MINISTRY OF MINORITY AFFAIRS
(11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi)

Subject: Tender for annual job contract for providing Cleaning and Housekeeping services at Ministry of Minority Affairs, New Delhi

1. Sealed Tenders are invited from eligible and reputed Delhi based Housekeeping Agencies for a period of one year from the date of initiation of contract, for providing services of cleaning, sweeping and maintenance at Ministry of Minority Affairs, New Delhi. Labour and materials required for the execution of services are to be provided by the Agency. Agencies shall have relevant experience of having provided similar services to Govt., PSUs, Ministries, Academic & Educational Institutional only.

2. Tender Documents can be downloaded from MoMA's website http://www.minorityaffairs.gov.in for which the Agency has to pay Rs.500/- (Rupees Five Hundred only) as Tender Documents charges in the form of a crossed Demand Draft/ Pay Order drawn in favour of the DDO, Ministry of Minority Affairs, New Delhi which is to be attached with tender at the time of submitting.

3. The bids are invited into two formats i.e. Qualifying/ Technical Bid and Financial Bid. The Qualifying/ Technical Bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at Annexure-I. The financial bid indicating item-wise prices for the items mentioned in proforma at Annexure-II.

4. The Qualifying/ Technical Bid and Financial Bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed ‘Tender for Providing Cleaning and Housekeeping Services’. The Qualifying/ Technical Bid and Financial Bid should be addressed to the Under Secretary(Genl.), Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi so as to reach the office on or before 10th Jan, 2019 till 12:00 hours along with the Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of a crossed Demand Draft/ Pay Order drawn in favour of DDO, Ministry of Minority Affairs, New Delhi. The tender received without EMD, incomplete tenders or tenders without the supporting documents or not agreeing to terms & conditions shall be summarily rejected. A Tender Evaluation Committee constituted for the purpose will open the Qualifying/ Technical Bid of the tenderers on 10th Jan, 2019 till 16:00 hours in the presence of such tenderers who wish to be present.

5. If an agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bid indicating item-wise prices for the items mentioned in proforma at Annexure-II and the taxes as applicable. The financial bids shall be opened by a Committee constituted by the office.

6. The Director, Admin Ministry of Minority Affairs reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the MoMA for rejection of his tender.

7. EMD & tender submission is exempted for those bidders who are having valid registration under Udhyod Aadhar, Single point registration scheme of NSCI and All Micro, Small &
Medium Enterprises registered with Director of Industries from DIC for the purpose of providing goods/services for which this tender is invited. To support this a self-certified photocopy of such valid registration/exemption certificate is to be attached with technical bid.

A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.

Bidder is required to submit the following documents as required in Technical Bid Annexure-I. A proper index should be enclosed giving all the following details duly filled with page no. No column shall be left blank. Any discrepancy in the index details and the enclosed documents and page no. will liable to outright rejection of tender and decision of NSD will be final. All the tender paper should be stamped & signed as a token of acceptance of all terms & conditions of the tender documents. Conditional tender will not be accepted at any cost or any circumstances. All the documents must be in the name of agency in which the tender is applied. Also, the photocopier of the original documents submitted along with the tender to fulfil the eligibility condition should be self-certified with properly stamped by the duly authorized person of the company/agency for this purpose. The company/agency will have to produce the originals of the documents for the purpose of verification if required.

1. LICENCE/REGISTRATION NO. OF:-
   a. Valid Labour Contract License with number for providing manpower.
   b. Registration Number under the Delhi Shops & Establishment Act 1954 of Delhi Administration.

2. Bank Account Details

3. PAN No.


5. Registration No. with PF authorities.

6. Registration No. with ESI authorities with Delhi sub-code no. only

7. The Bank Solvency Certificate of minimum value of Rs.25 lakhs & must be issued in 2018 onwards only.

8. Details of EMD/Tender Cost.

9. Undertaking certificate on Rs.10/- non-judicial stamp paper duly signed, stamped & notarized to be attached.

10. Statement of Profit & Loss along with Chartered Accountant Certificate regarding Turnover of the Agency/Firm during the last three financial years 2015-16, 2016-17 & 2017-18 and should be not less than rupees one crore in each year.

