Chhattisgarh State Cooperative Marketing Federation Limited
Sector -21, C. B. D. Complex, 6th Floor, Nawa Raipur, Atal Nagar, Raipur
Ph.No. - 0771-2425411/12
Website- markfed.cg.nic.in, email-id - mf_ctrlroom_raipur.nic.in

Request for Proposal (RFP)

E-TENDER FORM

FOR

FOR SELECTION OF A FACILITY MANAGEMENT SERVICE PROVIDER FOR 6th" FLOOR, COMMERCIAL COMPLEX (TOWER C), C.B.D. COMPLEX, SECTOR 21, NAWA RAIPUR, ATAL NAGAR, DISTRICT - RAIPUR (C.G.)

COST OF TENDER DOCUMENT - 5000/- (FIVE THOUSAND RUPEES) INCLUDING GOODS AND SERVICES TAX.

Managing Director
Chhattisgarh State Co-operative Marketing Federation Ltd.
(MARKFED HQ) Raipur (C.G.)

Chhattisgarh State Cooperative Marketing Federation Limited
Sector -21, C. B. D. Complex, 6th Floor, Nawa Raipur, Atal Nagar, Raipur
Ph.No. - 0771-2425411/12
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Request for Proposal (RFP)

No./MARKFED HQ /……2023 Nawa Raipur Atal Nagar Dated. .... ….

Online proposals are invited from eligible agencies for providing facility Management Services at the head office of Chhattisgarh State Cooperative Marketing Federation from 27.03.2023 to 17.04.2023 RFP forms can be downloaded from www.markfed.nic.in. interested bidders are advised to visit our website regularly for RFP, other terms and conditions, key dates including any changes in the same.

Managing Director
Chhattisgarh State Co-operative Marketing Federation Ltd.
(MARKFED HQ) Nawa Raipur Atal Nagar

CONTENTS

SI. No	Section	Page No.
1	Introduction	05
2	Bidding schedule for online e-tender	05
3	Role of selected agencies	05
4	Instruction to agencies	06
5	Conditions of eligibility of agencies	07
6	Total area of 6th floor, Commercial Complex	08
7	No. of Posts	09
8	Documents to accompany RFP	09
9	Number of proposals	10
10	Validity of proposals	10
11	Cost of RFP document	10
12	Acknowledgement by agency	10
13	Criteria for evaluation	11
14	Award of consultancy	12
15	Mode of payment	12
16	Fraud and corrupt practices	12
17	About corrigendum	13
18	Formats :	
A	Letter of Proposal (Form A)	14
B	Agency's Profile (Form B)	17
C	Performance Statement for last three years (Form C)	18
D	Power of attorney for signing of proposal (Form D)	19
E	Undertaking (Form E)	20
F	Financial bid format (Form F)	21
	Annexure A	23
	Annexure B	26

GLOSSARY:-

MARKFED	Chhattisgarh Cooperative Marketing Federation
Go CG	Government of Chhattisgarh
MIS	Management Information System
PPD	Paddy Procurement/Disposal
RFP	Request for Proposal
TOR	Terms of Reference
TS	Technical Score
P.C.	Procurement Centre
EMD	Earnest Money Deposit
TDS	Tax Deducted At Source
LOA	Letter of Acceptance
LOP	Letter of Proposal
PAN	Permanent Account Number
GST	Goods and Servies Tax

1. INTRODUCTION :

CHHATTISGARH MARKFED: Chhattisgarh State Co-operative Marketing Federation (MARKFED) is an apex level Federation of Co-operative Marketing Societies in the State of Chhattisgarh. Chhattisgarh State Co-operative Marketing Federation Limited, Raipur (Registration No. 216 dated 31.10.2000) came into existence simultaneously with the creation of new Chhattisgarh State on 1st November, 2000. MARKFED executes the work of paddy procurement under Price Support Scheme and supply of chemical fertilizers and plant protection material to the farmers of the state as per instructions of Government. Chhattisgarh Markfed has its Head Quarter at Raipur and 33 district offices at district headquarters of the State. These offices undertake bulk of business and are well equipped with infrastructure and are manned with experienced staff.

1.1 Main Objectives of MARKFED :

1. To assist and strengthen its member marketing and other marketing societies in the state.
2. To provide agricultural inputs to the farmers through member of societies numbering over one thousand to promote the production of their agricultural produce.
3. To procure the agricultural produce from farmers in regulated Procurement Center's.
4. To carry out welfare activities as per the state government directives.
5. To construct godowns (Open Storage Centers) to increase the storage facilities in the state.
6. Supply of inputs like fertilizers.
7. Undertaking price support operations.
8. Acting as an agent to the Govt. for procurement, supply and distribution of paddy. Commodities and also nodal agency for supply of inputs.
9. Undertaking commercial operations of agricultural produce.

2. BIDING SCHEDULE FOR ONLINE E-TENDER :

Bid start Date	27.03.2023	05.00 PM
Bid Due Date	17.04.2023	05.00 PM
Bid Open Date from	18.04.2023	11.00 AM

2.1 Pre Bid Meeting :

Last date and time for queries/pre bid meeting for online e-tender of providing Facility Management Services is 05.04.2023 at 12:30 PM, Place: Chhattisgarh State Cooperative Marketing Federation Ltd., 6th Floor, Tower 'C', Commercial Complex, C.B.D. Sector-21, Nawa Raipur, Atal Nagar.

Contact for further information: Mrs. Nidhi Shashank Dubey, Deputy Manager, Contact no. 0771-2425412, 91312-35321

3. ROLE OF SELECTED AGENCY :

The selected agency, interalia, shall be responsible for providing manpower as required.

4. INSTRUCTION TO AGENCIES :

4.1 Scope of Proposal :

a. Agencies are advised that the selection shall be on the basis of an evaluation by the MARKFED, through the selection process specified in this RFP. Agencies shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the MARKFED's decision is without any right of appeal whatsoever;
b. The agency shall submit its proposal online in the form and manner specified in this RFP. The Technical proposal shall be submitted as per Form A to E and the financial proposal shall be submitted as per Form F. Upon selection, the agency shall be required to enter into a consultancy agreement with the MARKFED in the form provided by MARKFED.
c. The agency shall submit its proposal online along with EMD amount and document cost.
d. Bidder should not submit any documents physically.

4.2 Contract Period :

The agreement period shall be initially for one year which may be extended by another two terms of one year each, at the discretion of the client. The agreement period may further be extended by mutual consent on negotiated terms, However, the Facility Management Service provider of the given project area shall continue to work till the handing over of charges to the other appointed agency by client.

The performance will be evaluated by MARKFED monthly and if any point of time performance is not found satisfactory then the agreement can be unilaterally terminated by MARKFED after the expiry of one month from the date of serving the notice in this regard.

The billing rates quoted by the service provider shall be increased maximum upto 5% per year (the year shall mean completion of one year of services from the date of actual deployment) over and above the billing rates of the previous years.

4.3 Substitution of Key Personnel :

(i) MARKFED will not normally consider any request of the selected agency for substitution of key personnel. Substitution will, however, be permitted if the key personnel is not available for reasons of any incapacity or due to health, subject to equally or better experienced personnel being provided to the satisfaction of MARKFED;
(ii) In case of substitution of key personnel, MARKFED reserves the right to examine the new personnel proposed to be provided as replacement.
(iii) In case of gap period for replacement of any key personnel no remuneration will be provided for that period concern.

4.4 Agreement :

The selected firm/agency will have to sign a consultancy agreement in non-judicial stamp paper of Rs. 100/- with MARKFED.

4.5 Termination of Contract :

1. Further, MARKFED reserves the right to terminate this contract for any of the following reasons:

   - Absence of the team/personnel from duty except as a result of sickness or accident;
   - Unsatisfactory performance by the team/personnel;

- Misconduct by the team/personnel or breach of the terms of this contract or any act or omission which in the reasonable opinion of the MARKFED, may bring the MARKFED into disrepute;
- Significant incompatibility of the team/personnel with local personnel/officials or public/consumers.
- Conversely, the incumbent may terminate the contract with one month notice to the MARKFED after compensating all the losses to MARKFED due to sudden termination. Abrupt and irresponsible termination of the contract by the agency may also result in black listing of the agency.

