

**Government of West Bengal**  
**Department of Health and Family Welfare**  
**G.A. Branch**  
**Swasthya Bhavan**  
**GN-29, Sector – V, Salt Lake**  
**Kolkata-700 091**  
**Phone No. (033) 2333 0507**  
**E-mail : [wbhfwga@gmail.com](mailto:wbhfwga@gmail.com)**

Notice inviting **E-Tender** for selection of bidders for the **Facility Management Services** for cleaning, maintenance, scavenging, gardening, security etc. at Swasthya Bhawan and its adjoining buildings including SHTO, for the period of two years from **1<sup>st</sup> January, 2022** and subsequent period, if any.

**(Through Pre-qualification)**  
**(Submission of Bid through NIC E-Tender portal)**

NIT No. HF/O/GA/2473/W-95 /2021

Dated, Kolkata, the 31<sup>st</sup> August, 2021

The **Deputy Secretary, Health & Family Welfare Department**, Government of West Bengal having its office at GA branch, 5<sup>th</sup> floor, Swasthya Bhawan. A Wing, GN-29, Sector V, Salt Lake, Kolkata-700 091 is going to invite e-Tender in the NIC portal for selection of agency for the Facility Management Services for cleaning, maintenance, scavenging, gardening, security etc. at Swasthya Bhawan and attached offices under Health & Family Welfare Department, Government of West Bengal for the period of two years from 1<sup>st</sup> January, 2022 onwards and its extension, if required for a further period as agreed by the authority and selected bidder. Necessary earnest money to be deposited for participation in the Tender **through online** is appended in the table below:-

<b>Number of person required to be deputed</b>	<b>Earnest Money</b>
<b>As enlisted in the annexure A</b>	<b>Rs.4,00,000/-</b>

1. **General Instruction** :-

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary Earnest Money Deposit (EMD) of Rs.4,00,000/- through online may be remitted through State Government's e-Procurement Portal (<https://wbtenders.gov.in>) through the linked Payment Gateway as per order no. 2365-F(Y) Dated 12.04.2018 of Finance Department, Government of West Bengal. **Bid validity 90 (ninety) days.**

2. **Submission of bids** :-

Both Technical bid and Financial bid are to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>. All paper must be submitted in English language. The detailed break-up of the total rate to be quoted at BOQ.

3. **Time schedules for the e-tender** :-

The time schedule for obtaining the bid documents, pre-bid meetings and submission of bids and other documents etc. will be as per the list provided in Clause 29 as given below.

4. **Eligibility for Quoting** :-

The invitation for bid is open to all for procurement of the above work having the requisite certificates and credentials as enlisted under clause 5 & 6.

5. **Bank solvency certificate** :-

The certificate should be issued by the Branch Manager of the concerned bank for the period from 01.08.2021 to 31.10.2021. The Bank Solvency must be for an amount equal to thrice of total monthly emoluments of 3 (three) months as per applicable rates of that date, payable to the total number of workers to be deployed as per Annexure A.

6. **Eligibility Criteria :-**

The bidder should have an ISO certificate for last two consecutive years from the date of opening of tender. The bidder should have sufficient experience in supplying manpower not less than 50% of the quoted categories as well as not less than 50% of the total manpower, as indicated at Annexure-A, in any office under Government of India or Government of West Bengal or undertakings/Local Bodies etc. with employees strength of at least 500 (five hundred) during last three consecutive years from the date of opening of tender.

7. **Submission of the tenders :-**

The tender is to be submitted in a two bid system through online:

**Technical proposal:**

(a) Statutory Part:

**“BID A”**

A	Certificate of Registration
B	Signed NIT & Application in the prescribed format given in Annexure C

**(b) Non-statutory/My Space should contain the following documents:-**

Sl. No.	Category	Sub-Category description
A	Certificates	PAN Card of the authorized signatory
		Professional Tax registration certificates
		ESI registration certificate
		EPF registration certificates
		Service TAX registration certificates
		GST registration certificates
		Labour Licence under the Contract Labour (Regulation & Abolition) Act.
B	Company details	Trade License/Enlistment
		Bank Solvency Certificate
C	Credential	Credential Certificate of providing similar nature of service by deploying not less than 50% of category-wise manpower as well as not less than 50% of the total manpower (as indicated in Annexure A) for <b>last three consecutive years from the date of opening of tender</b> . Credential certificates should be closely linked with regular payment history of EPF, ESI etc. The said engagement has to be made by a Central/State Government Department (including autonomous bodies/undertakings/Local Bodies) <b>to the tune of Rs. 4.00 crores per annum</b> , awarded to similar HR supplying agency.
D	Financial Info	1. Profit & Loss Accounts and Balance sheet for the F.Y 2018-2019.
		2. Profit & Loss Accounts and Balance sheet for the F.Y 2019-2020.
		3. Profit & Loss Accounts and Balance sheet for the F.Y 2020-2021.

