



JABALPUR ENGINEERING COLLEGE, JABALPUR (MP) - 482011  
(Declared Autonomous by the Government of Madhya Pradesh)  
(Established in 1947 as Government Engineering College, Jabalpur)

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**E-Tender Document for contract  
Providing House-Keeper/Cleaner (Safai Karmi)  
(Male & Female) & Gardeners (MALI)**

Tender Number	: NIT/JEC/ House Keeper /2023/002
PublishingDate	: 29 -03 -2023 (Wednesday ) at 02:00 PM
Document Download / SaleStart Date	: 29 -03 -2023 (Wednesday ) at 03:00 PM
Pre bid Meeting Date& Time	: 11 -04 -2023(Tuesday) at 2:00 PM at Principal Office, Jabalpur Engineering College, Jabalpur (M.P.)
Bid SubmissionStartDate	: 12-04-2023 (Wednesday) at 5:00 pm
Bid SubmissionClosingDate	: 18-04 -2023 (Tuesday ) at 10:00am
Time and Date ofOpeningof (Cover1)	: 19 -04-2023 ( Wednesday) at 1:00pm
Time and Date ofOpeningof Technical Bid (Cover2)	: 19-04-2023 (Wednesday) at 2:00pm
Time and Date ofOpeningof Price Bid (Cover3)	: 25-04-2023 ( Tuesday)at 3.00 pm
Place of Opening of Tender	: Principal Office Jabalpur Engineering College, Jabalpur (M.P.)
Cost of the Tender Document	: Rs.2000/-(Rupees Two Thousand Only) (Online submission through e-procurement portal)
E.M.D. (Security Deposit)	: Rs 50000/-(Rupees Fifty Thousand only) (Online submission through e-procurement portal)

**"Inviting Bid for engaging House-Keeper/Cleaner (Male & Female) and Gardeners (Mali) from**

**Service Provider Firm for Providing Manpower through service contract."**

**1. Invitation**

You are invited to submit your most competitive quotation for educational institute for the following goods/Items/Equipments/Services:

Brief Description of the Items/ Equipments/ Services Required.	Specifications required for Items/ Equipments/ Services	Quantity required	Delivery period	Place of Working
As per Annexure-I	As per Annexure-I	As per Annexure-I	Not more than 15 days from the supply order date	JEC, Jabalpur, MP 482011.

2

The Bidders are requested to give detailed tender in three Parts i.e.

- Cover I : EMD Bid
- Cover II : Technical Bid
- Cover III : Financial/Price Bid. (Annexure -II)

Part-I : Cover A contains EMD in online receipt "Principal, Jabalpur Engineering College, Jabalpur" amount Rs. 50000/-. Venders registered under NSIC/MSME/ DIC are exempted from EMD as per rule by Govt. of India and MP Govt.

Part-II : It should contain "Technical Tender Form". This part of the tender shall contain bidder's profile, eligibility for the suppliers, as well as technical specifications. Attach separate sheets wherever required. If there is any deviation in specifications of materials/ items/ services, notify with complete details. The Institute reserves the right to decide on such deviations. This envelop should not contain any price information to be uploaded online.

Part-III: It should contain Price Bid (Financial bid) to be submitted online only. (as per annexure-II)

**2. Price Bid (Financial Bid)**

- 2.1 Bid price shall be considered as itemized unit price. Bidder must quote clearly a single unit price for each item. Format of price bid is enclosed as Annexure -II.(without GST)
- 2.2 All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price (without GST).
- 2.3 The prices should be quoted in Indian Rupees only inclusive of all taxes (excluding GST).

### 3. Validity of Tender

The Tender shall remain valid for a period of 3 months. The Institute reserves the right to accept or reject any tender or to reject the bidding process wholly or partly without assigning any reason.

### 4. Evaluation of Quotations

The Institute will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are complete as per instructions given , signed and uploaded.
- (b) Confirm to the terms and conditions, and technical specifications.

### 5. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive (technically & commercially) and who has offered the lowest evaluated quotation price.

- 5.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 5.2 The bidder whose bid is accepted will be notified of the award of contract by the institute prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

**Detail terms and conditions is enclosed with document and annexed as Annexure –III.**

## ANNEXURE-I

### (Schedule of Requirement)

Sealed competitive Bids are invited by the Principal, Jabalpur Engineering College, Jabalpur, (MP) (herein after referred to as indenter) from the reputed registered Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year.

