

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.,
(A Govt. Of India Enterprise)

TECHNICAL SERVICES CENTRE

Tender Document

For Providing

HOUSEKEEPING SERVICES

at

NSIC Technical Services Centre
A-1 INDUSTRIAL ESTATE, ITI ROAD, ALIGARH-202001 (U.P.)
Ph:, 0571-2400364 Fax: 0571-2403552
EMAIL: ntsecalig@nsic.co.in

Last date of receipt of tender : 15.06.2016 (Latest by 3.00)
Date of opening of Price Bid : 15.06.2016 At 4.00 P.M.

Chief General Manager

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED.

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE

A-1 INDUSTRIAL ESTATE, ITI ROAD, ALIGARH-202001 (U.P.)

Ph: 0571-2400364 Fax: 0571-2403552

EMAIL: ntsecalig@nsic.co.in

NTSC/ADMIN/HK-31/2015-16

Date:30/05/2016

M/s.....

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Sirs,

Sealed tenders are invited by the undersigned for providing Housekeeping services at National Small Industries Corporation Ltd- TSC., A-1 industrial estate, ITI Road, Aligarh-202001. You are requested to please quote your lowest rates. Your sealed tenders should be submitted to this office on or before **15.06.2016** by 3.00.P.M. tenders will be opened on **15.06.2016** at 4.00 P.M. at NSIC Technical Services Centre, A-1 industrial estate, ITI Road, Aligarh - 202001 in the presence of the tenderers whosoever interested.

Chief General Manager

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
TECHNICAL SERVICES CENTRE
A-1 INDUSTRIAL ESTATE, ITI ROAD, ALIGARH-202001
Ph.: 0571-2400364 Fax: 0571-2403552
EMAIL: ntsecalig@nsic.co.in

NTSC/ADMIN/HK-31/2015-16

Date: 30/05/2016

M/s.
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Dear Sir,

Sub: Annual Contract for providing House Keeping services in our premises at NTSC Building at A-1 industrial estate, ITI Road, Aligarh-202001 Sealed tenders are invited from the experienced, reputed and financially sound parties for the job as mentioned above. The terms and conditions therefore are as under:-

Definitions

- A. "The Owner/Corporation" shall mean the National Small Industries Corporation Ltd., (A Govt. of India Enterprise) – Technical Services Centre, A-1 industrial estate, ITI Road, Aligarh-202001, and shall include their legal representatives, Successors and permitted assigns.
- B. The "Contract" means and includes the documents forming the tender and acceptance thereof. Together with the documents referred to therein including the conditions.
- C. The "Premises" shall mean the "NTSC building consisting of Ground plus one Floors Admin building, Workshops, New Building, internal roads, pavements and maintaining of garden in front of NTSC parking Areas in the entire campus of Office.
- D. The "Contractor" shall mean the individual or firm and shall include the legal representative of such individual or the persons composing such firm or the permitted assignee of such individual or firm or the Corporation.

- E. The “Competent Authority” means the Chairman cum Managing Director of the Corporation and his successors.
- F. The “Officer In Charge” shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by “Competent Authority” as the case may be, who shall supervise and be in charge of such works.
- G. The “Care Taking Section” shall mean the Administration Division of the Corporation.
- H. The “Workmen” shall mean the workers, employed by the Contractor directly or indirectly through a sub-Contractor, or by an agent on his behalf on payment in accordance with the minimum wages act in force, to attend the house keeping work at the premises of the Corporation.
- I. Period: The period shall mean the period of contract for a maximum period of 12 months subject to the suitable and satisfaction of the Corporation. However, the Corporation reserves its right to terminate the contract, at any time, during the currency of contract by giving 7 days notice to the contractor without assigning any reason for termination.

CLAUSE – I ELIGIBILITY CRITERION FOR BIDDERS

The intending bidders shall have the registration with Labour dept (State), EPF, ESI and other statutory departments as applicable.

The intending bidders shall have sufficient work experience in providing similar services to reputed Govt. and private departments located at Aligarh for at least past 3 years.