11. Complete details i.e. work order, satisfactory working/experience letter of three similar contracts in different organizations only in Delhi state with Govt., PSUs & Ministries only, where the cleaning & housekeeping services are provided by the agency for last three year 2015-16, 2016-17 & 2017-18 upto till date. The document should clearly mention that experience is regarding providing cleaning & housekeeping services only, showing the exact duration of contract period and number of cleaning & housekeeping manpower.

12. To avoid any kind of malpractice in the payment of salary/wages/service charges for the job quoted herein must be in conformity with the govt/ statutory laws/ by laws / regulation keeping in view the cleaning & housekeeping services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woollen uniforms including 1 pair of shoes, 2 pair of socks, 2% TDS to be deducted including any other statutory deduction if
required. (The quality & colour of uniform needs to be strictly approved by MoMA). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill.

13. The performance of company/ agency will be checked by the committee of MoMA officials after visiting/inquiring at current working site as per the details provided by the agency. The MoMA reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for exemption of this work and decision of MOMA will be final and binding on the parties qualified in the technical bid.

B. EARNEST MONEY DEPOSIT:-
1. Earnest money deposit of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand only) shall be kept in envelope containing the qualifying/ technical bid. Those who do not qualify the pre-qualification conditions, shall be summarily rejected and their financial bids shall not be opened.
2. The EMD shall remain deposited with the MoMA during the period of validity of the offer i.e. maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by MoMA on the EMD for the above said period.

C. EVALUATION OF TENDER:-
1. The qualifying/ technical bid shall be opened in the first instance in the presence of the tenderers or their representatives. Only one authorized representative per tenderer will be permitted to be present half an hour before the time of opening of tender with authorization letter and proof of identity.
2. In the financial bids, service charges mentioned in proforma at Annexure-II having a bearing on the amount shall be written both in words and figures. If there is any discrepancy between the amount/ information quoted in words and figures, the amount/ information quoted in words will be treated as final.
3. The MoMA reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for tenders in future for a period of three years.

D. PERFORMANCE SECURITY:
1. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs.50,000/- (Rupees Fifty Thousand only) in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt from a Commercial Bank/ Bank Guarantee from a commercial bank in the name of the DDO, Ministry of Minority Affairs, New Delhi as per the text provided by the MoMA.
2. The EMD of successful tenderer shall be returned after the Contract and with MoMA is given and performance guarantee of Rs.50,000/- is furnished by the successful tenderer. EMD of other tenderers shall be returned on finalization of tender.
3. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
4. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the MoMA, the tender will be rejected and the EMD shall be forfeited by MoMA.

**E. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

i) Cost of Tender : Rs.500/-

ii) Time and last date of submission of tender documents : 10.01.2019 till 1200 hours

iii) Time and date of opening of qualifying/ technical bid : 10.01.2019 till 1600 hours

iv) Procedure for submitting the bids : Two bid systems

**F. GENERAL CONDITIONS OF THE CONTRACT:-**

1. Ministry of Minority Affairs does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.

2. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.

3. The contractor shall provide Un-skilled manpower. He shall ensure discipline amongst his staff and restrict unnecessary movement/ assembly of their personnel in premises etc. The Contractors shall ensure proper supervision of the duties of his staff through his own supervisor.

4. The contractor shall supply fresh sets of uniform/badges, identity cards who shall wear the same while on work and also keep their uniform clean and one set of recent passport size photograph for records each of his employee.

5. The contractor shall be responsible for the conduct/ integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch of their character & integrity. He shall submit police verification reports along with the photographs and the detailed particulars of the staff provided to the MoMA.

