

OFFICE OF THE COUNCILLORS
COOCH BEHAR MUNICIPALITY

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Memo. No. ESTT/ 1089 / 23

Dated- 30-03-2023

NIT No. 24 of 2022-23 Dt. 30-03-2023

NOTICE INVITING TENDER FOR OUT SOURCE BASIS VACANCY FOR CLERICAL ASSISTANT AND CLEANING STAFF FOR POLICLINIC OF UPHC-I UNDER XV FC – HEALTH GRANT OF COOCH BEHAR MUNICIPALITY

Date and Time Schedule of Tender:

Willing bidder should submit their sealed bid addressed to The Chairman, Cooch Behar Municipality, Cooch Behar within 10th April'2023 upto 1.00 p.m. super-scribing on the envelope “**Tender for Clerical Assistant and Cleaning Staff**”. Said tender will be opened on 10th April'2023 at **4 PM** in presence of bidders/authorized representatives who wish to remain present.

The Tender Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

Sd/-
Chairman
Cooch Behar Municipality

Memo. No. ESTT/ 1089 /1(4)/ 23

Dated- 30-03-2023

Copy forwarded for information and necessary action to-

1. The District Magistrate, Cooch Behar
2. The CMOH and Secretary, District Health and Family Welfare Samiti, Cooch Behar
3. The OCMA, Cooch Behar
4. The OC, Health, Cooch Behar
5. The Executive Officer, Cooch Behar Municipality,
6. The Finance Officer, Cooch Behar Municipality,
7. NUHM section, Cooch Behar Municipality,
8. Notice Board.

Sd/-
Chairman
Cooch Behar Municipality

SECTION I: NOTICE INVITING TENDER (NIT)

1. The Chairman, Cooch Behar Municipality invites tender from eligible and qualified bidders for providing Clerical Assistant for 3 (three) years, renewable at the end of each financial year of satisfactory performance by bidder. The contract period shall commence from the date of notification of award of contract for this tender.

2. The Tender should be addressed to The Chairman, Cooch Behar Municipality (Tender inviting authority) ; Bidders may download tender enquiry documents from the website- www.coochbeharmunicipality.com

Any subsequent notice regarding this tender shall be uploaded on this website only.

3. In the event of any of the above mentioned dates being declared as a holiday for the Office of the Councillors, Cooch Behar Municipality, Cooch Behar, the tenders will be opened on the next working day at the appointed time.

Sd/-
Chairman
Cooch Behar Municipality

EMD

Sl No.	Goods and services	No.	EMD Rs.
1	CLERICAL ASSISTANT FOR – POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY	1	Rs. ----- (2 % of estimated value)
2	CLEANING STAFF FOR- POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY	1	Rs. ----- (2 % of estimated value)

1. Commencement of Service:

The contractor shall commence providing his/her service within 15 (fifteen) days from date of notification of award of contract for this tender. Time is the essence of the contract and should be strictly adhered to by the contractor.

2. Minimum Norms of service-

Continuous Office Work, Operating Computer, Reporting, Letter Drafting & assist Authority etc. Every Clerical Assistant is to render service daily in 8 [eight] hours of continuous duty with ½ an hour break in between).

The number of CLERICAL ASSISTANT: 1 FOR POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY

The number of CLEANING STAFF: 1 FOR POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY

Detailed scope of Clerical/ Office Services includes but not limited to the following:

Knowledge in Computer, qualified (not below Madhymik passed), behaviour of contractor & his/her staff with UHWC, patients and visitors would be courteous and respectful. The staff would maintain confidentiality of information, which they may access during the course of their duty in the UHWC.

3. Eligible and Qualified Bidders

The bidder should have supplied in any 3 (three) years after 2011 from the date of tender opening, at least 100% of the quoted quantity of the similar goods and / or services meeting major specification parameters, which has/ is functioning, preferably, in a Government or corporate or establishments of similar size in India.

4. Bidding, Contracting and Billing Expenses

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid and for subsequent processing the same. The Facility/Unit will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

The bidder shall bear all costs, including the cost of stationery and printing, for signing of the contract and submission of bills for payment.

