

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

2nd Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001

No Tender No: A 12017/19/09-UIDAI

Dated: 28 July 2011

NOTICE INVITING TENDER

For Housekeeping service

Sealed quotations from registered and reputed agencies/firms are invited for hiring of housekeeping services for cleaning and maintenance work in this office building at 2nd and 9th Floor Tower I and 3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. Housekeeping services includes men and machinery and cleaning material.

Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Assistant Director General (Admn) should reach latest by 3.00 PM on 16 August 2011.

Specified proforma along with all terms and conditions may be collected from this office on any working day between 11.00 am to 4.00 pm. These are also available on website <http://www.uidai.gov.in>.

(BK Verma)
Assistant Director General
(Admin)

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001

No Tender No: A 12017/19/09-UIDAI

Dated: 28 July 2011

NOTICE INVITING TENDER

Sealed quotations from registered and reputed agencies/firms are invited for hiring of housekeeping services for cleaning and maintenance work in this office building at 2nd and 9th Floor Tower I and 3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. Housekeeping services shall be hired by this office from the firm for men and machinery required for cleaning, along with cleaning material.

Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Assistant Director General (Admn), Office of the Unique Identification Authority of India, 2nd Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001 should reach latest by 3.00 PM on 16th August 2011. Quotations received after the stipulated date and time will not be entertained.

The top of the envelop should be clearly superscribed "Tender for hiring of House Keeping Services in UIDAI New Delhi". The tender must be accompanied with a demand draft of Rs 10,000 (Rs Ten Thousand Only) in favour of PAO, Planning Commission.

Specified proforma alongwith all terms and conditions may be collected from Office of the Unique Identification Authority of India, 2nd Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001 on any working day between 11.00 am to 4.00 pm. These are also available on website <http://www.uidai.gov.in>.

The Technical Bids shall be opened first in the Meeting room of the undersigned at Jeevan Bharati Building **at 3.30 pm on 16 August 2011** by the Committee authorized by this office and in the presence of such tenderers who may wish to be present. The financial Bids of only those tenderers whose Technical Bids have been accepted by the Office of the Unique Identification Authority of India, shall be opened at the same venue and on **23 August 2011 at 3.00 pm** by the Committee authorized by the this office and in the presence of those who wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

(BK Verma)
Assistant Director General
UIDAI

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001

Tender No. Tender No - A 12017/19/09-UIDAI Dated : 28 July 2011

GENERAL TERMS AND CONDITIONS

1. The office of the Unique Identification Authority of India shall be hiring the mechanized housekeeping services for its office building at 2nd Floor & 9th Floor Tower I and 3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001.
 - 1.1 The firms shall recommend machineries, of reputed, well-known brand, along with the men as per the details given in Annexure-II.
 - 1.2 The details of all the machineries shall be furnished by the firm in the technical bid as per details given in the technical parameters.
2. Details of housekeeping jobs in the office building shall be as under:
 - 2.1 Sweeping office rooms, conference and committee rooms, canteen, or in other words, all the locations of the office building (as per the location of the office).
 - 2.2 Sweeping, washing, scrubbing, polishing, crystallization and swabbing etc of the verandas, floors, rooms / halls, vestibules and staircase, and any other location of the building.
 - 2.3 Cleaning, washing latrines, bathrooms, urinals etc.
 - 2.4 Dusting and cleaning of the furniture, doors, windows etc.
 - 2.5 Clearance of garbage etc.
 - 2.6 Plumbing and electrical work
 - 2.7 Any other job assigned by the competent authority.
3. **Parties:** - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Office of the Unique Identification Authority of India, New Delhi.
 - 3.1 **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Unique Identification Authority of India. The contractor shall be solely responsible for

the consequences of any omission or error to notify change of address in the aforesaid manner.

4. **Earnest Money:** Earnest Money of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank must be deposited by bidders along with their duly filled up tenders documents. The validity of the Bank Guarantee needs to be up to 6 (six) months starting from the award of tenders. The Bank Guarantee / Demand Draft shall be in favour of **PAO, Planning Commission, Delhi**

- 4.1 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee will be forfeited to the Government.

- 4.2 The tenders without Earnest Money will be summarily rejected.

- 4.3 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

5. **Preparation and submission of Tender:**

The tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) along with Earnest Money Deposit and Financial Bid (in form given in Annexure-IV) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Financial Bid" and date of opening of tender. In case on non-compliance of this, the bid will be rejected and not taken in to consideration.

- 5.1. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- a) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.

- b) Partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

- c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Office of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Unique Identification Authority of India necessary.)

6. **Technical Bid:** The Technical bid should be submitted in form given in Annexure-III along with the Bank Guarantee/Demand Draft of Rs.10, 000/- along with registration particulars, copy of PAN Number issued in favour of the firm, and other information sought for in the Annexure-II.
7. **Financial Bid:** The Financial Bid should be submitted in the form given in Annexure-IV in a separate sealed cover kept inside the main cover. The financial Bids of those tenderers who are found technically fit, will be opened on a specified date and time. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
 - 7.1 Terms of payment as stated in the Tender Documents shall be final.
 - 7.2 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
8. **Validity of the Bids:**

The bids shall be valid for a period of 180 days from the date of opening of the tenders.

9. **Opening of Tender:**

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. **Criterion for Evaluation of Tender:** The Technical Bids will be opened by a committee authorized by the competent authority at 3.00 PM **on 16th August 2011 in the office of UIDAI**, in the presence of such tenderers who may wish to be present.

10.1 The Financial Bids of only those tenderers will be opened **at 3.00 pm on 23 August 2011** whose Technical Bids have been accepted by the Office. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present.

10.2 The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, the contract will be for one year extendable upto additional one year, if performance/services are found satisfactory on review after one year. The contract so awarded can be terminated by the Office of the Unique Identification Authority of India at any time without any notice or conveying any reason therefore.

11. **Right of Acceptance:** The Office of the Unique Identification Authority of India reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Office of the Unique Identification Authority of India in this regard shall be final and binding.

11.1 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of their tender.

13. **Security Deposit:** The successful tenderer shall furnish Bank Guarantee of Rs.50,000/- (Rupees fifty thousand only) in favour of PAO, Planning Commission, Delhi towards Security Deposit within 7 days from the date of acceptance of the tender.

13.1 The Bank Guarantee can be forfeited by order of the competent authority of the Office of the Unique Identification Authority of India in the event of any breach

or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Unique Identification Authority of India sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

14. **Penalty:**

(a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring housekeeping services in the event of Contractor failing to provide requisitioned number of machines, men, the office shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Unique Identification Authority of India.

(b) The powers of the Office of the Unique Identification Authority of India under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 13 above.

15. **Disclaimer:** The near relatives of employees of the Office of the Unique Identification Authority of India are prohibited from participation in this tender. The near relatives for this purpose are defined as:

(a) Members of a Hindu Undivided Family.

(b) Their husband or wife.

(c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

16. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

17. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

18. **The tender is not transferable.**
19. **Terms of payment:**
- 19.1 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 19.2 The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 19.3 All payments shall be made by Electronic Clearing System (ECS) only.
- 19.4 Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 19.5 The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 19.6 The payment will be based on the floors that will be covered in the building (on sq feet basis).
20. **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Office of the Unique Identification Authority of India. The arbitration proceedings shall take place in the Office of the Unique Identification Authority of India, 9th Floor Tower I, Jeevan Bharati Building, Connaught Circus, New Delhi 110001. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.
21. The contract may be awarded to the bidder whose grand total in (A+B+C+D) of annexure IV will be lowest subject to fulfilment of all other conditions stipulated in the tender document.

(BK Verma)
Assistant Director General
UIDAI

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001

Tender No - A 12017/19/09-UIDAI

Dated : 28 July 2011

PARAMETERS AND TECHNICAL SPECIFICATION FOR EXECUTING THE WORK

PART- I

PARAMETER AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

1. (i) The firm should be a limited registered company and should furnish a copy of registration certificate in support thereof.
 - (ii) The firm should have minimum five years of experience of **providing the mechanized housekeeping services to** the reputed firms / organizations in Delhi / NCR region. Satisfactory Service Certificates from existing/past employers for the same period should be enclosed, in this regard with the Technical Bid.
 - (iii) Preference would be given to those firms who have rendered such services in the Government departments and Public sector companies of similar scale.
 - (v) The firm should have a minimum of **300 employees** on their roll. Supporting proof thereof should be attached with the Technical Bid.
 - (vi) Income Tax payment certificates for the last 3 years should also be provided by the firm in the Technical Bid
 - (vii) The firm should preferably have operation on All India basis and have a registered office at Delhi/ NCR. Supporting proof thereof should also be attached in the Technical Bid.
 - (viii) The bidder should have a valid licence for providing pest control services
 - (ix) The firm should also furnish along with the quotation a financial statement / balance sheet of the previous year in respect of their firm as evidence in support of their claim towards financial stability in future.
2. (i) The firm should have a smart provision of Uniform, equipments and well supervised staff having proper identity Cards.
 - (ii) The firm should be registered with EPF Commissioner. Supporting Registration Numbers / proof should also be provided.

(iii) The firm should comply with the statutory provisions of the labour laws, minimum wages, bonus, Employee's State Insurance (ESI) etc. Registration certificates thereof should be furnished.

(iv) Firms should have sufficient numbers of staff in back office also in order to replace / provide additional staff as and when required

3. It will be the sole responsibility of the firm to maintain the housekeeping job of cleaning and maintenance of this office building of UIDAI at Jeevan Bharati Building, Connaught Circus, New Delhi 110001. All the required machines / equipments, necessary for cleaning etc. shall be used by the firm in the office on regular basis.

(i) It shall be mandatory for the firm to provide a complete set of machineries, like, automatic machinery for cleaning floors, machinery for facade cleaning, machinery for cleaning glass / window panel / window glass, machinery for cleaning wash room, vacuum cleaners, polishing machines, in this office.

(ii) The firm should ensure that they must use brand new machines, of reputed brands, for the mechanized housekeeping services in this office. Failure to do so will result in termination at the contract and the decision of the competent authority of this office shall be final.

(iii) The firm should also have in possession of the machineries of the latest brand which have been used for mechanized housekeeping services elsewhere. Supporting proof, thereof, should be attached.

(iv) The following machineries are required to be provided by the firm for the mechanized housekeeping services, with the preferred technical details as given against each. The following machineries / equipment are required to be provided by the firm for the mechanized housekeeping services,

Machines
Heavy duty Auto floor Scrubber & Drier for Floor scrubbing in the Corridor areas thru machines which can scrub and dry in a single pass and is capable to reaching up to wall surface. The unit recommended to be of low sound level and high productivity apart from being maneuverability
Single Disc Scrubber for Periodical deep cleaning of toilets and also buffing of wooden & marble floors to maintain a good shiny surface
Wet & dry Vacuum Cleaner for Wet pick up of slurry as a back up to single disc unit
Silent Dry vacuum Cleaner of carpets and also dedusting needs as well as cleaning of cobwebs
Telescopic Rod a) (6 mtr hight) b) (3 mtr hight)

(v)The firm should have qualified electrician and plumbers at their roll.

(vi)Firms should have sufficient numbers of staff in back office also in order to replace / provide additional staff as and when required.

5. While the office of the Unique Identification Authority of India of India has a regular requirement for hiring of housekeeping staff for the office space of this office, it shall have the right not to utilize the services at all or at any time for any period without giving any notice. The office will also reserve the right to hire the housekeeping services from any other firms of such nature even during the period of contract. Revision of rates will not be entertained during the period of contract.
6. Rates once finalized for hiring of the machines / equipments will be fixed at least for a period of one year. Upward change in rates will not be considered in this case due to any reasons.

(BK Verma)
Assistant Director General
UIDAI

ANNEXURE-I

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001

Tender No - A 12017/19/09-UIDAI

Dated: 28 July 2011

TENDER FORM-1 TECHNICAL INFORMATION AND UNDERTAKING

(See Clause 6 of Annexure-I of this Tender Document)

1.	Name of the Tenderer/Concern:	
2.	Address (with Tel. & Mob. No.):	
3.	Nature of the concern : (i.e. Partnership firm or a Limited Company or a Government Department or a Public Sector Organisation)	
4.	Registration Number of Tenderer/ Concern : (Attested photocopy of registration should be attached)	
5.	PAN Number of Tenderer/ Concern : (Attested copy should be attached)	
6.	Bank Guarantee/ Demand Draft No. dated From bank name Amounting to Rs. _____ as Earnest Money Deposit	
7.	Whether firm has more than five years of experience	YES / NO
8.1	If yes, supporting proof from the existing / past employer attached	YES / NO
8.2	List of Important Organisations with address and Telephone number to whom housekeeping services have been provided during the last five years with period of contract is enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/ observations/ appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer).	
9.	Income Tax Payment Certificate attached	YES / NO
10..	Whether firm has smart provision of uniforms, identity cards	YES/NO
11.	Registration Number of ESIC: (Attested photocopy of registration should be attached)	

ANNEXURE-I

12.	Registration Number of EPFO: (Attested photocopy of registration should be attached)	
13.	Whether the Company owns manpower a minimum of 300	YES/NO
13.1	If yes, supporting proof attached	YES/NO
14.	Whether the company operates on All India basis	YES/NO
14.1.	If yes, supporting proof attached	YES/NO
15	Financial Statement in support attached	YES/NO
16.	Whether firm owns all the machineries as stated in Clause 4 of Annexure-II : YES / NO	

17. Any other information important in the opinion of the tenderer.

Dated : _____ **(Dated Signature of Tenderer**
At : _____ **with stamps of the firm)**

UNDERTAKING

1. I/ We undertake that I/ we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the office of unique Identification Authority of India and shall abide by them.

2. I/ We also undertake that I/ We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Annexure-II of the Tender No. No12017/19/09 and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the work"

3. I/ We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/ are employed in UIDAI office.

4. I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: _____ **(Dated Signature of Tenderer**
At: _____ **with stamps of the firm)**

OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

3rd Floor Tower II, Jeevan Bharati Building, Connaught Circus, New Delhi 110001

Tender No A 12017/19/09-UIDAI

Dated : 28 July 2011

TENDER FORM-2 Financial Information

(See Clause 7 of Annexure-I of this Tender Document)

1. Rate of machines, men and cleaning material should be quoted by the firm clearly for details given below.

A) Rental of Machines / equipments (monthly)

Sl. No.	Machines	Brand Name	No of Machines required	Unit Rate	Total Amount quoted
(i)	Heavy duty Auto floor Scrubber & Drier for Floor scrubbing in the Corridor areas thru machines which can scrub and dry in a single pass and is capable to reaching up to wall surface. The unit recommended to be of low sound level and high productivity apart from being maneuverability		01		
(ii)	Single Disc Scrubber for Periodical deep cleaning of toilets and also buffing of wooden & marble floors to maintain a good shiny surface		02		
(iii)	Wet & dry Vacuum Cleaner for Wet pick up of slurry as a back up to single disc unit		02		
(iv)	Silent Dry vacuum Cleaner of carpets and also dedusting needs as well as cleaning of cobwebs		01		
v)	Telescopic Rod a) (6 mtr hight) b) (3 mtr hight)		01 01		

B) Housekeeping staff (monthly)

Particulars	Required staff	Unit Rate	Amount quoted
Housekeeping Site Manager/Sr. supervisor	01		
Housekeeping Supervisors	03		
Skilled housing keeping staff (For 8 Hrs & 26 days)	21		
Plumber (Once a week)	01		
Other administrative cost			
Total			

C) List of toiletries / dispensers

Sl.no	Chemical Description	Preferred Brand / any other brand (please specify name)	Quantity	Rate	Total
1	Glass Cleaner	Collin, Sparkleen, Ecolab	30 Nos		
2	Floor cleaner	Sparkleen, Ecolab	30 Ltr		
3	Toilet cleaner	Harpic, Sparkleen, Ecolab	30 Nos		
4	Multipurpose cleaner	Sparkleen, Ecolab	15 Ltr Cane		
5	Hand wash	Dettol, Sparkleen, Ecolab	30 Ltr		
6	Scented Tissue papers	Wintex/Daffodil Tissue Box	36 Box		
8	Toilet papers	Kimberly Clark Jumbo roll dispenser	45 Roll		
9	Air freshener	AIRWICK	24 Nos		
10	Tile scale remover	Sparkleen, Ecolab	5 Ltr		
11	Other Materials	Broom, pochha, duster, surf, vim, odonil, sanitary cubes etc	Approx/ per month L/S		
		Total			

D) List of Cleaning Aids (to be ticked)

Sl. no.	Items	Sl. no.	Items
1	FLOOR DUSTER	27	SPIRAL
2	DUST CONTROL REFILL	28	TR-101 (Carpet shampoo)
3	KENT MOP REFILL	29	TR-103 (Carpet detergent)
4	DUSTER WHITE	30	D-7 (Stainless steel polish)
5	DUSTER YELLOW	31	BRASSO
6	DETERGENT	32	MEN CREAM
7	VIM	33	MANSION POLISH
8	MULTI-CLEANER	34	Q2 (Liquid polish)
9	ROOM SPRAY (PREMIUM)	35	GARBAGE BAG (BIG)
10	AUTO SPRAY	36	GARBAGE BAG (SMALL)
11	ODONIL	37	TOILET BRUSH
12	U. CUBES	38	HAND BRUSH
13	N. BALLS	39	CARPET BRUSH
14	DETTOL ANTI SEPTIC	40	COWEB BRUSH
15	STEEL WOOL SCRUBBER	41	DUST CONTROL MOP
16	PLASTIC SCRUBBER	42	KENT MOP
17	SPONGE	43	FLOOR BRUSH WITH HANDLE
18	SOFT BROOM	44	DUST PAN
19	HARD BROOM	45	BUCKET
20	BAMBOO BOOM	46	FLOOR WIPER
21	FEATHER BRUSH	47	GLASS WIPER - UNGER
22	CLEANZO/ PHNYL	48	VACCU M PUMP
23	R1 (Bathroom cleaner)	49	COLIN DISPENSER
24	R2 (Glass cleaner/Colin)	50	GLOVES (PB/HB)
25	R4 (Furniture cleaner)	51	SAFETY SHOES
26	R6 (Toilet cleaner)	52	Toilet bin
53	Caddy bucket	54	Wringer trolley

Dated: _____

(Dated Signature of Tenderer

At : _____

with stamps of the firm