

OFFER

FOR

**PROVIDING HOUSEKEEPING SERVICES AT
NSIC- EMDBP &TSC, AT ECIL 'X'ROAD,
KAMALANAGAR,
HYDERABAD**



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A Govt. of India Enterprise)
NSIC Technical Services Centre,
KUSHAIGUDA, ECIL P.O., HYDERABAD 500062
Ph: 040-27121422, 27125802, Tele Fax: 27130204, Fax: 27122303.
Website: <http://www.nsic.co.in>

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A Govt. of India Enterprise)
EXHIBITION-CUM MARKETING DEVELOPMENT BUSINESS PARK
KUSHAIGUDA, ECIL P.O., HYDERABAD 500062
Ph: 040-27121422, 27125802, Fax: 27122303.

Ref: NSIC/TSC(HYD)/H K/2011

Date: 24-05-2011

M/s. _____

Sub: Providing housekeeping services at NSIC TSC and NSIC EMDBP at ECIL 'X' Road, Kushaiguda, Hyderabad.

Sir,

Terms and conditions in respect of the above mentioned works containing 11 are forwarded herewith. *Please note that the sealed offer is to be delivered in the office of the DGM, NSIC Ltd, ECIL Post, Kamala Nagar, Hyderabad- 62 up to 4.00 P.M. on 02-06-2011-.* Offer all the parties received by due date and time will be opened at 4.30 P.M. on 02-06-2011.

The offer should be signed, dated and witnessed in all places provided for in the documents and all other papers should be initialed.

The person, signing the offer on behalf of another person or on behalf of firm shall attach with offer a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such offer for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

This letter shall form part of the **"CONTRACT"** and must be signed and returned along with the terms and conditions.

Yours faithfully

Encl. 11 Pages

Deputy General Manager
NSIC Ltd., Hyderabad

Signature of the Contractor

TERMS AND CONDITIONS

CLAUSE-1 GENERAL CONDITION

- 1.1 Sealed offers are invited from experience parties for carrying out housekeeping work of NSIC Marketing Cum Business Park and NSIC Technical Services Centre situated at Kamalanagar, ECIL "X" Road Hyderabad-62.
- 1.2 Offer has to be submitted in sealed envelope superscribing "OFFER FOR HOUSEKEEPING SERVICES" on or before 02-06-2011 at 4.00 PM. All the offers received shall be opened on the same day i.e on 02-06-2011 at 4.30 PM.**
- 1.3 Offer received after due date shall not be considered for opening and the same shall be summarily rejected.
- 1.4 NSIC does not bind itself to accept the lowest offer and reserves the right to accept any or reject all the offers received without assigning any reasons thereof.
- 1.5 It is presumed that party submitting their offer are fully aware about site conditions, scope of works etc. Unfamiliarity with site conditions or scope of works shall not construed or attract any increase in rate accepted by NSIC.
- 1.6 No hutment shall be provided inside the premises and all the workmen deployed by the contractor shall leave the site after completion of days work.
- 1.7 The party submitting their offer has to enclose necessary credentials for the similar kind of work carried out by them in past with name of party, contact person and their telephone number.
- 1.8 Party has to comply all the governing labour laws/licence requirement etc. for undertaking the work and any violation or non-adherence of the same shall be sole responsibility of the contractor.
- 1.9 Party selected for undertaking the work has to execute an agreement with NSIC, separately for Marketing Cum Business Park and Technical Services Centre on requisite value of Non-judicial stamp paper.
- 1.10 Requirement of man power indicated under para 4.1 i.e under clause procedure of work execution is tentative only. NSIC reserves the right to increase or decrease the number of personnel required and the party has to supply the manpower at the same rate.
- 1.11 Party has to make necessary arrangement for supervising the work being carried out by the personnel deployed by them for their quality execution and to receive any instruction being given by the NSIC and nothing extra shall be paid for this.
- 1.12 Interested party may purchase the terms and conditions by paying **Rs 500/- in cash** from the office of Deputy General Manager, NSIC Technical Services Centre, ECIL "X" Road, Kushaiguda, Hyderabad. Terms conditions available on website "www.nsic.co.in" is only for information and the intended party has to purchase terms –conditions from this office only.
- 1.13 The party has to quote their rates strictly as per performa enclosed at Annexure-II**
- 1.14 All the consumable items like, acid, phenol, mops, cleaning powders, naphthalene balls etc. shall be issued by NSIC. The contractor has to ensure the effective and proper use of materials and shall take all precautions to avoid wastage. Party has to also make arrangement for supply of lawn mower, sprayer, duster, vacuum cleaner, garden pipe etc. as and when required and nothing extra shall be paid for the same.**
- 1.15 Party has to enclose necessary documents wherever required in support of the rates quoted by them by following Minimum wages act.
- 1.16 An amount equivalent to 1% of bill amount payable to contractor shall be deducted towards performance guarantee and same shall be released to them after conclusion of