5. Assignment

The Contractor shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract.

6. Submission of Bids

Bids are to be submitted in two folders before the prescribed date and time addressed to the Chairman, Cooch Behar Municipality.

. The two folders are:

- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
- 2) Financial Proposal: containing Bill of Quantities

7. Technical Proposal: Statutory Cover

Statutory Cover shall contain the following documents:

Tender Documents:

- i) Application to participate in tender.
- ii) Notice Inviting Tender: Sections.

B) EMD or documents in support of exemption/relaxation claimed for EMD

8. Technical Proposal: Non-Statutory Cover

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. ESIC Code Number v. EPFO Registration vi. Contract Labour (Regulation Abolition) Act Registration
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. Trade Licence up to date iii. Power of Attorney
C.	Credential	Credential – 1 Credential – 2	Performance Statement along with documentary evidence
D.	Documents	Documents	i. Audited Balance Sheet & Profit & Loss A/c of last 3 years counting backwards from Financial Year 2021-22, with due certification of a CA firm containing Membership No. and UDIN ii. Name, address of banker, account number iii. Bank Solvency Certificate iv. Bidder's Undertaking

Financial Proposal: Bill of Quantities

The financial proposal (cover) or prices quoted should be 'Price Schedule/ Bill of Quantity' for directions on quoting prices.

9. Earnest Money Deposit (EMD)

The amount of Earnest Money to be submitted for services as mentioned earlier.

The earnest money shall be denominated in Indian Rupees

Deposition of earnest money:

a) **DD/ Bankers Cheque** in favour of the Chairman, Cooch Behar Municipality

10. Bidder's undertaking:

The bidder shall provide an undertaking that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law following

prosecution for offence involving moral turpitude in relation to business dealings including malpractices such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of tax levied by law; etc. Also, the firm does not employ a government servant, who has been dismissed or removed on account of corruption.

The Bidder shall disclose all instances of its past performance during last 3 (three) years, when any adverse action against it may have been taken by any government/ PSU/ Local Body etc.

Bank Solvency Certificate of the bidder shall be for any date within last 3 (three) months from date of issue of this tender.

The Bank Solvency Certificate must be for an amount equal to 3 (three) months' total statutory monthly emoluments as per applicable rates of that date, payable to the total number of workers to be deployed.

No additional charges, taxes, including General Service Tax etc. need to be considered for purpose of calculation of 'Statutory Monthly Emoluments' as mentioned in this clause.

ESIC Code Number Allotment is mandatory.

EPFO Registration is compulsory.

Registration under Contract Labour (Regulation and Abolition) Act for contractors employing 20 or more persons on any day during preceding 12 months from date of issue of tender.

All the documents of the bid shall be duly signed at the appropriate places and all other pages of the bid including printed literature, if any shall be initialled by the same person(s) signing the bid. The bid shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialled by the person(s) signing the bid.

It is the responsibility of bidder to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement.

A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.

Bid sent by paper/fax/telex/cable/email etc shall be ignored.

11. Tender Prices

Bidders submitting lowest value for the Bid will be accepted. Bid value will include the minimum approved wages of employees engaged by the agency, as per sanctioned strength, other applicable charges as Bonus, EPF, ESIC etc. and other statutory deductions and Government taxes as applicable and cost of equipments.

The bidder shall pay the staff deployed by it for Office Work. These Statutory Charges claimed by the bidder shall be reimbursed by the Facility/Unit on basis of submission of documentary evidence of actual payment made by the bidder to its Clerical Assistant deployed at the facility in previous month.

The bidder shall quote the prices in the BOQ.

Firm Price

Bid Validity

The bids shall remain valid for acceptance for a period of 120 days (One hundred and twenty days).

12. OPENING OF TENDER

The Facility/Unit will open the bids after the specified date and time as indicated in the NIT.

Authorized representatives of the bidders may attend the tender opening.

Tender system as mentioned above will be as follows. The EMD of service to be service shall be evaluated first. Then the Technical bids of EMD-qualified bidders shall be opened and evaluated with reference to parameters prescribed. After this, the Price Bids of only the technically qualified bidders shall be opened for further evaluation.

