

BHEL SHIKSHA MANDAL, PIPLANI  
MGM Dispensary Building, Piplani, Bhopal-462022

No. BSM/HR/1/2018/1122

Date: 08.08.2018

**ANNUAL TENDER NOTICE FOR HOUSEKEEPING(CLEANING)/SANITATION OF TOILETS, WASH  
AREAS ETC. OF BSM INSTITUTES**

Sealed tenders are invited from the eligible Tenderers to provide Housekeeping services, as given in Scope of Work (Annexure-A), for 10 months as per terms & conditions of the tender document.

S.No.	Name of work	Earnest Money Deposit	Duration of contract period	Tender Cost (in Rs.)	NIT No.
1	Housekeeping Services to be provided to the BSM Office and Institutions	25,500/-	10 Months from W.O.	NIL	BSM/HR/1/2018/1122

- 1.1 Last Date & time for Selling of Tender form : 20/08/2018 Upto 04.00 PM
- 1.2 Last Date & time for submission of tender : 21/08/2018 Upto 2.00 PM
- 1.3 Date & time of Opening of technical bid : 21/08/2018 at 3.00 PM onwards
- 1.4 Date & time for opening Financial bid : will be intimated separately in due course of time only to those bidders, who qualify in Technical Bid.
- 1.4 All the envelopes should submitted in HR Section of BHEL Shiksha Mandal Office in MGM Dispensary Building, Bhopal before 02.00 PM on 21/08/2018. All Tender received after 02.00 PM will be treated as **LATE TENDER** & will not be considered.
- 2.0 Details of the Tender Document can be seen at website [www.bsmbhopal.com](http://www.bsmbhopal.com). The Tender document can also be downloaded from this website.
- 3.0 The tender document can be obtained from Office of Secretary, BHEL Shiksha Mandal, MGM Dispensary Building, Bhopal on any working day from 08/08/2018 to 20/08/2018 between 10.00 AM to 4.00 PM except Second Saturday / Sunday / Holidays.
- 4.0 All corrections/corrigendum will be given in our website **ONLY** and shall not be published in press. Therefore all the tenderers/ bidders are requested to regularly visit our website.
- 5.0 For any tender related information please contact Phone no.0755-2503418/2503047/2759390  
Email: bhelbsm@gmail.com

(T.U.SINGH )  
SECRETARY

**TENDER DOCUMENT FOR HOUSEKEEPING(CLEANING)/SANITATION OF TOILETS,  
WASH AREAS ETC. OF BSM INSTITUTES**

Tender No. BSM/HR/1/2018/1122

Date: 08.08.2018

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**SECTION-I**  
**TERMS & CONDITIONS**

**1. Minimum Eligibility Criteria**

The interested bidders/tenderer should meet the following minimum qualifying criteria:

**A. Work Experience:**

- i) Experience of having successfully completed similar works during the last 3 years (minimum) :
  - a) Three similar works each costing not less than or equal to Rs. 5,08,500/-: or
  - b) Two similar works each costing not less than or equal to Rs. 6,36,000/- : or
  - c) One similar work costing not less than or equal to Rs. 10,17,000/- .

Similar works shall mean “Providing Housekeeping services at any office/ residential/ educational / medical institution / commercial & industrial complex, Airports etc.

ii) The past experience in similar nature of work should be supported by certificates/agreements/work order issued by the clients’s organization. In case of the work experience is of private sector the completion certificate shall be supported with copies of corresponding TDS certificates. Value of work will be considered with the value of TDS Certificates.

iii) The bidders/tenderer must be registered with EPF, ESIC, GST Registration and submit proof of the same.

The bidder who fails to submit the copies of above certificates/documents in their technical bid shall not be eligible for opening of their Price Bids and their tender will be rejected.

