

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
NO 1 DEVELOPMENT ENCLAVE, RAO TULA RAM MARG,
DELHI CANTT, NEW DELHI – 110 010

QUOTATION FOR HOUSE KEEPING & CONSERVANCY SERVICES
(TECHNICAL BID)

INFORMATION OF TENDERER

Brief Bio data with Check list of the Tender (*Please enclose separately as per Part (a) , (b) & (c)*)

1. NAME AND ADDRESS OF THE COMPANY
2. NAME OF CONTACT PERSON
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
3. INCOME TAX /PAN Number. (With documentary proof)-Attach Income tax Return of last three financial Years.
4. Balance sheet for last three financial years.-Should be audited & attach attested photocopies.
5. GST Number. (With documentary proof)
6. EPF REGN. NO (With documentary proof)
7. ESI REGN. NO. (With documentary proof)
8. License No. under contract labour Act. If obtained (With documentary proof)
9. NATURE OF OWNERSHIP- PRIVATE/PUBLIC/COMPANY/
PROPRIETORSHIP / PARTNERSHIP
(Please provide details with documentary evidence).
10. Details of experience of last three years to whom the housekeeping Services have been provided (Please attach annexures with details of Organization's Name with address, number of permanent manpower deployed, time period, contact person's reference with Contact No).
11. Details of present assignments (Please attach annexures with details of Organization's Name with address, number of permanent manpower deployed, time period, contact person's reference with Contact No).
12. Details of man power on roll of your organization (attach organization chart)
13. Any other details, please specify with documentary evidence.
14. Details of EMD enclosed. _____
15. Turnover of 35 Lacs (With documentary proof)

(SIGNATURE WITH STAMP)



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TENDER FORM FOR PROVIDING HOUSEKEEPING & CONSERVANCY SERVICES
TECHNICAL BID

1. Brief Bio data of the Tenderer _____

Affix duly
Attested PP
Size
Photograph
Of the
Tenderer

2. Name, Address with Telephone Number of the Firm/agency _____

3. Name, Designation, Address and Telephone number of authorized person of the Firm/agency. _____

4. Firm Registration (Please enclose a copy) _____

5. Please specify as to whether firm is sole proprietor / partnership firm. (Enclose documents for partnership deed) a. _____
b. _____
c. _____
6. PAN number & Income Tax Return of financial Years 2014 – 2018 _____

7. Provident Fund Account Number _____

(Please enclose a copy)



8. ESI Registration Number _____
(Please enclose a copy)
9. GST Number _____
(Please enclose a copy)
10. License Number under Contract _____
Labour (R&A) Act, If any obtained
(Please enclose a copy)
11. Details of earnest money deposited
 - a) Amount Rs. _____
Rs.(in words) _____
 - b) Demand Draft / Pay Order Number _____
 - c) Date of issue of DD/PO _____
 - d) Name of issuing Bank _____
12. Details of Past Experience in the _____
relevant Field.
(Min 3 years) _____
13. Details of works in hand _____
14. Any other information _____

15. Declaration by the Contractor :-

This is to certify that I / we have read and fully understood all the terms and conditions mentioned in the tender document and undertake myself/ourselves to abide by them.

Signature of Tenderer

Name

Designation

Address

Phone (O)

(R)

Date



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DELHI CANTT, NEW DELHI – 110 010

(TECHNICAL BID)

CHECK LIST OF SELF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE TENDER

1.	Firm Registration	Yes / No	(Page No.)
2.	PAN Number	Yes / No	(-do-)
3.	Provident Fund Account Number issued by the competent authority	Yes / No	(-do-)
4.	ESI Registration No. issued by the Competent Authority	Yes / No	(-do-)
5.	Demand Draft / Pay order / for earnest money	Yes / No	(-do-)
6.	GST Number.	Yes / No	(-do-)
7.	Certificate of Experience of last three years	Yes / No	(-do-)
8.	Certificate of present assignments	Yes / No	(-do-)
9.	Audited balance sheet for last three financial Years	Yes / No	(-do-)
10.	Income Tax Return for last three financial years	Yes / No	(-do-)
11.	Organization Chart (Permanent manpower on roll)	Yes / No	(-do-)
12.	Declaration by the firm on Rs. 10/- non judicial stamp paper stating "not blacklisted by any Govt. department"	Yes / No	(-do-)
13.	Turnover of the firm 35 Lacs	Yes/No	(-do-)

Signature of Tenderer
With Seal



(ON A e-STAMP PAPER of Rs.10/-)

UNDERTAKING

To,

Estate Manager

Institute for Defence Studies and Analyses

No 1 Development enclave,

Rao Tula Ram Marg, Delhi Cantt

New Delhi- 110010

Name of the tender: **Providing Housekeeping & Conservancy Services.**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.
3. I/We have not been blacklisted by any Govt. / PSU / autonomous body of any state as well as central Govt.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No