Opening of Technical Proposals: Technical proposals will be opened by members of the Tender Evaluation Committee.

In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.

IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

During evaluation the Committee may summon bidders & seek clarification /information or additional documents or original hard copies of documents submitted. If these are not produced within specified time, the bid proposals will be liable for rejection.

The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be informed.

13. Discrepancies in Prices

If, in the price structure quoted by a bidder, there is discrepancy between the unit price

and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.

If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.

14. Bidder's capability to perform the contract

The Facility/Unit, through the above process of bid scrutiny and bid evaluation will determine to its satisfaction whether the bidder, whose bid has been determined as the lowest evaluated responsive bid is eligible, qualified and capable in all respects to perform the contract satisfactorily.

15. AWARD OF CONTRACT

Facility/Unit's Right to accept any bid and to reject any or all bids

The Facility/Unit reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).

In case of tie, Tenderer will be selected by draw of lots.

Notification of Award

Before expiry of the tender validity period, the Facility/Unit will notify the list of successful bidder(s). In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the Facility/Unit, has been accepted, also briefly indicating there in the essential details like description, specification and quantity of the goods and/ or services and corresponding prices accepted. The successful bidder must furnish to the Facility/Unit the required performance security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance security have been provided.

The Notification of Award shall constitute the conclusion of the Contract **and the 1 (one) year contract period shall commence from this date of notification.**

The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him at the time of bidding.

16. Issue of Contract

Within 7 (seven) days of notification of award, the successful bidder will sign the contract form with the Facility/Unit.

The Facility/Unit reserves the right to issue the Notification of Award consignee wise.

17. Non-receipt of Performance Security and Contract by the Facility/Unit.

Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Facility/Unit against Termination for default.

18. GENERAL CONDITIONS OF CONTRACT

Use of contract documents and information

The Contractor shall not, without the Facility/Unit's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the Facility/Unit in connection therewith, to any person other than the person(s) employed by the Contractor in the performance of the contract emanating from the document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.

Further, the Contractor shall not, without the Facility/Unit's prior written consent, make use of any document or information except for the sole purpose of performing this contract.

Performance Security

Within 15 (fifteen) days from date of the issue of notification of award by the Facility/Unit, the Contractor, shall furnish performance security to the Facility/Unit for an amount equal to 1 (One) Months' Gross Amount Payable to Contractor. Proforma of Monthly Bill to be Submitted by Bidder] as per applicable rates on date of commencement of contract. The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor. The Performance security shall be deposited in Indian Rupees to the office of the Councillors, Cooch Behar Municipality.

No other forms of deposit can /will be entertained by the authority.

19. Clerical Assistant to be deployed by Bidder at Cooch Behar Municipality.

The contractor shall deploy adult labour only. Employment of child labour shall render the contractor liable to termination of the contract. The contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

The contractor shall be fully responsible for the conduct of his staff.

The staff deployed should be disciplined, entailed on enforcing prohibition of alcoholic drinks, paan, smoking, loitering without work, gambling etc. any illegal, disruptive, immoral act in the facility.

Any misconduct/ misbehavior by any cleaning staff deployed by the Contractor shall be promptly dealt with by the Contractor. If competent authority so desires, such staff shall be immediately replaced by the contractor at his own risk, cost and responsibilities, with written intimation to the competent authority about such move.

20. Modification of Contract

If necessary, the Facility/Unit may, by a written order given to the Contractor at any time during the tenure of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- a) Requirements and Specifications of the goods and /or services.
- c) And on any other terms and conditions as laid down in the contract, upon direction of Competent Authority.

In the event of any such modification/ alteration causing increase or decrease in the cost of goods and/ or services to be supplied and provided, or in the time required by the Contractor to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be and the contract amended accordingly. If the Contractor doesn't agree to the adjustment made by the Facility/Unit, the Contractor shall convey its views to the Facility/Unit within 15 (fifteen) days from the date of the Contractor's receipt of the Facility/Unit's amendment/ modification of the contract.