**2. Earnest Money Deposit (EMD):**

- (a) The Tenderer is required to submit Earnest Money Deposit (EMD) of Rs.25,500/-. The EMD should be in the form of Demand Draft issued from any scheduled Bank drawn in favour of BHEL Shiksha Mandal, Bhopal.
- (b) The Tenders found without EMD as above, shall be summarily rejected.
- (c) The earnest money shall be refunded to the unsuccessful tenderer after finalization of the contract.
- (d) No interest shall be paid on the EMD.

**3. Bid Price:**

- (a) The tender prices should be in Indian Rupee.
- (b) The tenderer shall quote for all work i.e. mentioned in Scope of Work, failing which the bid shall be considered non responsive.
- (c) Tenderers should submit all the details of bid prices as per format given in Annexure-B.
- (d) The remuneration for Housekeeping staff (non-skilled) should not be less than prevailing labour rates as notified by respective district Collector Rate in the state of Madhya Pradesh at the time of bid submission. The bids found quoting less than the said rates shall be rejected summarily.
- (e) Rates quoted by the bidder against schedule items/services shall remain constant & no variation what so ever shall be allowed. No any escalation/ additional / overtime/ waiting charges will be paid other than the quoted rate.

#### **4. Opening of Tenders:**

- a) The Tenders shall be opened at the scheduled date, time and venue by the committee constituted by the Tender Inviting Authority. The Tenderers' representative may attend the Tender opening.
- b) During the tender opening as above, the envelopes containing Technical Tender shall be opened. The envelopes containing Price Tender shall be signed by all committee members and kept unopened for opening at later date.
- c) The date and time of opening of Price Tenders shall be informed to all such Tenderers who qualify in technical evaluation. The tenderer's representative may choose to attend the opening of Price Tender.

#### **5. Evaluation of Tenders:**

- (a) The committee constituted by the Tender Inviting Authority shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.
- (b) The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- (c) The Tenderer quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.
- (d) In case more than one price bid quoting the same rates are received, the **winning bidder** shall be selected through further negotiation.

#### **6. Security Deposit and Award of Contract:**

- (a) The security amount to be deposited is 5% of the total contract value. On being informed about the acceptance of the work order and before the start of work, the successful bidder shall deposit 50% of required secured deposit, including the EMD. Balance of the security deposit shall be collected by deducting 10% of the gross amount progressively from each of the running bill of the contractor till the total amount of the required Security Deposit is collected.
- (b) The successful Tenderer shall execute an agreement (As per format given in **Annexure-F**) on a non-judicial stamp paper of value of Rs.500/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- (c) If the successful Tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.
- (d) Security Deposit shall be released to the Contractor upon fulfillment of contractual obligations as per terms of the contract.
- (e) The Security Deposit shall not carry any interest.

#### **7. Effectiveness and Duration of Contract:**

The contract shall come into effect on the date of signing by both the parties. The contract shall be valid for a period of 10 (ten) months from the date of commencement of services and can be extended for a year subject to satisfactory service.

#### **8. Commencement of Services:**

The Service Provider should commence the housekeeping services within 30 days of signing of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

