

**OFFICE OF DEPUTY COMMISSIONER, HOSHIARPUR**  
**Tender Notice**

Through this public notice it is informed that the contract regarding sanitation services and cleaning of District Administrative Complex Hoshiarpur for the year 2017-18 (From 03.05.17 to 31.03.18) is to be called. For the above mentioned services, tenders of interested registered agencies/contractors/organizations are invited in sealed envelopes. In this tender, two bid systems- "Technical Bid and Financial Bid" will be followed.

Sr. No.	Work Description	Cost of Tender Form	Earnest Money (EMD)	Last Date of Purchasing tender form	Last Date of Submitting Tender Documents	Date & Time of opening Technical Bid	Date and time of Financial Bid
1	Sanitation services, cleaning of District Administrative Complex Hoshiarpur for the year 2017-18 from 03.05.17 to 31.03.18	Rs. 100/- only place: District Nazar Branch, Room No.1, Ground Floor, DC Office	Rs. 25,000/- (Rs Twenty Five thousand Only) DD Only, in favour of Deputy Commissioner -Cum- Chairman, Operation & maintenance society, Hoshiarpur	27-04-17 Till 5 PM place: District Nazar Branch	28-04-17 Till 11 AM Place: District Nazar Branch	02-05-17 At 12 Noon Place: Office of ADC (G) Hoshiarpur	02-05-17 At 1 PM Place: Office of ADC (G) Hoshiarpur

Tender documents received without security/EMD shall be rejected. After depositing the EMD of successful bidder, the security amount of rest of the bidders shall be returned. The documents regarding terms and conditions of tender can be taken from branch of District Nazar on any working day between 9:00 AM-5:00 PM. The information regarding the two bid system shall be included in the Tender Form. The information regarding the same is also available on the official website of district Hoshiarpur [www.hoshiarpur.nic.in](http://www.hoshiarpur.nic.in). Only those agencies to apply who have executed works of similar nature. The cost of forms downloaded from the website shall be paid at the time of submitting the tender documents. One bidder shall fill only one tender form. The scope of work is mentioned in details in the tender form. Deputy Commissioner Hoshiarpur reserves the right of cancellation of any tender deposited at any stage of the process.

sd/-  
**Addl. Deputy Commissioner (G)**  
**Hoshiarpur.**

**Government of Punjab**  
**Deputy Commissioner-Cum-District Magistrate,**  
**Hoshiarpur**

**Technical bid**

1. Name of Agency : .....
2. Address of the Agency : .....  
.....  
.....
3. Pan of the Agency :
4. Name & Telephone number of the  
authorized person to be contacted :
5. Turnover for the last two years  
(Copies of I.T Returns and Balance Sheets to be enclosed)

<b>Financial Year</b>	<b>Turn over (in Lakhs)</b>
2014-15	
2015-16	
2016-17	

6. Whether the Service Provider is in the field of Sanitation/Housekeeping and Gardening Services for the last 2 years?

If Yes, the names of clients.

(Please specify in the prescribed format with proof)

Sr.No	Contract Year	Name of Client	Address & Contact Number of Client	No. of Employees Provided	No. of Supervisors provided	Contract value (in Lakhs)

7. Certificates of satisfactory completion of above mentioned work may be submitted (Attested copy to be attached).  
If it is noticed that the work carried out was not found satisfactory by and client, the tenders of such tenderers will be treated as invalid.

8. State whether the vendor is firm or company.

If it is firm, specify the name of proprietor/ partners and if it is a company specify the name of Directors.

9. Please specify in detail the arrangements: that will be made to provide efficient service.`  
(Preferably, the detailed information be given on a separate sheet)

10. Please specify and attach the following

- (i) Valid Income Tax Clearance Certificate/  
copy of PAN No./TIN No.
- (ii) Proof of registration with Service Tax
- (iii) Copies of audited statements of Accounts of  
the last three years;
- (iv) Demand Draft of requisite Earnest  
Money Deposit Rs. 25,000/-  
(twenty five thousand only).
- (v) Name and Address of Clients with  
their phone nos. where the  
Housekeeping services are being  
provided at present.

