



राष्ट्रीय शिला यांत्रिकी संस्थान NATIONAL INSTITUTE OF ROCK MECHANICS

(An Autonomous Research Institute under Ministry of Mines, Govt of India)
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TENDER NOTIFICATION

No. NIRM/TS/SR9/Tender/2018-01 dated 10th March, 2018

Sealed tenders are invited by the Director, National Institute of Rock Mechanics, Bengaluru - 560 070 from Licensed Labour Contractors (Licensed from Central Labour Commissioner, Bangalore) for providing "Round the Clock Security Services" and "Housekeeping/ Sanitation Services (Sweeping, Cleaning, Garbage disposal & Campus maintenance) at the following office premises of the Institute on annual contract basis:

1. NIRM (Head Office), Eshwar Nagar, Banashankari 2nd Stage, Bangalore - 560070.
2. NIRM (Registered Office), Champion Reefs P.O., Kolar Gold Fields -563117.

The details of manpower/ personals required for carrying out the security and housekeeping jobs on outsourcing basis are as per the details below:

Place of Work: NIRM (Head Office), Eshwar Nagar, Banashankari 2nd Stage, Bengaluru- 560070				
Sl. No.	Description of Manpower	Time of work (Shift timings)	Job type	Number of persons required
1.	Unarmed Security Personal to man 2 security points	6.00 am to 2.00 pm 2.00 pm to 10.00 pm 10.00 pm to 6.00 am	Skilled work	02 personals in each shift
2.	Attendant	9.00 am to 5.00 pm	Semi-Skilled work	01 personal
3.	Housekeeping Personal	8.30 am to 4.30 pm	Unskilled work	03 personals

Place of Work: NIRM (Regd. Office), Champion Reefs (P.O), Kolar Gold Fields, Karnataka- 563117				
Sl. No.	Description of Manpower	Time of work (Shift timings)	Job type	Number of persons required
1.	Unarmed Security Personal to man 3 security points	6.00 am to 2.00 pm 2.00 pm to 10.00 pm 10.00 pm to 6.00 am	Skilled work	04 personals in each shift
2.	Supervisor	9.00 am to 5.00 pm	Skilled work	01 personal
3.	Housekeeping Personal	8.30 am to 4.30 pm	Unskilled work	05 personals
4.	Cook/ Canteen boy	9.00 am to 5.00 pm	Skilled work	01 personal

The approximate amount put to tender against the annual contract for security services and housekeeping works at the NIRM Head Office is about 15 lakhs and that at the NIRM Registered Office at KGF is about 20 lakhs. Agencies/ bidders are requested to quote for the above works in full (both security services & housekeeping works together) or in parts (security services only or housekeeping works only) for the two campuses as per their ability to deploy manpower.



1. Pre-Qualification Requirements of Agencies/ Bidder

- i. The agency shall have the following Registration Certificates:
 - a) Registration Certificate of the establishment from Govt. of Karnataka.
 - b) License from Central Labour Commissioner, Bangalore.
 - c) Certificate of Registration under the Employees State Insurance Act (ESI).
 - d) Provident Fund Registration Certificate from Regional Provident Fund Commissioner.
 - e) GST Registration Certificate.
 - f) Copy of PAN Card of the Agency.
 - g) Any other registrations required as per the existing laws relating to providing manpower services.
- ii. A refundable Earnest Money Deposit (EMD) shall be payable through DD in favour of National Institute of Rock Mechanics payable at Bengaluru by participating bidders along with the offer for the annual job (security services and housekeeping) contract.
 - a) EMD payable by bidders for annual work contract at NIRM (HO), Bengaluru is Rs.15000/-. In case the bidder wishes to quote only for security or housekeeping, then EMD will be Rs.7500/- for each of the works.
 - b) EMD payable by bidders for annual work contract at NIRM (RO), KGF is Rs.20000/-. In case the bidder wishes to quote only for security or housekeeping then EMD will be Rs.10000/- for each of the works.

Tenders without or insufficient amount of EMD will be rejected.
- iii. Agencies whose contract have been terminated/ foreclosed by any company/firm during the last three years due to non-fulfillment of contractual obligations are not eligible to bid. The agency should clearly specify and submit in writing that they do not fall under this category.
- iv. The agency/bidder shall provide documentary evidence/ testimonials from State/Central Govt. Departments/ Organizations/ or from reputed firms mentioning their past experience with regard to the services provided by the agency/ bidder during the last 2-3 years.
- v. The tender forms are non-transferable and any conditional tenders are liable for rejection.
- vi. Tenders shall be valid for a period of 90 days from the date of opening of the bid.

