



भाकृअनुप -राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान
ICAR-National Institute of Abiotic Stress Management

(समतुल्य विश्वविद्यालय)/(Deemed to be University)

भारतीय कृषि अनुसंधान परिषद, कृषि अनुसंधान एवं शिक्षा विभाग

Indian Council of Agricultural Research,

Department of Agricultural Research & Education

कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार

Ministry Of Agriculture & Farmers Welfare, Government of India

मालेगांव, बारामती- 413 115, पुणे, महाराष्ट्र, भारत

Malegaon, Baramati- 413 115, Pune, Maharashtra, India



F. No: 3-96/2020-21

Date: 09.10.2020

Notice Inviting E-Tender

The Director, ICAR-NIASM, Baramati invites e-tenders for the “**Catering service at NIRA GUEST HOUSE**” through the website www.eprocure.gov.in under Two bid system from reputed firms as per Schedule given below:

Tender ID	Start of Sale of Tender	Last date for submission of Tender	EMD in Rs	Opening of Tender
2020_DARE_581968_1	09-October-2020 5:00 PM	31-October-2020 01:00 PM	Rs. 15,000/-	2-November-2020 3:00 PM

-ई निविदा आमंत्रण सूचना -

निदेशक, आईसीएआर-एनआईएसएम, बारामती “नीरा अतिथिगृह में खानपान सेवाएँ” प्रदान करने के लिए www.eprocure.gov.in के माध्यम से प्रतिष्ठित कंपनियों से दो बोली प्रणालियों के तहत नीचे दिये गए अनुसूची के अनुसार ई-टेंडर आमंत्रित करते हैं:

निविदा सं.	निविदा की बिक्री की शुरुआत	निविदा प्रस्तुत करने की अंतिम तिथि	ईएमडी	तकनीकी बोली का उद्घाटन
2020_DARE_581968_1	09-अक्तूबर-2020 5.00 PM	31- अक्तूबर -2020 01:00 PM	Rs.15,000/-	02- नवंबर -2020 3:00 PM

-हस्ता-

सहा.प्रशासनिक अधिकारी

Important Notes:

1. Tender Document can be downloaded from ICAR-NIASM website www.niam.res.in or from Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax/by hand etc. will be rejected.
3. ICAR-NIASM, Baramati reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR-NIASM will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any changes/corrigendum/ extension of opening date in respect of this tender shall be issued only through websites and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit CPPP website for updates.

महत्वपूर्ण सूचना:

१. निविदा दस्तावेज आईसीएआर-एनआईएसएम वेबसाइट <http://www.niam.res.in/tenders> से या केंद्रीय सार्वजनिक खरीद पोर्टल www.eprocure.gov.in से डाउनलोड किया जा सकता है। बोलीदाताओं को वेबसाइट के माध्यम से सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल के ई-प्रोक्योरमेंट मॉड्यूल में नामांकन / पंजीकरण करना चाहिए : www.eprocure.gov.in। बोली लगाने वालों को ऑनलाइन जमा करने के लिए एक वैध डीएससी होना चाहिए।
२. ई-टेंडरिंग पोर्टल पर प्राप्त बोलियों पर ही विचार किया जाएगा। मुहरबंद कवर / ईमेल / पोस्ट / फैक्स / हाथ से आदि के माध्यम से भेजे गए किसी अन्य रूप में बोलियां अस्वीकार कर दी जाएंगी।
३. आईसीएआर-एनआईएसएम, बारामती के पास किसी भी कारण को निर्दिष्ट किए बिना किसी भी / सभी निविदाओं को स्वीकार / अस्वीकार करने का अधिकार सुरक्षित है।
४. आईसीएआर-एनआईएसएम, बोली लगाने या ई-टेंडर पोर्टल पर प्रस्ताव भेजने / अपलोड करने के रूप में नामांकन /पंजीकरण में किसी भी देरी के लिए जिम्मेदार नहीं होगा। इसलिए, बोली लगाने वालों को सलाह दी जाती है कि वे ई-टेंडरिंग वेबसाइट www.eprocure.gov.in में पंजीकरण करें और अपने डिजिटल हस्ताक्षर प्रमाणपत्र को पंजीकृत करें और अपने उद्धरण को पहले से अच्छी तरह से अपलोड करें।
५. इस निविदा के संबंध में कोई भी परिवर्तन / सुधार / उद्घाटन की तारीख केवल वेबसाइटों के माध्यम से जारी की जाएगी और इस संबंध में कोई अधिसूचना जारी नहीं की जाएगी। इसलिए बोलीदाताओं को नियमित रूप से अपडेट के लिए CPPP वेबसाइट / आईसीएआर-एनआईएसएम वेबसाइट <http://www.niam.res.in/tenders> पर जाने का अनुरोध किया जाता है।