5. CONDITIONS OF ELIGIBILITY OF AGENCIES :

1. Agencies are advised to issue Authorization letter/POA to their authorized representative for acting as a signing authority on behalf of agency.
2. To be eligible for technical and financial proposal, the agency shall fulfill the following **Minimum Eligibility Criteria :**
   The bidders, participating in the assignment shall be a single business entity, shall fulfill the following minimum eligibility conditions:

2.1 The bidder should have provided experience certificate of similar facility management services in India, as envisaged in this RFP, at least for a continuous period of two years for a building having at least 15,000 Sqm. (Fifteen Thousand Square meter) of carpet area in single location within last five years preceding the date of publication of this RFP for IT-Parks, SEZ, Office/Commercial Facilities, Institutional Buildings, and Shopping Malls in India.

Eligible experience should be supported by submission of notarized copy of certificate of client and work order/agreement, showing the scope of work and date of appointment. For submitted work-done, necessary clearance certificate from concerning ESI & PF department is required to enclose.

2.2 The Average Annual Turnover of last 3 Financial Years (FY 2019-20, 2020-21, 2021-22) of the bidder should be at least **INR 50 Lakhs (Indian Rupees One Lakhs)** from providing through Facility Management Services in India.

2.3 Submission of undertaking by the bidder **(in the stamp paper of Rs. 100/-)** on the following:

a) No existing litigation.
b) Never blacklisted, terminated by any client in India.
c) The bidder never filed any law suits or requested arbitration with regard to any contract within the last five years.
d) No judgment, claim, arbitration proceeding or suit pending or outstanding against the bidder or its officers.
e) Bankruptcy was never filed by the bidder, its subsidiaries or its parent companies.
f) The bidder was never cited by any regulatory agency for a safety violation in the last five years

2.4 For the purpose of this RFP document, a business entity shall mean a sole proprietorship firm/registered partnership firm/ a company registered in India under the Companies Act 1956.

2.5 Client intends to appoint a single entity for the assignment. Submission of proposals by consortia shall not be eligible.

2.6 Experience of a bidder as a member of consortia, for any project/work shall not be considered.

2.7 Any entity, which has earlier been barred by the client, Government of Chhattisgarh (GoC), or any other State Government in India (SG) or Government of India (GoI), or any of the agencies of GoC/SG/GoI from participating in its projects and the bar subsists as on the proposal due date, shall not be eligible to submit a proposal.

2.8 Client shall have the discretion to increase or decrease the scope of work under the assignment and also to appoint other services providers for providing services which is not in the scope of this RFP.

2.9 Client intends to adopt a single stage bidding process for selection of Technical Service Provider for the Assignment. **The ToR and the scope of services as set out in Annexure A.**

2.10 The proposals received from eligible technical service providers shall be evaluated on the basis of the criteria set out in this RFP document.

2.11 The successful bidder is required to enter into a contract agreement with client and the draft of the same is set out in **Annexure C**. The fees shall be paid by client in the manner as set out in the Draft Contract Agreement.

2.12 Agencies must read carefully the above mentioned minimum conditions of eligibility for technical proposal. Proposals of only those agencies that satisfy technical criteria will be considered for financial proposal.

3. It is mandatory for the bidders to submit PSARA (Private Security Agencies Regulation Act) licence.

6. TOTAL AREA OF THE 6TH FLOOR, COMMERCIAL COMPLEX, TOWER 'C', C. B. D. FOR THE HOUSE KEEOING SERVICES:

32,075 sq. ft. + 1,900 sq. ft = 33,975 sq. ft.

[Includes internal and external area (i.e. balcony at 6th floor)]

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1 A Sole Proprietorship firm should furnish either the Sales/GST or IT returns for the last two financial years as proof of identity

2 A registered partnership firm should furnish registration certificate under the registrar of firms and the partnership deed executed between the partners as proof of identity.

3 A company should furnish certificate of incorporation and Memorandum of Association as proof of identity

7. NO. OF POSTS:

(I) For services required on regular basis:

S. No.	Proposed Post	Manpower Required
1	House Keeping Supervisor	01
2	House Keeping Staff	08
3	Uniform Unarmed Security Guard	04

NOTE: - 1. Number of manpower required may vary

2. Fixed monthly remuneration (per person) for the respective posts has to be paid by the agency excluding administrative charges

(II) For services required on need basis:

S. No.	Proposed Post
1	Carpenter
2	Painter
3	Electrician
4	AC Technician
5	Fire Safety Assistant
6	Plumber

NOTE: - 1. Number of manpower required may vary

2. Bidder has to provide manpower for the above mentioned need based services as and when required by the MARKFED within 2 hours after intimation by the representative of MARKFED and work order for the required service will be given to the agency. Payment to these manpower will be given on per day wage basis.

8. DOCUMENTS TO ACCOMPANY RFP:

8.1 Part – A (Technical Proposal):

1. Photocopy of the PAN card.
2. Proof of GST registration.
3. Letter of proposal (Form A)
4. Filled in Agency's profile (Form B)
5. Previous experience of the firm in successfully executing similar types of assignments during last three years (Form C)
   (Attach photo copies of work completion/performance certificate)
6. Power of Attorney for signing the proposal in the prescribed format (Form D)
7. Submission of undertaking **(in the stamp paper of Rs. 100/-)** of the following: (Form E)
   i. No existing litigation
   ii. Never blacklisted, terminated by any client in India
   iii. The bidder never filed any law suits or requested arbitration with regard to any contract within the last five years
   iv. No judgment, claim, arbitration proceeding or suit pending or outstanding against the bidder or its officers
   v. Bankruptcy was never filed by the bidder, its subsidiaries or its parent companies
   vi. The bidder was never cited by any regulatory agency for a safety violation in the last five years

8.1.1 Earnest Money Deposit (EMD):

(i) Agency should deposit EMD of Rs. 50,000/- (Rupees Fifty Thousand) in the bank account of MARKFED (bank account details mentioned in page no.) through the mode of NEFT/RTGS. Agency should necessarily scan and upload the receipt of NEFT/RTGS or direct transfer in the bank account of MARKFED for the payment made for document cost and EMD, failing to which tender can be cancelled.

(ii) EMD shall be returned to the unsuccessful bidders within a period of 45 days from the date of signing of consultancy agreement between MARKFED and the successful bidder. EMD submitted by the successful bidder shall be released upon completion of the consultancy services

(iii) EMD shall be forfeited in the following cases:

(a) if any information or document furnished by the bidder turns out to be misleading or untrue in any material respect; and

(b) if the successful bidder fails to execute the consultancy agreement within the stipulated time or any extension thereof provided by MARKFED

(iv) No interest will be paid by MARKFED while returning EMD

Financials offers of qualified bidders based on their technical proposal shall only be opened. The date of opening of technical proposal and financial is being mentioned in RFP document. MARKFED reserve the right to shortlist / reject / select any firm.

8.2 Part- B (Financial Proposal):

The agency must submit the financial proposal online using Form E.

9. NUMBER OF PROPOSALS:

Agencies are advised to submit only single application for the proposed RFP.

10. VALIDITY OF PROPOSAL:

The proposal shall remain valid for 180 days after the date of bid opening. Any proposal which is valid for a shorter period shall be rejected as non-responsive.

11. COST OF RFP DOCUMENT:

RFP document can be downloaded from www.markfed.cg.nic.in and http://eproc.cgstate.gov.in .While submitting online e-tender document cost of Rs 2000/- (Rupees Two Thousand) has to be deposited through RTGS/NEFT/ Direct transfer in the bank account of MARKFED and Rs. 311 (three hundred eleven) bid submission fees has to be deposited in the account CHiPS through http://eproc.cgstate.gov.in.

Bank Details of Chhattisgarh State Co-operative Marketing Federation Ltd. For submitting EMD and Document Cost:

Name of Organization: Chhattisgarh Rajya Sahkari Vipnan Sangh Maryadit Raipur
Bank Name: IDBI
A/c No.: 2134104000000046
I.F.S.C. Code: IBKL0002134

12. ACKNOWLEDGEMENT BY AGENCY:

(i) It shall be deemed that by submitting the proposal, the agency has:

a. Made a complete and careful examination of the RFP
b. Received all relevant information requested from MARKFED;

c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of MARKFED or relating to any of the matters stated in the RFP document
d. Satisfied itself about all matters, things and information, including matters referred to in Clause herein above, necessary and required for submitting an informed application and performance of all of its obligations there under;
e. Acknowledged that it does not have a Conflict of Interest; and
f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

(ii) The MARKFED shall not be liable for any omission, mistake or error on the part of the agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the selection process, including any error or mistake therein or in any information or data given by the MARKFED.

12.1 Right to reject any or all proposals:

(i) Notwithstanding anything contained in this RFP, the MARKFED reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

(ii) The MARKFED reserves the right to reject any proposal if:
a. at any time, a material misrepresentation is made or uncovered, or
b. The agency does not provide, within the time specified by MARKFED, the supplemental information sought by the MARKFED for consideration of the proposal.