contract including extended period of any depending upon the satisfactory performance rendered by the party. The decision of the NSIC in this regards shall be final and binding upon the party.

- 1.17 Contractor has to comply the necessary requirement of Contract labour (Regulation and abolition) Act 1970 and shall have valid contract labour licence.

CLAUSE-2 SCOPE OF WORK

- 2.1 The scope of the work for the contract is as per details given in **Annexure-I** the Contractor is required to undertake any kind of Housekeeping work, which the corporation require at any point of time in its premises.
- 2.2 The sufficient supply of water is available in the premises. No charges, therefore, shall be levied for use of water by Contractor or his workmen. All the T&P viz. scrubbing machine, trolley, buckets, ladders etc., have to be arranged by the Contractor himself. No extra payment on this account shall be made.
- 2.3 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 of availability.
- 2.4 The Contractor shall be responsible to ensure usual 'precautions' during the execution of work and shall also be liable to make the damages caused to installation damaged during the execution of Housekeeping work.
- 2.5 The Contractor will supply sufficient sets of Uniforms, Identity Cards, Gumboots etc., to each workman, who shall wear the same while at work and shall keep the uniform clean. If during working hours any workman is found to be without uniform he will be marked absent.
- 2.6 All the dust shall be collected and transported to MCD/NDMC dustbin/incinerators by the Contractor or as directed by the NSIC 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 948, Employer's Liability Act, 1947 and provisions of the other rules and regulations of the 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 workmen below the age of 18 years is employed by him for the above mentioned jobs. Similarly, the maximum age of the workmen deployed should not exceed 50 years.
- 3.3 The Contractor on his own cost, take necessary ESI 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 and shall indemnity 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 contract. In order to fulfill of the 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 hereafter.
- 3.7 All the workers employed by the Contractor shall be considered as employees of the Contractor and they shall not be 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.
- 3.8 It is further provided that any kind of dispute arises between the Contractor and his employees that shall be entirely the dispute between Contractor and his employee. The corporation shall not be held responsible under ESI Act, PF Act, and Gratuity Act, etc., and shall also not be responsible for any dispute between the Contractors and its employees.
- 3.9 The Contractor (Whose quotation is accepted) and who employs and 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. Any failure to fulfill this requirement for a term which may extend to three months of with fine or both for which Contractor is solely responsible.
- 3.10 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 Hyderabad Administration (Workmen Department) from time to time.
- 3.11 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 slab required under the Act (Section 29 & Rule 78). Contractor shall obtain the signature of thumb impression of the worker concerned against entries relating to them on the muster cum wages register. The entries shall be authenticated by the initial of Contractor and shall be subject to inspection by the corporation at any time during the time of contract.

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).

NSIC-EMDBP:

- | | |
|-----------------------------------|-----------------------------|
| 1 House Keepers/Scavengers | : 8 Nos. (Unskilled) |
| 2 Gardener | : 1 Nos. (Unskilled) |
| 3 plumber | : 1 No (Skilled) |

NSIC-TSC

- | | |
|---|-------------------------------|
| 1 Office Boys/Establishment Main Boy | : 1 No. (Semi skilled) |
| 2. Electrician | : 1 No. (Skilled) |
| 3. House Keepers/Scavengers | : 5 Nos. (Unskilled) |