2. General Information

- a) Detailed tender document containing terms and conditions can be obtained in person from the NIRM Head Office, Bengaluru or from the NIRM Regd. Office, KGF on any working day (Monday-Friday) between 10.00 am to 5.00 pm by paying Rs.200/- in cash from 12th March, 2018 to 23rd March, 2018.
- b) The tender document can also be downloaded from Institute's Website (www.nirm.in) and cost thereof be paid at the time of submission of tender by way of DD for Rs.200/- favouring Director, National Institute of Rock Mechanics drawn on any Nationalized Bank payable at Bengaluru.
- c) The last date for sale of tender document is **23rd March, 2018 (05:00 pm)**.
- d) The tender document comprises five annexure. **Annexure-1** contains the General Terms & Conditions pertaining to Security Services. **Annexure-2** contains the General Terms & Conditions pertaining to Housekeeping Works. **Annexure-3** consists of Scope of Work pertaining to Security Services. **Annexure-4** consists of Scope of Work pertaining to Housekeeping Works. **Annexure-5** consists of the Bill of Quantities.



- e) Sealed tender document in the prescribed format should reach the Director, National Institute of Rock Mechanics, Eshwar Nagar, Outer Ring Road, Banashankari 2nd Stage, Bengaluru-560070 **on or before 6th April, 2018.**
- f) Tenders will be opened at 03:30 pm on 10th April, 2018. Bidders who wish to appear for tender opening may do so on their own cost.
- g) Director, NIRM reserves the right to reject any or all the tenders or to accept them in part without assigning any reason whatsoever and his decision in the matter will be final and binding on all the tenderers/ bidders.

Sd/-
Controller of Administration



ANNEXURE-1

Tender No. NIRM/TS/SR9/Tender/2018-01

dated 10th March, 2018

NATIONAL INSTITUTE OF ROCK MECHANICS
Eshwar Nagar, Outer Ring Road, Banashankari 2nd Stage, Bengaluru-560070

Sub: Annual works contract for Round the Clock Security Services at NIRM Office

GENERAL TERMS & CONDITIONS FOR PROVIDING SECURITY SERVICES AT NIRM HEAD OFFICE, BENGALURU AND NIRM REGISTERED OFFICE, KGF

1. The expression “Security Service” used shall mean providing unarmed security guards for keeping strict vigil over un-authorised miscreants/ trespassers entering the office campus/premises and causing nuisance and also to give security to the officials of the office during working hours. The security guards shall also protect and secure the office campus, buildings, laboratories, equipment/ machines, vehicles and other assets from any misuse by anybody.
2. Working hours for the security guards will be 8 hours and hence there shall be three shifts in a day. The morning shift will be from 6.00am to 2.00pm. Second shift will be between 2.00pm to 10.00pm and the night shift will be from 10.00pm to 6.00am.
3. The duration of the contract will be for 12 months only, however extension of contract period by mutual consent may be considered in case the performance of agency is satisfactory. In such case, the terms and condition shall remain unchanged. However, the contract can be terminated by either party with a two months notice period.
4. The agency/bidder shall not sublet the contract to any other party. In case any such observations are made then the contract will be terminated at the risk and cost of the contractor.
5. The agency shall issue Photo ID cards to all the deployed personals with details like name, age, designation, residential address, blood group, etc., and provide uniform, shoes, caps, torchlight, whistle, lathi, etc within a period of 15 days of allotment of job order.
6. The security guards deployed by the agency must be literate and shall maintain a record of the movement of officials/ guests/ equipments/ vehicles etc. in and out of the Office premises. They shall also be physically fit to keep a strict vigil over the security of the office/departments.
7. The agency shall remain liable for payment of all wages or other costs due to its employees under the Minimum Wages Act. The agency shall obey all relevant Central, State and local regulations and enactments pertaining to contract personnel.
8. The agency shall maintain the attendance register/ pay roll with details of the security guard present on every shift, every day basis for all of the months. The same shall be produced along with the monthly invoice raised by the agency.
9. The Agency/ Contractor shall submit the monthly service bills to the office by 3rd of every month. NIRM agrees to make payment to the Agency against monthly service bills provided the same is correct in all respect within 5 working days from the date of submission of the bill by the agency.
10. The contractor shall make payment of wages to the security guards through individual bank accounts only. He shall arrange to remit all statutory deductions like PT/ESI/PF/EDLI to the statutory authorities at the applicable rates along with the agency’s contributions as per law on monthly basis within the stipulated time limits. The agency shall also submit the copy of remittances as indicated above and the GST remittances to the Office along with the bills.
11. The agency shall produce the documents for having paid PF/ESI/EDLI contributions towards each employee’s account from time to time. The agency will be fully and solely responsible for any