6. The successful tenderer shall be fully responsible and comply will all Act, Law and under CL(R&A) Act, 1970 and EPF & ESIC Act, Payments of Wages Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contract, from time to time and take such necessary steps as may be deemed necessary in this regard. The tenderer shall submit a monthly report containing the details of EPF & ESI deducted and credited into individuals account with appropriate/ concerned department as a proof. If it is noticed at any stage that EPF & ESI of any individual has not been credited properly, this department will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same. As two percent is deducted towards TDS, parties quoting Service charges below two percent are liable to rejected.

7. Lum-sum material charges per month as per list to be quoted separately. However, material charges per month will be paid on lowest quoted material cost by the parties.
8. The successful tenderer will accept full and exclusive responsibility for disbursement of full wages and other obligations referred to under the law now and hereafter imposed by State Govt/Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him.

9. The successful tenderer shall make regular and full payment of wages, salaries and other payment if any, due to his employee(s) and furnish necessary proof.

10. MOMA will have no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep that the MoMA indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.

11. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to MoMA under any circumstances even after expiry of the contract. No claim of continuity for service under contract or otherwise will be entertained by MoMA.

12. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.

13. The tenderer shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the aforesaid job. The tenderer shall also comply with the provisions of relevant Acts vis Employee State Insurance Act, Workmen’s Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee’s Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time.

14. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.

15. Tenderer shall not sub-let or sub-contract any part of his contract/job without the expressed written consent of the MoMA. The contractor shall also be responsible for any act of omission or commission on the part of his supervisor/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor Agency shall be got rectified by the Contractor at his own risk and cost/cost received from the Contractor.

16. MoMA, therefore, the Housekeeping works are to be carried out as per International norms/standards and in such a manner that all premises always look neat and clean, Eco-friendly chemicals/reagents to the extent possible are used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.

17. MoMA is looking for a Mechanized type of cleaning by which efficient cleaning can be achieved.

18. The decision of the authorized officials of MoMA regarding the satisfactory standard or Housekeeping shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by the MoMA.

19. The contractor will be fully responsible for coordinating with the license authority and to be present & to provide all necessary details required time to time by licensing authority.
20. The decision of the authorized officials of MoMA regarding the satisfactory standard of cleanliness shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by the MoMA.

21. Service Tax details paid by the firm to the Govt. In favour of MoMA for the said work along with tax with proof.

G. SCOPE OF WORK

Cleaning of rooms, corridors, toilets, conference and meeting room and open space etc.

1. There will be need for chemicals like floor cleaner, disinfectant for toilets, glass cleaner, air freshener and brasso. The consumable will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. The machine will include at least wet and dry vacuum cleaner and scrubbing machine.

2. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, doors, windows, blinds and ventilators of room and water coolers and its space, cleaning & filling water in desert cooler, removal of garbage, cleaning and inspection of drainage/sewage system.

3. Spraying/fumigation of disinfectant/insecticide room pertains in the areas cover under the MoMA including rooms, toilets etc.

4. Cleaning glasses of doors, windows, ceiling & wall fans, blinds carpets, pavement, stair cases, roof of all construction area and ventilators of all areas specified above by liquid soap/chemical/detergent. Dusting of computer, printer, CPU, UPS etc. on regular intervals.

5. The Contractor will carry out all the above on all working six days in a week (8:00 hours a duty) or as required by MoMA.

6. The cleaning material etc. would be used to the satisfaction of MoMA. Payment may be deducted if the quantity and quality is not satisfactory.

7. Cleaning of dustbins and removal/disposal of collected garbage/debris at the NDMC/MCD approved location.

8. Pest Control, Mosquito Control & Rodent control of the entire MoMA premises area including all rooms etc.

9. Cleaning of lighting fixtures & accessories, cleaning of air conditioners, cleaning of portable fire extinguishers/ smoke detectors/ fire detectors, cleaning of notice boards, cleaning of furniture provided in all rooms/ offices, cleaning of office equipment's, cleaning of fire hydrants, fire panels, all type of pipes etc.