- 4.2 The above workmen i.e., 1 to 2 shall be deployed by the Contractor in shift from 9:30 to 18:00hrs. for Office Boy/Establishment Main Boy and 8:30 hrs. to 17:00 hrs for House Keepers/Scavengers/Gardener/plumber (with half an hour lunch break) on all the six days in a week from Monday to Saturday.
- 4.3 Proper record viz. muster roll, register of wages shall be maintained. The Contractor shall obtain the signature / thumb impression of the workmen in daily 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 receded as verified in the register by care taking section of the Corporation.
- 4.4 The Contractor shall issue the identity cards to his workmen at his own cost and shall be duly intimating the care taking section at the earliest as and when a new workman is deployed by him for carrying out the house keeping job in our premises. 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:

- 5.1 In the event the Contractor fails to undertake the house keeping work on any particular day either in part or in full or the work executed by him is not found up to the desired standard, the Contractor is liable to be penalized @Rs.1,000/- per day (One Thousand only) which shall be recoverable from his bill. The decision of corporation to impose the penalty shall be final and binding on the Contractor on mutual agreement. In case the amount of such penalty exceeds 5% of the contract value at any point of time the contract may be terminated without any further notice.
- 5.2 The Contractor shall be responsible for the upkeep 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 due to gross negligence, as mutually agreed, during the execution of house keeping work which shall be recoverable from his monthly bill or any other dues payable to he Contractor by the corporation.
- 5.3 The Agency agrees to the deduction from its monthly service charges an amount not exceeding one percent of the total amount at a time subject to a maximum of five percent of the monthly wage bill towards Contract Performance Guarantee. The amount so deducted shall not accrue any interest and the same shall be refunded after the expiry of the contract or o the termination of the same.
- 5.4 The Contractor essentially has to use standard vacuum cleaners and shall be operated on said days. Nothing extra shall be paid on this account.
- 5.5 The Contractor shall maintain a proper record of all the material consumed in a month and shall be getting verified by the care taking section every week that shall be ensuring the actual quantity of the material consumed duly certified by the care taking section.

CLAUSE – 6 PAYMENT TERMS:

6.1 The Contract shall prepare his monthly bill which shall be on the basis of Minimum Wages computed for his workmen, separately for NSIC Marketing Cum Business Park and NSIC Technical Services Centre indicating EPF and ESI contribution paid for the workmen working in the corporation and the service charges of the Contractor. All the bills so prepared shall invariably be supported by the proof of payment wages and receipts of ESI & PF in evidence of his having made payments to these accounts. The payment will be made as under:

- 6.2 The Contractor shall prepare his bill paying the wages to his workmen provide by him during the month. Contractor shall also enclose proof of payments of ESI & PF, stating name wise detail of workmen deployed to whom such payments released every month.
- 6.3 If during the currency of the contract the Minimum Wages are increased by the government's notifications the same shall be effected to the Contractor with its direct effect on the EPF and ESI. However, it shall be binding on the Contractor that he produces the copy of such Govt. notifications as and when 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 The Contractor is required to visit and inspect the work of house keeping regularly at least once a week with prior intimation to the corporation. He shall also meet the concerned officer in corporation once a week 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.
- 6.5 All monthly payments are to be released to workers and other personnel by the Contractor and proper record of the same should be maintained.

CLAUSE -7 DURATION OF CONTRACT:

- 7.1 The duration of this contract shall be initially for two years which will start from the 1st day of subsequent month, after issue of acceptance letter by NSIC or as mentioned in the acceptance letter. The contract may be extended for further two years based upon the satisfactory performance of the party. The duration can be extended further after satisfactory completion of the contract, if agreed mutually. However, the discretion of the NSIC in this regard shall be final.
- 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 statutory provisions as mentioned in Clause 3 of this contract, it is liable to be terminated at any time without giving any time and without giving any advance notice to the Contractor to this effect.
- 7.3 NSIC reserves right to terminate the contract by giving one month notice in case the party is not performing satisfactorily are not complying the terms and conditions of the agreement. In case contractor desires to terminate the agreement they can do so by giving two months prior notice. However, they have to continue the services till the alternative arrangement is made, on the same rates and terms –conditions of the agreement.

CLAUSE – 8 SPECIAL CONDITIONS:

- 8.1 In case it is felt by the I/c of the NSIC- TSC or EMDBP or any other authorized officer of the Corporation that any workmen of Contractor is not suitable for carrying out the work inside premises then the workman is to be replaced immediately by the Contractor **(within one week's time)**
- 8.2 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 Contractor/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.
- 8.3 In the event of sudden failure, neglect, dislocation or stoppage of the work by the Contractor; the Corporation may get done the same by some other agency without any notice to him.