- violations under the above statute. Any such violations will be treated as breach of contract and the agency shall be liable for any pecuniary liability under the provisions of law.
12. The antecedents of the staff engaged by the agency as Security Guards should be verified through local Police or by any other Government Agency. It is the responsibility of the Agency to check and verify the antecedents of all the personnel before deployed by them. It is of utmost importance that the staff deployed by the agency conducts well and does his duties with responsibility.
 13. The agency shall be responsible for training the manpower/ guards to safely carry out night patrolling and tackle emergency situations like fire safety. The agency will be held responsible for all acts of the security guards with all risks arising from carelessness, negligence or damage or loss by theft, etc. In case of any theft, riot, outbreak of law and order within the campus the security guards will assist in registering the FIR and he shall extend necessary co-operations required for dealing with the case.
 14. The contractor shall be liable for any injuries or damages to any person that may occur during the progress of the work. For this purpose, the contractor should take necessary Group Life Accident Insurance cover for all the deployed personals.
 15. The scope of service is liable for alteration by way of deletion or addition at the discretion of NIRM. Authorized officers of NIRM shall have the power to issue notice in writing and to direct the agency to make alterations in the assigned work/ change the deployed staff, etc.
 16. Director, NIRM may require the service provider to dismiss or remove from the site of work, personnel(s) employed by the service provider, who may be incompetent or may not have conduct himself/ themselves properly and service provider shall forthwith comply with such requirements .
 17. If the services of the agency are not found satisfactory and if any one of the conditions of the contract agreement is violated, NIRM reserves the right to terminate the contract prematurely without assigning any reason thereof. In case of any dispute the jurisdiction of the Court shall be at Bengaluru.
 18. NIRM shall not be held responsible or called upon to make good any losses/ costs incurred by agency on account of factors beyond its control such as legal implications, accidents, illegal actions of the security guards deployed, etc., or for any reason whatsoever.
 19. If any loss or damage is caused to NIRM by non-compliance of the obligations under this agreement by the agency, the agency is liable to make good such losses and NIRM shall be entitled to recover the same.
 20. “Deficiency in Service” means not deploying the required personals at any given time, non-replacement of un-suitable personals, non-payment of wages within the time prescribed, short payment of wages and statutory payments, failure to submit relevant details of personals deployed to the Office, failure to comply with the existing laws and violation of terms and conditions of contract agreement.
 21. The agency should carefully examine the risks and responsibilities involved and offer the rates. Once the rates are accepted, NIRM will stick to the quoted offer by the agency and will not entertain any other claim by agency for any reason whatsoever.
 22. The agreement between the agency and NIRM is on Principal to Principal basis and neither of them shall be treated as the agent of the other.
 23. The service provider’s personnel shall not claim any benefit of compensation/ absorption / regularization of services with office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
 24. The successful bidder will have to execute an agreement with the Office on the non-judicial stamp paper worth Rs.100/- before deploying the personnel for the services.

Sd/-
Controller of Administration



ANNEXURE-2

Tender No. NIRM/TS/SR9/Tender/2018-01

dated 10th March, 2018

NATIONAL INSTITUTE OF ROCK MECHANICS
Eshwar Nagar, Outer Ring Road, Banashankari 2nd Stage, Bengaluru-560070

Sub: Annual works contract for Round the Clock Security Services at NIRM Office

SCOPE OF WORK

(Security Services at NIRM Head Office, Bengaluru & NIRM Registered Office, KGF)

1. Place of Work: NIRM Head Office, Bengaluru

- a) The unarmed security guards will provide full security by keeping strict vigil over un-authorised miscreants/ trespassers entering the office campus/premises and causing nuisance and also provide security to the officials of the NIRM office during working hours.
- b) The security guards shall also protect and secure the office campus, buildings, laboratories, equipment/ machines, vehicles and other assets from any misuse by anybody.
- c) The Supervisor/ Security Guard will maintain an inward and outward register to keep track of all the officials /guest entering or leaving the office. They shall also maintain a register with details of movement of equipment/ office inventory in and out of Office.
- d) After the office hours and during the night, the security guards shall carry out night patrolling of the campus to check entry of any un-authorized persons into the Office Premises.
- e) The scope of work will be governed by the general Terms & Conditions for the service.