**Technical qualification criteria are essential and must be met to be qualified in next step (Financial Bid), otherwise financial bid will not be opened and the bid should be treated as “Non-Responsive”**

**Financial Part: “BID B”**

The folder as “Financial bid” shall contain

- Rates are to be quoted in Indian currency.
- Rate quoted by the tenderer should be inclusive of all taxes and charges and on the basis of current minimum wages fixed by the Labour Department, Govt of West Bengal for different categories of personnel and also as per terms and conditions of this tender.

8. **Evaluation of the tenders :-**

- During the tender evaluation process, the “Bid A” will be opened first. Those Tenderers who have qualified the essential and other requirements will be identified and only their “Bid B” i.e. financial bid will be opened. The “Bid B” i.e. financial bid of those Tenderers failing to meet the technical and other requirements of participating in the tender will not be opened and rejected. If found suitable in the context of above pre-qualification etc, the Tenderer quoting the lowest rate will be considered as successful.
- Withdraw of tender or any revision thereof after deadline of submission of the tender by the Tenderer will not be allowed. EMD of the Tenderer will be liable to forfeiture upon:-

- (i) Withdrawal by any tenderer at any stage subsequent to the opening of tender;
- (ii) Failure/refusal to enter into agreement for providing service at accepted rate and terms and conditions within specified time.

The tendering authority reserves the right to withdraw the tender at any stage. In such contingency the selection if already made in favour of the tenderer shall be treated as cancelled and security deposit will be liable to forfeiture without prejudice to any other action in the event of failure/refusal to provide the service at the contracted rate and terms and conditions.

#### **UNIFORM:**

The agency will provide their personnel two sets of terry-cotton dresses, belt, barrel, line yards, shoes, whistles & stockings along with their shoulder and cap badges for all categories of manpower (as the case may be) every year. They should also be given winter and monsoon clothing/protective gears enabling them to perform duties during all season. These personnel should be well-dressed and well-disciplined up to the satisfaction of the H & F. W. Department at all the times. The name of the agency should be inscribed/stitched clearly over the uniform for identification. Refusal to wear uniform by any personnel will be treated as indiscipline.

#### **9. MANPOWER:**

- i. The agency should deploy Ex-Servicemen as Caretaker/Deputy Caretaker/Security Guards (armed) with proven track record and should try to arrange to deploy other category of service personnel from Ex-Serviceman (Annexure A).
- ii. The agency should also have composite infrastructure to render house-keeping, gardening, sweeping, sanitation & plumbing, telecom, lift, fire fighting, pump operation, generator, substation and other electrical maintenance services in the complex.
- iii. The duties of all categories of personnel should be rotated periodically.
- iv. **The contractor must allow 15 days C.L. in a year for every personnel. The contractor shall have the right to deduct salary for unauthorized absence.**

#### **10. DEPLOYMENT TERMS:**

- I. The agency should deploy well built security personnel having experience on establishment security.
- II. Deployed personnel engaged by the agency will draw their remuneration and coverage under EPF, ESI etc. from the agency and will not claim any employment benefit or any other benefits from the Government under any circumstances at any point of time.
- III. All categories of working personnel of the agency shall perform duties in well-dressed Uniform provided by the agency under the instruction of the Department of Health & Family Welfare, Govt. of West Bengal. Any personnel of the agency without wearing uniform shall not be allowed to perform duty.
- IV. The deployment will be normally for a period of one year but it can be terminated by 60 days notice from either side. If required the contract may be extended at the same rate and same terms & condition for further period of one year or a part thereof. The deployed staff on duty may be utilized for any other duty or any works under emergent situations. If anyone refused, he/she will be permanently removed from the site.
- V. The staff on duty shall be withdrawn and replaced if reported misbehaved/undisciplined/negligent on duty.
- VI. Acceptance of lowest bid is not mandatory.
- VII. Manpower may be reduced or increased at the same rate and on same terms & condition at any time during the contract period at the discretion of the Govt. in H. & F. W. Deptt.
- VIII. Possession of requisite License for plumbers, Fire Fighting Assistants and Lift Attendants, Jr Wireman/Assistant Electrician and Head Wireman/Electrician is mandatory.
- IX. No claim for revision of and change of terms & condition shall be allowed at any stage during the contract period or extended contract period.
- X. All personnel shall have to perform shift duties as and when required.