CLAUSE-2 SCOPE OF WORK

- 2.1 The Scope of the work for the contract is as per details given in Annexure-I.
- 2.2 The Contractor is required to undertake any kind of house-keeping work which the Corporation require at any point of time in its premises.
- 2.3 The sufficient supply of water is available in the premises with free of cost.
- 2.4 The Contractor himself shall be responsible for the safety of his T&P. No damage claimed by the Contractor on this account shall be entertained. The Contractor shall have to make his own arrangement for storage of the material required for the job. However, a suitable room may be provided to him on rent-free basis during the currency of the contract subject to availability.
- 2.6 The Contractor shall be responsible to ensure usual precautions during the execution of work and shall also be liable to make good the damages caused to installation damaged during the execution of house-keeping work.

2.7. The Contractor will supply sufficient sets of Uniforms, Identity Cards, Gumboots etc., to each workmen, who shall wear the same while at work and shall keep the uniform clean. If during working hours any workmen is found to be without uniform, he will be marked absent.

2.8 All the sweeping shall be collected and transported to disposed off out side of the campus or as advised by the Officer In- Charge and nothing extra shall be paid on this account.

CLAUSE -3 LEGAL OBLIGATIONS

3.1 The Contractor shall abide by the contract workmen (Regulation & Abolition) Act, 1970, Contract Workmen (Abolition & Regulation) central Rules, 1971, Minimum wages act 1948, Employer's Liability Act, 1947 and provision of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the workmen employed by the contractor shall be sole responsibility of the contractor.

3.2 The Contractor shall also ensure that no workman below the age of 18 years is employed by him for the above mentioned jobs.

3.3 The Contractor shall on his own cost, if required take necessary Insurance coverage in respect of staff and other personnel for service to be rendered to the Corporation and shall complete with all relevant labour laws as applicable to the area as existing or as may be modified during the contract period, shall indemnify the Corporation against all acts of omission, fault and breaches.

3.4 The Contractor shall also abide by provisions of Employees Provident Fund, ESI contributions and shall ensure that the contribution towards the same is made from the very first day of employment of his workmen deployed by him for the above job and shall not pay to his workmen less than the existing rate of Minimum Wages as per provisions of Minimum Wages Act, 1948.

3.5 The Contractor shall ensure that all the grievances and complaints of his workmen are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.

3.6 The Corporation shall have no liability or responsibility for the contract workmen employed by the Contractor and the contractor shall fully be responsible for any violation of all applicable workmen/industrial laws. Any such violation shall be deemed to be breach of the contract. In order to ensure the fulfillment of these statutory obligations the contractor shall ensure that the payment of the Wages to the workmen of the contractor is made in the presence of a representative nominated by Corporation. The Corporation shall have the right to check the implementation of labour welfare laws and rules made thereafter.

3.7 All the workers employed by the contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from the corporation in any manner either outside the court or in the court of law.

It is further provided that any kind of dispute arises between the contractor and their employees that shall be entirely the dispute between contractor and their employee. The corporation shall not in any way be made party to it. The contractor undertakes to take such responsibility and will take all necessary steps for redressal of such disputes.

3.8 The Contractor whose tender is accepted and who employs or employed 20 or more workers on any day of the preceding 12 months in various contracts, he may have in other department/establishment, shall obtain a valid license under the Contract Workmen (P&A) Act 1970 and the contract workmen (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid license until the completion of the contract.

3.9 The Contractor shall pay to the workmen employed by him wages not less than the minimum wages in accordance with the notification of minimum wages issued by Aligarh Administration (workmen Department) from time to time or applicable as per minimum wages act.

3.10 The Contractor shall maintain proper register and record viz. Muster roll, Register of wages, Register of overtime, Register of fines, Register of Advance and wages slip required under the Act (Section 29 & Rule 78). Contractor shall obtain the signature or thumb impression of the worker concerned against entries relating to them on the register of wages of muster-cum-wages register the entries shall be authenticated by the initial of contractor.

CLAUSE-4 PROCEDURE OF WORK EXECUTION

4.1 Contractor shall provide the following minimum nos. of workmen for executing the job for six days in a week (excluding Sundays and National Holidays)

i) House Keepers (male) = 2 Nos

The above workmen shall be deployed by the Contractor from 09:00 hrs to 17:30 hrs (With half an hour lunch break), on all the six days in a week i.e from Monday to Saturday.