#### **1. Area of Building Campus:**

Parties are advised to see the location before quoting the rates at the Address: Jabalpur Engineering College, Gokalpur, Jabalpur, M.P. -482011.

#### **2. Manpower required:-**

S. No.	Category of Manpower	No. of Persons *	Minimum Qualifications
1	Supervisor 01(Male)+01(female)	02	12 <sup>th</sup> pass
2	House-Keeper/Cleaner (Male)	12	5 <sup>th</sup> pass
3	House-Keeper/Cleaner (Female)	05	5 <sup>th</sup> pass
4	Gardener (Mali)	05	5 <sup>th</sup> pass

\* No of persons can be decreased or increased as per institute requirement.

#### **3 . Work Expectations:**

An outline of tasks to be carried out by the manpower provided is detailed as under:-

##### **House-Keeper/Cleaner (Male):**

1. Cleaning of the Hostel rooms, Verandah, Corridor, Mess, Dining Hall, Toilets, Court yard, surrounding area, Lawns and campus area around hostel morning hour and thereafter whenever needed. (8:00 to 12noon & 1:00PM to 5PM, total 08 hours)
2. Regular dusting/cleaning of furniture (table and chair)etc. and removal of grass ,weeds in the campus area.
3. Any other work or duty assigned from time to time.

##### **House-Keeper/Cleaner (Female):**

1. Preferably will be deputed in the Girls Hostel.
2. To keep the workplace clean & tidy. Cleaning of rooms, mess, dining hall , toilets, lawn etc.
3. Regular dusting/cleaning of furniture (table and chair) telephones, book cases, filing cabinets, Almirahs, doors and windows.
4. Any other work or duty assigned from time to time.

**Gardener (Mali):**

1. Preferably will be deputed in the College campus.
2. Maintaining of the garden areas of College/Departments regular watering, planting and maintaining the plants..
3. Any other work or duty assigned from time to time.

Jabalpur Engineering College, Jabalpur – 482011  
Gokalpur, Jabalpur

Tender No: NIT/JEC/ House Keeper/2023/002

Dated: / /2023

**Mandatory Submission (EMD) Form**

1. Name of Tendering Company/ Bidder/Firm/Agency:

.....

2. Registered Office Address with telephone/mobile No:

.....

.....

.....

.....

E-Mail Address:

3. Particulars of Earnest Money

Deposit (EMD) (to be deposited  
along with the Tender document)

(a) online receipt No.....

(b) Date .....

(c) for Rs. ....

Place .....

Signature .....

Date .....

Name .....

Designation .....

Seal & Signature of the tenderer

The Venders who are exempted from EMD as per Govt. rules shall submit the relevant documents related to exemption.

Jabalpur Engineering College, Jabalpur – 482011  
Gokalpur, Jabalpur

Tender No: NIT/JEC/ House Keeper/2023/002

Dated: / /

Technical Bid Form

**TECHNICAL BID FOR PROVIDING HOUSE-KEEPER/CLEANER (MALE & FEMALE) AND GARDENER (MALI) AT JABALPUR ENGINEERING COLLEGE, JABALPUR.**

Name of company/firm: \_\_\_\_\_

Company establishment registration number:

\_\_\_\_\_ (please enclosed attested photo copy)

Address: \_\_\_\_\_

\_\_\_\_\_

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1. Proprietier's

Name: \_\_\_\_\_

Tel. Land line: \_\_\_\_\_ mobile: \_\_\_\_\_

E-mail id: \_\_\_\_\_

2. Labour licence (please enclose photocopy)

A. licence number \_\_\_\_\_

B. Issuing authority \_\_\_\_\_

C. Validity from \_\_\_\_\_ to \_\_\_\_\_

3. ESI registration (please enclose photocopy) \_\_\_\_\_

4. EPF registration no.: (please enclose photocopy) \_\_\_\_\_

5. GST registration no. (please enclose photocopy) \_\_\_\_\_

6. PAN number. :- \_\_\_\_\_

(Please enclose attested photo copy of pan card and last three years income tax returns)