सहा.प्रशासनिक अधिकारी



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NOTICE INVITING ONLINE TENDER FOR "Catering service at NIRA GUEST HOUSE" AT ICAR-NIASM, BARAMATI (MAHARASHTRA).

THE ONLINE TENDER SHALL BE OPENED ON 02.11.2020 at 03.00PM hrs

1. Name & address of the Proprietor : _____
2. Name & address of firm/address of firm : _____
3. Telephone No : Office _____
Residence _____
Mobile No _____
4. Particulars of firm/agency/company
(Partnership Deed/Constitution in case of Society) : _____
5. P.A.N. : _____
6. GST Registration No. : _____
7. Name of Banker with full postal address : _____
8. Account No : _____
9. IFSC No : _____

10. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document must be uploaded On-line <https://eprocure.gov.in/eprocure/app>. The Bids sent through any other mode shall not be considered and will be summarily rejected. The Demand Draft/E-transfer towards cost of EMD must reach this office in **original** by hand/post latest by 1.00 PM on 31.10.2020.

11. Visit us at our website: www.nism.res.in

Signature of Tenderer



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NOTICE INVITING ONLINE TENDER FOR "Catering service at NIRA GUEST HOUSE" AT ICAR-NIASM, BARAMATI (MAHARASHTRA).

1. The Director, ICAR-NIASM, Baramati invites Online bids from the reputed Firms/Suppliers:
2. Tender for above can be downloaded free of cost from the website www.niam.res.in. The tender schedule is as under:

Tender ID	Shall be notified on the website of Institute www.niam.res.in
Tender Reference No.	F. No: 3-96/2020-21
Date of release of tender through e-procurement portal	09.10.2020 from 5.00 PM
Last date & time for submission of Online bid	31.10.2020 up to 1.00 PM
Date & time for opening of online Technical Bid	02.11.2020 at 3.00 PM
Address for communication	The Director, ICAR- National Institute of Abiotic Stress Management, Malegaon (Kh), Baramati Pin- 413 115.

3. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document along with duly signed Tender and scanned copies of DD/E-transfer receipt of EMD must be uploaded On-line immediately. The Bids sent through FAX, E-mail, by hand and/or by post shall not be considered and will be rejected straightway.
4. The bidders may submit duly filled in and completed documents ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected.
5. In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The Director, ICAR- NIASM, Baramati reserves the right to accept or reject any or all the tenders without assigning any reason(s) whatsoever.
6. The detailed instruction(s) for online submission(s) of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <https://eprocure.gov.in/eprocure/app>

Sd/-

Assistant Administrative Officer



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INVITATION FOR BIDS

The Director, ICAR-NIASM, Baramati invites e-tenders for the “**Catering service at NIRA GUEST HOUSE**” from reputed firms/ service providers.