- 4.2 Proper record viz. Muster roll, register of wages shall be maintained. The contractor shall obtain the signature/thumb impression of the workmen in daily attendance register, which shall be verified by Care taking Section on regular basis. The reimbursement of the wages to workmen is purely on the basis of their attendance preceded as verified in the register by care taking section of the Corporation.
- 4.3 The Contractor shall issue the identity cards to his workmen at his own cost and shall be duly intimating the care taking section as and when a new workman is deployed by him for carrying out the house keeping job in our premises.
- 4.4 The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.

Clause-5 PENALTIES

- 5.2 The contractor shall be responsible for the safety of all items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of housekeeping work which shall be recoverable from his monthly bill or the Security deposit or any other dues payable to the contractor by the corporation.
- 5.3 If the contractor suspends or abandons the house keeping services without giving a proper and advance notice thereof the whole of his security money and/or any amounts due to contractor shall be forfeited he shall also be liable for legal action as deemed fit for such act.
- 5.4 The contractor shall maintain a proper record of all the material consumed in a month and shall be getting it verified by the care taking section every week who shall be ensuring the actual quantity of the material consumed in a particular week/month.

CLAUSE -6 PAYMENT TERMS

- 6.1 The Contractor shall prepare his monthly bill which shall be on the basis of his quote provided by him as enlisted in Annexure-II, EPF and ESI contribution paid for the workmen and the service charges of the contractor. All the bills so prepared shall invariably be supported by the proof of payment of wages and receipts of EPF & ESI in evidence of his having made payments to these accounts.
- 6.2 The Contractor shall prefer his bill paying the wages to his workmen including the cost of material provided by him during the month. Contractor shall also enclose receipts of payments of EPF & ESI.

- 6.3 If during the currency of the contract the minimum wages are increased by the Government's notifications the same shall be reimbursable to the contractor with its direct effect on the EPF & ESI. However, it shall be binding on the contractor that he produces the copy of such Govt. notification as and when the same is issued by the concerned authority. The reimbursement is only to be made against the proof of payment of the same to the workmen.
- 6.4 In case there has to be made any payment to the workmen of the contractor by the corporation which otherwise is the responsibility of the contractor, the same shall be adjusted against the Security amount deposited with the Corporation or either deducted from the payment due to the contractor.
- 6.5 The contractor is required to visit and inspect the work of housekeeping and gardening, regularly at least once in week with prior intimation to corporation. He shall also meet the concerned officer in corporation once in a month to enquire the level of performance and note down remarks thereon. He shall immediately ensure to rectify short comings which may be brought to his notice.

CLAUSE -7 DUARATION OF CONTRACT

- 7.1 The duration of this contract shall be for one year from the date of award of the work as is to be mentioned in the work order to be placed on the successful party. However, the duration can be extended after satisfactory completion of the currency of the contract, on mutually agreed terms and conditions.
- 7.2 In case it is found that contractor is not complying with the provisions of minimum wages Act. Provident Fund Act and or any other statutory provisions as mentioned in Clause 3 of this letter the contract is liable to be terminated at any time without giving any advance notice to the contractor to this effect.
- 7.3 Either of the parties shall have the right of coming out of the contract by giving a notice for 45 days in advance during its validity.

CLAUSE-8 SPECIAL CONDITIONS

- 8.1 In case it is felt by Officer In-Charge or designated officer that any workman or Supervisor of contractor is not suitable for carrying out the work inside premises then the workman or Supervisor is to be replaced immediately by the Contractor.
- 8.2 The Contractor shall have no claim against the Corporation in respect of any work which may be withdrawn except for work actually completed under this contract.
- 8.3 Wherever the term "polishing" has been used, it implies to polishing of fittings, fixtures, utensils and accessories of doors, windows ventilators, water supply,

Plumbing system and miscellaneous in-built metallic fixtures with polishing of partitions, doors, windows, paneling and floor etc.