7. Copy or Income tax returns FY,19-20, 20-21 and 21-22

8. Annual turnover for the last 3 years (please enclose copy of documents)

FY 2019-2020:- \_\_\_\_\_

FY 2020-2021:- \_\_\_\_\_

FY 2021-2022:- \_\_\_\_\_

(Please enclose photocopies of attested audited balance sheet and Profit & Loss A/C)

9. Minimum three years of experience in the relevant area during last five years with cost of assignment in Govt. organization /Govt. aided organization /PSU (please attach photocopy)(Minimum 25 persons for each year)

Sr No	Session	Name of organization	Services Provided	Annual cost of assignment	No of persons deployed
1					
2					
3					

Seal & Sign of the Proprietor / Authorized Signatory

Jabalpur Engineering College, Jabalpur – 482011  
Gokalpur, Jabalpur (M.P.)

Tender No: NIT/JEC/ House Keeper/2023/002

Dated: / /2023

Check List of Attested Copies of Documents  
(All documents are compulsory to be submitted with the Bid)  
**(Failing with the bid will be considered as non responsive)**

**CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED**

- |    |   |        |
|----|---|--------|
| 1  | EMD receipt Rs 50000/-) (Cover I)   | Yes/No |
| 2  | Valid Registration under MSME/NSIC / DIC (Applicable for EMD exempted vendors ) (Cover I)   | Yes/No |
| 3  | Permanent Account Number (PAN) Card (Cover II)  | Yes/No |
| 4  | Copies of Income Tax returns (for last three assessment years (a) FY19-20,20-21, and 21-22.) (Cover II)   | Yes/No |
| 5  | GST Registration (Cover II)   | Yes/No |
| 6  | License under Contract Labour Act (Cover II)  | Yes/No |
| 7  | ESI registration (Cover II)   | Yes/No |
| 8  | EPF registration (Cover II)   | Yes/No |
| 9  | Annual Turnover of last 3 financial years FY19-20,20-21, and 21-22.) (Attach proof duly signed by registered CA, audited balance sheet and profit & loss account). (Cover II) | Yes/No |
| 10 | Experience certificates/Minimum three years in last five years clearly indicating value of contract with No. of person deployed. (Cover II)                                   |        |

Seal & Signature of the Tenderer



ANNEXURE –III  
(Terms & Conditions)

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by him or her.
2. The contractor's staff shall not disturb the employees of the College, or make any sort of noise disturbance in the hostel/college premises.
3. The contractor and his/her workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from Police by the agency before deployment for work.
6. The contractor's workers shall not enter into any unlawful activity within the hostel/college premises and shall have a good moral character.
7. Principal, Jabalpur Engineering College, Jabalpur shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit or running bills in case College is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
8. The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Labour Commissioner of MP or Competent authority as applicable, and will include such other benefits as available to its employees under the relevant Acts and Regulations applicable in the State. The Jabalpur Engineering College, Jabalpur shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
9. Insurance and accident risks of the workers will be the responsibility of the Contractor.
10. All the workers of the Contractor shall be free from infectious diseases.
11. The Contractor will ensure that proper license/ permission from the concerned authorities, wherever applicable, are obtained promptly.
12. The Contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission of the Principal, Jabalpur Engineering College, Jabalpur.
13. Principal, Jabalpur Engineering College, Jabalpur reserves the right to order any worker of the contractor to leave the premises of the college if his/her presence at any time is felt undesirable.
14. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Jabalpur Engineering College, Jabalpur premises as per the monthly remuneration quoted in the document.