8.4 In case the Corporation needs personnel over and above the aforementioned personnel, for NSIC (Hyderabad) or for any other place the Agency shall provide the same on the same terms and conditions.

For providing the above personnel the agency will charge the Corporation as per the rate structure given in this agreement.

Payment of the Bill to the agency for this service shall be made by the Corporation generally on or before 7th of the following month on production of Bills and after deduction of TDS. The bill shall be supported by the duty chart duly certified by an Officer of the Contractor authorized for this purpose and also undertaking to be furnished as required by the Corporation. The monthly details of personnel Employed showing PF deducted must also be submitted.

8.5 a. The Corporation shall not, in any way, be responsible for any disability whether permanent or temporary caused to the personnel during discharge of their duties.

b. Any designated officer of the Corporation shall have a right to check the number of personnel on duty and whether they are doing their duty/work as instructed, at any time without reference to the Agency. Such checking or monitoring of the personnel shall not relieve the Agency from any of its obligations of periodical monitoring, supervising and checking etc. The Agency shall also submit report of such monitoring and surprise checks to NSIC (Corporation) from time to time. On account of any default or negligence in performance of the duty of agency staff provided by the Agency, if the **Corporation incurs any loss or damage by way of their pilferage or any type of damage or loss to its property, the same shall be recoverable from the Agency to the extent such loss or damage.** Decision of the Corporation in this regard shall be final and binding on the Agency.

c. The Agency shall remain liable to and shall indemnify the Corporation in respect of all causes of action, claim, damages, compensation or costs, charges and expenses arising out of accident or injury, sustained or to be sustained by the Contractor or by any workman or other person, whether in the deployment of above said premises arising out of any act of commission or omission, default or negligence, error in judgment on the part of Agency or the Staff and agents of the Agency.

d. The Corporation shall be entitled to terminate this agreement by giving one month notice in writing to the Agency without prejudice to other rights and remedies available to it because of the breach of any terms of this agreement or if the Proprietor of the Agency becomes insolvent or fails and/or neglects to carry out instructions of the Corporation or violates any guidelines of the Corporation or if the Corporation otherwise arrives at a conclusion to terminate this Agreement. On termination of the agreement, the liability of the Contractor for payment of any amount shall cease.

e. The Agency shall comply with all Acts, law, by-laws and statutory regulations applicable from time to time in the Hyderabad with regard to performance of work and Corporation shall have no liability in this regard, whatsoever. **The agency shall submit a copy of audited financial statements to the Corporation for every financial year during the period of contract.**

f. The personnel, employed by the Agency shall be the employees of the Agency and the Corporation has nothing to do with their employment.

9.1 If any dispute or difference arises between the parties under or in relation to this agreement, the same shall be referred to the sole arbitration of the Chairman cum Managing Director of the Corporation and the decision of the Chairman cum Managing Director or any other officer appointed by him for this purpose shall be final and binding upon the parties, including the venue, as selected by him.

Annexure – I

SCHEDULE OF ROUTINE HOUSEKEEPING WORK:

It shall be the responsibility of the contractor to ensure the absolute cleanliness in the entire office premises and maintain the premises hygiene and clean as required and expected in an organization of international standard as of ours. However, we hereunder furnish the work schedule for housekeeping which shall be helping in ensuring the absolute housekeeping 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 the Corporation and to ensure that no complaints are made against the agency or 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' sofas, urinals almarahs, racks, etc., by dusting, brushing, moping complete as directed (One time daily)
2. Cleaning of loose items such as doors, mats fire fighting 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, soaps, air purifier acid for removing the stains. (Minimum one time plus as and when required during office hours).
4. Cleaning with brooms and wet mopping with cloth of entire office premises, receptions, cabins, halls, passages, lobbies, utility services, areas, stair cases, pantries, toilets all excluding the carpeted area and skirting, 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 (Excluding consumables) as directed. (Minimum one time daily plus as and when required during the working hours, with the help of floor scrubbing machine wherever necessary).
5. Cleaning toilets of office premises, skirting, dado, wall cladding, doors, EWC 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, overall – surfaces of commandment and cover brooms, brushes, rugs, clothes, removing. Stains collected dust, dirt, mud, waste of all nature. Al complete as directed (minimum one time daily after noon session plus as and when required during office hours). Cleaning carpets with soft brooms, brushes by brushing, sweeping carefully along the grains, removing stain with approved quality stain removers, complete as directed with vacuum cleaners and carpet cleaning machine (one time daily). Cleaning thoroughly all internal roads, paved parking areas, pavements etc., by sweeping.
6. Watering to plants, trees & garden and maintained by using permitted chemicals & fertilizers.