Sr. No.	Name, Address and Contract Number of Client

I Certify that I have gone through the terms and conditional of the tender documents and are acceptable to us.

Seal and signature of the Authorised  
person of the Agency

Name and designation of the  
Authorised Person of the Agency

Date:

Place:

List of Enclosures:

## **FINANCIAL BID**

1) Name of the Agency:

2) Address and Telephone Number of the Agency:

3) Registration Number of the Agency:

4) We have gone through all the terms and conditions of the contract especially those related to work force requirement, description of work and the other conditions. We shall provide the cleaning and sanitation services for the District Administrative Complex, Hoshiarpur at a **MONTHLY CHARGE of** ..... (in words) ..... per month.

Seal of Signature of the Authorised  
Person of the Agency

Name and designation of the  
Authorised Person of the Agency

## TERMS AND CONDITIONS OF CONTRACT

Sub: Cleaning/Sanitation Services at District Administrative Complex, Hoshiarpur.

Deputy Commissioner, Hoshiarpur invites tender for Cleaning/ Sanitation Services initially for a period of one year.

1. The description of work and terms & conditions of the tender are as under:-

**(A) Sanitation Services**

Sr. No.	Description of Work	Periodicity	Remarks
1.	Sweeping and Cleaning of floors, passages, corridors and staircases with railings, lobbies, Outside Cemented Passages	Once Daily	Using Cleaning powder and wipeout for floors
2	Cleaning gents and ladies toilets and wash basins along with provision for fittings, mirrors;	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Liquid Soap containers should be filled up with liquid daily. Cleanliness of Containers should be maintained. Toilet Rolls be available all the time
3.	Cleaning choked toilets/drain etc.	As and when required	Conventional way of cleaning.
4.	Cleaning of notice board, nameplates; keyboxes, water coolers etc.	Daily	Conventional way of cleaning.
5.	Cleaning of fans, bulbs, tube lights, windows, doors, glass, panes, partitions of cabins A/C grills, cobwebs, etc.	Weekly	Conventional way of cleaning
6.	Cleaning of staff parking at the basement	Thrice a week	Conventional way of cleaning
7.	Disposal of garbage containers;	Twice Daily	Collection through dustbins located at different positions of the complex



			and disposing them off at the dump backside of the complex
8.	Cleaning of roof tops	Once a month	Conventional way of cleaning
9.	Spraying of pest control material in the whole DAC complex;	Bimonthly on holiday	With ISI branded pest control material.

- (i) The execution of cleaning and housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required, and wet mopping.
- (ii) The cleaning and housekeeping works are to be carried out as per standard norms and in such manners that the premises always look neat and clean.
- (iii) The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
- (iv) It will be the sole responsibility of the contractor/organisation that the workers engaged are trained and the DC Office will not be liable for any mishap, directly or indirectly.
- (v) All the consumables and disposables required for cleaning, housekeeping are to be procured by the contractor/organisation. All consumables and disposables should be eco-friendly.
- (vi) Mechanized equipments, wherever required, will be provided by the contractor.
- (vii) The cleanliness and other activities will be periodically checked by the District Nazir or any person authorized by the Deputy Commissioner based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
  - (a) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird dropping etc. on floor, tiled walls, doors, windows or stairs, etc.
  - (b) Dust or cobwebs etc. on roof, window grills etc.
  - (c) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
  - (d) Dirt Marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/ bathrooms.
  - (e) Employees engaged by the Contractor shall wear proper uniform and name badge during his/her duty hour.

## **(B) Garbage Disposal**

**Note: The Office of Deputy Commissioner can assign and type of job in the DC complex related to sanitation, cleaning and garbage disposal etc.**

2. (i) In case any of contractor's personnel (s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of sanitation staff/supervisors absent on that particular day shall be levied by the DC office and the same shall be deducted from the contractor's bills.  
  