Such misrepresentation/ improper response may lead to the disqualification of the agency. If such disqualification /rejection occur after the proposals have been opened and the L1 ranked agency gets disqualified / rejected, then the MARKFED reserves the right to consider the L2 agency, or any other measure as may be deemed fit in the sole discretion of the MARKFED, including annulment of the selection process.

12.2 Conflict of Interest:

The selected agency shall not receive any remuneration in connection with the assignment except as provided in the agreement. The consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the MARKFED. The agency should provide professional, objective and impartial advice and at all times hold the MARKFED interest paramount.

12.3 Language:

The proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the selection process shall be in English language and strictly on the forms provided in this RFP. All the supporting document or printed literature shall be submitted with the proposal for proof of all the given information i.e. educational qualification specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in that case, for all purposes of interpretation of the proposal, the translation in English shall prevail.

13. CRITERIA FOR EVALUATION:

On the basis of financial proposal submitted by the agencies L1 will be awarded with the project assignment as per the agreement.

14. AWARD OF CONSULTANCY:

After selection, a Letter of Acceptance (the "LOA") shall be issued, in duplicate, by MARKFED to the selected agency and the selected agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected agency is not received by the stipulated date, MARKFED may, unless it consents to extension of time for submission thereof, forfeit the proposal security of such agency, and the next eligible agency may be considered.

14.1 Execution of Agreement:

After acknowledgement of the LOA as aforesaid by the selected agency, it shall execute the agreement within the period of one (01) week from the date of issuance of LOA. The selected agency shall not be entitled to seek any deviation in the agreement. If the selected agency fails to submit the performance security and fails to sign the agreement, its bid security shall be forfeited and appropriated by MARKFED. In such an event, the MARKFED may invite the second ranked agency (L2) for negotiations and may issue LOA to them.

14.2 Commencement of Assignment:

The consultant shall commence the services within ten (10) days from the date of signing of the agreement. If the consultant fails to commence the assignment as specified herein, MARKFED may, unless it consents to extension of time thereof may forfeit the performance security and appropriate the same by MARKFED.

14.3 Proprietary data:

All documents and other information provided by MARKFED or submitted by an agency to MARKFED shall remain or become the property of MARKFED. Agency, as the case may be, is to treat all information as strictly confidential. The MARKFED will not return any proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the agency to MARKFED in relation to the agency shall be the property of MARKFED.

15. Mode of Payment:

For the manpower required on regular basis, on production of actual work done and engaged man power at the head office of MARKFED, the honorarium of respective manpower at various posts will be paid to the agency on monthly basis against submission of monthly invoice by the agency.

For the manpower required on need basis, payment will be done on daily wage basis as and when their respective service is required by the MARKFED.

16. FRAUD AND CORRUPT PRACTICES:

(1) The agency and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, MARKFED HQ shall reject a proposal without being liable in any manner whatsoever to the agency, if it determines that the agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the selection process. In such an event, MARKFED HQ shall, without prejudice to its any other rights or remedies, forfeit and appropriate the proposal security or performance security, as the case may be, as mutually agreed genuine pre-estimated

compensation and damages payable to MARKFED HQ for, inter alia, time, cost and effort of MARKFED HQ, in regard to the RFP, including consideration of such agency's proposal.

(2) Without prejudice to the rights of MARKFED HQ under clause hereinabove and the rights and remedies which the MARKFED may have under the LOA or the agreement, if an agency or consultant, as the case may be, is found by the MARKFED to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the issue of the LOA or the execution of the agreement, such agency or consultant shall not be eligible to participate in any tender or RFP issued by the MARKFED during a period of 2 years from the date such agency or consultant, as the case may be, is found by MARKFED to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

(3) For the purposes of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:

(a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the MARKFED who is or has been associated in any manner, directly or indirectly with the selection process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the MARKFED, shall be deemed to constitute influencing the actions of a person connected with the selection process; or

(ii) engaging in any manner whatsoever, whether during the selection process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the project or the LOA or the agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the MARKFED in relation to any matter concerning the project;

(b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the selection process;

(c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the selection process;

(d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the MARKFED with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a conflict of interest; and

(e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among agencies with the objective of restricting or manipulating a full and fair competition in the selection process

17. ABOUT CORRIGENDUM:

If any amendments are done in the tender document then it will be published in the newspaper or in the website of MARKFED, which will be a part of tender. Amendment notice can be released one week before the last date of tender.

18. Formats:

19. Form-A

Technical Proposal for Facility Management Services

Letter of Proposal

(On Agency's letter head)

Dated:

To,

Managing Director,
Chhattisgarh State Co-operative Marketing Federation Limited,
Sector-21, Nawa Raipur Atal Nagar

Sub: Request for Proposal (RFP) for Facility Management Services at the head office of MARKFED.

Dear Sir,

1. With reference to your RFP document dated dd/mm/yy, I/we, having examined the tender documents and understood their contents; hereby submit my/our proposal for the aforesaid project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and in the appendices is true and correct.
3. This statement is made for the express purpose of qualifying as an agency for undertaking the project.
4. I/ We shall make available to MARKFED any additional information it may find necessary or require to supplement or authenticate the bid.
5. I/ We acknowledge the right of MARKFED to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

I/We declare that

a. I/ We have examined and have no reservations to the tender documents, including any addendum issued by MARKFED.
b. I/ We do not have any conflict of interest in accordance the RFP document;
c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with MARKFED or any other public sector enterprise or any government, Central or State; and

d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I/ We understand that you may cancel the bidding process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the bidders to bid for the project, without incurring any liability to the bidders, in accordance with the RFP document.
8. I/ We declare that we are not a member of any other firm submitting a proposal for the project.
9. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
10. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our associates.
11. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
12. I/ We undertake that in case due to any change in facts or circumstances during the bidding process, we shall intimate MARKFED of the same immediately.
13. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by MARKFED in connection with the selection of the bidder, or in connection with the bidding process itself, in respect of the above mentioned project and the terms and implementation thereof.
14. In the event of my/ our being declared as the successful bidder, I/We agree to enter into an agreement provided by MARKFED.
15. I/We have studied all the tender document carefully. We understand that except to the extent as expressly set forth in the agreement, we shall have no claim, right or title arising out of any documents or information provided to us by MARKFED or in respect of any matter arising out of or concerning or relating to the bidding process including the award of contract.
16. The consultancy fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft agreement.
17. I/We agree to furnish performance guarantee to MARKFED in accordance with the RFP document.
18. I/We agree to abide performance security clause as mentioned in the RFP document.
19. I/We agree and understand that the proposal is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
20. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the proposal due date specified in the RFP.

21. I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the RFP document.

Yours faithfully,
Date: (Signature of the Authorized signatory)
Place: (Name and designation of the of the Authorized signatory)
Name and seal of Bidder

Form-B

Particulars of the Agency (On Agency's Letter Head)

1. NAME OF THE FIRM: ……
2. REGISTERED OFFICE ADDRESS : ..…….....
3. DATE OF INCORPORATION: ……...
4. CONSTITUTION OF CONSULTANT FIRM : ……..
   (a) Names of Govt. Dept. / Public Sector undertaking / Pvt. Sector / International clients to whom the bidder has provided similar services, if any: …….
5. MAIN BUSINESS ACTIVITIES : ……...
6. DETAILS OF MAIN BRANCHES : ……..
   (a) Annual turnover of the Firm (in INR) from Consulting Assignments in India during last three Financial Years. (Please attach copy of the Audited Financial Statements)

   2019-20……

   2020-21: :……...

   2021-22: …….....
7. DETAILS OF CONTACT PERSON-

   NAME:……

   DESIGNATION :…….

   CONTACT TEL. NO. :……

   MOBILE NO. :……

   FAX NO. :……

   EMAIL ID :……..

   POSTAL ADDRESS:……...
8. DETAILS OF EMD-

   EMD RTGS/NEFT UTR NO.:…….

   DATE: ……..

   NAME OF THE BANK: ……..……

   EMD AMOUNT: ……..……
9. BIDER BANK BRANCH DETAIL WITH IFSC CODE ……...
10. DETAILS OF TENDER DOCUMENT COST-

    AMOUNT:……

    NEFT/RTGS NO.: ……

    DATE: …….

    NAME OF THE BANK: ……
10. ANY OTHER DETAIL:……...