15. The attendance/e-attendance of the contractor employees (House-keeping/ Cleaners) shall be verified by the hostel warden and chief warden and that of Gardner (mali) shall be verified by registrar.
16. Cleaning equipments brooms, baskets, gloves, dress, shoes, pawed, harpies and cleaning material like phenyl, toilet cleaner, naphthalene balls, brooms. These will be provided by the contractor regularly to ensure effective cleaning. No extra charges will be paid to the contractor for the above items.
17. Consumables and allied accessories and equipments as per annexure II should be provided in beginning of each month in advance. If contractor fails to supply these items then deduction will be made at quoted rate or Rs.20000/- ( Rupees Twenty Thousand only) whichever is more from the monthly bill submitted by the contractor .
18. The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Jabalpur Engineering College, Jabalpur premises supported with the following documents :-
  - (i) Details of disbursement made to the staff furnishing cheque account details for each payment,
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, GST or any other applicable tax. The contractor has to submit the copy of challans (ECR) under PF & ESI of the employee engaged in the college. If he fails to provide such challan (ECR) than next month payments will not be released.
  - (iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
19. The Contracting Agency will provide ID card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
20. It is the sole responsibility of the Contracting Agency to comply with all statutory obligations. Intender will not pay any extra charges not quoted in tender document. However variations on charge of minimum wages by the Commissioner of MP or other statutory obligations, from time to time will be borne by the agency.
21. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
 
$$\text{Total Monthly Remuneration to be paid} = \text{Monthly remuneration} - A1$$

$$\text{Monthly remuneration} \times \text{Nos. of days of absence}$$

Where A1 = -----

$$\text{Nos. of days in the month.}$$
22. In case of negligence/ absence of employees or not working as per norms the contract will be terminated and the contractor will be black- listed.
23. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the College. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The Candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by College. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability for College shall be made within 24 hours.

24. The contracting Agency will be required to sign a contract with the Jabalpur Engineering College, Jabalpur as per the Model Contract. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
25. In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the Jabalpur Engineering College, Jabalpur reserves the right to claim and recover damages from Contracting Agency.
26. The Contracting Agency will deploy the trained workers who are below the age of 50 years as well as physically fit and mentally alert.
27. The Contracting Agency shall provide to their personnel deployed with impressive summer & winter uniform.
28. The approximate number of toilets in Hostels is W/C-160, Bathrooms 160, and Urinals 80. The parties are advised to visit the corridors, rooms etc. in the Hostel Campus.
29. The category of the supervisor, gardener and sweeper will be considered as skilled, semiskilled and unskilled respectively.
30. Consumables and allied accessories & equipment should submitted in store and maintained stock register every month and distributed consumables or accessories time-to-time by college authority.

### **Cost and Availability of Tender Document**

The cost of tender document is Rs. 2000/- (Rupees Two Thousand only) which is non-refundable. The tender document can also be downloaded from our website **[www.jecjabalpur.ac.in](http://www.jecjabalpur.ac.in)** The cost of tender document will be submitted online through e-procurement portal.

### **BID SECURITY**

The Bidder shall deposit Rs.50,000/- (Rupees fifty thousand only) to be submitted online in favour of Jabalpur Engineering College, Jabalpur. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. The EMD exempted venders should produce the relevant document of exemption

The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of 10% of Annual charges valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of notification of Award. The earnest money of the successful bidder shall be returned only after the performance security is submitted by the Contracting Agency.

### **Financial Bid :-**

The Bidder shall mandatorily quote the rates as per annexure II (*failing which the tender will be treated as non-responsive*) :

- (a) Unit monthly rate of remuneration shall include, EPF, ESI & other statutory costs excluding GST.
- (b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. % age of profit/service charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (c) Telex or Facsimile Bids are not acceptable.
- (d) Each Bidder must submit only one Bid.

### **Evaluation of Bid:**

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

**Cover I-** It contains online receipt of EMD or EMD exemption related documents. Only those bidders will be considered for technical evaluation those who have provided EMD in the form of DD or exemption related documents

#### **Cover II : Evaluation of technical Bid**

Bid will be treated as non-responsive if following terms & conditions are not fulfilled and related documents are not provided in cover II :-

- (a) Copy of Liscente under contract labour act
- (b) Relevant documents to establish that the bidder has minimum three years experience in last five years in Govt./Govt aided/PSU organization. The agency should have at least 25 personnel working including supervisors in the relevant area on their regular rolls for each year, a proof of which is required to be enclosed.
- (c) Copy of proof showing that the Agency has minimum average annual financial turnover of Rs. 50 Lakhs during the last three financial years, FY 19-20,20-21,21-22.
- (d) Annual turnover of last three financial year, FY 19-20,20-21,21-22..attach proof duly signed by CA including audited balance sheet profit & loss account.
- (e) PAN No.
- (f) Copy of income tax returns FY 19-20,20-21,21-22.
- (g) Attested copy of proof of EPF registration.
- (h) Attested copy of proof of ESI registration.
- (i) Attested copy of proof of GST Registration.