2. Place of Work: NIRM Registered Office, Bengaluru

- a. The unarmed security guards will provide full security by keeping strict vigil over un-authorised miscreants/ trespassers entering the office campus/premises, seismic observatory, Director's Bungalow and NIRM Hostel and causing nuisance. They shall also provide security to the officials of the NIRM office during working hours.
- b. The security guards shall also protect and secure the office premises (buildings, laboratories, equipment/ machines, vehicles), seismic observatory, Director's Bungalow, NIRM Hostel, Residential Quarters and other assets from any misuse by anybody.
- c. The Supervisor/ Security Guard will maintain an inward and outward register to keep track of all the officials /guest entering or leaving the office. They shall also maintain a register with details of movement of equipment/ office inventory in and out of Office.
- d. After the office hours and during the night, security guards shall carry out night patrolling of the campus to check entry of any un-authorized persons into Office Premises (buildings, laboratories, equipment/ machines, vehicles, seismic observatory, Director's Bungalow and NIRM Hostel).
- e. The scope of work will be governed by the general Terms & Conditions for the service.

Sd/-
Controller of Administration



ANNEXURE-3

Tender No. NIRM/TS/SR9/Tender/2018-01

dated 10th March, 2018

NATIONAL INSTITUTE OF ROCK MECHANICS
Eshwar Nagar, Outer Ring Road, Banashankari 2nd Stage, Bengaluru-560070

Sub: Annual works contract for Housekeeping Services at NIRM Office

**GENERAL TERMS & CONDITIONS FOR PROVIDING HOUSEKEEPING SERVICES AT
NIRM HEAD OFFICE, BENGALURU & NIRM REGISTERED OFFICE, KGF**

1. The expression “Housekeeping Service” used shall mean providing cleaning/sweeping/mopping of floors, passages, corridors, staircases with railings, fixtures (fans/ tube lights), lobbies, toilets (including water closets/ urinal commode/ wash basin/ mirrors etc.) and auditorium of the Office building, campus roads, lawns and watering of plants. The work will also include disposal of garbage from waste bins, cleaning of cemented plinth protection all-round the office complex and surrounding areas including peripheral road, removal of dry leaves/branches and other litter outside the office building.
2. All works pertaining to housekeeping shall be carried out between 8.30 am to 12.30 pm and 1.30 pm to 5.30 pm on daily basis on all working days and during holidays to the extent directed.
3. The housekeeping works will also include immediate removal of spillage of any material like swarf, metal scraps, or liquids on the shop floor/ passages or laboratory floors.
4. The duration of the contract will be for 12 months only, however extension of contract period by mutual consent may be considered in case the performance of agency is satisfactory. In such case, the terms and condition shall remain unchanged. However, the contract can be terminated by either party with a two months notice period.
5. Supervision of overall housekeeping work at the NIRM Head Office at Bangalore will be the responsibility of the Agency/ Contractor.
6. At the NIRM Regd. Office in KGF, a supervisor shall be deployed by the Contractor and he will be responsible for supervision of overall housekeeping work in the Office Campus, Director’s Bungalow and Seismic Observatory. He shall also help in receiving and dispatch of daily dak at the Registered Office.
7. The agency/bidder shall not sublet the contract to any other party. In case any such observations are made then the contract will be terminated at the risk and cost of the contractor.
8. The agency shall issue Photo ID cards to all deployed personals with details like name, age, designation, residential address, blood group, etc., and provide uniform within a period of 15 days of allotment of job order.
9. The agency shall remain liable for payment of all wages or other costs due to its employees under the Minimum Wages Act. The agency shall obey all relevant Central, State and local regulations and enactments pertaining to contract personnel.
10. The agency shall maintain the attendance register/ pay roll with details of the housekeeping personals present on daily basis for all of the months. The same shall be produced along with the monthly invoice raised by the agency.
11. The Agency/ Contractor shall submit the monthly service bills to the office by 3rd of every month. NIRM agrees to make payment to the Agency against monthly service bills provided the same is correct in all respect within 5 working days from the date of submission of the bill by the agency.
12. The contractor shall make payment of wages to the housekeeping personals through individual bank accounts only. He shall arrange to remit all statutory deductions like PT/ESI/PF/EDLI to the statutory authorities at the applicable rates along with the agency’s contributions as per law on monthly basis



