

GIRI INSTITUTE OF DEVELOPMENT STUDIES

Tender Form for Sanitary Contract

A. Details of Service Requirement

Daily sweeping and swabbing of floor area (including staircases), cleaning of bathrooms, polishing of floors (as and when asked for), removal of cobwebs, dusting of furniture and fixtures and disposal of waste material as directed. Details of area are given below:

- (a) Floor area of main and hostel building measuring **4062.50 Sq. Mtrs.**
2891.02 and 1171.48 sq. mtrs. respectively
- (b) Sweeping and cleaning of front entrance and courtyards **269.49 Sq. Mtrs.**
Measuring 119.96 and 149.53 sq. mtrs. respectively
- (c) Cleaning and sweeping of roads and pathways **2078.38 Sq. Mtrs.**
(Twice a week) covering 2078.38 sq. mtrs.
- (d) **Housekeeping Staff: Total 05 Staff** including 01 Housekeeping supervisor, who will do the cleaning dusting and other work as well as supervision work.
- (e) **Total Amount of Cleaning Material: Rs.6000/- per month.** Cleaning material like Brush, Swabs, Detergents, Antiseptics, Air fresheners, Toilet Paper Rolls and Liquid Soap, etc. as per the requirement of the Institute.

B. Information about the Contractor

1. Name of the Contractor/Firm _____

2. Address _____

3. Telephone/Mobile Number _____

4. GST Registration Number _____

5. Whether registered under the Societies
Registration Act, 1860/Labour Department Yes No
or not?

If registered, the Registration Number _____
with date of registration (Attach Photocopy of Registration)

6. Do you have Provident Fund/EPF, etc. Yes No
facilities for your workers? (Attach Photocopy of Registration)

7. Do you provide medical facilities/ESIC, etc. to your workers? (Attach Photocopy of Registration) Yes No

8. Whether registered for Service Tax? Yes No

If registered, the Registration Number _____
with date of registration (Attach Photocopy of Registration)

9. Experience Letter:

10. Please quote your charges for the sanitary arrangement at our Institute on the basis of information given below:

S No.	Description	No. of Staff	Amount per month (in rupees)	Total Cost (in Rupees)
1.	Housekeeping staff	04		
2.	Housekeeping Supervisor Staff	01		
	Total			
3.	EPF			
4.	ESIC			
	Service Charges on Total amount			
	Material Charges			6000.00
			G. Total	

It is certified that the information furnished above is true, and if any false information is detected, my contract may be terminated.

**Signature of the Contractor
(with Seal)**