(ii) In case of any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs. 1000/ for each such incident shall be levied and the same shall be deducted from contractor's bill. Further, the concerned contractor's personnel shall be removed from the services immediately.  
  
(iii) If the contractor fails to perform the work as specified in the contract, Deputy Commissioner, Hoshiarpur will have the right to recover a sum of Rs. 1000/- per day as damages for breach of work order. The contract can be terminated any time by giving one month's notice.  
  
(iv) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Deputy Commissioner, Hoshiarpur reserves the right to impose the penalty as detailed below:-
  - (a) 20% of cost of order/agreement per week, up to four weeks delays.
  - (b) After four weeks delay the Deputy Commissioner, Hoshiarpur may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
3. The selection of contractor will be made on the criteria of at least two years of experience of providing similar services satisfactorily in reputed Organizations/ Government Offices/ Other District Administrative Complexes. These services should have been rendered with an annual turnover of 6 Lakhs- (Rupees Six Lacs). The contractor has to endorse copies of I.T. Returns filed with the I.T. Department along with Balance Sheet as well as copies of yearly return filed with EPF Office for the last three years. The matters as per EPF and Service Tax has to be resolved by the contractor according to the existing laws governing the same, failing which the contract may be cancelled. Contractors will deposit the Employees Provident Fund and ESI from wages of the labourers so engaged as per provisions of minimum wages act of labour department or relevant acts from time to time, if applicable and permissible as per Act/Rules.
4. Those who meet the above technical requirements are required to submit the tender in prescribed form in two-bid system indicated below:
  - a) Envelope I marked as "Technical Bid" shall contain

- i) Technical Bid form duly completed in all respects.
  - ii) Self attested copy of Valid Income Tax Clearance Certificate/Attested Copy of PAN NO. /TIN No.
  - iii) Self attest copy of Valid Service Tax Registration Number.
  - iv) Self attested copy of valid Registration/Licence No. of the Agency/Firm under the contract labour Act of Govt. of Punjab & copy of valid ESI/PF Registration No. issued from Labour Commissioner.
  - v) Copies of audited statements of Accounts of the last three years.
  - vi) Demand Draft of requisite Earnest money Deposit (EMD)/Security fund of Rs. 25000/- (twenty five Thousand Only) in favour of Deputy Commissioner, Hoshiarpur.
  - vii) Demand Draft against cost of Tender Document (if downloaded from district website [www.hoshiarpur.nic.in](http://www.hoshiarpur.nic.in) of Rs. 100/-, in favour of Deputy Commissioner, Hoshiarpur
  - Viii) Name and Address of 3 Clients with their phone nos. where the Housekeeping services are being provided with an annual turnover of Rs. Six Lakhs Only/-
  - ix) Organisational Chart, financial strength and infrastructure details with list of support Centres.
  - x) Duly filled and signed Annexures- I, II and III.
- b) Envelope II marked as "Financial Bid" shall contain all the documents downloaded from the web site duly signed and stamped as mark of acceptance of all terms and conditions. Any deviation from terms and conditions shall be notified separately.
- c) Wherever required if documents are not complete as per para (a) above in Technical Bid, Envelope-II of Financial Bid contained Tender documents will not be opened.
- d) Right to accept any Bid and to reject any or all Bids:-**
- (i) Deputy Commissioner, Hoshiarpur is not bound to accept the lowest or any bid, and reserves the right at any time to terminate the tendering process.
  - (ii) Deputy Commissioner, Hoshiarpur may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Department/Institutions/Local Bodies/Municipalities/ Public Sector Undertakings of Govt. of Punjab or Govt. of India etc.
  - (iii) Deputy Commissioner, Hoshiarpur may reject the Bid in the event that the Bid is accepted but the Successful bidder fails to execute the contract agreement.

5. Detailed tender document containing terms and conditions can be obtained either from our website ([www.hoshiarpur.nic.in](http://www.hoshiarpur.nic.in)) or in person on any working day from 9:00 a.m to 5:00 p.m from the date publication of the Tender Notice till 09 December 2015, on payment of Rs. 100/- in cash or by way of demand draft in favour of Deputy Commissioner, Hoshiarpur.

