv and x) as stated above for :-</b></p> <p>Kiosk Area – 5.3 Sq. Mtrs. Toilet (1 No.) Area – 3.25 Sq. Mtrs.</p>
<b>xvii.</b>	<b>276.5 Sq. Mtrs (Approx.)</b>	<p><b><u>NSIL Building</u></b></p> <p><b>Description of the work to be carried out as per sl no.(I,ii,iii,iv,vii and x) as stated above for :-</b></p> <p><b><u>Ground Floor</u></b></p> <p>1) Asst. Manager, Store Rooms, Entrance Lobby, ATM Area – 135 Sq. Mtrs.</p> <p>2) Toilet – 2.2 Sq. Mtrs.</p> <p><b><u>First Floor</u></b></p> <p>1) Conference/ Lunch, Work Space, Manager’s Cabin, Passage, Server Room Area – 128.3 Sq. Mtrs.</p> <p>2) Toilets – 2 Nos. Area – 11 Sq. Mtrs.</p>
<b>xviii.</b>	<b>2400 Sq ft.Mtrs (Approx)</b>	<p><b><u>CRECHE</u></b></p> <p><b><u>Area of 2400 Sq ft.Mtrs (Approx)</u></b></p>

<b>xix</b>	<b>1756 Sq. Mtrs (Approx)</b>	<p><b>MUC Indiranagar (Mangaladhama)</b></p> <p><b>Description of the work to be carried out as per sl no.(I,ii,iii,iv,vii,viii and x) as stated above for :-</b></p> <p>1) Ground Floor Area – 928 Sq. Mtrs.</p> <p>2) Intermediate floor Area – 149 Sq. mtrs.</p> <p>3) First Floor including Corridor Space Area – 679 Sq. Mtrs.</p>
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**3.0. Workforce for executing the Work:**

3.1 To execute the above-defined activities, the Service Provider shall engage the following number of workforce every day (except Sunday) as per the terms and conditions mentioned below:

Sl.No.	Category	No. of workforce required
1.	Supervisors	6
2.	House Keeping workforce	68

Note:

1. Each Unit of work comprises 2 man hours of housekeeping services.
2. The Service Provider shall bring the required cleaning materials as specified from time to time by Administration *(based on our past experience, quantity of material required – for a month - for cleaning is indicated in Annexure -F* and claim its reimbursement once in a month and such rates claimed by the Service Provider shall in no case exceed the prevalent wholesale market rate. If the brand or quality of the cleaning materials is not satisfactory, the same is liable to be changed by the Service Provider as per the requirement and to the satisfaction of the purchaser / ISRO HQ. If the Service Provider himself manufactures the cleaning materials, the rates reimbursable will be on mutual consent. The cost of the cleaning materials shall be reimbursed – once in a month - based on the certification issued by the designated authorities of ISRO HQ.

**Government of India  
Department of Space  
INDIAN SPACE RESEARCH ORGANISATION  
ISRO HEADQUARTERS**

**PROVIDING HOUSEKEEPING SERVICES – TECHNO COMMERCIAL DETAILS**

1. **For Providing HOUSE KEEPING SERVICES to DOS / ISRO HQ., Antariksh Bhavan, New BEL Road, Bangalore**
  
2. Name of Service Provider / : \_\_\_\_\_  
Tendering Company / Firm / Agency: \_\_\_\_\_  
(Attach certificate of registration) : \_\_\_\_\_
  
3. Name of Proprietor / Director : \_\_\_\_\_  
of Company / Firm / Agency \_\_\_\_\_  
:
  
4. Full Address of Regd. Office : \_\_\_\_\_  
:  
:  
:  
Telephone & Mobile No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
  
5. Full address of Operating / : \_\_\_\_\_  
Branch Office : \_\_\_\_\_  
:  
:  
:  
Telephone & Mobile No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
  
6. Name and Mobile No. of the : \_\_\_\_\_  
Contact Person representing the : \_\_\_\_\_  
Service Provider
  
7. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)

8. GST Registration No. : \_\_\_\_\_  
 (Attach attested copy)
9. E.P.F. Registration No. : \_\_\_\_\_  
 (Attach attested copy)
10. E.S.I. Registration No. : \_\_\_\_\_  
 (Attach attested copy)
11. Give details of the major similar latest contracts worth Rs.75.Lakhs handled / being handled by the tendering / Firm / Agency during the last 5 years in the following format:

Sl.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. in lakh)	Duration of Contract	
			From	To
1.				
2.				
3.				