Form-C

Performance statement for similar nature of work /projects for period of last 3 years

Order placed by (with address)	Order No. & date	Description of the work order	Number of operational and managerial Personnel provided by the Firm	Name of Key Personnel of Firm involved and functions performed therein	Value of Works

NOTE:

1. Photocopy of work order(s) and completion certificate(s) has to be attached.

Date: (Signature of Authorised Signatory)

Place: (Name and Designation of Authorised Signatory)

Name and Seal of Bidder

Form – D

Power Of Attorney For Signing Of Proposal

Know all men by these presents, we, _____ (Name of the firm and address of registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (Name), son/daughter/wife of _____ and presently residing at _____ , who is presently employed with us/and holding the position of _____, as our true and lawful attorney(herein after referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary sequired in connection with or incidental to submission of our proposal for selection of Service Provider for providing Facility Management Services Provider for 6th Floor, Commercial Complex, Tower 'C', C. B. D., Sector -21, Nawa Raipur, Atal Nagar (Client) (the "Authority") including but not limited to signing and submission of all applications, proposal and other documents and writings, participate in bidders' and other conferences and providing information / responses to the authority, representing us in all matters before the authority, signing and execution of all contracts including the service agreement and undertakings consequent to acceptance of our bid, and generally dealing with the authority in all matters in connection with or relating to or arising out of our proposal for the said project and/or upon award there of to us and/or till the entering into of the service agreement with the authority.

AND we hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE,_____, THE ABOVE NAMED PRINCIPALHAVE EXECUTEDTHE POWER OF ATTORNEY ON THIS _____ DAY OF_____, 20_____.

For_____

(Signature)

(Name, Title and Address)

Form – E

Undertaking

Submission of Undertaking (in the stamp paper of Rs. 100) by the Bidder on the following:

a) No existing litigation
b) Never blacklisted, terminated by any client in India
c) The bidder never filed any law suits or requested arbitration with regard to any contract within the last five years
d) No judgment, claim, arbitration proceeding or suit pending or outstanding against the bidder or its officers
e) Bankruptcy was never filed by the bidder, its subsidiaries or its parent companies
f) The bidder was never cited by any regulatory agency for a safety violation in the last five years

Undertakings shall be prepared by the bidder in its letter head and shall be notarised
Submission of above undertakings is mandatory.

Date: (Signature of Authorised Signatory)
Place: (Name and Designation of Authorised Signatory)
Name and Seal of Bidder

Form-F
(Financial Proposal for Procuring Services of Facility Management Services)

To,

The Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
Nawa Raipur, Atal Nagar (C.G.)

Sub: Request for Proposal (RFP) for procuring the services of Data Entry operator at Paddy Procurement Centre.

1. We, the undersigned, offer to provide the consulting services for the above in accordance with your RFP. Our financial proposal for project is for the lump sum of Rs..... (Rupees ……) per month details as per given below (Amount in words and figure). Service tax shall be reimburse extra as per actual.
2. Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal,
3. This financial proposal covers remuneration for all the personnel (Expatriate and Resident, in the field, office etc), This financial proposal is without any condition.
4. Our offer is as per terms & condition, scope of work referred in the RFP, we abide with the same.
5. TDS will be deducted as per prevailing rules of Income Tax.
6. Having gone through this RFP document, and guideline and having fully understood the scope of work for the project as set out in this RFP document; we are pleased to quote the following fees for the assignment:

Rate quotation for one (1) month:

S. No.	Proposed Post	No. of Manpower Required	Remuneration Per Person Per Month (in Rs.) [to be filled online]	Total Remuneration Per Month (in Rs.) According to Manpower Required
	I. For services required on regular basis			
1	House Keeping Supervisor	01		Total I.1
	Minimum Wages (as per C.G. Govt. rules)			
	ESIC 4.75 %			
	PF 13.15 %			
2	Housekeeping Staff	08		Total I.2
	Minimum Wages (as per C.G. Govt. rules)			
	ESIC 4.75 %			
	PF 13.15 %			
3	Uniformed Unarmed Security Guard	04		Total I.3
	Minimum Wages (as per C.G. Govt. rules)			
	ESIC 4.75 %			
	PF 13.15 %			
	TOTAL I			
4	Service Charges ____% (in terms of percentage)			
5	GST 18 % (as applicable)			
	TOTAL I (INCLUSIVE OF ABOVE CHARGES AND TAXES)			

	II. For Services required on need basis			
1	**Carpenter**	**01**		**Total II.1**
2	**Painter**	**01**		**Total II.2**
3	**Electrician**	**01**		**Total II.3**
4	**AC Technician**	**01**		**Total II.4**
5	**Fire Safety Assistant**	**01**		**Total II.5**
6	**Plumber**	**01**		**Total II.6**
TOTAL II				
GRAND TOTAL [TOTAL I (INCLUSIVE OF ABOVE CHARGES AND TAXES) + TOTAL II]				

NOTE: 1. L1 WILL BE DETERMINED BY NEGOTIATING SEPERATELY FOR RATES QUOTED IN (I) FOR SERVICES REQUIRED ON REGULAR BASIS, (II) FOR SERVICES REQUIRED ON NEED BASIS.

2. L1 WILL NOT BE BASED ON GRAND TOTAL.

ANNEXURE – A
SCOPE OF SERVICE

I. Scope of Housekeeping Services:

The Scope of Services outlined below should be referred to as indicative type & not comprehensive type; this implies the scope can be well enhanced as deemed to be. With the help of mix of man, machine, chemicals & standard operating procedures Service Provider will ensure efficient, clean, eco-friendly & quality housekeeping service at the entire area of 6th floor, Commercial Complex, Tower 'C', C.B.D., Sector-21, Atal Nagar.

A. General Requirement:

1. To ensure the cleanliness free ambience of the premises.
2. Staffing as per Scope of Work to ensure optimum service as per scope of work.
3. Preparation and submission of various checklists / Inspections reports as schedules in the approved formats.
4. Activity reports regarding works handled.
5. Uniforms & Identity cards.
6. All statutory obligations such as PF,ESI, Minimum Wages ,etc.
7. Provide necessary and adequate equipment and implements to ensure optimum service as per scope of work.
8. Adequate training of staff especially any specific requirements for this building (eg. the Jalli cleaning, roof cleaning).
9. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 8:30 AM so as to complete all the dusting/ cleaning/ moping work before 10:00 AM.
10. Continuous moping to be done at reception floor and other floors during office hours.
11. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
12. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
13. Lifting, carrying and disposing the dead bird's animals, rats, insects etc. if found in and around the office premises.
14. Clearing of any choking's in the drainages, manholes etc.
15. Removal of beehives and cobwebs/honey webs from the office building and its premises.
16. Cleaning and sweeping of open area i.e. balcony with brooms.
17. Maintenance and removal of garbage from the office premises.
18. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to NIFT.
19. Proper registers/records (Attendance, Wages, etc.) for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the MARKFED's officer-in-charge at regular intervals and finally at the end of each month.
20. The Contractor shall submit to MARKFED a list of all workers engaged to carry out the contract work, indicating name, age, home address,

qualifications, etc., and would also intimate as and when any change takes place.

21. The bidder should possess or procure needful equipments and other material required for smooth housekeeping services. No additional cost towards this will be borne by MARKFED.

B. JOBS TO BE CARRIED OUT DAILY

i) Cleaning of general toilets at least twice daily (at 9:30 AM and 1:00 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.

iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.

v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.

vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.

vii) Cleaning of carpets by soft brush.

viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.

ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.

x) Cleaning gulley trap and manholes within premises as and when required.

xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept in the specified premises.

xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.

xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.

xiv) Cleaning of carpets in rooms by vacuum cleaners.

xv) Room fresheners in the office area to be used daily in the morning. Room freshener should be of standard Make.

C. JOBS TO BE CARRIED OUT WEEKLY

a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals.

b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.

D. JOBS TO BE CARRIED OUT FORTNIGHTY BASIS

i) Polishing of brass items with approved brass cleaning material.

ii) Dusting of false ceiling etc. with soft broom and cloth.
iii) Cleaning of sofa sets with soap water/ vacuum cleaners.
iv) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

E. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

l. All floors in common area floors shall be cleaned thoroughly with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.

Hours of Service: Janitorial services are to be provided on a daily basis, along with relievers.

Reporting: The supervisor will submit a signed and dated daily report noting corrections, contacts with lessees, special problems, and other information as requested. The supervisor shall also be responsible for all job duties.

Facilities: A small on-site storage space will be provided by Client, the storage space shall be furnished by service provider. Scheduling shall be so as to optimize utility conservation. Janitorial closets and storage space will be used for janitorial supplies and equipment only. Service Provider is responsible to maintain these areas in a clean and orderly state.

