

Annexure-I**Description & Materials to be supplied by the Agency**

Sl.No.	Name of Cleaning and Sweeping Material	Brand Name	Minimum Quantity to be supplied			Periodicity of supply
			ManSingh Road	Pushpa Bhawan	West Block-I R.K.Puram,	
1.	Phenyl	Trishul Black	15 Litre	10 Litre	13 Litre	Monthly Basis
2.	Hydrochloric Acid	Approved	18 Litre	12 Litre	15 Litre	Monthly Basis
3.	Detergent Powder	555	15 Pkt	10 Pkt	12 pkt	Monthly Basis
4.	PVC Scrubber Std size		-	03 Nos.	-	Quarterly Basis
5.	Plastic Balti (15 Litres)		03 Nos.	03 Nos.	03 Nos.	Half yearly Basis
6.	Plastic Mug (1 litre)		08 Nos.	08 Nos.	07 Nos.	Quarterly Basis
7.	Toilet Brush Std Size-Hocky		10 Nos.	08 Nos.	07 Nos.	Quarterly Basis
8.	Rubbing Brush – Hard		04 Nos.	02 Nos.	03 Nos.	Quarterly Basis
9.	Pool Jharu (400 gm weight)		08 Nos.	6 Nos.	7 Nos.	Monthly Basis
10.	Naphthalene Ball	Trishul	07 Kg	04 Kg	05 Kg	Monthly Basis
11.	Glass cleaner	Coolin	-	06 Nos.	08 Nos.	Monthly Basis
12.	Wiper (1.05 Mtr in Length)		06 Nos.	03 Nos.	05 Nos.	Quarterly Basis
13.	Floor Map/ Pooncha 22"×22"		10 Nos.	06 Nos.	08 Nos.	Monthly Basis
14.	Air freshner/ Odonil	Balsara/ Odonil	10 Pkt.	06 Pkt.	08 Pkt.	Monthly Basis
15.	Room Freshner	Yardley	15 Nos.	8 Nos.	12 Nos.	Monthly Basis
16.	Iron Patti		04 Nos.	02 Nos.	03 Nos.	Half yearly Basis
17.	Industrial Brush 2' in width		04 Nos.	02 Nos.	03 Nos.	Quarterly Basis
18.	Liquid Soap/ Hand wash	Homocol	15 Litre	08 Litre	12 Litre	Monthly Basis
19.	PVC litter liftnr		08 Nos.	6 Nos.	6 Nos.	Half yearly Basis
20.	Harpic Toilet Cleaner	Harpic	10 Nos.	07 Nos.	08 Nos.	Monthly Basis
21.	Sanitizer/ Cleanzo	Metropoll	25 Litre	18 Litre	22 Litre	Monthly Basis
22.	Urinal Cube (Pink)	Trishul	10 Pkt	08 Pkt	09 Pkt	Monthly Basis
23.	Liquid for floor cleaning		24 Litre	16 Litre	20 Litre	Monthly Basis
24.	Sink Jharu		06 Nos.	02 Nos.	04 Nos.	Monthly Basis
25.	Bamboo Jharu		04 Nos.	Nil	Nil	Monthly Basis
26.	Wash Basin Joona		10 Nos.	06 Nos.	08 Nos.	Quarterly Basis

Prescribed proforma for quotation**With Reference to Tender Notice No.****Dated:**

1. Name of the Firm/Contractor:
2. Building wise quoted monthly cost towards conservancy services: -

Sl.No.	Building Name	Area for Conservancy	No. of Workers required Per Day	Monthly cost quoted by the firm		
				Total Labour Cost/ per month (in Rs.)	Total Material Cost / per month (in Rs.)	Total conservancy Charges/ per month (in Rs.)
1.	2/A, Man Singh Road, New Delhi`	16568 sq.ft incl. 10 toilets	4			Figure Words
2.	West Block -I, R.K. Puram, New Delhi``	13779 Sq. ft. incl. 7 toilets	3			Figure Words
3.	D.P. Division, Pushpa Bhawan, New Delhi	10693 Sq. ft incl. 8 toilets.	3			Figure Words

3. Period of validity of offer rates (in years):
(Minimum period should be one year from the offer date)
4. Details of Earnest Money Deposit:
 - i. Draft/ Pay Order No.
 - ii. Date of Issue:
 - iii. Name of the Bank:
 - iv. Draft / Pay Order Amount:

5. Whether support papers showing five years experience: Yes / No
If Yes – i) Central Govt. ii) State Govt. iii) Other Govt. undertakings
6. Whether support papers showing the registration of the firm: Yes / No
If Yes – with the concerned authorities for ESI, PF, Service Tax, Labour Charges, PAN etc. enclosed.
7. I hereby declare that I have quoted my best rates for each of the building keeping in view the minimum manpower and materials required for cleanliness.
8. I agree to all the terms and conditions mentioned in the Tender Notice No..... dated issued by the Government of India, O/o Registrar General India, 2-A, Man Singh Road, New Delhi.

Signature.....
Name of the Signatory.....
Name of the firm/Contractor
Stamp/Seal of the firm