10. Cleaning of all switch boards, panel boards, cleaning of external lighting fixtures, cleaning of R.O. equipment's etc. Cleaning of all miscellaneous equipment's as available or being provided from time to time.

11. Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinals pots W.C. pans, sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid liquid soap etc. on daily basis.

12. Soap containers need to be kept filled at all time and naphthalene balls in urinals pots and air fresheners/ naphthalene ball/ toilet paper etc. also needs to be provided as per requirement.
13. The work are to be done as per following schedule:
   a. Scrubbing of floors of all covered area (once in a week)
   b. Cleaning of all covered area (two times in a day)
   c. Cleaning of all open area (three times in a day)
   d. Cleaning of toilets (one hour check list will be maintained daily)
   e. The job of pest, mosquito, rodent control (once in a fortnight)
      and spraying/fumigation of disinfectant insecticide

14. The bidder shall take the sole responsibility for providing Un-skilled manpower on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of contract as per the text provided by the MoMA.

15. The services provided by Firm/Agency shall be to the entire satisfaction of MoMA.

16. The agency shall provide the details of staff, proposed to be deployed viz, their names, fathers name, DoB, residential address, telephone number, recent passport size photograph in form of a database in both hard and soft form.

H. PROVISION OF MANPOWER

1. Sufficient manpower including supervisor will be required for cleaning and housekeeping of MoMA premises as per scope of work

2. All the housekeeping staff deployed by the Contractor will perform duties as per schedule of MoMA. The contractor shall comply with the monitoring mechanism/system as advised by the MoMA.

3. The Contractor will be liable to comply any instructions/order given in written or verbal for better and efficient services.

I. TERMINATION OF CONTRACT

The contract will be valid for a period of one year from the date of agreement and may be extended for another period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and security deposit will be forfeited. The decision of the MoMA in the regard will be final.

J. DISPUTE RESOLUTION:-

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by MoMA(1st Party), whose decision will be final and binding on both parties.

K. DURATION/ PERIOD OF CONTRACT:-

The Contract will be awarded initially for one year. However, extension of contract may be considered keeping in view the satisfactory performance of the Firm/Agency.
MINISTRY OF MINORITY AFFAIRS

Annexure-I

(To be kept duly signed in Envelope 1- Qualifying/ Technical Bid)

QUALIFYING/ TECHNICAL BID

BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS FOR QUALIFYING DULY SELF-CERTIFIED STAMPED WITH PAGE NO:-

DETAILS PAGE NO.

1. Name & address of the registered firm/agency:
   (with Tel No., Fax & Email)
2. Name & Address of the proprietor/ Partners:
   Directors(with mobile no.)
3. Contact Person(s) (with mobile no.)

4. LICENSE/ REGISTRATION NO. OF:-
   a. Valid Labour Contract License
   b. Registration Number of the Agency under the Company Act, 1956/ Administration or any Other Act of providing manpower
   c. Registration number under the Delhi Shop & Establishment Act 1954 of Delhi Administration
5. PAN NO. and Income Tax No.
6. GST Registration No.
7. (i) Registration No. with PF authorities
   (ii) Registration No. with ESI authorities
8. Current Bank Solvency Certificate of minimum value of Rs. 30 lakhs should be valid on date of submission
9. Details of EMD

Annual Turnover of the Agency/ firm should be minimum rupees one crore in each year.

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax paid</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Above format should be supported by documentary evidence, like copies of balance sheet, profit & loss A/c, Income Tax Returns etc.

B. Details of experience with Govt., PSUs, Ministries, educational/academic organization only etc. where the service provided by the agency during the previous three years i.e. 2015-16, 2016-17 & 2017-18 in the following format.