Protection and Damage: Service Provider shall, without additional expense to the Client, be responsible for all damages to persons or property that occurs in connection with the contracted work performed. Breakage, loss or damage of any office equipment or other property which may occur in or about the building as a result of Service Provider‘s operations or of the actions of its agents or employees shall be made good by Service Provider at its expense. Service Provider shall take all precautions necessary for the protection against injury of all persons engaged in the performance of the Agreement. Service Provider shall observe all safety practices and comply with any applicable safety regulation, including but not limited to all regulations.

i. Cleaning process by the staff:

a. Wet/ Dry mop for cleaning in the designated areas.
b. Wet/Dry Vacuum cleaner for cleaning in the designated areas.
c. Use of Wet/Dry Scrubber machine for cleaning in the designated areas.
d. To use Mechanical Sweeper for sweeping in the designated areas.
e. To use Single disk scrubber for cleaning in the designated areas.
f. To use the rubber squeezers to remove excess water from various areas.
g. To clean the various surfaces in the estate as per the specifications.
h. To clean the various fittings / fixtures in the premises as per the specifications.
j. High dusting of corners, ledges, ceiling fixtures etc. will be performed on an as-needed basis, not less frequently than every 30 days.
k. Empty and clean the trash receptacles.
l. Clean and stock all the toilets in the premises on daily basis.
m. Clean the various signages of the areas.
n. Sweep, clean and dusting of entire internal and external area of 6^{th} floor including moveable and immoveable furniture, office equipment and Tools
o. All walls, doors and windows (exterior & interior) to be cleared of all easily removable stains, smudges and hand marks. Any such marks, which cannot be removed easily without affecting the surface or existing paint, should be brought to the notice of the Supervisor.
p. General floor areas maintained free from scraps of paper, cigarette, etc.
q. Any condition of the premises requiring repair or attention should be brought to the notice of the Supervisor as soon as possible.

r. To be alert and observe any discrepancies in the fittings, fixtures and other such items in the designated areas. To report any discrepancy to their supervisor and promptly initiate the incident report.

s. Report any lights failure, etc. to the Supervisors.

t. At least once per shift, the staff will police his particular area, picking-up cigarette butts, papers, leaves and any other debris, sweeping up the standing water and leaving the area in a neat, orderly condition. Any discrepancies or clean-up required beyond normal policing will be reported to the Supervisor immediately.

u. The supervisor should be notified when rest room supplies and light inventories need re ordering.

v. Scour, wash and clean all basins, bowls and urinals, including tile walls and partitions near urinals. Special attention must be taken to inspect and clean areas of difficult access, such as the underside of toilet bowl rings and urinals, to prevent building up of calcium and iron oxide deposits. Wash both sides of all toilet seats and wipe dry. Toilet seats to be left in an upright position.

w. Pest Control twice in a year and thereafter if required will be paid on pro-rata basis.

ii. Cleaning Supervisor:

a. To monitor and ensure proper Housekeeping activities are conducted at the site as per specifications

b. To brief all staff regarding their duties, designated areas and special instructions if any.

c. To create awareness and train all staff regarding methods and the specifications and to inform them of any changes in routines or specifications.

d. To submit the various checklists, at the frequency instructed in the suggested formats.

e. To de-brief all supervised staff at the end of each shift.

f. To monitor that the staff is cleaning in proper manner in order to ensure that the surfaces are maintained in the best possible way and enhance their longevity.

g. To inform all discrepancies and maintenance requirements brought to his notice by his staff and his own observations to management promptly.

h. Ensure discipline, proper attire and etiquette in the staff under them.

i. To police all the designated areas to ensure effective housekeeping.

j. To maintain the daily attendance record, absentees list and list of stand-by personnel called for duty.

k. Janit or closets and storage areas to be maintained in a neat and orderly manner at all times

l. Method Statement of the Basic Housekeeping Process

To organize training for Housekeeping Boys on use of various consumables, equipment and machinery

iii. Internal House-Keeping Services:

Activity	Process
Spot cleaning	Dip a sponge into appropriate solution mild and give a gentle wipe on the spots of the surface. The wiping should be done horizontally first and then vertically. Keep repeating the process till the spots disappear.
Damp cleaning	Give a complete dry mop to the surface and make sure that there are no solid dust particles. Then the mop has to be dipped in mild R2 solution or clean water and it has to be squeezed to avoid water flooding. Then it has to be run on the surface to one half part first and then the other half of the entire Area.
Dry Mopping	The aim of dry mopping is to control the dusts so the mop should be handled in a straight position by the left hand near the handle and it has to be run in one direction ie. forward and then the backwards moping is done after covering some distance.
Scrubbing	Initially the entire surface should be given a complete dry moping such that there are no solid dust particles. Then the diluted R2 solution has to be used with a scrubbing

	machine having a red pad (in case of hard surfaces brushes shall be used). The water has to be sprinkled initially and the scrubbing is done parallel, at the end of the process the water has to be squeezed out by using vaccumisers and then a complete dry mopping has to be given.
Buffing	This is the next process for scrubbing and preferably to use white pads to make the surface shining and glossy
Vacuuming	Vacuuming should be done for both hard and soft surfaces where in the floor tool has to be adjusted to keep out the brush and the vacuuming should not be done some big solid particles are there
Shampooing	Stain Removers shall be used to remove small stains on the carpet, the foam is generated by the machine and it has to be run on a circular motion, in case of deep stains good concentrated stain removers shall be used and a complete Vacuuming has to be done after the process and it should be allowed to dry naturally.

a. That the routine housekeeping activities including but not limited to dusting, mopping, cleaning, vacuuming, carpet shampooing are carried out on regular basis in the office premises.
b. To maintain all areas including but not limited entrance floor, passages, lobbies, and locations including but not limited to office space, pantry, washrooms, utility rooms as per schedule
c. Cleaning of window grills and glass up to 20 feet height from in / outside on regular and scheduled basis.
d. Management the stationary inventory & supply for estate office for day to day activities.

iv. Lobby and Corridors: Daily Service:

a. Sweep and clean the entrance of the 6th floor premises.
b. Clean and sanitize all telephones and enclosures. (neatly arrange and replace as needed all phonebooks)
c. Clean and remove smudges from entry door glass.
d. Polish all entry handles, door plates and metal trim.
e. Wipe clean all glass, wood or metal doors and door jambs.
f. Empty all ashtrays, wipe clean, and polish.
g. Screen all sand urns of cigarette butts and debris. Clean container and add sand as needed. (Service Provider supplies sand.)
h. Empty all trash receptacles, clean container with clean, damp cloth, and replace plastic liner.(Manager supplies liners).
i. Dust and clean all horizontal surfaces under seven feet.
j. Vacuum all carpet areas completely and remove spots.
k. Dust mop and damp mop entry floors.
l. Clean and removes smudges and marks on walls, wall coverings, and art work.
m. Clean, polish and straighten all furniture as needed.
n. Wipe clean all directory boards (exterior) with clean, soft cloth using glass cleaner that is considered safe and not labeled as hazardous.
o. Wipe clean all fire extinguisher cabinets and glass. (Report broken glass or missing extinguishers).
p. Clean and polish all elevator doors, jambs, call plates, and hall buttons.
q. Dust and clean all lobby and corridor signage.
r. Report any lights burned out.
s. Secure all doors and turnoff appropriate lights upon completion of work assignments.

v. Lobbies and Corridors – Weekly Service

a. Clean and polish all entry metal and sills.
b. Dust and clean or polish all base boards.
c. Spot clean all carpeted areas.
d. Dust all ledges and exit signs.
e. Dust all walls above seven feet.
f. Clean inside of directory board with clean soft cloth.

vi. Lobbies and Corridors – Monthly Service

a. Clean all ceiling vents and grills.
b. Dust high ceiling corners and entry ways.
c. Dust and clean light fixtures and covers(interior and exterior).
d. Clean and treat all wood paneling and furniture as required.
e. Strip, reseal or re-wax floors as necessary.
f. Shampoo carpet areas as necessary.
g. Dust and clean all fire lobby doors inside and out.
h. Polish door floor plates.

vii. Restrooms – Daily Service

a. 2 services daily for restrooms /toilets /washrooms attached to cabins/chambers of officers /executives
b. Dust and clean restroom signage and doors.
c. Vacuum all restrooms vestibules and remove spots.
d. Wet mop and disinfect tile floor, paying particular attention to areas under urinal sand toilet bowls.
e. Clean alkaline deposits and soaps pills from floor tile grout.
f. Wash and disinfect all basins, urinals, and toilet bowls.
g. Clean underside rims of urinals and toilet bowls.
h. Wash both sides of toilet seats with soap and water and disinfect.
i. Empty, clean, sanitize, and polish all paper dispensers, replacing liners as necessary.
j. Clean and polish all mirrors.
k. Dust ledges and baseboards.
l. Damp wipe, polish, and shine all chrome, metal fixtures, hand plates, kick plates, utility covers, plumbing, clean-out covers, and door knobs.
n. Spot clean with disinfectant all partitions and tile walls. (report any graffiti and remove if possible)
o. Fill all toiletries in the restroom and track record of consumption.
p. Report all burned out lights, leaking faucets, running plumbing, or other maintenance needs.
q. Janit or carts will not be brought in to the restroom areas or used to properly open doors.
r. Restroom doors will be propped open with a rubber stop, and a sign indicating —restroom closed for cleaning, will be placed outside.

viii. Restrooms - Semi Weekly (twice per week)

Pour clean water down floor drains to prevent sewer gas from escaping.

ix. Restrooms – Weekly Service

a. Wash down all enamel walls.
b. Wash all waste containers and disinfect.
c. Clean and polish all doors, doorplates, and hardware.

x. Restrooms – Monthly Service

a. Wipe clean all ceilings, lights, and fixtures.
b. Strip wax and apply new wax to tile floors.
c. Shampoo, as needed and clean vestibule carpet if any.
d. Detail all toilet compartments and fixtures.
e. Brush and clean all grills and vents.

xi. External Cleaning:

It includes balcony of 6^{th} floor.

xii. Reports

a. Reporting for routine activity (Daily report, monthly report, staff deployment, shift schedule)
b. Incidental reports
c. Observation reports

a. Supervision & monitoring of activities of their staff to insure that housekeeping is acceptable.
b. Development of an inspection check list that is tailored to the individual work area.
c. Noting of all deficiencies during the inspection & documenting in sufficient detail to allow the use of the checklist as a cleanup guide.
d. During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the respective manager who in turn, will notify the management.

D. <u>Housekeeping activities</u>

i. Dustbin cleaning / disposal

a. Replacement of liners
b. Emptying dustbin

ii. Toilet Cleaning:

a. Thorough cleaning of Basins
b. Thorough cleaning of WC(s)
c. Thorough cleaning of Urinals
d. Cleaning of fittings
e. Removal of Graffiti
f. Supply/Replenish of consumables
g. Thorough cleaning of bathroom fittings / Furniture
h. Thorough cleaning of exhaust fans / vents
i. Moping with neutral detergents
j. Cleaning of wall area up to sill level
k. Thorough Cleaning of mirrors for any fingerprints / dirt

iii. Hard Floor-(Concrete) cleaning

a. Thorough Sweeping to remove all dirt
b. Pressure cleaning for sticky dirt & stains

iv. Door/Frames/Surrounds

a. Spot cleaning and removal of all marks
b. Thorough cleaning of all doors / including fire doors

v. Windows

Spot cleaning including damp wiping of sills

vi. Walls

a. Spot cleaning of walls up to reachable height
b. Wipe allow level surfaces upto 1.8m by neutral detergent cloth to remove all stains if any

vii. Glass cleaning in partitions / doors

Thorough cleaning of both sides of glass &spot cleaning if needed

viii. Vitrified tile /vinyl floor cleaning

a. Complete mopping both dry /wet by neutral detergent store move all spills and marks
b. Scrubbing to bed one on need basis particularly on edges and corners
c. Buffing with a filtered suction polisher

ix. Furniture/fixings

a. Wipe all hard furniture with neutral detergents & cloth and spot cleaning of stains
b. Vacuum cleaning of soft furniture
c. Full cleaning of soft furniture to remove all soils & stains

x. Stairwell cleaning:
Removal of cob-webs, wiping of handrails& removal of reachable height wall smudges

xi. Pre-monsoon Checks:
Check all drainage pipes and remove blockages

xii. Removal of Bee-hives
Immediately after formation or when noticed

xiii. Balconies/Veranda

a. Sweep to remove all dirt, butts and leaves
b. Wipe and clean the railings ,light switches, exterior panes of glass windows and damp mop of tiled floor

ix. Entry /lobby

a) Damp wipe of counters, removal of cob webs
b) Thorough cleaning of glass doors, window ledges, visible glass etc.
c) Floor cleaning by moping

x. Training of Cleaning Personnel
All management and supervisory personnel are responsible for training the cleaning operatives to use recognized safe working methods.

xi. Protective clothing

a. The appropriate clothing issued includes a uniform and, if appropriate (but not limited to), gloves, safety helmet, safety glasses, safety shoes, and safety harness. The cleaning operatives should also be informed to wear no jewellery, keep their hair tied back from the face,and to wear closed in shoes.
b. The provision of the protective clothing and the rules addressed serve two purposes:
c. To protect the cleaning operative and his / her personal clothing from damage;
d. To prevent cross infection for the protection of him / herself and others.

xii. Electrical equipment

The cleaning operative should:

a. Clean equipment thoroughly after each use;
b. Always switch off at the mains before connecting or disconnecting attachments to equipment or cleaning the machinery;
c. Handle plugs without touching pins;
d. Visually check equipment for faults both before and after use;
e. Report any faults to electrical equipment to the supervisor and not use the equipment if faulty. A broken/faulty machine should be removed to the store area and arrangements made for its return to the engineering workshop;
f. Ensure that his/her hands are dry when touching electric all sockets or plugs;
g. Never allow cables to become taut at ankle height;
h. Ensure that cables are not trailing across corridors or traffic ways;
i. Ensure that equipment does not clutter up corridors, block fire escapes, or fire escape routes;
j. Always use caution signs when carrying out cleaning duties.

xiii. Manual equipment

The cleaning operative should ensure that when mopping floors he/she:

a. Does not over-wet the floor;
b. Always leaves a dry area for people to walk over;

c. Uses caution signs when carrying out cleaning duties;
d. Rinses all floors thoroughly.

xiv. Cleaning agents

a. The cleaning operative should:
b. Ensuring that the agents are always kept in a sealed container;
c. Ensure that the lid is securely fitted to the container;
d. Always keep the container under lock and key when not in use;
e. Always wear rubber gloves when physically handling cleaning agents;
f. Follow the instructions on the container of each agent;
g. Never mix two types of cleaning agent together;
h. Ensure that the oldest agents are always used first;
i. Know the Safety Symbols shown on containers;
j. Beaware that the Product Data Safety Sheet for all chemicals are held in the site office/appointed location.

xv. Safety Equipment

The cleaning operative should:

a. Follow safe lifting and carrying techniques by lifting with his/her knees bent and arms straight;
b. Be concerned with his/ her own personal hygiene by:
c. Bathing and washing hair regularly;
d. Washing hands after each cleaning task;
e. Wearing clean clothing every day.
f. Not get distracted during cleaning operations as this may result in injury to self or others;
g. Ensure that he/she does not engage in any _horse play‘ as this may result in injury to self or others;

h. If applicable, follow the colour code system for cleaning equipment which is;

Blue	**–**	**Offices/General areas**
Red	**–**	**Toilets**
Yellow	**–**	**Meeting/Conference Rooms**

This is to prevent cross-infection from one area to another and this policy is mandatory for all employees where the system is implemented. On completion of training, the supervisor should ensure that each cleaning operative follows the training given and continues to work in a safe manner. A training checklist is completed for each employee and held on his or her personal file. The employee initials against each skill trained in and signs the form confirming that they have been trained in the safe working method indicated in the form.

xvi. Garbage Collection:

The bidder will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Atal Nagar/Raipur Municipal Corporation.

a. Collection & disposal of all garbage on regular basis at least once in a day.
b. Maintain hygiene in the premises by routine garbage collection & disposal by safe & secured manner.
c. Elevators will not be locked off or held on any floor store move trash or equipment; only designated Staircase will be used.
d. Building entrance doors will not be used to remove trash from the building.
e. Prior to removal, trash will be properly protected against spillage or staining of carpet and floors.
f. All trash will be brought down in an inconspicuous manner. All trash will be inspected by security officer prior to emptying into trash compactor.