**SECTION - II**  
**General Conditions of Contract**

- 1) The housekeeping staff provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The housekeeping persons deployed by the contractor should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Housekeeping services using appropriate materials and tools/ equipment.
- 2) The contractor should ensure the Health and Safety measures of the employees, deputed for the works at his end.
- 3) The housekeeping agency shall not employ any person below the age of 18 yrs. and above the age of 60 years. Employment of child labour will lead to the termination of the contract.
- 4) The contractor shall engage only such workers, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The contractor shall be fully responsible for the conduct of his staff.
- 5) The contractor at all times should indemnify contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act 1938 the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time. Contracting authority will not own any responsibility in this regard. Payment of minimum wages, notified by the government, shall be ensured all the time.
- 6) The contractor shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act. The Contractor shall ensure that the employees deployed by them restrict their movement in the School/college earmarked.
- 7) All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 8) Adequate supervision will be provided to ensure correct & effective performance of the housekeeping services in accordance with the prevailing assignment and instructions agreed upon between the two parties.
- 9) In the event of any loss occasioned to the Institution, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the Institution, such loss will be made good from the amount payable to the contractor. The decision of the Tender Inviting Authority in this regard will be final and binding on the agency.
- 10) The Contractor shall do and perform all such housekeeping services, acts, matters and things connected with the administration and conduct of housekeeping personnel as per the directions enumerated herein and in accordance with such directions, which the nodal officer may issue from time to time and which have been mutually agreed upon between the two parties.
- 11) The contractor shall be responsible to protect all properties and equipment of the facility entrusted to it.
- 12) BSM shall have right to have any person removed in case the housekeeping personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
- 13) Any lapse on the part of the housekeeping staff, or of the agency, the President/BSM can take such action as he deem appropriate and the decision of the President/BSM in that behalf shall be final and binding upon the agency and shall not be called in questions before any Forum.
- 14) Any loss/ damages/ theft caused during the period the housekeeping services are on job, shall be the responsibility of the agency and BHEL Shiksha Mandal, Bhopal shall be entitled to recover the amount from the agency.
- 15) The eight hours shift will normally commence from 7:00 AM to 3:00 PM or 9:00 AM to 05:00 PM. But the timings of the shift are changeable and can be fixed by BSM/HOI from time to time depending upon the requirements.

- 16) The HOI will properly maintain muster roll of the person employed/engaged in connection with the work at the premises.
- 17) The Contractor shall submit their bills along with the attested photocopy of PF & ESI Challans and the Bank statement confirming the payment to the housekeeping staff after completion of each month of the service rendered in previous month with the rates circulated by the M.P. State Government as applicable during the period of the contract. The Contractor will ensure that workers engaged by him must receive their entitled wages by 5th of the following month. The payment of the bill/invoice shall be processed by BSM in 20 days of submission of certified bills.
- 18) No other claim on whatever account shall be entertained by BSM.
- 19) The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgments evidencing filing of returns every year and shall keep the Tender Inviting Authority/Contracting Authority/ designated Officer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws etc.
- 20) In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Housekeeping Deposit of the Contractor shall stand forfeited.
- 21) Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
- 22) Housekeeping staff engaged by the contractor shall not take part in any staff union and association activities.
- 23) BSM shall not be responsible for providing residential accommodation to any of the employee of the contractor.
- 24) BSM shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. BSM does not recognize any employee employer relationship with any of the workers of the contractor.
- 25) The Contractor should have their own supervisory and quick response team in nearby cities of place of contract to deal with any emergency situations.
- 26) The Contract shall initially be valid for a period of 10 months and can be extended further only with mutual consent on the same terms and conditions of the contract and at the same rates. However, the contract can be terminated by either party by giving two calendar month's notice in advance.
- 27) Irregularity observed despite repeated reminders shall entail termination of the contract as deemed fit by the management.
- 28) Force majeure :The following shall amount to force majeure conditions: Acts of God, act of any Government, War, sabotage, riots, civil commotion, police action, flood, fire, cyclone, earthquake, epidemic and other similar causes over which, no contractor has any control. In such cases, Contractor shall resume their operations, after reasonable and mutually agreed time.
- 29) Arbitration : In all cases of disputes emanating from and in reference to this agreement the matter shall be referred to the arbitration of the sole arbitration of an arbitrator appointed by President - BSM. The arbitration shall be under "THE ARBITRATION AND CONCILIATION ACT OF 1996" and the rules there under. The arbitrator may from time to time with consent of the parties enlarge the time for making and publishing the award. The jurisdiction in all cases shall be Bhopal(MP) only.
- 30) The contractor shall not assign or sublet this Agreement or any part thereof to any third party.
- 31) The contractor will be fined @ Rs 650/- per day incase work is not done properly or housekeeping staff remains absent from work without intimation. Substitute should be arranged by the contractor in case any staff remains absent from work.
- 32) All the chemicals/materials such as broom, mops, deodorants/odonils, harpic, acids, required for cleaning purposes shall be issued free of cost to the contractor by BSM.
- 33) If the contractor wishes to deploy his own tools/machines for cleaning purposes, he is free to do so at this own cost. Nothing extra shall be payable to him on this count over and above his quoted rates.
- 34) The number of housekeeping staff requirement may change as per the need by the school/college during the contract period.