Signature
A list of all the job undertaken with letter of contract and satisfactory work certificate in the last 3 years by the Agency may be attached separately along with page no.
DECLARATION

I hereby certify that all the information furnished in the officer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the firm has not been black listed/ de-listed by any Institutional agencies/ Govt. Deptt. / PSU. I understand that in case any deviation is found in the above statement at any stage, the tender will be out right rejected & action as deem fit will be initiated against the firm/ agency.

(Signature of Authorized Signatory with date)

Date:------------------

Place:-----

Name of the Firm/ Agency & stamp
MINISTRY OF MINORITY AFFAIRS

Annexure-II

(To be kept duly signed in Envelop 2- Financial Bid)

FINANCIAL BID

i. Name of the Registered Firm/ Agency:

ii. Address of the Firm/ Agency:
(with Tel No. Fax & E-mail)

iii. The details of the areas as mentioned below:-
(i) MoMA premises at Pt. Deendayal Antodaya Bhawan, CGO Complex, Lodhi Road
(ii) Haj Division at R.K. Puram, New Delhi

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total monthly amount (inclusive all other charges if any) for providing 19 nos. Unskilled Safai Karamchari &amp; 01 no. Skilled Supervisor per month(for six days in a week &amp; 8:30 hours a duty)</td>
<td></td>
</tr>
</tbody>
</table>

Note:- The Firm/ Agency has to pay to the above workers at least minimum wages fixed by the Labour Department, Govt. of NCT Delhi from time to time, P.F. ESI & Service Tax will be applicable/ paid as per latest Govt. norms and will be paid accordingly.

Signature of the Bidder with date

Date:---------

Place:--------

(Name of the Firm/Agency and stamp)
**List of Material with quantity & make required per month**
*(to be submitted along with financial bid)*

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Quantity</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hard Broom</td>
<td>6 dozen</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Soft Broom</td>
<td>6 dozen</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Big Pochha</td>
<td>10 dozen</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>White duster</td>
<td>8 dozen</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Phenyl</td>
<td>20 can</td>
<td>Ganda</td>
</tr>
<tr>
<td>6.</td>
<td>Wiper big size</td>
<td>8 nos.</td>
<td>Supreme</td>
</tr>
<tr>
<td>7.</td>
<td>Teepol</td>
<td>20 litre</td>
<td>ORiginal</td>
</tr>
<tr>
<td>8.</td>
<td>Harpic</td>
<td>8 can</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Phenyl ball</td>
<td>4 kg</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Urinal cube</td>
<td>30 pkt</td>
<td>Bubbles</td>
</tr>
<tr>
<td>11.</td>
<td>Odonil original</td>
<td>100 nos.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Garbage bag big(20 kg)</td>
<td>30 nos.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Small garbage bag(10 kg)</td>
<td>30 nos.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Vim (1 kg)</td>
<td>20 pkt.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Surf (1 kg)</td>
<td>20 pkt</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Room Freshener</td>
<td>30 nos.</td>
<td>Best Quality</td>
</tr>
<tr>
<td>17.</td>
<td>Hit black</td>
<td>30 nos.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Scotch Brite</td>
<td>50 nos.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Jala Brush</td>
<td>5 nos.</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Hand Wash</td>
<td>60 litter</td>
<td>Santoor, Bubbles</td>
</tr>
<tr>
<td>21.</td>
<td>Toilet Brush</td>
<td>5 nos.</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Balti (bucket)</td>
<td>10 nos.</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Dettol Hand Wash</td>
<td>20 litter</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Toilet roll</td>
<td>20 nos.</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Tissue paper</td>
<td>1 box</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Detergent powder(1kg)</td>
<td>30 pkt</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Glass cleaner</td>
<td>20 bottle</td>
<td>Colin</td>
</tr>
<tr>
<td>28.</td>
<td>Brasso</td>
<td>4 bottle</td>
<td></td>
</tr>
</tbody>
</table>

Lum-sum material charges per month as per above list may be quoted separately.

Copy to: Sr. Technical Dir(NIC) for uploading tender on website.