#### **11. PROCESS OF SELECTION:**

The process of selection will be made on the basis of:-

- i. Verification of credentials submitted by the Tenderer and Tender Form itself.
- ii. Total amount including all taxes and charges as quoted by the bidder at BOQ for the entire work/services.

#### **12. WAGES & STATUTORY PROVISIONS:**

- a) The agency shall pay the remuneration to the personnel, deployed for this contract commensurate with minimum wages as per latest order of State Govt. and shall provide statutory coverage of EPF, ESI, Bonus, Leave, Professional Tax, GST and Service Tax will be paid on Facility Management charge. This is applicable to all categories of personnel except Caretaker and Deputy Caretaker. In case of Caretaker and Deputy Caretaker, the consolidated wages will be 25% & 10% higher than the basic wages of skilled persons respectively.
- b) The agency shall have to submit the full details of the personnel, their wages and statutory deductions against EPF, ESI, P. Tax etc. The agency shall submit copies of monthly challans/returns of EPF, ESI and P. Tax and Service tax etc. to the Deputy Secretary, GA Branch, Health & FW Department along with monthly bill. The attendance sheet as per our Bio Metric Attendance system shall also be enclosed with the monthly bill which is mandatory for processing the bill. As a principal employer the agency will indemnify the Department against any claim on account of any deployed strength.

The agency shall take license under contract labour (Regulation and Obligation) Act and also requisite licenses and authorization from statutory authorities under prevailing rules and regulations of the Central/State Govt.

**The agency must issue monthly pay slip to every personnel showing all statutory deductions.**

#### 13. CLEANING & MANAGEMENT:

- a) The office floors, chambers, common areas, stair cases, drivers rest room, rooftops, Lift room/cage, Engineering Wing, Pump Room, D.G. Room, Electrical Sub Station Building Rooms, open spaces campus roads, gardens etc. as well as parking area shall be swept daily by stick brooms, brush, jute etc. and shall be carried out daily. The cleaning of toilets, bathroom and floor is to be completed before 9.30 AM. The sweeper has to be remained present at their respective floor up to 2.00 PM.
- b) Sufficient number of baskets to be kept on each floor and will be emptied and the garbage will be carried to garbage dump earmarked inside the premises for lifting by Nabadiganta Authority.
- c) Cleaning of glass panes by using good quality cleaning products shall be done weekly.
- d) Cleaning of curtains to be done on every three months.
- e) Sweeping/cleaning the area to be swabbed with net cloth and long handle sweep sticks everyday. Stair cases will be swabbed daily. The premises to be kept dry and clean. Carpet to be cleaned by vacuum cleaner once in a week.
- f) Cleaning of doors, windows, ceiling fans, A.C., chairs, tables, racks, shelves, almirahs and equipment/machineries/appliances etc. And other not specified here but necessary to be done daily/periodically.

#### 14. BATHROOM CLEANING:

All toilets under areas of cleaning will have to be cleaned daily before working hours and after Tiffin hours. These should be disinfected and kept odour-free using good quality disinfectants. Urinals, commodes and wash basins shall be cleaned daily with good quality disinfectants and cleaning agents. In addition, the toilets attached to chambers shall be cleaned daily before/after working hours. In addition, the agency shall deploy sweepers during working hours to ensure bathroom cleaning, picking up litter and cleaning of anything as necessary to ensure good standard of decent and hygienic conditions. Materials required in connection with services will be supplied by the department as per requisition to be submitted by the agency well in advance so that such services are not hampered in any manner.

#### 15. FIRE FIGHTING:

Experienced and licensed fire fighting assistants will have to be deployed to maintain fire fighting equipment, hydrants including periodical testing and who can ensure effective coordination with fire services authorities. The equipment shall be kept in the highest state of readiness for use at any time. He may carry operation of pumps when necessary.