**SCOPE OF WORK OF THE HOUSEKEEPING AGENCY**

To provide housekeeping(cleaning)/sanitation of toilets, wash areas etc. of BSM institutes/office.

(A) Requirement of Housekeeping Services Personnel: Housekeeping Services staff (lady sweepers/cleaner(all females)) will be required to clean the area mentioned below during all the working days of the week as per school/college/office timings from 6.30 AM to 6.00 PM. The contractor has to ensure working in all shifts in School/college/office.

S.No.	Housekeeping (Sweepers) Requirement at	No. of Toilets	Total area of cleaning (inclusive of toilets/ washarea/ drinking water area, in sq ft.)
1	Jawaharlal Nehru School (PW), Govindpura, Bhopal	10	3624
2	Jawaharlal Nehru School (SW), Habibganj, Bhopal	17	4400
3	Vikram Higher Secondary School, Piplani, Bhopal	12	2091
4	BHEL Shiksha Mandal Office, Piplani, Bhopal	3	1000
5	Kasturba College of Nursing - Hostel, Berkheda, Bhopal	3	1000

**NOTE:**

- Scope of work may vary as per school requirement; some additional activities may be asked to carry out but related to cleaning only.
- In case of emergencies, the cleaning work might be required on Sundays and other Public holidays for which no extra claim will be entertained.
- Minimum 14 number of housekeeping staff shall be required for cleaning.

**DESCRIPTION OF HOUSEKEEPING SERVICES TO BE RENDERED:**

1. To maintain cleanliness of all toilets, wash basins, wash area, corridors etc. of BSM Institutions.
2. Chemical wash / cleaning of toilets including urinal pots & washbasins of schools/college minimum twice a day and as and when required.
3. Daily checking and replacement as and when required of deodorants such as odonils and naphthalene balls.
4. Dry Sweeping and wet mopping of the floors & staircases of School/college/Office along with Ayahs.
5. Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside building/offices.
6. Sweeping of school/college ground.
7. Any other incidental housekeeping activities related to above.

NOTE: Tenderers are advised to visit the office during the working hours on any working day and see the locations & premises where the services are required to be provided and assess them the extent of work involved. Prior permission for the visit has to be obtained from the HOIs of Institutions. No claim will be entertained later on grounds of lack of knowledge.

**TECHNICAL BID**

NOTE:- Bidder shall fill in the following details and no column should be left blank

1	Name & Address of the Bidder		Page No.
2	Fax / E-mail Address		
3	Phone No.(Office)		
4	Name & designation of the official of the tenderer to whom all the references shall be made		
5	Bidder's proposal No. & date		
6	Whether Tender fee submitted (By pay order / Bank Draft). Please give details.	Yes / No	
7	EMD submitted Please provide details	Yes / No	
8	Copy of firm registration attached	Yes / No	
9	Pan No. Photocopy enclosed	Yes / No ( Pan No.-----)	
10	PF Code No. Photocopy Enclosed	Yes / No ( PF Code No.-----)	
11	ESI Code No., Photocopy Enclosed	Yes / No (ESI Code No.-----)	
12	GST Registration No. if applicable, Photocopy Enclosed	Yes / No (Reg. No .....	
13	License No. (for providing housekeeping services (Regulation) Act, 2005.) Photocopy Enclosed	Yes / No ( Lic No. -----)	
14.	Valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970.	Yes / No	
15.	Statement of average annual turnover of last three years (2014-15, 2015-16, 2016-17) in support of eligibility criteria mentioned, from a registered practicing CA.	Yes / No	
16	Balance Sheet along with Profit & Loss Statement of last three financial years (i.e. 2014-15, 2015-16, 2016-17)	Yes / No	
17	Copies of work Orders/completion certificate/copy of agreement in support of qualification criteria	Yes / No	
18	Declaration sheet as per (In the format Annexure 'D')	Yes / No	