**The Tender shall be submitted to Deputy Commissioner, Hoshiarpur remitting therewith Earnest Money Deposit (EMD) and cost of tender document in the form of demand draft , requisite paper/documents to be eligible for participation in the tender.**

6. Tender documents consisting of specifications, schedule (s) of quantities of the various classes of work to be done, the terms and conditions of tender and other documents will be open for clarification till one day before the submission date of tender.

7. Tenderers are advised to inspect and examine the site (District Administrative Complex) and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to the risk, contingencies and other circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The cost of visiting shall be borne by the tenderer.
8. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself fully acquainted with the scope and specifications of the work to be done and of the terms and conditions and other factor bearing on the execution of the work issued by Deputy Commissioner, Hoshiarpur in this regard.
9. The contractor is obliged to provide the requisite work force (including female staff for ladies toilet, etc.) from 09:00 a.m to 5:00 p.m on all days except Sundays and Government Holidays (if necessary in shift duties):
  - A) For Sanitation Work
    - (i) Supervisor-Minimum of One (01) Person
    - (ii) Sweepers- Minimum of Nine (09) Persons
  - B) For Garbage Disposal \_Minimum of Two (02) Persons

Deputy Commissioner, Hoshiarpur Reserves the right to increase/decrease the manpower at any stage, if required. In such case, payment for the extra labour deployed/deduction for the less labour required & deployed shall be made on the basis of minimum wages.

10. The contract can be extended at the discretion of the Deputy Commission, Hoshiarpur with the consent of the contractor, However, Deputy Commissioner, Hoshiarpur reserves the right to close the contract even before the scheduled contract period with a notice period of one month.
11. The contractor shall take all precaution of the safety of persons employed by him against insects, insecticides or any other mishap/accident during working hours.
12. The contractor shall deploy his personnel only after obtaining the Deputy Commissioner Hoshiarpur approval duly submitting curriculum viate (CV)/Bio-Data of these personnel the Deputy Commissioner, Hoshiarpur shall be informed at least one week in advance and contractor shall be required to obtain the Deputy Commissioner's approval for all such changes along with their CV's.The antecedents of the employed staff will be made to be checked from the police department,if any person is found guilty against some criminal record strict action will be taken against the contractor.
13. The list of staff going to be deployed shall be made available to the Deputy Commissioner, Hoshiarpur and if any change is required on part of Deputy Commissioner, Hoshiarpur fresh list of staff shall be made available by the contractor after each and every change.

14. Every worker appointed by the Contractor shall wear the prescribed uniform according to season i.e. summer uniform in summer and winter uniform in winter season and badge bearing his name and designation, while on duty. The said uniform and badge shall be provided by the contractor at his own cost. The supervisor shall monitor the work of all House Keeping persons engaged for the aforesaid work throughout the day. The Housekeeping persons must maintain proper discipline in the office.
15. All manual shifting of furniture/equipments within the campus shall be got done by the contractor without any extra cost. The Deputy Commissioner, Hoshiarpur shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty. Also the contractor staff shall carry out such other duties as are entrusted to them from time to time.
16. The contractor shall carry the medical or non-biodegradable waste, which is unhygienic by covering the same with appropriate covering /cloth etc. so that it does not create unhygienic conditions for the residents/general public. The medical waste/unhygienic waste shall be dumped in the dumping yard/MCL approval landfill site/collection site as per direction of the District Nazir.
17. The employees of the contractor deployed on the above job shall have no right to claim for absorption in the services of Deputy Commissioner, Hoshiarpur, and/or no claim for continuation/completion of the above contract tenure.
18. The contractor shall provide a report to office of Deputy Commissioner, Hoshiarpur on the activities undertaken by his work force/supervisor in the premises, to this office on a fortnightly basis.
19. Payment shall be made on monthly basis on receipt of bill by the contractor. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of above work has to be given and certified by District Nazir on the monthly payment bill.
20. Any damage caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor account. The amount so involved on this account shall be deducted from the payment due to contractor.
21. If the performance of the contractor is not up to the mark, then Deputy Commissioner, Hoshiarpur may take either of the following actions, with a written notice period of one month
  - A) To engage another contractor or
  - B) To terminate his contract.
22. The contractor shall not sublet or transfer any part of the contract thereof without the written permission of the Deputy Commissioner, Hoshiarpur