### **Cover III: Evaluation of Financial Bid**

Only those bids which are responsive in cover-1 & cover -2 will be evaluated in following Manner :-

- (a) Remuneration of staff, quoted below minimum wages applicable for engaging manpower for concerned services, shall render the Bid disqualified (unresponsive) for evaluation.
- (b) The tenders in which Service charges are either not quoted or quoted as zero will be treated as unresponsive.
- (c) The tenders in which rate of material charges ( column 3 of annexure II) are either not quoted or quoted as zero will be treated as unresponsive.
- (d) In case two or more bidders quote same rates and there is a tie, the bidder whose average annual turnover of last three Financial Year is more, will be preferred.

### **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

### **Award of Contract:**

- (a) The Indenter may award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price but mere lowest price will not confer any right for awarding the contract.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 above.
- (c) The indenter, prior to the expiration of the Bid Validity period, will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indenter reserves the right to accept or reject any one or all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- (e) The indenter reserves the right to cancel the contract any time without assigning any reason.
- (f) The agreement will be done only after submitting the relevant documents as mentioned under annexure-III, condition No. 5 & 23.

Principal  
Jabalpur Engineering College,  
Jabalpur (M.P.) 482011: India

## Annexure-II

### Financial Bid (To be submitted online)

Tender for House-keeping and gardening Services at Jabalpur Engineering College Office/Campus, Jabalpur M.P.

S No.	Description	Quantity	Rate per person per month including EPF,ESI and other Taxes, (in case of material rate shall be quoted per unit)	Total Amount	Frequency																																																																	
	1	2	3	4	5																																																																	
1	Work contract for cleaning and gardening including manpower as specified in technical bid (wages shall not be less than the minimum wages prevailing at the time of bidding) (Minimum wages, ESI, EPF & other statutory obligation for manpower)	1.Supervisor -02 2. House-Keeper/Cleaner (Male) -12 3. House-Keeper/Cleaner (Female) -05 4.Gardener (Mali) -05			Per Month																																																																	
2.	Consumables and Allied Accessories & Equipments	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Black Phenyl</td><td style="width: 25%;">60 Litre</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr><td>Scented Phenyl</td><td>60 Litre</td><td></td><td></td><td></td></tr> <tr><td>Toilet Cleaner</td><td>60 Litre</td><td></td><td></td><td></td></tr> <tr><td>Hedge cutter/gardening scissor</td><td>5 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Wiper</td><td>5 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Double Hockey Toilet Brush</td><td>5 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Naphthalene Ball</td><td>2 Kg</td><td></td><td></td><td></td></tr> <tr><td>Broom-Khajur</td><td>24 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Bamboos full size</td><td>10 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Broom with Handle</td><td>12 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Wiping Cloth</td><td>15 Meters</td><td></td><td></td><td></td></tr> <tr><td>Dustbin (30Litter)</td><td>30 Nos.</td><td></td><td></td><td></td></tr> <tr><td>Bleaching Powder</td><td>10Kg</td><td></td><td></td><td></td></tr> </table>	Black Phenyl	60 Litre				Scented Phenyl	60 Litre				Toilet Cleaner	60 Litre				Hedge cutter/gardening scissor	5 Nos.				Wiper	5 Nos.				Double Hockey Toilet Brush	5 Nos.				Naphthalene Ball	2 Kg				Broom-Khajur	24 Nos.				Bamboos full size	10 Nos.				Broom with Handle	12 Nos.				Wiping Cloth	15 Meters				Dustbin (30Litter)	30 Nos.				Bleaching Powder	10Kg						Per Month
Black Phenyl	60 Litre																																																																					
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Dustbin (30Litter)	30 Nos.																																																																					
Bleaching Powder	10Kg																																																																					
3.	Service Charges				Per Month																																																																	

- The contract is for a period of 01 year and can be extended for a further period of one year on Mutual agreement.
- Payments shall be based on the actual
- Consumables and allied accessories & equipments as per list of items in financial bid shall be provided by contractor.
- The bidder is required to quote their rates not less than the present minimum wages declared by labour commissionaire of M.P. or the competent authority.