#### 16. HEAD WIREMAN/ ELECTRICIAN:

The agency will deploy experienced and licensed personnel having electrical wireman permit class (i) (b), (ii), (iii), (iv), (v) and (viii) (a) and possess sufficient knowledge of operation and maintenance of D.G. Set and electrical sub station and other electrical maintenance works and will maintain daily log book to record performance of D.G. and sub station and will also look after the entire electrical maintenance works and properly guide assistant electrician in their job. He will also have to operate D.G. sets. Deployment of electrician will be from 9.00 am to 9.00 pm on all working days from Monday to Saturday. For other days, deployment would be similar to other staff.

#### 17. JR WIREMAN / ASST ELECTRICIANS:

An experienced electrician having electrical wireman permit class (i) (b), (ii), (iii) who will ensure electrical installation and compound lighting, equipment appliances and machineries etc. are on working condition and defective installation and others are repaired / replaced and periodic maintenance is carried out during the period from 9 am to 9 pm. He will also have to operate D.G set.

**18. LIFT ATTENDANT:**

Experienced and licensed attendant for four automatic lifts who will ensure VIP movements in lift and to regulate traffic flow and also look after the safety measures of the lift as well as safety of the users. The stand by battery back ups are also be checked regularly. Deployment of Lift attendants will be from 9.00 am to 9.00 pm on all working days from Monday to Friday. For other days, deployment would be similar to other staff.

**19. PUMP OPERATOR-CUM-PLUMBER:**

Experienced and licensed plumber who will attend the daily plumbing problem relating to leakage of pipes, cisterns and blockage of drains and other works related to plumbing. These persons shall carry out cleaning of overhead tanks every month and underground reservoirs in every after three months with the help of sweepers and ensure that clean and disinfected water supply is maintained uninterruptedly. They should have knowledge and experience to operate pump motor and OZ plant and ensure disinfected water is maintained uninterrupted. Deployment of Pump Operator-cum-Plumber will be from 6.00 am to 6.00 pm on all working days from Monday to Friday.

**20. GARDENER:**

The gardener should have experience and adequate knowledge in maintaining the garden in an; excellent condition who can operate lawn-mower. He should also take up such work as trimming of branches of trees, uprooting of shrubs and weeds and other related works as necessary daily / periodically. The duty hours should start from 9.30 am in the morning with statutory breaks until 5.30 pm.

**21. TELECOM ASSISTANT:**

Persons engaged for the job should have adequate experience and expertise regarding maintenance of telephone / intercom system and its repair etc.

**22. CARETAKER:**

Caretaker plays an important role on overall managing the professional services. Caretaker in the rank of JCO should have some technical knowledge to ensure cleanliness, house keeping and maintenance and smooth functioning of entire maintenance service including security. He shall also take the charges of equipments/stores, if provided by the Department and shall maintain the inventory list of all equipment and machinery and fixture. The caretaker shall maintain a log book in prescribed proforma and record requisition/complaints receive from different officer and attend the complaint immediately for rectification. He will keep and maintain Attendance Register through Bio Metric operation system on daily basis through real time data & place the same for checking before the officer authorized by the department at 10.30 am on all working days. He will also submit the said register to the DEPUTY SECRETARY, GA Branch for verification with the monthly bill who will certify such attendance. He will also keep records for receipt and issue of maintenance materials in a maintenance register daily / periodically and produce to member / members of the maintenance committee for verification as and when asked for.

**23. DEPUTY CARETAKER:**

Deputy Caretaker in the rank of JCO should have sufficient experience of staff handling and maintenance service and he will arrange for duty roaster and look after the duties of security guards (Armed/Unarmed) and other civil personnel/service personnel and report to the caretaker from time to time. He will assist caretaker in discharging his official duties on all matters. He will look after / take charge the duty of Caretaker in his absence as directed by the Department.