Signature of the Bidder with seal

**TECHINAL TENDER FORM**

Date \_\_\_\_\_

Ref. Your Tender Document No. \_\_\_\_\_ dated \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Housekeeping staff cum supervisors to perform duties as mentioned in Scope of Work at Annexure-A and at the rates as mentioned in our financial bid.
2. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
3. We further confirm that, if our tender is accepted, we shall provide you with a performance housekeeping of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
4. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
5. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
6. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
7. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

**(Signature with date)**

**(Name and designation) Duly authorised to sign tender for and on behalf of**  
\_\_\_\_\_ **(Name of Tenderer)**

N.B : The above tender form, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

**Declaration**

1. I, ..... son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s ....., am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person

(Name, designation and seal)

Date :

Place :

N.B : The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

**FINANCIAL BID FOR HOUSEKEEPING(CLEANING)/SANITATION OF TOILETS, WASH AREAS  
ETC. OF BSM INSTITUTES**

*(to be printed on letterhead of Tenderer)*

S.NO.	DESCRIPTION	NO. OF TOILETS	TOTAL AREA OF CLEANING (INCLUSIVE OF TOILETS/ WASHAREA/ DRINKING WATER AREA, IN SQ FT.)	COST FOR CLEANING THE AREA MENTIONED
1	JAWAHARLAL NEHRU SCHOOL(PW) GOVINDPURA, BHOPAL	10	3624	
2	JAWAHARLAL NEHRU SCHOOL(SW) HABIBGANJ, BHOPAL	17	4400	
3	VIKRAM HIGHER SECONDARY SCHOOL, PIPLANI, BHEL, BHOPAL	12	2091	
4	BHEL SHIKSHA MANDAL OFFICE, M.G.M HEALTH CENTER,PIPLANI, BHEL, BHOPAL-462 021	3	1000	
5	KASTURBA COLLEGE OF NURSING-HOSTEL, BERKHEDA, BHOPAL	3	1000	
TOTAL COST PER MONTH FOR CLEANING THE AREA SPECIFIED		45	12115	
AMOUNT IN WORDS:				

**No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.**

Note : (A) The offered rate/administrative charges per month shall remain constant and will not exceed in any case during the contract.

(B) If TDS (Tax Deducted at Source) is applicable, the same shall be deducted as per governing rules of the MP State government.

I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

**Signature of Authorized Person**

**Date :**

**Full Name:**

**Place :**

**Company's Seal:**

**Format of Contract Agreement**

**( On Rs. 500/- Non-judicial Stamp Paper, see ITB Clause 15)**

**THIS AGREEMENT** made the ..... day of ....., 2018 Between \_\_\_\_\_  
\_\_\_\_\_ (hereinafter "the Client") of the one part and M/s \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called "the Contractor") of the other part:

**WHEREAS** the Client is desirous that certain services viz. Supply Housekeeping Services in the tender reference no. \_\_\_\_\_ Dated \_\_\_\_\_ and has accepted a bid by the Contractor for the performance services for the sum of Rs. \_\_\_\_\_ /- (*Rupees* \_\_\_\_\_ *only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

**1.** In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

**2.** The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexures, etc.
- c) The General Conditions of the Contract
- d) The Scope of Work
- e) The Financial Bid
- f) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

**3.** In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

**4.** The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl.No	Brief Description of Services	Contract Duration	Total Price	GST in %	Total value inclusive of GST
1					

Reimbursed on monthly basis shall be made as per rates quoted by the Contractor.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Client)

In the presence of.....

Signature

Name

Address

Witness 1.

2.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Contractor)

In the presence of .....

Signature

Name

Address

Witness 1.

2.