INSTRUCTION TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at www.eprocure.gov.in/eprocure/app.
2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. The bidders shall upload a self-declaration on their letterhead as PDF file in Cover-I of e-tender, along with the tender documents, confirming that they are regular in supplying of the catering services.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. The Technical Bids will be opened on 02.11.2020 at 03:00 P.M. The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid.
6. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
7. The Director, ICAR-NIASM, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

8. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. **Earnest Money Deposit (EMD):** An amount of 15,000/-(Fifteen Thousand Rupees) in the form of Demand Draft drawn in favour of "ICAR Unit NIASM" payable at Baramati. This EMD should be submitted in sealed envelope super-scribed as "Catering service at NIRA GUEST HOUSE". It may also be deposited by e-transfer directly to the institute Account No- 30862846914, A/c Name: ICAR UNIT NIASM BARAMTI, IFSC CODE : SBIN0000321 , SBI Bhigwan Road, Baramati Branch. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited. The EMD of the accepted Tender will be refunded only after on receipt of Contract Form. Valid EMD Exemption Certificate is Applicable.

Note: The envelope having EMD in the form of Demand Draft (in Original) should reach on or before last date & time of submission of bid on the following address: "The Director, ICAR-National Institute of Abiotic Stress Management, A/p. Malegaon Kh, Tal- Baramati, Dist-Pune-413 115.

10. The last date of tender (along with EMD) etc, is 31.10.2020 up to 1.00 PM. The Online tender shall be opened on 02.11.2020 at 3.00 PM. The incomplete tender will not be considered in any case and will be rejected.
11. In case, holiday is declared by the Government on the day of opening of online bids the received proposal will be open on the next working day at the same time.
12. The Tender Documents are not TRANSFERABLE under any circumstances.
13. Only Courts in Pune shall have the jurisdiction over any dispute arising out of this Tender.
14. The Tenderer(s) shall furnish the complete **BANK DETAILS** for arranging payment through RTGS as per the details below:
 1. The following documents/certificates should also be furnished online:-
 - a) Certificate of registration of Firm and GST Certificate.
 - b) List of services executed in catering during last three years with other Govt. organization/Institutes/Departments.
 - c) A Certificate that the firm is not blacklisted or debarred from dealing by any Government Organization/Institute/Department etc.
 - d) All documents/certificates etc. uploaded in the tender must be signed with seal by the firm.
 - e) Bank details for e-payment should be furnished as below:-

ACCOUNT NAME	
BANK ACCOUNT NO.	
BANK & BRANCH NAME	
IFSC CODE No	
GST No	
PAN NO.	
Address of Office with Contact details	

15. The payment shall be arranged by this Institute within reasonable period of time, (Standard time 30 Days) on production of proper Printed Invoice/Bills (3 SETS) along with ORIGINAL, DUPLICATE AND TRIPLICATE SHEET with full details with advance stamped receipt and other statutory documents.

GENERAL TERMS AND CONDITIONS:

1. Validity of Tender:

- a) The tender shall be valid for a period of 180 days from the date of opening of the tender.
- b) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till services/supplies are completed.

2. Qualification Criteria:

- i. **Non-blacklisting-** Bidders will provide an undertaking on non-judicial stamp paper that they have not been blacklisted by any State/Central Government State/ Central Government departments/other organizations during last 5 years
- ii. The firm should have good financial status in providing Housekeeping and Catering services. Turnover of the firm should be minimum Rs. 15 Lakh (Rupees Fifteen Lakh only) per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three years duly certified by the Chartered Accountant has to be enclosed along with the offer of the tender, failing which the offer will be rejected. (to be enclosed in the technical bid).
- iii. Firm should be a regular supplier of Govt. departments / ICAR institutes/ University etc. The vendor/supplier must attach a list of Govt. offices to whom they have provided Catering services recently in last 3 years. Satisfactory Work Completion Certificate (Details of Work, period of contract should be mentioned) to be attached. At the time of award of tender authenticity of the certificate will be verified from the concerned Govt. office/ department.
- iv. The bidder may visit the actual site in their own interest so that he may be in a position to assess the physical condition of the site and quantum of work required for job contract.
- v. Copy of FSSAI Certificate and ISO Certificate is to be provided.