**24. PAYMENT TERMS:**

- a) The attendance of the personnel will be governed by Bio Metric Attendance system in specified hour to the categories of staff mentioned against each in real time data basis.
- b) Payment will made on the basis of such attendance report, production of original monthly deposit challans of EPF, ESI, Professional Tax and Service Tax etc. In case failure of production of the said attendance report and deposit challans, payment will be made against the total bill minus the above amount of statutory deduction initially and the reimbursement will be made on production of requisite challans. Monthly bill be strictly verified on the basis of Bio metric attendance Register maintained electronically.
- c) Basic wage on which the EPF, ESI, P.T. will be calculated shall be governed by the Minimum Wages Act of the State Govt.
- d) Rate should be quoted for full month. Extra payments for off-days will not be paid by the Govt. Off-day should be arranged rotationally so that everyone can enjoy off-day as per rules. The agency shall have to pay wages for **3(three) National Holidays** in a calendar year.
- e) If selected, a bank guarantee in favour of Assistant Secretary & DDO, Health & Family Welfare Department for 10% of the monthly quoted amount of the tender multiplied by 24 ( i.e. the entire period of contract) (in the round figure) shall have to be submitted as Security Deposit.

- f) After selection, a formal agreement shall have to be executed with the Health & Family Welfare Department, GoWB.
- g) Bill of every month should be submitted within 10<sup>th</sup> day of the next month, except in the circumstances of force majeure.
25. The appropriate authority in the Department of Health and F.W. reserves the right to terminate the contract prematurely in case of failure to satisfy the terms of contract following the extant rules in vogue.
26. All the terms and conditions laid down in tender documents shall have to be accepted by the tenderers and no representation will be entertained for modifications of such terms and conditions outlined herein. Either party may opt for arbitration, in case of any dispute arising in this contract which cannot be settled amicably. A three member arbitration board shall be formed consisting of one member from both the parties and one member to be nominated by above two members. The third member nominated by both the party shall act as Presiding Arbitrator. The decision of majority of Arbitrators of this Arbitration Board shall be binding on both the parties. None of the members shall be a serving Govt. Officer. The cost of Arbitration fees shall be borne by both the parties equally.
- a) In case of dispute/difference arising out between the employer and a domestic contractor relating to any matter arising out of or connected with this agreement, such dispute or differences shall be settled in accordance with the arbitration and conciliation Act, 1966. The Arbitral Tribunal shall consist of three Arbitrators, one each to be appointed by the employer and contractor. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two Arbitrators appointed by the parties to reach upon a consensus with a period of thirty days from the appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Council of Arbitration.
- b) If one of the parties fails to appoint its Arbitrator in pursuance of Sub-Clause (a) above within thirty days after receipt of the Notice of the appointment of its Arbitrator by other party, then the Indian council of Arbitration shall appoint the Arbitrator. A certified copy of order of the Indian council of Arbitration making such an appointment shall be furnished to each of the parties.
- c) Arbitrations proceedings shall be hailed in Kolkata, India and the language of the Arbitration proceeding and that of all documents and communication between the parties shall be in English.
- d) The decision of the majority of the Arbitrators shall be final and binding upon the parties. The cost and expenses of the Arbitration proceedings will be paid as determined by the Arbitration Tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings and also the fees and expenses paid to the arbitrator appointed by such party on its behalf shall be borne by each party itself.
- e) Performances under the contract shall be continued during the arbitration proceedings and payments due to the contractor by the owners shall not be withheld, unless they are the subject matter of the arbitration proceedings.
- 27. Apart from deployment of different categories of personnel at Swasthya Bhavan as specified in Annexure A, the selected bidder will have to deploy various types of skilled/high skilled/unskilled personnel including Armed/Unarmed Security Guard, Sweeper and GDA (unskilled) as per same rate, terms and conditions of this e-tender at any Medical College & Hospitals or any other health facilities under control of Health & FW Department throughout the State during the entire validity period of this tender if desired by the Department, depending upon the requirement of the concerned health facilities.**

**28.LEGAL JURISDICTION:**

The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of the High Court, Kolkata.

**29.IMPORTANT INFORMATION :**

1.	Date of publication of abridged tender notice in daily news paper and date of uploading in the NIC's portal	02.09.2021
2.	Online documents download start date	03.09.2021 at 10: 00 AM
3.	Date of holding pre bid meeting in the Conference Room, 1 <sup>st</sup> floor, A wing, Swasthya Bhavan, GN 29, Sector V, Salt Lake, Kolkata-700 091.	07.09.2021 at 01.00 PM
4.	Bid submission start date (online)	14.09.2021 at 10:00 AM
5.	Closing date & time for submission of E-Tender (on line) in the e-tender portal of NIC	25.10.2021 up to 3.00 PM
6.	Date & time for opening of technical bid (on line) in the Office Chamber of the Deputy Secretary, GA Branch	27.10.2021 at 03.00 PM.
7.	Date of opening of financial bid	To be notified later on

**30.HELP DESK:**

The interested parties may contact through mail their queries in the mail address: wbhfwga@gmail.com.