- 8.3 If the Contractor fails or neglects to observe or perform the terms and conditions of the agreement or any of them, the Corporation may:
- a) Terminate the contract or/and hold the Contractor liable for all the losses or damages occurred to the Corporation by such failure or neglect; and/or
 - b) Hold the Contractor liable to pay damages and compensation for loss and in convenience caused by dislocation of all or any of the services by the sudden discontinuance/dislocation or stoppages.
 - c) In the event of sudden failure, neglect, dislocation or stoppage of the disposal collected debris by the Contractor; the Corporation may get the work done by some other agency without any notice to him. This is without prejudice to the Corporation rights to enforce performance in respect of the rest of the work and the Contractor shall in such event, pay to the Corporation the additional cost incurred for having work done by some other agency.

CLAUSE – 9 GENERAL CONDITIONS

- 9.1 All the prospective parties with good experience may send their tenders in sealed envelope in two bids technical bid & price bid addressed to The Chief General Manager, NSIC–TSC, A-1 industrial estate, ITI Road, Aligarh-202001 upto 15.00 hrs on or before **15.06.2016**. The technical bid of accepted offers will be opened at 16.00 hrs on the same day in the NSIC-TSC, A-1 industrial estate, ITI Road, Aligarh-202001. The Envelop for tenders shall be clearly super scribed on the top ‘**TENDER FOR HOUSE KEEPING SERVICES**’. All the tenders shall be accompanied with a DD/Pay order for **Rs.5000/- (Rupees Five thousand only)** drawn in the favor of “NSIC LTD, being the **earnest money deposit** for the above mentioned job. The successful tenderer shall deposit security deposit of **Rs.30000/- (Rupees Thirty thousand only) in the form of DD** which shall only be released after three months from the date of the completion of the contract. The earnest money/Security deposit shall be interest free. EMD will be refunded after receipt of security deposit.
- 9.2 The DD/PO towards Earnest money deposit should be submitted in a separate cover marked “EMD”.
- 9.3 Offers received without EMD or relevant documents for meeting eligibility condition will not be considered for opening of price bid. Price bids of those contractors whose bids meet the eligibility criteria as per clause no.1 will only be opened.
- 9.4 NSIC GP REGISTERED firms are exempted for payment tender fee and Earnest Money Deposit (EMD).
- 9.5 The earnest money of the other unsuccessful tenderers shall be refunded after the contract has been awarded with no interest thereon.

- 9.5 The Corporation reserves the right to reject any or all the tenders without assigning any reason whatsoever thereof.
- 9.6 The tender shall be valid for a period of sixty days from the date of its opening.
- 9.7 All the parties may send their tenders in the Schedule of rates at Annexure II which contains the basis of total contract value.
- 9.8 Interested parties may quote the best possible competitive rates and shall also enclose the copy of documentary evidence in support of their experience in the job. However, furnishing of the copies of the certificate ESI, EPF along with the tender is essential failing which tender is liable to be rejected.
- 9.9 The interested parties are advised to inspect the premises and assess the scope/quantum of work involved before submitting their offer. Any clarification may be obtained by contacting the office of the undersigned during office hours on working days. No claim what so ever shall be entertained regarding the ignoring the site conditions on later date.
- 9.10 Before filling up the tender amount, please make ensure that clause 6.1 will be complied with in to. In case amount to be released to workers is not as per wage bill to be prepared as per minimum wages Act or contractor is not able to provide undisputed documentary proof in respect of following:-
- i) Release of payment as per minimum wages Act.
 - ii) Deduction of EPF & ESI as per Statutory Act.
 - iii) Deposit of amount deducted towards EPF & ESI to statutory authorities within scheduled time as per Statutory Act.
- Then amount in such cases will not be released. The decision of Competent Authority will be final in this case. In case it is found that no amount of PF & ESI has been deducted in respect of persons engaged by them by the Contractor inspire of having PF A/c. no. & ESI A/c No. for the Company/firm then in such cases amount of PF & ESI as per EPF Act & ESI Act will be deducted by NSIC Ltd. in respect of such persons engaged by them and will be deposited to statutory authorities on behalf of such contractor.
- 9.11 Tender form along with specimen of the forms/requisitions etc. may please be collected from the Admin Section of the Corporation during working days from 10.00 AM to 5.00 PM by payment as nominal charges of Rs.525/- (inclusive of Tax) (non refundable)

Thanking you,

Yours faithfully

CHIEF GENERAL MANAGER

SCHEDULE OF ROUTINE HOUSE KEEPING WORK

It shall be the responsibility of the contractor to ensure the absolute cleanliness in the entire office premises and maintain the premises so hygienic and clean as is required and expected in an organization of international standard as of ours. However, we hereunder furnish the work schedule for house keeping which shall be helping in ensuring the absolute house keeping and cleanliness of our premises.