g. Building supervisor will train and coordinate selected personnel in the operating procedure soft he trash compactor.
h. Recycling Documents - Security officer will ensure that all papers, CDs, memory devices will be shredded before they are
disposed and then he will escort janitor to recycling bins located in the parking structure. Security officer will have key to locked bins.
i. Any spills or debris should be cleaned up prior to leaving this area.
j. Any defects or improper working conditions must be reported to the Manager.
k. The waste collected in the common area shall be segregated & collected in different colour bags for organic & inorganic waste & dumped to the dumping point by the house keeping boys, where as the waste from the individual unit holders shall be collected and segregated & dumped to the dumping point by the housekeeping staff of the unit holders.
l. The waste from the dumping point shall collected by the agency finalised for collection who in term shall pick up the waste and dispose it off to the corporation disposal point through their vehicles.
m. Implementation of following steps ensure waste management to the highest standards:
o. A―Refuse Collection Division‖ would be constituted with the housekeeping supervisor at the helm who would coordinate the entire effort of waste management.
p. A monthly planner for the work schedule would be planned, for the entire premises. Bulky refuse, rags which otherwise would be specifically banned from being consigned to the cans on normal days.
q. The waste can be in terms of its susceptibility to purification, divided into two categories i.e. Wet (Organic) and Dry (Inorganic). The dry waste would categorize as recyclable and non-recyclable. All forms of dry waste wouldn‘t be allowed in the garbage can.
r. The recyclable category of the dry waste can be either salvaged or disposed to a contractor at appropriate rates, after due precautions like crushing of plastic bottles and other such obligations. The money so obtained can be used to partly fund the Waste Collection effort.
s. The waste so collected at each of these dumps would be collected by the garbage trucks. The wet and the dry waste would be collected separately, and taken to the respective disposal site.
t. The dry waste that would have recyclable and non-recyclable components, of this the recyclable waste would be salvaged and the non-recyclable consigned to the location designated by NRDA.
u. The collected non-recyclable solid waste shall be handled by the Facility Management Service Provider, as per MS Solid waste Handling Rules. It will transport the solid waste using the vehicle deployed by it, to the designated site and shall dispose using its own manpower. The site for disposal shall be fixed by NRDA from the subject building under responsibility. All cosrs, including the cost of POL for operation of the vehicle for transportation of solid waste shall be borne by the Facility Management Service Provider.

xviii. Pest Control

The toughest pest-control challenge is the growing public pressure to get rid of pests and pesticides at the same time. The public is keenly aware that both present potential health risks. Some of common pests includes ants, bees, birds, cats, crickets, flies, ground squirrels, mice, mosquitoes, pill bugs, rats, silverfish, spiders, stored-product pests, termites, wasps etc.

The groundwork Steps should be considered that help ensure that any pest-control program implemented will achieve the desired results and ensure the safety and health of employees as follows:

a) Assess the built-up property for signs of insects, such as flies, mosquitoes, spiders, ants.
b) Get information on treatments locally used or other authorities‘ use, such as mosquito abatement or the introduction of one insect to control another. The goal is to make certain the treatment plan a manager selects is compatible with other programs in the area.
c) Select the appropriate control methods customized to the classes and combinations of pests detected within each class.
d) Treatment locations and frequencies can become part of an annual preventive maintenance program.

Once the controls are in place, maintenance staff will have to check devices and areas regularly as recommended by the supplier to determine the results, whether that is the declining presence of pests or further action required due to changing conditions, seasons or weather patterns.

For example, termites look for food constantly. So when pest control personnel find termites in a detection device, one solution is to transfer them to a bait device. The termites burrow out of the bait device and return to their colony, leaving a scent trail to the bait device. Other termites from the colony follow the scent trail to the device, where they eat the bait.

If the pest control program requires hazardous chemicals, such as some insect sprays, the Service Provider will have to keep material safety data sheets available to all who handle or use them and provide information and training in handling and use each time a new substance is purchased.

Service Provider also should make sure all products are properly labelled and contain appropriate warnings about hazards, use and handling as well as what to do in an emergency. If pest controls require hazardous chemicals, other solutions can be considered, such as ultrasonic devices that repel rodents and require no chemicals, and continuously upgrade the program to more environmentally safe methods.

xix. Common pests and strategies

Biting insects: One common class of pests includes biting insects — flies, mosquitoes. A number of pesticides and chemical fogs work well to combat these insects. A newer, more environmentally friendly approach involves a device that attracts the insects, vacuums them into a net and dehydrates them, causing them to die.

Termites: Termite control requires use of a class of pesticides called termicides.

Rodents: Rodents can be trapped or poisoned with a number of toxic pesticides.

xx. Work Order Priorities

a. Contractor shall implement a planned work environment in which work is planned, scheduled, coordinated, and documented by a work order control system and in coordination with the help desk processes. Service Provider will work with Site management to ensure there is always a response appropriate for the severity of the situation or problem.
b. Service Provider will ensure its employees are versed in both interpreting and assigning work order priorities in a manner consistent with Site‘s program.
   Work shall be prioritized and completed according to the following codes:

xxi. Priority Levels

a. **Safety Related -** An unsafe condition related to the facility or equipment which places an individual in danger or has the potential of creating a dangerous situation.Indoor air quality issues are included.
b. **Mission Critical -** A condition based on a need to meet critical schedules, to complete other critical functions, to procure critical information or to address code /regulatory requirements.
c. **Asset Threatening -** A condition which, if un-addressed, could lead to further damage to the facility, equipment, contents, or site. Includes equipment and systems classified as critical with redundancy, and classified as non critical, as well as Security issues.
d. **Abnormal Symptom -** A condition based on a reported anomaly that may have the potential to be Asset Threatening, Mission Critical or Safety Related.
e. **Corrective Maintenance -** Unplanned maintenance to correct an abnormal condition which will restore the item to an acceptable operating condition.
f. **Preventive Maintenance -** Planned maintenance which has a pre-planned schedule, pre-planned tasks and fixed duration. Perform per mutually agreed schedule.
g. **Special Projects -** Improvements, alterations, adds, moves or changes which can be scheduled as a floating project not defined within the above priorities.Complete per mutually agreed schedule.

xxii. Equipment Failure

a. Major and minor repairs or replacements due to Service Provider‘s failure to perform maintenance and preventive maintenance as prescribed herein will be the responsibility of the Service Provider.

All equipment failures will be reviewed to ensure the appropriate maintenance has been done as required

b. Cases of design inadequacy will be the responsibility of Client. Service Provider shall develop a list of equipment and system devices that are non functional per design intent and incomplete work tasks or work in process, before execution of this contract or any scope of work addendum. This list will serve as bases of backlog activities and marginal equipment that the Client will pursue funding for to have repaired or finished. Intent is to indemnify the Service Provider against equipment and system devices that are not up to normal operating standards and provide Client a comprehensive baseline of system capability at the beginning of this contract. There will be no compensation provided to Service Provider for the development of this list.

xxiii. Non-interruption of Client Business

a. All Service Provider work shall be pre planned and job plans shall be available for review by Client. Service Provider shall schedule and attend work coordination meetings as necessary. Work that affects Client operations or the work of other contractors shall be submitted to Client per site requirements.

b. Service Provider work shall be scheduled nights and weekends when necessary in order to affect a minimum number of building occupants, as determined by Client.

c. Service Provider shall provide trouble shooting and correction to routine operations.

xxiv. General Requirements

a. Service Provider shall provide sufficient staffing coverage to provide services as documented in the base contract specs.

b. Service Provider employees are expected to be uniformed and present a professional appearance at all times. Service Provider will provide labour, training and management of the staff at our locations. Service Provider will provide detailed job descriptions for all positions as well as proposed manpower broken out over all and per shift.

c. Service Provider‘s employees must be able to understand and respond to emergency instructions from Emergency Response Team members and Public Address notifications.

d. Individuals tasked with responding to Help Desk calls must be able to communicate well enough to take verbal directions from remote operator, interact with on site customers when clarifications is needed and follow issues through to completion.

e. Service Provider shall strive to meet requests within the parameters established by the Client. Service Provider Service Provider to jointly develop and meet Client‘s expectations in the facilities appearance & cleanliness.

f. Service Provider must be able to respond to short notice for special projects or requests, as needed, construction clean-ups, open houses or special events.

g. May be asked to provide a proposal to the Client Asset Manager or his representative for any work outside the Scope of Work identified here in. Service Provider may receive approval to proceed with any additional work.

h. While on site, breaks and lunch must be taken in designated areas only. Service Provider may use the on- site cafeterias at a stated time identified by the Client.

i. Smoking is strictly prohibited in the premises. Decks and other outside areas are not to be used as smoking areas. This policy is in effect atall times.

j. No radios, cameras, cassette/CD players, or any other electronic will be allowed while working outside.

k. Staff/personnel of Service Provider should not bring any electronic device that is a threat to the overall security of the premises, this includes mobile phones with camera and / or Bluetooth, cameras, and pen drives, such devices if un-avoidable will be declared at the security post.

l. There shall be NO IMPACT to any Client facility or system resulting from services rendered by Service Provider under this Scope of Work.

m. Service Provider shall provide Client with schedule and area maps depicting time & days of services to be performed. Service Provider shall adjust schedules as necessary to meet individual are a security or access requirements.

n. Service Provider will maintain a log and track completion. Service Provider must maintain greater than 95% completion to agree upon closure dates. Completion dates may or may not be negotiable depending on circumstances.

o. Service Provider is expected to wear appropriate PPE during the performance of all tasks.

p. Service Provider must maintain limited access to concentrate chemicals. Service Provider is not authorized to mix daily use chemicals by hand nor utilize non-diluted concentrates.

q. Service Provider may be required to assist in areas outside scope of work as related to custodial support, but not to affect normal operations unless approved by Client.

xxv. First aid equipment

Service Provider will be responsible for ensuring First Aid kits are available within the Service Provider Office and other relevant locations are correctly stocked at all times in accordance with legislative requirements. Service Provider will also ensure that trained personnel in first aid will be available at sites throughout the day.