Terms and Mode of Payment

Payment shall be made in Indian Rupees subject to recoveries, if any, by way of liquidated damages or any other charges as per terms and conditions of contract.

The Contractor shall raise bills in proforma: **Proforma of monthly-bill to be submitted by Bidder** for all payments due to him at the end of each month. He shall submit the bills, along with necessary supporting documents in triplicate to the Facility/Unit.

Along with the above bill the Contractor shall certify and submit supporting documents for the following:

- i. The attendance sheet in respect of the housekeeping staff deployed at, authenticated daily by a designated supervisory staff of contractor and countersigned by an appropriate authority.
- ii. Date on which wages of the workers were credited to their bank accounts in the preceding month. **(The bank statement showing monthly salary paid through ECS/ DBT to the cleaning staff deployed in the preceding month shall be submitted for verification)**
- iii. **The ESI Contribution** relating to workers (copies of ESI Cards of workers, copy of ESI deposit challan **shall be enclosed**)
- iv. **EPF Contribution** relating to workers (copies of EPF numbers of workers, copy of EPF deposit challan **shall be enclosed**)

For the cleaning staff, payment shall be made for only those employees, who were on duty during the month. The payment shall be restricted to the salary paid to them by the contractor as per the statutory requirements. **No payment shall be made for absentee employees.**

Payment shall be made after the 'Work Done Satisfactorily' Certificate is issued against the bill by the competent authority.

The contractor shall be absolutely and exclusively responsible for the payment of salary for the Cleaning staff deployed on or before the 7th of each succeeding month to protect the interest of cleaning staff and ensure smooth running of service.

In Case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.

The contractor shall provide the mandate form for ECS payment to its Clerical employees.

21. Variation, Delay in the Contractor's performance

The Contractor shall deliver the goods and perform the services under the contract as per quality, quantity and within the time schedule specified by the Facility/Unit in the relevant clauses of the contract.

22. Termination for insolvency

If the Contractor becomes bankrupt or otherwise insolvent, the Facility/Unit reserves the right to terminate the contract at any time, by serving written notice to the Contractor without any compensation, whatsoever, to the Contractor, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Facility/Unit.

23. Governing language

The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

24. Applicable Law and Legal Suits

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

All disputes would be decided at the Kolkata jurisdiction.

TENDER APPLICATION FORM

**To,
The Chairman
Cooch Behar Municipality, Cooch Behar**

Ref. NIT No. 24 of 2022-23 Dt. 30-03-2023

and Memo No. ESTT/ 1089 / 23 dated 30-03-2023

We, the undersigned have examined the above TE Document, including amendment/corrigendum number _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver **CLERICAL ASSISTANT AND CLEANING STAFF FOR POLICLINIC OF UPHC-I UNDER XV FC – HEALTH GRANT OF COOCH BEHAR MUNICIPALITY** in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements and Consignee list.

We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount in terms of GCC clause 3, for due performance of the contract.

We agree to keep our bid valid for acceptance as required, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry. We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution etc.

Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the ----- to verify this statement.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign bid for and on behalf of Bidder

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

(Submit with documentary evidence)

Tender Reference No. : _____

Date of opening : _____

Time : _____

Name and address of the Bidder : _____

Order placed by (full address of Facility/Unit)	Order No. and date	Goods and services Ordered For	Period of Contract	No. & type of employees deployed	Value of order (Rs.)	Was the Contract performed Satisfactorily (attach documentary evidence)**
1	2	3	4	5	6	7

Signature and seal of the Bidder

** The documentary evidence will be a certificate or bill paid by the Facility/Unit/ consignee/end user with cross- reference of order no. and date with a notarized certification authenticating the correctness of the information furnished.

Price Schedule/Bill of Quantity

[Directions to bidders for quoting prices: The Bill of Quantities (BOQ) will contain many columns. Please consider only the following columns in BOQ and quote your all inclusive price, (excluding Service Tax) for supply of one unit of goods and /or services you intend to bid for in Column number seven (7) titled as 'Basic Price (in. Rs.)' of the BOQ. Service Tax shall be paid for by the Facility/Unit as applicable. as per the relevant statutes in vogue shall be paid for by the Facility/Unit as revised from time to time.]