23. No one connected with or in the employment of Office of Deputy Commissioner, Hoshiarpur shall be admitted by the contractor as a partner or shall have any interest in his contract.
24. Earnest Money Deposit (EMD) amounting to Rs 25,000/-(Rupees Twenty Five Thousand only) must be enclosed along with the Technical Bid, EMD Should be in the form of DD drawn in favour of Deputy Commissioner, Hoshiarpur EMD of Successful bidder will be retained for a period of one year during the tender period. In all other cases, EMDs will be returned.
25. On acceptance of tender, the earnest money will be treated as part of the security.
26. Tenders, not fulfilling any or all of the above mentioned conditions or incomplete in any aspect, are liable for rejection.
27. If any information furnished by the contractor is found to be incorrect, the Deputy Commissioner, Hoshiarpur reserves the right to terminate the contract without any notice and contractor will be liable for forfeiture of security deposit.
28. Tender must be unconditional. Form(s) received conditional/through telegraphic message, E-mail, will not be entertained. The authorities may like to have live demonstration by the agency and shortlist the parties on the basis of equipments, manpower and quality of material intended to be used, capability and suitability.
29. VAT or any other taxes on materials in respect of this contract shall be payable by the contractor and Deputy Commissioner, Hoshiarpur will not entertain any claim whatsoever in this respect.
30. The selected contractor will have to take over the site within 3 days from the award of the contract failing which the contract may be given to the next qualifying bidder.
31. The scope of the work mentioned in the tender form may be increased/decreased as per the requirement of the office. The office also reserves the right to withdraw any area/unit mentioned in the form and no compensation is payable for the same.
32. The office shall not be in any matter concerned with the internal affairs of the agency i.e dispute and dissolution between Management & workers or between the workers.
33. The use of whitener/eraser in this tender is prohibited. If any correction becomes necessary, the same should be done by SCORING OFF originally written rates/figures etc. and then rewriting should be done under initials of person filling the tender.
34. As per law of land, statutory deductions like Income Tax and other mandatory/statutory deductions etc. shall be made from the contractor 's bill as applicable.

35. Any difference or dispute arising out of the contract shall be decided by Deputy Commissioner, Hoshiarpur or any person authorised by him and the decision shall be final and binding on the contractor. In case of pending decision on dispute and until the final award is published the parties shall continue to perform their respective obligation under the agreement without prejudice to the final adjustment in accordance with the award.

## **Other Terms and Conditions of the Contract**

1. They Agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by Deputy Commissioner, Hoshiarpur on this account.
2. The agency shall provide uniformed and trained personal and use its best endeavour to provide sanitation and housekeeping services to the District Administrative Complex, Hoshiarpur for providing neat & clean environment. Rates quoted will include all statutory obligations, to be implemented by agency like Minimum Wages act, Labour Laws and social legislation such as Contract Labour Act, EPF ESIC, Workman Compensation Act & Cost of uniform etc; in respect of the staff deployed by agency for satisfactory Government of Punjab/Government of India, The incremental Wages, if applicable, will be provided subject to the condition that the revised wages are paid to the manpower engaged for the purpose. The tender/bid which are not in compliance of minimum wages Act and any other Labour Laws will be treated as invalid.
3. The contractor shall, for providing proper and hygienically sanitation services, ensure the following:
  - (a) That a daily report of its staff on duty and about their performance is furnished/submitted;
  - (b) That its staff do not smoke in the campus;
  - (c) Than any specific sanitation task assigned by the Deputy Commissioner, Hoshiarpur or any officer authorized by him is carried out in the best possible way
  - (d) That before using any equipment/appliances or material and products of sanitation, it is having the approval of the Principal Employer and employer to ensure that non-standard material is not being used.
4. Prices quoted shall remain firm and free from any fluctuation/ escalation during the contract period.
5. The job shall be carried out regularly as per the instructions of District Nazir or any other officer nominated by the Deputy Commissioner, Hoshiarpur in this regard from time to time.
6. The agency shall employ good and reliable persons after police verification with robust health and clean records preferably within the age group of 18 of 45 years to carry out the job contract. In case any of the personnel so engaged by the contractor is not found suitable by the Competent Authority, the Deputy Commissioner, Hoshiarpur shall have the right to ask for its replacement without giving any reason