**DECLARATION**

**(On the letterhead of Agency / Firm of the Service Provider)**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director / Authorized signatory of the Agency / Firm, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender for providing workforce for Housekeeping work to DOS / ISRO HQ. and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my / our tender at any stage besides liabilities towards prosecution under appropriate law.
4. I agree to pay the Wages and Overtime Allowance to the workforce in time as prescribed by ISRO HQ. and remit ESI and EPF of both Employee's as well as Employer's without fail to the concerned government authorities regularly.
5. I also agree to abide by all the statutory requirements as prevailing from time to time.
6. I will also agree to bring in the required good quality cleaning material as indicated in the **Annexure-F** and the rates quoted – in this regard - by me, shall not be more than the prevailing whole sale rates in the market.

Signature of authorized Signatory

Full Name:

Date

Place:

Seal:

**UNDERTAKING**

**(On the letterhead of Agency / Firm of the Service Provider)**

I / We hereby Undertake that our Company / Firm do not have any legal suit / criminal case either pending against me / us / proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

Signature of authorized Signatory

Full Name:

Date

Place:

Seal:

**Compliance Statement**

<b>Sl. No.</b>	<b>Particulars</b>	<b>YES or NO</b>
1.	Attested copy of registration certificate of agency for providing manpower (issued by Central Labour Commissioner)	
2.	Attested copy of PAN / GIR Card	
3.	Attested copy of the latest IT Return filed by agency	
4.	Attested copy of GST Registration Certificate	
5.	Attested copy of the E.P.F. Registration letter / certificate	
6.	Attested copy of the E.S.I Registration letter / certificate	
7.	Financial Statements like Profit & Loss Account, Balance Sheet etc. in support of financial turnover of the agency	
8.	Statement of Bank A/C for the period from March 2019 to August 2019 in the name of the Company / Agency	
9.	Details of Similar work worth Rs.75 Lakhs carried out/agreement made by company for the last 5 years along with proof.	
10.	Signed declaration as per <b>Annexure C</b>	
11.	Undertaking by the Contracting Company / Firm / Agency that the contracting Company / Firm / Agency is having no legal suit/criminal case either pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or being contemplated and having not been earlier convicted on grounds of moral turpitude or for violation of laws in force as per <b>Annexure-D</b>	

**Note for Service Providers:** For eligibility, all the conditions will be considered. Application of the Contracting Company / Firm / Agency which does not have any earlier experience in the similar Support Service will not be considered.

**(Signature of the Authorised Signatory with Seal)**

**ANNEXURE - F****List of Cleaning Materials to be used - per month - by the Service Provider during the period of contract**

<b>Sl No.</b>	<b>Description</b>	<b>Quantity</b>
1.	Floor Cloth	40 Nos.
2.	Table Cloth	15 Nos.
3.	Glass cloth	15 Nos.
4.	Perfume Soap Oil	300 Litres
5.	White Scented Phenyl	300 Litres
6.	Floor Squeezer	03 nos.
7.	Fem Dettol handwash (250 ml)	20 Nos.
8.	Bombay Brooms	30 Nos.
9.	Hard Brooms	05 Nos.
10.	Air Freshener (odonil)	50 Nos
11.	Urinal Cakes	150 Nos
12.	Scrub Pad	40 Nos.
13.	Toilet cleaner (Harpic)	40 litres
14.	Glass cleaner	5 Litres
15.	Naphthalene Balls (White)	2 Kg.
16.	Acid for toilet cleaning	25 Litres
17.	Road Scrubbing brush	03 Nos.
18.	Garbage Bag small size	08 Nos.
19.	Hit spray	03 Nos.
20.	Dust Pan	06 Nos.
21.	Bucket (11 litres)	02 Nos.
22.	Bucket (20 Litres)	02 Nos.
23.	Garbage Bag big size	150 Nos. (9cm x 122 cm)
24.	Toilet tissue Paper	40 Nos.
25.	Dettol anti-septic liquid	05 litres
26.	Mug	03 nos.
27.	Bleaching Powder	05 kgs.
28.	Rin Soap	03 Nos.
29.	Room Freshener	25 Nos.
30.	Mop Stick (Full Set)	03 Nos.
31.	Mop Refill	30 Nos.
32.	Wheel Powder	10 Kg.
33.	Toilet Brush (Round)	03 Nos.
34.	Rubber Hand Gloves	05 Set
35.	Auto spray (Room Freshener Liquid)	10 Litres.
36.	Steel scrubbers	15 Nos.
37.	Lizol	10 Litres
38.	Web stick	02 nos.
39.	Herbal compound	05 Litres.
40.	Pressing dust Bin ( Small size)	02 Nos.
41.	Hand Wash soap liquid	05 litres

**NOTE: ALL THE ANNEXURES SHOULD BE DULY FILLED, SIGNED AND UPLOADED IN THE TECHNICAL BID DOCUMENTS.NO PRICE DETAILS SHALL BE INDICATED IN THE TECHNICAL BID.**