3. The tenders received late will be rejected.

4. The Director, ICAR-NIASM, Baramati reserves right to accept/reject any or all the tenders without assigning any reasons.

5. Any tender not accompanied by Earnest Money will be straight way rejected.

6. Performance Security:

- i. Within thirty (30) days, Successful Awardee is required to submit Performance Security of 10% of the contract value in the form of Demand Draft in favour of "ICAR UNIT NIASM" payable at Baramati or Bank Guarantee/ Fixed Deposit Receipt in name of "The Director, ICAR-NIASM, Baramati " or it may be deposited by e-transfer directly to the institute Account No- 30862846914, A/c Name: ICAR UNIT NIASM BARAMTI, IFSC CODE : SBIN0000321 , SBI Bhigwan Road, Baramati Branch.
- ii. Failure of the successful Tenderer/bidder to sign the contract and/or furnish the Security Deposit shall constitute sufficient grounds for cancellation of the award and forfeiture of the Earnest Money. In such event the office may award tender to the next lowest evaluated Tenderer or call for fresh bids.
- iii. The Security Deposit will be discharged by the office and returned to the Supplier following the date of completion of the Supplier's performance obligations under the contract, including any warranty obligations after receiving agreement letter.

7. Period of Validity of Tenders/quotations

- 7.1 Validity of Tenders/quotations shall be **180** days after the date of tender opening. A tender valid for a shorter period shall be rejected by the Purchaser as non-responsive.

8. **Rates:** The rates is to be quoted in lump sum for entire one month for catering Service work at Nira Guest House at ICAR-National Institute of Abiotic Stress Management, Malegaon (Khurd), Baramati. Details of Nira Guest House is given in **Annexure-I**. **The rates should not be proposed on the basis of the manpower to be deployed under the contract. No request for alteration in the rates once quoted will be entertained.**
9. Successful Service provider will arrange his own equipment over and above those already provided by ICAR-NIASM. Proper maintenance & upkeep of all the equipment provided by ICAR-NIASM is the responsibility of service provider.
10. Modern and standardised equipment should be arranged by the service provider.
11. Successful Service Provider will obtain necessary certificates/permissions as required by law such as food license, or any other stipulated statutory document from the competent authorities.
12. Term of Service Provider will normally be for ONE year with a provision for further extension on mutual consent. Extension of tenure and earlier termination is the sole discretion of The Director, NIASM.

10. The successful service provider will bear the cost, throughout the term of Service Provided, for comprehensive general liability insurance for his men and material.
11. Successful Service provider shall be responsible for compliance of Food Safety and Standards Act 2006 or any other ACT in the force during the time. Copy of FSSAI Certificate and ISO Certificate is required to produce.
12. The operator shall issue Identity Cards to all his workers within one month of award of the contract.
13. The successful service provider shall be responsible for the conduct and behaviour of his employees.
14. **Display of Rate List:** Legible rate list should be displayed as per NIASM approved rates.
15. **Billing system:** Billing will be done by contractor as per bill book issued by the NIASM.
16. **Safety:** The Service Provider shall be responsible for the safety of the workers. All the safety measures must be taken during operation.
17. **Pest Control:** Pest control is to be done regularly by service provider and is to be undertaken with prior permission from NIASM. The cost of the pest control will be borne by service provider.
18. **Disposal of Garbage:** Collection of garbage and its proper disposal at designated place on daily basis will be responsibility of the Service Provider.
19. **Visitor Book:** Visitor book/Feedback forms should always be available and also feedback should be obtained from the guests/users.
20. Food audit for quality and food safety must be integral part of Kitchen Operations.
21. **Table Clearance:** The service provider will be responsible to ensure the proper clearance of all used plates and utensils.
22. The contractor shall not appoint any sub-contractor to carry out any obligations under this contract.
23. Uniform with colour specifications and pattern approved by NIASM should be supplied by the contractor to the workers at his own cost and it would be ensured that the working staff etc., are in proper uniform while on duty.
26. The bio-degradable waste and non-bio-degradable waste from kitchen and guest rooms are to be separated by contractor and to be disposed at earmarked places in the campus.
27. The visiting guests should be received in a respected manner and rooms are to be allotted as per the directions of concerned officer/guest house in-charge.
28. The Guests should be provided with Tea, Coffee, Breakfast, Lunch and Dinner as per their requirements for which the rates will be fixed by this office.