- within the stipulated time limits. The agency shall also submit the copy of remittances as indicated above and the service tax remittances to the Office along with the bills.
13. The agency shall produce the documents for having paid PF/ESI/EDLI contributions towards each employee's account from time to time. The agency will be fully and solely responsible for any violations under the above statute. Any such violations will be treated as breach of contract and the agency shall be liable for any pecuniary liability under the provisions of law.
 14. The antecedents of the staff engaged by the agency should be verified through local Police or by any other Government Agency. It is the responsibility of the Agency to check and verify the antecedents of all the personnel before deployed by them. It is of utmost importance that the staff deployed by the agency conducts well and does his duties with responsibility.
 15. NIRM shall not be held responsible or called upon to make good any losses/ costs incurred by agency on account of factors beyond its control such as legal implications, accidents, illegal actions of the housekeeping staff, etc., or for any reason whatsoever.
 16. If any loss or damage is caused to NIRM by non-compliance of the obligations under this agreement by the agency, the agency is liable to make good such losses and NIRM shall be entitled to recover the same.
 17. The Agency/ Bidder shall provide all materials related to housekeeping including the safety gadgets to the workers. Common safety equipments like boots/ safety belts/ hand gloves/ goggles etc. shall be provided to the workers as and when required depending on the nature of the work done by the worker.
 18. The contractor shall be liable for any injuries or damages to any person that may occur during the progress of the work. For this purpose, the contractor should take necessary Group Life Accident Insurance cover for all the deployed personals.
 19. The scope of service is liable for alteration by way of deletion or addition at the discretion of NIRM. Authorized officers of NIRM shall have the power to issue notice in writing and to direct the agency to make alterations in the assigned work/ change the deployed staff, etc.
 20. Director, NIRM may require the service provider to dismiss or remove from the site of work, personnel(s) employed by the service provider, who may be incompetent or may not have conduct himself/ themselves properly and service provider shall forthwith comply with such requirements.
 21. "Deficiency in Service" means not deploying the required personals at any given time, non-replacement of un-suitable personals, non-payment of wages within the time prescribed, short payment of wages and statutory payments, failure to submit relevant details of personals deployed to the Office, failure to comply with the existing laws and violation of terms and conditions of contract agreement.
 22. If the services of the agency are found not satisfactory and if any one of the conditions of the contract agreement is violated, NIRM reserves the right to terminate the contract prematurely without assigning any reason thereof. In case of any dispute the jurisdiction of the Court shall be at Bengaluru.
 23. The agency should carefully examine the responsibilities involved and offer the rates. Once the rates are accepted, NIRM will stick to the quoted offer by the agency and will not entertain any other claims by agency for any reason whatsoever.
 24. The agreement between the agency and NIRM is on Principal to Principal basis and neither of them shall be treated as the agent of the other.
 25. The service provider's personnel shall not claim any benefit of compensation/ absorption / regularization of services with office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
 26. The successful bidder will have to execute an agreement with the Office on the non-judicial stamp paper worth Rs.100/- before deploying the personnel for the services.

Sd/-
Controller of Administration



ANNEXURE-4

Tender No. NIRM/TS/SR9/Tender/2018-01

dated 10th March, 2018

NATIONAL INSTITUTE OF ROCK MECHANICS,
Eshwar Nagar, Outer Ring Road, Banashankari 2nd Stage, Bengaluru-560070

Sub: Annual works contract for Housekeeping Services at NIRM Office

SCOPE OF WORK

(Housekeeping Services at NIRM Head Office, Bengaluru & NIRM Registered Office, KGF)

1. Place of Work: NIRM Head Office, Bengaluru

- a. Providing cleaning/sweeping/mopping with use of disinfectant on floors, passages, corridors, staircases with railings, fixtures (fans/ tube lights), lobbies, toilets (including water closets/ urinal commode/ wash basin/ mirrors etc.) and auditorium of the Office building on daily basis. Further the cleaning/sweeping of campus roads, lawns and watering of plants are required to be done on all working days.
- b. The work will also include disposal of garbage from waste bins, cleaning of cemented plinth protection all-round the office complex and surrounding areas including berms and peripheral road, removal of dry leaves/branches and other litter outside the office building.
- c. The Contractor has to allocate the personal for the various jobs in suitable way and intimate the Office. The responsibility of assigning and carrying out the job to the satisfaction of NIRM will be that of the contractor.
- d. Cobweb removal shall be carried out every month preferably on the Second Saturday.
- e. Cleaning of Staff Car and other office vehicles to be done on daily basis.
- f. The contractor shall maintain a register related to details of housekeeping works carried out by the personals and produce the same to the Office for periodic verification.
- g. The attendant deployed for general office works shall work from 9.00 am to 5.00 pm on all working days and shall assist in internal dispatch of documents and movement of records.
- h. The scope of work will be governed by the general Terms & Conditions for the service.