Sl. No.	Item Description (Col.2)	Units	[Quote Figure]
	The bidder shall quote a 'Administrative charge' for providing services, not more than 4%		
1	CLERICAL ASSISTANT FOR – POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY	1 no.	
2	CLEANING STAFF FOR- POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY	1 no.	

Total Tender price in Rupees:

CONTRACT FORM

(Address of the Facility/Unit office issuing the contract.)

Contract No _____ dated _____

This is in continuation to this office’s Notification of Award No _____ dated _____

1. Name & address of the Contractor: _____
2. Facility/Unit’s TE document No _____ dated _____ and subsequent Amendment No _____, dated _____ (if any), issued by the Facility/Unit
3. Contractor’s Bid No _____ dated _____ and subsequent communication(s) No _____ dated _____ (if any), exchanged between the Contractor and the Facility/Unit in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned above, shall also be deemed to form and be read and construed as integral part of this contract:
 - i. Notice Inviting Tender
 - ii. General Instructions to Bidders
 - iii. General Conditions of Contract
 - iv. Requirements and EMD
 - v. Specifications
 - vi. Consignee List
 - vii. Tender Application Form furnished by the Contractor
 - viii. Price Schedule(s) furnished by the Contractor in its bid
 - ix. Facility/Unit’s Notification of Award

The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above.: Definitions and Abbreviations of the Facility/Unit’s TE document shall also apply to this contract.

Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

Brief particulars of the goods and/ or services which shall be supplied/ provided by the Contractor are as under:

Schedule	Brief description of goods/ services	Quantity	Unit Price	Total price
1	CLERICAL ASSISTANT FOR – POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY	1 no.		
2	CLEANING STAFF FOR- POLICLINIC OF UPHC-I OF COOCH BEHAR MUNICIPALITY	1 no.		

Signature, name and address of the Facility/Unit's/ Consignee's authorised official)

For and on behalf of _____

Received and accepted this contract

(Signature, name and address of the Contractor's executive duly authorised to sign on behalf of the Contractor)

For and on behalf of

(Name and address of the Contractor)

(Seal of Contractor)

Proforma of monthly-bill

Sl. No.	Particulars	Amount (Rs.)
01.	Basic Pay	1000.00
02.	Gross Pay (A)	10000.00
03.	Bonus (8.33% on Basic)	0.00
04.	Add Statutory payment	
05.	ESIC (3.25% of Gross pay)	325.00
06.	EPF (13% of basic)	1300.00
07.	Total; Statutory (B)	1625.00
08.	Cost of company (A+B)	11625.00
09.	Add Administrative charge @4%	465.00
10.	Add Commission @ 1%	116.00
11.	Order value (per person / month) (D)	12206.00
12.	Add GST 18% on (D)	2197.90
13.	Billing net amount	14403.90
14.	Net Salary details	Amount (in Rs.)
15.	Gross pay (A)	10000.00
16.	Less PF Employees contribution (12% basic)	1200.00
17.	Less ESI (0.75% of gross pay)	75.00
18.	Less P tax	0.00
19.	Net Salary Payable	8725.00

CHECKLIST FOR BIDDERS

Sl. No.	Checklist
1	EMD or documents in support of EMD exemption
2	Tender Application Form
3	Notice Inviting tender
4	Scanned copy of EMD
5	GST registration
6	Income Tax PAN
7	Professional Tax Challan (current financial year)
8	ESIC Code Number.
9	EPFO Registration
10	Contract Labour (Regulation & Abolition) Act Registration
11	Certificate of Incorporation
12	Trade Licence
13	Power of Attorney
14	Performance Statement and credentials, duly notarised
15	Audited Balance Sheet & Profit/ Loss A/c for last 3 years
16	Name, address of banker, account number
17	Bank Solvency Certificate
18	Bidder's Undertaking
2022	Bidder's Undertaking to provide Cleaning service as per for this job
20	Price Schedules/ Bill of Quantities (BOQ)

N. B. It is the responsibility of bidder to go through the TE document to ensure furnishing of all required documents in addition to above, if any.