TIMING OF HOUSE KEEPING SUPERVISOR AND HOUSE KEEPING STAFF:
Monday to Saturday - 8:30 Am to 5.00 Pm

II. SCOPE OF UNIFORM UNARMED SECURITY GUARD:

Bidder must require services of reputed well established and financially sound Service providers of security services.

A. Duties and Responsibilities:

i) They should attend to distinguished visitors, VIPs and Officers with compliments.
ii) Security of person and property of the staff members of the MARKFED.
iii) Protection of equipment, fixtures, and other movable/ immovable property of the Consulate. To keep a check on all incoming and outgoing property/goods to ensure that the same are carried by authorized person(s) for bonafide purpose with proper documents.
iv) Collecting intelligence about terrorists and other subversive dements/activities in the premises and promptly informing the concerned authorities.
v) To prevent misuse of electricity/water/telephones and other property
vi) To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed suitable.
vii) To check/block the access to the premises of loitering/unlawful persons.
viii) To maintain highest order of integrity, moral and social responsibility especially towards ladies, Officers and other staff.
ix) No smoking, socializing, drinking, eating, texting, talking on cell phone, having visitors and visiting units while on or off duty.
x) The duty hours of security guards are fixed, with each guard working 09 hours a day.
xi) Any guards to be terminated by the Contractor should be brought into the knowledge of MARKFED.

TIMING OF UNIFORM UNARMED SECURITY GUARD:

S. No.	Shift and Timing	No. of Manpower Required
1	Ist Shift - 09:00 am to 05:00 pm	01
2	IInd Shift - 02:00 am to 10:00 pm	01
3	IIIrd Shift - 10:00 pm to 07:00 am	02

ANNEXURE II
CONSUMABLES FOR HOUSE KEEPING SERVICES PROVIDED BY THE BIDDER

Sl. No.	Machineries	Make	Specifications	Qnty	Unit
1	Acid				Ltr
2	Air Freshener Odonil-50gm				Nos/Pcs
3	Air Freshener-Nature 300 ml.				Nos/Pcs
4	Air Freshener-Premium '125 ml.				Nos/Pcs
5	Air Freshener-Airwick/ Rajnigandhe -250 ml				Nos/Pcs
6	Airwickmachene				Nos/Pcs
7	Airwick Refill 250ml/180gm.				Nos/Pcs
8	Ala Bleach-500ml				Nos/Pcs
9	Allout Refill				Nos/Pcs
10	Bamboo Brush 20'' PVC				Nos/Pcs
11	Bamboo Stick				Nos/Pcs
12	Baygon all insect killer				Nos/Pcs
13	Baygon spray pump 150 ml.				Nos/Pcs
14	Black Pad				Nos/Pcs
15	Black phenyl				Ltr
16	Bleaching Powder				Kg
17	Breeze Soap -100 G				Nos/Pcs
18	Broom Compound with 5' Rod				Nos/Pcs
19	Broom Hard-450 gm				Nos/Pcs
20	Broom Soft -400 Gm. (Thukral)				Nos/Pcs
21	Brush Cobweb with Telescopic Rod				Nos/Pcs
22	Brush Floor Nylone				Nos/Pcs
23	Brush hand Scrubber				Nos/Pcs
24	Brush Toilet SingleSided				Nos/Pcs
25	Brush Toilet Double Sided				Nos/Pcs
26	Bucket 20 LtrPooja				Nos/Pcs

27	Castic Soda				Kg
28	Colin -500 Ml. (R.C.I)				Nos/Pcs
29	Corpet Brush				Nos/Pcs
30	Corpet Brush Nylone				Nos/Pcs
31	Dettol Liquid Hand wash				Nos/Pcs
32	Drain Pump Medium				Nos/Pcs
33	Drainex Pouch -50 Grms				Nos/Pcs
34	Dust Pan Plastic				Nos/Pcs
35	Dust Pan Small				Nos/Pcs
36	Dustbin with Paddle Medium-10ltr.				Nos/Pcs
37	Duster Check-20x20 (Green)				Nos/Pcs
38	Duster Check-20x20 (Red)				Nos/Pcs
39	Duster Floor-30x30				Nos/Pcs
40	Duster Floor-26x26				Nos/Pcs
41	Duster Yellow-18x25				Nos/Pcs
42	Emerel RTU				Ltr
43	Face Mask				Nos/Pcs
44	Face Tissue Paper Platinum				Nos/Pcs
45	Feather Bruse				Nos/Pcs
46	Garbage Bag -30" X 40" Black				Kg
47	Garbage Bag –Small				Kg
48	Ghari Powder				Kg
49	Good Night Machine				Nos/Pcs
50	Glass Combie 35''				Nos/Pcs
51	Gumboot				Nos/Pcs
52	Gum Pad				Nos/Pcs
53	Hand Gloves Cotton				Pair
54	Hand Gloves Rubber				Pair
55	HarpicFlushmatic				Nos/Pcs
56	Harpic 500 Ml (RCI)				Nos/Pcs
57	Hit Spray (Red+Black)200ml/12kg				Nos/Pcs
58	Iron Patti				Nos/Pcs
59	Kitchen Wiper / Roll				Nos/Pcs

60	Mop Dry 24" Blue Set with Rod				Nos/Pcs
61	Mop Dry Frame				Nos/Pcs
62	Mop Dry Stick				Nos/Pcs
63	Mop Dry Refill				Nos/Pcs
64	Mop Wet frame				Nos/Pcs
65	Mop Wet Refill				Nos/Pcs
66	Mop Wet Stick				Nos/Pcs
67	Mop Wet Set with Rod				Nos/Pcs
68	Mortien All Inseet Killer				Nos/Pcs
69	Mug Plastic				Nos/Pcs
70	Naphthalene Ball				Nos/Pcs
71	Napkin Paper Premium				Nos/Pcs
72	Nose Mask				Nos/Pcs
73	Phenyl				Ltr
74	Rat Killer 100gm				Nos/Pcs
75	Red Pad				Nos/Pcs
76	Scotch Brite				Nos/Pcs
77	Scrubber Plastic				Nos/Pcs
78	Signage Board				Nos/Pcs
79	Spray Bottle				Nos/Pcs
80	Steel Scrubber				Nos/Pcs
81	Taski A5-2 sumaSout				Ltr
82	Taski D 7.1 Suma Inox				Ltr
83	Taski F71 TR 101 Carpet Shampw				Ltr
84	Taski F73TR 103 Carpet Detorgent				Ltr
85	TaskiJenteeTerranove				Ltr
86	Taski Spiral F 11 y				Ltr
87	Taski Spiral HD				Ltr
88	Taski R-1 Bathroom Cleaner				Ltr
89	Taski R-2 Hardsurface Cleaner				Ltr
90	Taski R-3 Glass Cleaner				Ltr
91	Taski R-4 Furniture polisher				Ltr
92	Taski R-5 Air Fresher				Ltr

93	Taski R-6 Toilet Bowl Cleaner				Ltr
94	Taski R-7 Floor Cleaner				Ltr
95	Taski R-9 Floor Cleaner				Ltr
96	Taski R-20				Ltr
97	Taski RowalexIbdustrical - Hqqy				Ltr
98	Thinner .				Ltr
99	Tissue Paper				Nos/Pcs
100	Toilet Paper Roll				Nos/Pcs
101	Tooth Brush				Nos/Pcs
102	Urinal Cube				Packets
103	Vim Powder				Kg
104	White Pad				Nos/Pcs
105	Wiper H/D-18"				Nos/Pcs
106	Wiper National 20"+32				Nos/Pcs
107	Wiper Sticks				Nos/Pcs
108	Zoe Sap				Nos/Pcs
	Any other-Proposed by bidder				

DRAFT AGREEMENT