29. The contractor may have to serve vegetarian/ non- vegetarian food as per requirement.
30. In case of special lunch or dinner on official occasions, a nominated committee will finalize rates and menus after discussion with contractor.
31. The kitchen facility including the vessels and utensils are to be arranged by contractor. However, utensils for serving food and LPG cylinder will be provided by this office and the cylinder should be refilled by the contractor as and when required by his/ her cost.
32. The expenditure for preparing and providing food to the Guest is to be done by Contractor and the food charges will be collected by the contractor from guests, before they vacate the guest house rooms.
33. The Caretaker/Caretakers will be provided accommodation in the Guest House for their stay.
34. The Guest House will function for 24 hours. The catering services is to be carried out by contractor on all days of the month (including second Saturday, all Sundays, and all holidays).However, one labour should not be allowed to work more than 26 days in a month.
35. Successful tenderers have to deposit Security Money of 10% of contract value for one year which will be treated as guarantee for successful performance of the service and works. The Security money will be released after completion of the contract.
36. Water and Electricity will be provided at free of cost by NIASM. The Service provider shall not use electricity for cooking purposes and shall not be misused by any means what so ever except for genuine requirement of running refrigerators and other such equipment's.
37. The monthly payment to contractor will be made through e-payment to the Contractor's bank account after completion of each month and due verification by In-Charge, Guest House and on production of pre-receipted bill and other statutory documents.
38. Any complaint of mis-behaviour or any case of misappropriation /mis-utilization of premises, etc. by the Contractor/caretaker or his workers noticed by In-charge, Guest House or other officers will be viewed seriously and the contract will be terminated (if found guilty) without any notice and the Security Money deposited by the contractor will be forfeited partly or fully and will be treated as penalty charges.
39. The cost of loss of any item or damage to the property of ICAR will be borne by the Contractor. It is the duty of the contractor to ensure that all items are in order before the visitor leave the premises.
40. The bid Documents should be signed by the Contractor with his/ her name, full address and telephone No. if any and the quotation received without the same will not be considered.

46. The Contractor should also submit proof of address (Permanent & temporary) in form of photo copy of Voter's ID/ Aadhar Card/ Bank passbook, etc. duly self-attested along with the quotation and without the same, the quotation will not be considered.
47. After awarding the contract, the contractor should also furnish a copy of address proof (Permanent Home town address and Local address) along with Photo Identity duly self-attested along with Police Verification Certificate of all workers engaged by the contractor within 30 days of the issue of work order or the engagement of worker, whichever is earlier. On non-production of Police verification certificate the work order will stand automatically cancelled.
48. The contractor must employ adult labour only. Employment of child labour shall lead to the termination of the Contract.
49. The contractor has to pay their workers minimum wages with all statutory benefits like EPF, ESIC, and Bonus as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India from time to time.
50. The persons so provided by the agency under this contract will not be the employee of the NIASM and there will be no employer-employee relationship between the NIASM and the persons so engaged by the contractor in the aforesaid services.
51. A copy of PAN Card of Contractor should be enclosed along with the quotation and without the same; the quotation will be not be entertained and will be rejected.
52. An agreement on Non Judicial Stamp Paper of Rs 100/- may be furnished within 15 days of the issue of work order.
53. For any clarification the undersigned may be contacted.
54. The right to accept or reject any or all quotations without assigning any reason is reserved by the Director, ICAR- National Institute of Abiotic Stress Management, Malegaon (Khurd), Baramati.
55. **Person required: Minimum 3 persons would be required as per details given below:**
- **Catering Services:** 1cook, 1helper/waiter
 - **Caretaker :** 1 caretaker

The details of the Guest House at ICAR-NIASM, Malegaon (Khurd), Baramati are given below.