I. JOBS TO BE CARRIED OUT DAILY (Six Working days in a week)

The following jobs are to be carried out to the satisfaction of corporation and or its employees and contractor must ensure that no complaints are made against their employees for the job assigned to them in any manner.

1. Cleaning the exposed surface of built in and removable furniture items such as tables, chairs, cabinets, Almirahs, sofas, cupboards, racks etc. by dusting, brushing, moping complete as directed (One time daily).
2. Cleaning of loose items such as doors mats, firefighting accessories, photos, boards, wooden planter boxes, other fixture etc. by dusting brushing complete as directed (One time daily).
3. Cleaning the fixtures of pantries, such as sinks, draining boards, platforms, cabinets etc. by washing with approved quality liquid detergents, soap, air purifier acid for removing the stains. (Minimum one time daily plus as and when required during office hours).
4. Cleaning with brooms and wet mopping with cloth of entire floors of office premises, receptions, cabins, halls, passages, lobbies, utility services, areas, stair cases, pantries, canteen, toilets all excluding the carpeted area and skirting, dado etc. removing stains dirt, sweeping brushing, cleaning binds, dirt catchers, paved areas, grating with approved quality dry/liquid detergents, chemicals, soap by brooms brushes, rug, cloth, removing water stains, cleaning marble cladding with water, detergents, phenyl, collecting dust, dirt, mud, waste papers etc. removing the same to garbage bin at disposal point, air-purifier, Dettol, all complete as directed. (Minimum one time daily plus as and when required during office hours, with help of floor scrubbing machine wherever needed).
5. Cleaning of toilets of office premises floors, skirting, dado wall cladding, doors, EWC commode and cisterns, vitreous partitions, squatting plates, wash basins, IWC pan, grating waste fittings etc. with approved quality dry/liquid detergent chemicals, acids, soap, phenyl, air purifier, cakes, naphthalene balls, sanitary cubs, toilet papers, liquid soap, washing with water, wet mopping, cleaning the interior of commodes, over all – surfaces of commandment and cover with brooms, brushes, rugs, clothes, removing.

6. Strains collected dust, dirt, mud, waste of all nature. All complete as directed (minimum one time daily before office resumes, one time daily afternoon session plus as and when required during office hours).
7. Cleaning thoroughly all internal roads, paved parking areas, pavements etc. by sweeping.
8. Watering the plants/grass, pruning/cutting of flower plants to give the proper shape to improve the aesthetic view, applying manure/red soil (Manure and Red soil shall be supplied departmentally) whenever required for external and internal landscaping work complete as per the direction of the Officer-In-Charge.

Note:

All the above items of job shall be completed before 10.00 am every day during the working hours of the office; the Contractor shall keep adequate cleaning workmen within the premises who will render the service as and when required.

II. WEEKLY SCHEDULE OF ACTIVITIES

1. Cleaning thoroughly the entire office premises, exposed areas as well as behind/corners, niches/under the furniture and fixture with water, chemicals, detergents, soap, by washing, wet mopping, removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required, removing cobwebs, soot etc. drying with vacuum cleaners brushes, clothes, rug, disposal of rubbish all as per approved quality and direction- complete (one time in all the areas in one week) with floor scrubbing machine.
2. Cleaning the glass panes of windows, doors, shutters, panels, partitions, vision panels, partitions, louvers etc. with water chemicals including the jambs, soffits, frames, recesses, rebates around the glass panes with brushes, soft linen clothes, rugs, metallic scrapers all as per approved quality and direction (one time in the entire area in one week) from inside and outside.