2. Place of Work: NIRM Registered Office, Kolar Gold Fields

- a. Providing cleaning/sweeping/mopping with use of disinfectant on floors, passages, corridors, staircases with railings, fixtures (fans/ tube lights), lobbies, toilets (including water closets/ urinal commode/ wash basin/ mirrors etc.), library and auditorium of the Office building on daily basis. Further the cleaning/sweeping of campus roads, lawns and watering of plants are required to be done on all working days.
- b. The work will also include disposal of garbage from waste bins, cleaning of cemented plinth protection all-round the office complex and surrounding areas including berms and peripheral road, removal of dry leaves/branches and other litter outside the office building.
- c. The Contractor shall instruct the Supervisor to oversee and allocate personals for various jobs in suitable way and intimate the Office accordingly. The responsibility of assigning and carrying out the job to the satisfaction of NIRM will be that of the contractor. The supervisor shall help in works related to receiving and dispatch of daily dak and documents from NIRM HO.
- d. Cobweb removal shall be carried out every month preferably on the Second Saturday.
- e. Cleaning of office car to be done on daily basis.



- f. The contractor shall maintain a register related to details of housekeeping works carried out by the personals and produce the same to the Office for periodic verification.
- g. The attendant deployed for general office works shall work from 9.00 am to 5.00 pm on all working days and shall assist in internal dispatch of documents and movement of records.
- h. The Cook/Canteen boy shall take care of the Canteen/ Hostel and prepare beverages (coffee, tea)/ meals, snacks, etc as per the requirement by office.
- i. The scope of work will be governed by the general Terms & Conditions for the service.

Sd/-
Controller of Administration



ANNEXURE-5

Tender No. NIRM/TS/SR9/Tender/2018-01

dated 10th March, 2018

NATIONAL INSTITUTE OF ROCK MECHANICS,
Eshwar Nagar, Outer Ring Road, Banashankari 2nd Stage, Bengaluru-560070

Sub: Annual works contract for Security Services and Housekeeping works at NIRM

Bill of Quantities

(Security Services & Housekeeping Works at NIRM Head Office, Bengaluru & NIRM Regd. Office, KGF)

Place of Work: NIRM (Head Office), Eshwar Nagar, Banashankari 2nd Stage, Bengaluru- 560070				
Sl. No.	Description of work	Quantity per day (nos.)	Unit rate per person (Rs)	Total amount per day (Rupees in figures & words)
Security Service				
1.	Unarmed Security Personal - Skilled work	6 (2x3 shifts)		
Housekeeping Works				
1.	Attendant – Semi skilled work	1		
2.	Housekeeping Personal - Unskilled work	3		

Place of Work: NIRM (Regd. Office), Champion Reefs PO, Kolar Gold Fields - 563117				
Sl. No.	Description of work	Quantity per day (nos.)	Unit rate per person (Rs)	Total amount per day (Rupees in figures & words)
Security Service				
1.	Unarmed Security Personal - Skilled work	12 (4x3 shifts)		
Housekeeping Works				
1.	Supervisor – Skilled work	1		
2.	Housekeeping Personal - Unskilled work	5		
3.	Cook/ Canteen boy -Skilled work	1		

Sd/-
Controller of Administration



Detailed Profile of the Agency/Bidder

The following information along with the self attested photocopies of documents in support of the following is to be submitted mandatorily. Incomplete information or absence of relevant documents may lead to rejection of the bid.

1	Name & Address of the Agency/Bidder with Aadhar Card Number	
2	Name of the proprietors with email/ telephone/fax numbers	
3	Registration Certificate Number of the establishment from Govt. of Karnataka	
4	License Number with date from Central Labour Commissioner, Bangalore	
5	PF Registration Details.	
6	ESI Registration Details.	
7	PAN Number	
8	GST Registration Number	
10	Name of public Sector/Govt. Organization to whom similar services have been provided or is being provided during the last three years (Please attach the work order/service certificate issued by such organization)	
11	EMD Details	

Signature & date _____

Name of the service provider with seal