Sd/-  
Deputy Secretary to the Govt. of West Bengal.

Annexure – A

Scavenging Services, Civil & Maintenance Works & Security Services etc. for the Health and Family Welfare Deptt. at Swasthya Bhawan and SHTO.

**LIST OF MANPOWER**

<b>Sl. No.</b>	<b>Category of personnel</b>	<b>Name of post</b>	<b>No. of Personnel</b>
01	J.C.O.	Caretaker	01
02	J.C.O.	Deputy Caretaker	01
03	Ex-Serviceman with Armed License	Security Guard (Armed)	02
04	Unskilled	Security Guard (Un-armed with 10% Lady Security Guard)	29
05	Unskilled	Sweeper	36
06	Unskilled	Gardener	06
07	High Skilled	Pump Operator-cum Plumber	02
08	Skilled	Carpenter	01
09	High Skilled	Telecom Assistant	02
10	High Skilled	Lift Attendant	02
11	High Skilled	Junior Wireman/Assistant Electrician	02
12	Highly Skilled	Fire Fighting Assistant	03
13	Highly Skilled	Head wireman License/Electrician	01
14	Unskilled	GDA	14
<b>Total</b>			<b>102</b>

**ANNEXURE – B (BOQ)**

NIT No: HF/O/GA/2473/W-95/2021

DATED- 31<sup>st</sup> August , 2021

Tender Inviting Authority: The Deputy Secretary to the Government of West Bengal of Health & Family welfare Department

Name of the Bidder/ Bidding Firm / Company: \_\_\_\_\_

Sl. No.	Item Description	No. of personnel (Quantity)	Units	Basic Rate in Figures including All (Statutory Part, Admissible Taxes, Service Charges etc.)	TOTAL AMOUNT In Figures	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1.01	Caretaker	1.000	Nos			
1.02	Deputy Caretaker	1.000	Nos			
1.03	Security Guard (Armed)	2.000	Nos			
1.04	Security Guard (Un-armed with 10% Lady Security Guard)	29.000	Nos			
1.05	Sweeper	36.000	Nos			
1.06	Gardener	6.000	Nos			
1.07	Pump Operator-cum Plumber	2.000	Nos			
1.08	Carpenter	1.000	Nos			
1.09	Telecom Assistant	2.000	Nos			
1.10	Lift Attendant	2.000	Nos			
1.11	Junior Wireman/Assistant Electrician	2.000	Nos			
1.12	Fire Fighting Assistant	3.000	Nos			
1.13	Head Wireman License/Electrician	1.0000	Nos			
1.14	GDA	14.000	Nos			

Date :-

Signature of applicant including title and capacity in which application is made,  
Contact no. :  
Tele :  
Mobile :  
E Mail address :

Note: Annexure B must not be uploaded in BID A

## Annexure C

### APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc.)

To  
**The Deputy Secretary to the Govt. of West Bengal,**  
Health & Family Welfare Department,  
GA Branch,  
Swasthya Bhavan,  
GN 29, Sector V,  
Salt Lake, Kolkata – 700 091.

Sub : E tender for cleaning, scavenging and security services for Swasthya Bhavan, H&FW Deptt. For a period of two years w.e.f. 1<sup>st</sup> January, 2022.

Ref : NIT No. HF/O/GA/2473/W-95 /2021 Dated, Kolkata, the 31<sup>st</sup> August, 2021.

Sir,

1. Having examined the pre-qualification & other documents published in the N.I.T. I/we hereby submit all the necessary information and relevant documents for evaluation.
2. That the application is made by me / us on behalf of ..... in the capacity of..... duly authorized to submit the offer.
3. The authorization letter from the Company is attached in Annexure C.
4. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period, if being selected.
5. We understand that:  
(a) The authority under H&FW Dept can amend the scope & value of the contract bid under this project.  
(b)The authority under H&FW Dept reserves the right to reject any application without assigning any reason.

Date :-

Signature of applicant including title  
and capacity in which application is made,  
Contact no. :  
Tele :  
Mobile :  
E Mail address :