Sr. No.	Particulars	Details
1	Plinth area of Guest House	1235 m ²
2	Number of rooms	18 no. (regular/simple)+ 3 no. (VIP)= Total 21rooms
3	Size of simple room:	3.23m x 3.5m
4	Size of VIP room	3.23m x 3.5m (living room) + 3.23m x 3.5m (bedroom)
5	Provisions in rooms	All the rooms have attached toilets i.e. bath and latrine. Rooms are provided with customized furniture such as bed, wardrobe, chair, table, study table, etc.
6	Conference hall	8.0m x 10.27m provided with conference tables and chairs
7	Kitchen	6.5m x 9.08m with provision of kitchen trolleys
8	Dining area	8.0m x 10.27m with provision of Dinning tables
9	Common areas	Passages at ground and first floors, staircases, reception, porch at front side and 1 common toilet
10	External/ surrounding area	Porch, parking areas and planters

Annexure-II**Checklist**

Sl.	Particular	Details
1	Name of the firm/Individual	
2	Age:	
3	Address	
4	Nationality:	
5	Identity Proof:	
6	Residential Proof:	
7	Telephone No./Mobile No.:	
8	Work Orders of similar Experience in housekeeping service from (Govt./Semi Govt.) offices in recent 3 years	
9	Satisfactory Work Completion Certificate issued by the concerned Govt. Department	

Signature of Tenderer

Annexure-III

Charges for food Items listed below will be decided by NIASM committee
with the selected contractor

Sr. No.	Item	Charge (Rs.)
1	Readymade Tea	
2	Coffee/ Tea from tea bagwith	
3	Breakfast (Bread-Butter/ Jam 4 pieces; 1 Egg Omlet with 4 toasts ;Poha; Upama; Idly (2 pieces), Paratha (1 piece)	
4	Lunch/ Dinner (Chapati, Rice, 1 vegetable, Dal, Salad)	
5	Lunch/ Dinner (Chapati, Rice, 2 vegetables, Dal, curd, Salad, papad and pickle)	
6	Sweets (GulabJamun, Rasgula, etc.) Ice- creams/ cold drinks, Lassi, etc.	

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

COVER - I (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File types
1		Tender Document: All pages should be signed and stamped	.PDF
2		Scan copy of PAN and GST Registration	.PDF
3		Scan copy of Earnest Money Deposit by way of Demand Draft	.PDF
4		Scan copy of certificate for EMD exemption, if claiming.	.PDF
5		Scan copy of registration of firm from Govt Department.	.PDF
6		Certificate that the firm is not black-listed by any Govt. organization/Institute/Department etc.	
7		Scan Copy Work Orders of similar Experience in housekeeping service from (Govt./Semi Govt.) offices in recent 3 years	.PDF
8		Scan copy of Satisfactory Work Completion Certificate by concerned Govt. Departments.	.PDF
9		Balance Sheet for the last three years duly certified by the C.A (Chartered Account)	.PDF
10		Scan Copy of FSSAI Certificate and ISO Certificate	.PDF
11		Scan copy of EPFO/ESIC registration	.PDF
12		Scan copy of duly filled in checklist as per Annexure-II	.PDF
	COVER – II		
1	Financial Bid	Price bid (BOQ) to be filled in Excel format	.XLS

All the documents and BOQ has to be digitally signed by the bidder.

Format for Financial Bid

Please submit as per BOQ in the CPP Portal