thereof and the contractor shall on receipt of a written communication in this regard will have to replace such persons immediately.

7. Whenever representative of the contractor is called upon by Deputy Commissioner, Hoshiarpur, he will make himself available or any of its employee for evidence before the enquiry officer appointed by the Deputy Commissioner, Hoshiarpur or competent court in connection with the disciplinary proceedings against any of the employees, if the act of misconduct had happened in his/their presence.
8. The contractor shall be responsible to take out, obtain and keep in force and pay for all necessary licensees from the State, Municipal or any other authority for the purpose of stocking of materials and carrying out the job awarded.
9. In consideration of the contract amount, the contractor shall have to undertake to carry out the work complete in conformity with the provisions of this contract to the satisfaction of Deputy Commissioner, Hoshairpur.
10. The Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only) will be deposited by the agency and the same be retained by Deputy Commissioner, Hoshiarpur as interest free security deposit. In case of any default, the security deposit may be forfeited either in whole or in part. The decision of Deputy Commissioner, Hoshiarpur in this regard shall be final and binding on the agency.
12. The contractor will arrange all tools, equipment and detergents required for the execution of the work for Housekeeping services in District Administrative Complex, Hoshiarpur at its cost.
13. In the event of any dispute arising out or in any way touching the terms & conditions of the agreement, the same be referred to the sole arbitration of the Deputy Commissioner, Hoshiarpur or his nominee and his decision shall be final and binding on the parties.
14. It may be clearly understood that the workers deployed by the contractor for performing the job contract shall be in his employment and no master and servant relationship or privet of contract exists between his workers/employees and Deputy Commissioner, Hoshiarpur. The workers deployed by the contractor shall at no point of time seek regularisation in the services at office of Deputy Commissioner, Hoshiarpur. The workers /employees deployed by the contractor for execution of job contract shall have no claim against office of Deputy Commissioner, Hoshiarpur.

## **TENDER DOCUMENT**

Name of Work: Cleaning and Sanitation Services (Sweeping & cleaning services) at  
(District Administrative Complex) Hoshiarpur.

The Terms & Conditions may be read carefully before submitting at  
Technical Bid & Financial Bid.

**Place for Submission: Nazar Branch Room no 1, ground floor, DAC Complex Hoshiarpur**

**Place of opening of tender document: ADC(G) Office, Hoshiarpur.**

Last date of sale of tenders: 27<sup>th</sup> April,2017, 5:00 PM

Last Date/Time of submission: 28<sup>th</sup> April,2017 11:00 AM

Date/Time of opening of Technical Bid: 02 May,2017 12:00 Noon

Date/Time of opening of Financial Bid: 02 May, 2017 1:00 PM

Deputy Commissioner,  
Hoshiarpur.

## Check for Technical Evaluation

Sr. No.	Information to be provided	To be filled by the Bidder	For Office use
1	Annual Turnover (in Lakhs)		
2	Manpower on roll		
3	Experience of running Sanitation/Housekeeping services (in years)		
4	Volume of work done during last three financial years.		
5	Single work of more than Rs. Six Lakhs during last three years.		
6	No. of Trained Supervisory staff in the field of Hygeine/Sanitation/Housekeeping/		
7	ISO Certification of the firm (Yes/No)		

**Note:** Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder  
Name and Address of the Bidder  
Telephone No.