Note:

All the above items of job shall be completed before 9:30 a.m everyday during the working hours of the office. The contractor has to that the ensure the premises are cleaned thoroughly and properly. The bath rooms and other areas are maintained in neat and tidy manner and no water stagnation, blockage of pipe lines or foul smells emanate from the toilet area.

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, soaps, by washing, wet mopping, removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required, removing cobwebs, soot, etc., drying with vacuum cleaner brushes, clothes, rugs, 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 thoroughly the canteen area comprising of entire floors wall, exposed areas as well as unexposed area behind/corners/niches under within over the cupboards, cabinets, built-in counters, platforms, sinks, granting, washing areas, all the exposed surfaces and interiors of furniture. All fixtures, kitchen accessories, bins, cleaning accumulation of dirt within the traps gullies, with water, liquid and dry detergents, chemicals acid, washing, wet mopping dry polishing i.e., Dettol or equivalent quality compound, with vacuum cleaners, brushes brooms, clothes, rug, disposal of rubbish of approved quality and as directed (Stains soot's and cobwebs are included in cleaning). (One time in the entire area in one week).
3. Cleaning the glass panes of windows, door shutters, panels, partitions, vision panels, Louvers etc., with water chemicals including the frames, 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 locations with chemicals, water, stain removers, including the frames around the fixture with vacuum cleaner, brushes etc., Drying removing cobwebs soot etc., and as directed, (one in the entire area in one week)
5. Cleaning thoroughly the sign boards main gates etc., including polishing the CP Brass and metal finish with polishing of accessories with suitable compounds, removing stains at least once in a week by using material of good quality.

III. FORTNIGHTLY WORK SCHEDULE:

Cleaning wall paneling high partitions , low partitions of timber work removing soot, stains, 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 a fortnight).

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).

Cleaning pelmets and curtains with vacuum cleaners, dusters etc., at all locations complete as directed (One time in one fortnight).

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.

Cleaning of ceiling, coffered beams of entire area, removing cobwebs, soot, dust accumulation with vacuum cleaners, brushes, colourless detergent etc. as directed. (One time in a fortnight).

Cleaning carpet thoroughly by vacuum cleaners, brushing carefully along the drains 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 and as directed.

Cleaning and polishing of the 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, fully traps including man holes & sewers and keeping them clean free from garbage, waste water accumulation and silt.

Cleaning the areas, extended slabs, windows, including slabs walls etc., by sweeping, brushing, cleaning the dust accumulation. Mud, cleaning with water the spouts, open and under storm water drains etc., with water, after deluging and when required. Chemicals, soaps and detergents used in all operation shall be of standard quality and make as approved.

**Deputy General Manager,
NSIC-TSC**

Annexure-II

| Name of the Items | Percentage | Unskilled (Sweeper/excav anger/gardener) (Rs) | Semiskilled (Office boy/establishm ent main boy)- (Rs) | Skilled (Plumber/elect rician) (Rs) |
|--------------------------------|-------------------|--|---|--|
| Detailed Breakdown of Wages | | | | |
| Basic | | | | |
| EPF | | | | |
| EDLI | | | | |
| Admin Charges for EDLI | | | | |
| Admin Charges | | | | |
| ESI | | | | |
| Bonus | | | | |
| Gratuity | | | | |
| Gross Pay | | | | |
| W/O, N/H & O/H 1/6th | | | | |
| TOTAL -----Rs. | | | | |
| Service and inspection charges | | | | |
| Service and inspection charges | | | | |
| TOTAL -----Rs. | | | | |
| Service Tax | | | | |
| Grand Total | | | | |

Signature and seal of party