4. Cleaning the Venetian blinds at all location with chemicals, water, stain removers, including the jambs, soffits, frames, recesses, rebates around the fixture with vacuum cleaner, brushes, soft linen clothes, rugs, all the approved quality and as directed (One time in the entire area in one week).
5. Cleaning thoroughly the miscellaneous loose items e.g. door mats, Fire Fighting accessories, fixtures, wooden planters, photos, boards etc. with vacuum cleaner, dusters, brushes etc. Drying, removing cobwebs, soot etc. all as directed. (one time in the entire area in one week)
6. Cleaning thoroughly the sign boards, main gates, channel gates etc, including polishing the CP Brass and metal finish, fixtures with polishing compound, polishing of accessories with suitable compounds, removing strains at least once in a week by using materials of good quality.

III FORTNIGHTLY WORK SCHEDULE

1. Cleaning wall panelling, high partitions, low partitions of timber work including top, jambs soffits, shelves, skirting, recesses, grooves, rebuts etc., removing soot, stain, oily marks, dusting with vacuum cleaners, brushes, soft linen cloths, rugs, chemicals and stain removers-all of approved quality and as per direction. (One time in one fortnight).
2. Cleaning wall cladding and wall paper, with suitable means, liquid soap, detergents, cobwebs, marks etc. dusting with brushes, rugs, clothes, chemicals all of approved quality and as per direction (one time in one fortnight).
3. Cleaning pelmets and curtains with vacuum cleaners, brushes, duster etc. at all locations complete as directed (One time in one fortnight).
4. Cleaning electrical fixtures e.g. ceiling fans, A.C. grills, ducts, lighting fixtures, electrical gadgets, dusting, brushing, removing stains, soot, dust polishing in the entire premises with vacuum cleaners, dusters, brushes, cleaning compounds, all of approved quality, as directed (One time on one fortnight).
5. Cleaning all furniture built in and removable type thoroughly, over all surfaces, including interiors, polishing, removing stains with vacuum cleaners, brushes, linen clothes, rugs, chemicals, cleaning compounds metal polish, all of approved quality as directed. (One time in one fortnight).
6. Cleaning of ceiling, coffered beams of entire area, removing cobwebs, soot, dust accumulation with vacuum cleaners, brushes by applying colorless detergent shall of approved quality and direction.

8. Cleaning carpet thoroughly by vacuum cleaners, brushing carefully along the grains, removing stains, with stain removers cleaning the floor underneath with vacuum cleaners, brushes removing dampness, relaying the carpet into original position all of approved quality as directed.
9. Cleaning and polishing the dado of toilets, sanitary fittings and fixtures with a approved quality. Polishing compound on CP Brass and metal finishes shall be of standard quality as per direction. Cleaning of toilet shafts, gully traps including man holes & sewers and keeping them clean free from garbage, waste water accumulation and silt.
10. Cleaning the miscellaneous loose items as specified in item no.II (5) complete.
11. Cleaning the areas, balconies, extended slabs, windows, including slabs walls etc. by sweeping, brushing, cleaning the dust accumulation. Mud, cleaning with water the spouts, open and under ground storm water drains etc. with water, after declogging as and when required. Chemicals, soaps and detergents used in all operation shall be of standard quality and make as approved.

CHIEF GENERAL MANAGER

SCHEDULE OF RATES

I) MANPOWER

Monthly wages payable to workmen (as per existing State minimum wages act),

MANPOWER REQUIREMENT	Nos.	Rate
1. House Keepers (male)	2	

In case number of persons i.e. Housekeepers or gardener of any other category are to be increased, the contractor will provide the same on requirement basis and payment will be decided by Competent Authority on proportionate basis as per rates applicable for these category of persons shown in State minimum wages Act of Government of India from time to time.

STATUTORY REQUIREMENT like EPF ESI etc. as applicable to be included in the amount.

SI No	Description	Amount (In Rs)
1	Basic	
2	ESI @ 4.75%	
3	PF @ 13.61%	
4	Bonus 8.33% 2Rs 3500/-	
	TOTAL	
6	Service charges.....%	
7	Total	
8	Service Tax 15%	
	GRAND TOTAL	

TOTAL AMOUNT PER MONTH = Rs.....) in words (.....
) TOTAL CONTRACT VALUE PER ANNUM RS.....
Amount in words.....

For M/s.....

 (Authorized signatory with seal)

Date:
 Place:

Name:
 Designation: