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Army College of Medical Sciences  
Delhi Cantt  
New Delhi 110 010

2004/CFQ/ACMS

30 Sep 2024

**CALLING FOR QUOTATION: CONSOLIDATED CONTRACT FOR OUTSOURCING OF  
NON TECHNICAL SERVICES OF SECURITY, HOUSEKEEPING AND ARBORICULTURE FOR  
COLLEGE & HOSTEL COMPLEX OF ACMS**

1. Refer to advertisement published in Newspaper "Times of India" on 29 Sep 2024
2. You are requested to quote rates for the following services for **College** and **Hostel** of Army College of Medical Sciences Delhi Cantt :-

Ser No	Services	No of pers required		Scope of work/Remarks As per Form 1 and 2 attached
		College complex	Hostel complex	
(a)	Security Guards	09	10	
(b)	Housekeeping	10	15	
(c)	Arboriculture	05	03	
<b>Total</b>		<b>24</b>	<b>28</b>	

**3. Quotation of rates should be as under:-**

- (a) Valid for minimum one year from the date of opening of quotations.
- (b) Rates quoted to include all charges as per Govt of NCT Delhi.
- (c) **Financial & technical bid should be enclosed in separate envelope and these two envelopes should be submitted together in one envelope.**
- (d) Rates will be valid for the contract period and no revision will be accepted in between.
- (e) No cutting/ erasing/ overwriting may be done. Corrections if any should be initialed.
- (f) L-1 vendor will provide implements for arboriculture.
- (g) Rs.10,000/- will be deposited by bidder as EMD for College & Hostel separately. The same will be refunded to all vendors except L-1 vendor after finalization of the board.
- (h) Performance Guarantee equivalent to 1 month wages will be deposited as performance guarantee by L-1 vendor which will be refunded on termination of the contract without interest.

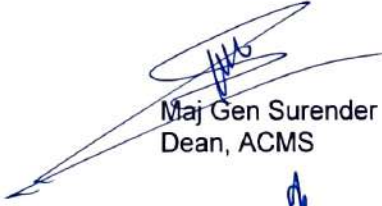
**4. Quotations are to be sent as under:-**

- (a) Separate envelop for Form 1 and 2.
- (b) Both envelops (Form 1 and Form 2) to be put in one sealed envelope and marked/ enfacend in bold letter as under:-

**"CONSOLIDATED CONTRACT FOR OUTSOURCING OF NON TECHNICAL  
SERVICES OF SECURITY, HOUSEKEEPING AND ARBORICULTURE  
FOR COLLEGE & HOSTEL COMPLEX OF ACMS"**

**2004/CFQ/ACMS/04 DT 30 SEP 2024  
DUE DATE OF OPENING: 18 Oct 2024**

- (c) Quotation to be dropped into the TENDER DROP BOX kept in Reception in Administrative Block of ACMS, during 0830-1400 hrs only. Quotation received by Post will not be accepted.
- (d) To be addressed to - "The Dean  
Army College of Medical Sciences,  
Brar Square, Near Base Hospital,  
Delhi Cantt, New Delhi-110 010"
- (e) By 1400 hrs on **15 Oct 2024**.
5. Opening of quotations will be as under:-
- (a) **Technical bids will be opened at 1100 hours on 18 Oct 2024. Financial bids will be opened only after technical bids have been scrutinized.**
- (b) Place of opening quotations is reception ACMS.
- (c) Your authorized representative may attend the opening of quotations. Quotations not received by due date will not be considered.
- (d) Unmarked cover/incomplete quotation are liable to be rejected or ignored at the discretion of the Board of Officers for quotation opening.
- (e) Accepting authority, i.e. Board of Officers reserves the right for acceptance of the quotation as a whole or in part depending on the rates.
6. Successful L-1 vendor at the time of submission of bills to attach the following documents with the invoice/bill.
- (a) Attendance and payment sheet with signatures of employees.
- (b) Electronic challan-cum-Return (ECR) with LIAN, name of employee, wages & contribution remitted for EPF & ESIC.
- (c) Payment details of EPF, ESIC and GST (with Challan)
7. In case of any dispute with reference to execution of the Supply Order, HQ Delhi Area will be the appointing auth with reference to arbitration.

  
Maj Gen Surender Mohan (Retd)  
Dean, ACMS

**Form-1**  
(To be placed in Envelope "A")

**TENDER FORM**

**CONSOLIDATED OUTSOURCING OF SECURITY, HOUSEKEEPING AND  
ARBORICULTURE SERVICES OF COLLEGE & HOSTEL COMPLEX OF ACMS**

**TECHNICAL SPECIFICATIONS**

1. Name of firm :
2. Contact details :

	Head Office	Branches
(a) Postal Address	:	
(b) Telephone No	:	
(c) Fax No	:	
(d) E-Mail	:	
(e) Police Station	:	
3. Banker's details (attach a certificate from your banker)
  - (a) Bankers Name :
  - (b) Address :
  - (c) Bank A/C No :
  - (d) Date of Opening :
4. Firm Details (attested photocopies to be attached)

Registration No \_\_\_\_\_

  - (a) GST No :
  - (b) PAN No :
  - (c) EPF No :
  - (d) ESI Nos :
  - (e) PSARA Licence No :
5. Details of earnest money : DD No \_\_\_\_\_ dated \_\_\_\_\_  
DD NO \_\_\_\_\_ dated \_\_\_\_\_  
Bank \_\_\_\_\_ Branch \_\_\_\_\_
6. Proprietorship:
  - (a) Limited concern/Single owner/Partnership (Tick correct option)
  - (b) Name and address of Directors and Managing Directors (if limited concern)
  - (c) Proprietor (if single ownership)
  - (d) Partners (if Partnership)



(e) Manager if any

Name	Address	Contact Details

7. Annual Turnover: Rs..... (Attach last three years IT Return)

8. List of Places / Organization where your services are in progress/rendered.

(a)

(b)

(c)

(d)

(e)

#### DECLARATION

1. I/ we \_\_\_\_\_  
(Names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

2. We also hereby declare that all matters related to ACMS shall be treated as RESTRICTED and no information shall be passed on to any unauthorized person without written permission of the Dean of the College.

3. Mr. \_\_\_\_\_ whose signatures are given below is an authorized representative of this firm.

\_\_\_\_\_

4. I/we also undertake the responsibility to inform all subsequent changes in the constitution of working of firm, affection the accuracy of the answers now given will be promptly communicated to your College.

5. I/ we declare that Scope of Work given on Form-II attached herewith has been read by me/ us and that I/ we have prepared our financial bid on Form-II both for College and Hostel based on the same and site visit.

Place:

Signature of Partners/Proprietors  
(With firm seal)

Date:

**FINANCIAL BID**

(To be signed on every page by vendor indicating that contents have been well perused before making the financial bid)

**PART - A**

**SCOPE OF WORK FOR COLLEGE & HOSTEL**

**SECURITY SERVICES**

College - (Provide 03 Security Guards in three shifts of 8 hrs each)

Hostel - (Provide 03 Security Guards each in three shifts including 01 Lady Guard in two shifts in Hostel)

1. **TASKS**

- (a) Provide prophylactic security to the College & Hostel complex to include the following:-
  - (i) Access control at gates/entry/exit points to/from ACMS College & Hostel.
  - (ii) Regulate entry of vehicles as per college & Hostel stickers and maintain in/out record
  - (iii) Parking of other vehicles in the visitor parking slot. Students are not allowed vehicles inside the Hostel. They should park outside main gate or in basement.
  - (iv) Check entry of unauthorized persons in the college & Hostel complex. The entry of Outsider to be regulated and allowed only on clearance from the Registrar/ Hostel Warden.
- (b) Patrolling of area to include basement, exam hall and library.
- (c) Checking academic block including basements after the college hours to ensure that no lights/fans are on and doors are locked.
- (d) Responsible for fire safety measures including conducting of fire safety mock drills
- (e) Ensuring that security of premises is not violated in any way, and to guard all property with in the premises.
- (f) Safeguarding property and personnel, deter the commission of crimes against personnel and property, summon the appropriate response forces and assist those response forces as required.
- (g) Checking all visitors and regulate their entry at the main gate as per visitors times fixed, provide visitor pass services and control sign in and out all visitors with a phone call to the office to be visited, and issue identification badges.
- (h) Inspecting packages, briefcases, purses, duffel bags, and other items being brought into or being moved out of college and hostel premises.
- (j) Not allowing any college properties to be taken out of the gates without a valid gate pass from the Registrar.
- (k) Responding to and investigate all alarm conditions and any other indications of activities within assigned areas.
- (l) Manning the scene of a crime to protect possible evidence in accordance with established procedures.
- (m) Maintaining attendance and vacation discipline.

- (n) Assist in traffic direction, control and monitor admittances to parking areas.
- (o) Telephones: Promptly answer telephones at all guard posts with courtesy
- (p) To inform concerned staff for immediate action in case of fire in the College/Hostel.

### **HOUSEKEEPING SERVICES**

College - (Provide 10 x Housekeepers)

Hostel - (Provide 15 x Housekeepers to include 09 male and 06 females)

#### **2. Daily Tasks**

- (a) Sweeping of floors and general area cleanliness.
- (b) Wet mopping of floors.
- (c) Cleaning of wash rooms, WC, urinals, wash basins, sinks etc.
- (d) Emptying of dust bins.
- (e) Removal of garbage and dump it into DCB garbage dump.

#### **3. Weekly Tasks**

- (a) Cleaning of pigeon droppings.
- (b) Cleaning of name plates, computer peripherals, stain removing tables, cabinets, other furniture, ducts, shafts etc.
- (c) De-scaling of sanitary ware like taps, faucets, showers, external pipes to shiny finish.
- (d) Dusting internal walls, columns, panels, fire extinguishers, wall hangings etc.
- (e) Garbage disposal from central point to DCB vehicle.
- (f) Cleaning of fans, glasses, terraces.
- (g) Anti-mosquito breeding precautions shall be taken.

### **ARBORICULTURE**

College - (Provide 05 x Gardeners)

Hostel - (Provide 03 X Gardeners)

#### **4. Task**

- (a) Maintenance of lawn (Total area – 301759 sq ft):-
  - (i) Watering : Daily at 0730 hrs in winter & 1630 hrs in summer (Minimum 4 pipes of 100 feet each to be provided by the vendor and functional at all times in hostel and college).
  - (ii) Moving : Bush Cutter - Fuel 10 Ltr per month  
Quantity - Minimum 2 each for hostel and college be functional at all times
  - (iii) Rolling : Weekly
  - (iv) Weeding : Weekly



- (b) Maintenance of flower beds with seasonal flowering plants (In front of Adm Block & Utility Block)
- (i) Watering : Daily at 0730 hrs in winter & 1630 hrs in summer.
  - (ii) Weeding : Weekly
  - (iii) Digging : As per requirement.
  - (iv) Manure : Manure to be provided as under:-
    - (aa) Urea /DAP - 50 kg per quarter
    - (ab) Organic manure - 1000 Kg per quarter
  - (v) Plants : 150 Plants each of minimum 8 to 10 varieties of seasonal flowers for summer & winters separately.
- (c) Maintenance of hedges (Total area – 6328 running ft):-
- (i) Trimming : Weekly
  - (ii) Watering : Daily at 0730 hrs in winter & 1630 hrs in summer.
  - (iii) Manuring : Weekly (to be provided by vendor)
  - (iv) Transplanting : Weekly
- (d) Planting and maintaining of 350 potted plants. (Plants to be procured by vendor)
- (e) Maintain fruit garden. Pesticides to be sprayed on quarterly basis. Ripe fruits to be deposited to ACMS Adm staff.
- (f) Planting and maintenance of seasonal plants along hedges and other areas provided. Weeding to be done as per seasonal schedule. Schedule to be submitted with the contract.
- (g) Maintenance of nursery for plants.
- (h) Anti-mosquito breeding precautions shall be taken.

### PART- B

#### TERMS AND CONDITIONS

5. Follow all statutory compliances.

6. **Manpower requirements**

(a) **Security Services**

- (i) Smart, well built, physically fit and trained guards, capable of legibly writing and reading Hindi and English, with sufficient experience.
- (ii) Working uniform to be provided by the contractor. Housekeepers have to be properly dressed in well ironed uniforms, with proper shaving & should be well turned out.
- (iii) Male adults above 18 years of age upto 55 years of age
- (iv) Manpower should not have health problems/ disabilities
- (v) Qualification: - 10<sup>th</sup> pass for security services
- (vi) Have knowledge of fire safety measures.

- (vi) Duration of duty not to exceed 08 hrs and guards should not be repeated to overcome deficiency.
- (vii) Duties as per para 1 of part A.

**(b) Housekeeping Services**

- (i) Physically fit and trained housekeepers with sufficient experience.
- (ii) Male adults above 18 years of age up to 55 years of age
- (iii) Manpower should not have health problems/ disabilities
- (iv) Duration of duty not to exceed 8 hrs and guards should not be repeated to overcome deficiency.
- (v) Charter of Duties as per Para 2 & 3 of Part 1.

**(c) Arboriculture Services**

- (i) Physically fit and trained gardeners with sufficient experience.
- (ii) Male adults above 18 years of age up to 55 years of age
- (iii) Manpower should not have health problems/ disabilities
- (iv) Duration of duty not to exceed 8 hrs and guards should not be repeated to overcome Deficiency.
- (v) Charter of Duties as per Para 2 & 3 of Part 1.

**7. Contractor's responsibilities**

- (i) Delhi Govt license and registration are required.
- (ii) To follow statutory compliances like EPF, ESIC & GST. Should have PSARA license.
- (iii) Police verification for character and antecedents of employed staff to be obtained by the contractor. Before appointment of new guards, the contractor will deposit the police verification report, permanent/ temporary address proof with photograph at Estate Sec and seek permission to place the guard.
- (iv) Liability for injury/ accident occurring due to lack of monitoring or mishandling equipment lies with the contractor.
- (v) ACMS to be indemnified from any injury/ due to untoward incident/accident suffered by the workers on premises.
- (vii) Working uniform to be provided by the contractor. Housekeepers have to be properly dressed in well ironed uniforms, with proper shaving & should be well turned out.
- (viii) Eqt incl machinery and handheld/ Shoulder-held grass-cutter, pipes and fertilizers, petrol for running of machinery as per requirement.

**Value addition services provided by Company**

- (i) Dress / Equipment to guards/supervisor will be provided by Company.
- (ii) Company will carry out periodic security audit.
- (iii) Quick Reaction Team of guards will be detailed by Company.
- (iv) Other Complementary Service provided by Company.
- (v) Payment will be made through RTGS/Cheque.



8. **Security deposit** Successful vendor will deposit security equivalent to one month wages of employees.

9. **EMD** Vendors to deposit DD of Rs. Rs 10,000/- each in favor of 'College Fund Account, ACMS for College & Hostel Fund Account, ACMS for Hostel at the time of applying for the contract.

10. **Penalty Clause**

(a) Any theft by outsourced persons to be compensated by vendor.

(b) Any stores/equipment not provided by vendor within a week of written intimation will be procured by the college and amount deducted from the bill of the vendor.

(b) Underperformance viz drying of plants, rotting of fruits, drying of lawn etc. not completing work to satisfaction, sleeping on duty, not cleaning area as per scope of work, Rs 1000.00 per day.

Place :

Signature of Partners/Proprietors  
(With firm seal)

Dated :

PART - C

SCOPE OF WORK FOR HOSTEL

SECURITY SERVICES

(Provide 03 Security Guards each in three shifts including 01 Lady Guard in two shifts in Hostel)

1. TASKS

- (a) Provide prophylactic security to the Hostel complex to include the following:-
  - (i) Access control at two gates/entry/exit points to/from ACMS Hostel.
  - (ii) Regulate entry of vehicles as per hostel stickers and maintain in/out record
  - (iii) Parking of other vehicles in the visitor parking slot. Students are not allowed vehicles inside the hostel. They should park outside main gate or in basement.
  - (iv) Check entry of unauthorized persons in the hostel complex. The entry of outsider to be regulated and allowed only on clearance from the Hostel Warden.
- (b) Patrolling of area to include basement, all block boys and girls hostel and cafeteria.
- (c) Checking all blocks including basement after the college hours to ensure that no lights/fans are on and doors are locked.
- (d) Responsible for fire safety measures including conducting of fire safety mock drills
- (e) Ensuring that security of premises is not violated in any way, and to guard all property with in the premises.
- (f) Safeguarding property and personnel, deter the commission of crimes against personnel and property, summon the appropriate response forces and assist those response forces as required.
- (g) Checking all visitors and regulate their entry at the main gate as per visitors times fixed, provide visitor pass services and control sign in and out all visitors with a phone call to the office to be visited, and issue identification badges.
- (h) Inspecting packages, briefcases, purses, duffel bags, and other items being brought into or being moved out of hostel premises.
- (j) Not allowing any college property to be taken out of the gates without a valid gate pass  
From the Registrar.
- (k) Responding to and investigate all alarm conditions and any other indications of activities within assigned areas.
- (l) Manning the scene of a crime to protect possible evidence in accordance with established procedures.
- (m) Maintaining attendance and vacation discipline.

- (n) Assist in traffic direction, control and monitor admittances to parking areas.
- (o) Telephones: Promptly answer telephones at all guard posts with courtesy
- (p) To inform concerned staff for immediate action in case of fire in the Hostel.

### **HOUSEKEEPING SERVICES**

(Provide 15 x Housekeepers in Hostel to include 09 male and 06 female)

#### **2. Daily Tasks**

- (a) Sweeping of floors and general area cleanliness.
- (b) Wet mopping of floors.
- (c) Cleaning of wash rooms, WC, urinals, wash basins, sink etc.
- (d) Emptying of dust bins.
- (e) Removal of garbage and dump it into DCB garbage dump.

#### **3. Weekly Tasks**

- (a) Cleaning of pigeon droppings.
- (b) Cleaning of name plates, computer peripherals, stain removing tables, cabinets, other furniture, ducts, shafts etc.
- (c) De-scaling of sanitary ware like taps, faucets, showers, external pipes to shiny finish.
- (d) Dusting internal walls, columns, panels, fire extinguishers, wall hangings etc.
- (e) Garbage disposal from central point to DCB vehicle.
- (f) Cleaning of fans, glasses, terraces.
- (g) Anti-mosquito breeding precautions shall be taken.

### **ARBORICULTURE**

(Provide 03 x Gardeners in Hostel)

#### **4. Task hostel complex**

- (a) Maintenance of lawn (Total area – 301759 sq ft):-
  - (i) Watering : Daily at 0730 hrs in winter & 1630 hrs in summer (water pipe and sprinkler to be provided by vendor).
  - (ii) Moving : Weekly (Fuel and Bush cutter, lawnmower and other instruments to be provided by the vendor)
  - (iii) Rolling : Weekly
  - (iv) Weeding : Weekly
- (b) Maintenance of flower beds with seasonal flowering plants.
  - (i) Watering : Daily at 0730 hrs in winter & 1630 hrs in summer.
  - (ii) Weeding : Weekly
  - (iii) Digging/ Manuring : as per reqmt to be provided by vendor.



- (c) Maintenance of hedges (Total area – 6328 running ft):-
- (i) Trimming : Weekly
  - (ii) Watering : Daily at 0730 hrs in winter & 1630 hrs in summer.
  - (iii) Manuring : Weekly (to be provided by vendor)
  - (iv) Transplanting : Weekly
- (d) Planting and maintaining of 350 potted plants. (Plants to be procured by vendor)
- (e) Maintain fruit garden. Pesticides to be sprayed as on required basis. Ripe fruits to be deposited to ACMS Adm staff.
- (f) Planting and maintenance of seasonal plants along hedges and other areas provided. Weeding to be done as per seasonal schedule. Schedule to be submitted with the contract.
- (g) Composting of leaves and dry branches of plants.
- (h) Providing manure and pesticide for application at least once every monthly in whole area.
- (j) Maintenance of nursery for plants.
- (k) Anti-mosquito breeding precautions shall be taken.

**PART- D**  
**TERMS AND CONDITIONS**

**5. SECURITY SERVICES**

- (a) **Manpower requirements**
- (i) Smart, well built, physically fit and trained guards, capable of legibly writing and reading Hindi and English, with sufficient experience.
  - (ii) Working uniform to be provided by the contractor. Housekeepers have to be properly dressed in well ironed uniforms, with proper shaving & should be well turned out.
  - (iii) Male adults above 18 years of age upto 55 years of age
  - (iv) Manpower should not have health problems/ disabilities
  - (v) Qualification: - 10th pass for security services
  - (vi) Have knowledge of fire safety measures.
- (b) **Duty.** Duration of duty not to exceed 08 hrs.
- (c) Duties as per para 1 of part A.
- (d) **Contractor's responsibilities**
- (i) Delhi Govt licence and registration are required.
  - (ii) To follow statutory compliances like EPF, ESIC & GST. Should have PSARA license.
  - (iii) Police verification for character and antecedents of employed staff to be obtained by the contractor. Before appointment of new guards, the contractor will deposit the police verification report, permanent/ temporary address proof with photograph at Estate Sec and seek permission to place the guard.
  - (iv) Liability for injury/ accident occurring due to lack of monitoring or mishandling equipment lies with the contractor.

(v) ACMS to be indemnified from any injury/ due to untoward incident/accident suffered by the workers on premises.

(vii) Working uniform to be provided by the contractor. Housekeepers have to be properly dressed in well ironed uniforms, with proper shaving & should be well turned out.

(e) **Value addition services provided by Company**

- (i) Dress / Equipment to guards/supervisor will be provided by Company.
- (ii) Company will carry out periodic security audit.
- (iii) Quick Reaction Team of guards will be detailed by Company.
- (iv) Other Complementary Service provided by Company.

**6. Housekeeping Services**

(a) **Manpower requirements**

- (i) Physically fit and trained housekeepers with sufficient experience.
- (ii) Male adults above 18 years of age up to 55 years of age
- (iii) Manpower should not have health problems/ disabilities

(b) Duration of duty not to exceed 8 hrs.

(c) Charter of Duties as per Para 2 & 3 of Part 1.

(d) **Contractor's responsibilities**

- (i) Delhi Govt license and registration are required.
- (ii) To follow statutory compliances like EPF, ESIC & GST.
- (iii) Police verification for character and antecedents of employed staff to be obtained by the contractor.
- (iv) Liability for injury/ accident occurring due to lack of monitoring or mishandling equipment lies with the contractor.
- (v) ACMS to be indemnified from any injury/ due to untoward incident/accident suffered by the workers on premises.
- (vi) Working uniform to be provided by the contractor. Housekeepers have to be properly dressed in well ironed uniforms, with proper shaving & should be well turned out.

**7. Arboriculture Services**

(a) **Manpower requirements**

- (i) Physically fit and trained gardeners with sufficient experience.
- (ii) Male adults above 18 years of age upto 55 years of age.

(b) Duty duration of duty not exceed 8 hrs.

(c) Charter of Duties as per Para 4 of Part 1.

- (i) Burning of leaves not permitted.
- (ii) Disposal of weeds and other cut material under own arrangement.

(d) **Contractor's Responsibilities**

- (i) Delhi Govt license and Registration are required.
- (ii) To follow statutory compliances like EPF, ESIC & GST.
- (iii) Police verification for character and antecedent of employed staff to be obtained by the contractor.
- (iv) Liability for injury/accident occurring due to lack of monitoring or mishandling equipment lies with the contractor.
- (v) Replacement of dead plants without any extra cost
- (vi) ACMS to be indemnified from any injury/ due to lack of monitoring or mishandling equipment lies with the contractor.
- (vii) Working uniform to be provided by the contractor.
- (viii) Eqpt incl machinery and handheld/ Shoulder-held grass-cutter, pipes and fertilizers, petrol for running of machinery as per requirement.

8. **Security deposit** Successful vendor will deposit security equivalent to one month wages of employees.

9. **EMD** Vendors to deposit DD of Rs 10,000/- in favor of 'Hostel Fund Account, ACMS for hostel at the time of applying for the contract.

10. **Penalty Clause**

- (a) Any theft by outsourced persons to be compensated by vendor.
- (b) Underperformance viz drying of plants, rotting of fruits, drying of lawn etc. not completing work to satisfaction, sleeping on duty, not cleaning area as per scope of work, Rs 1000.00 per day.

Place :

Signature of Partners/Proprietors  
(With firm seal)

Dated :



TENDER OPENING DATE:-

FINANCIAL BID AMOUNT

Description of amount	Security Guards		Housekeeping services		Arboriculture Services		Total	Security Guards		Housekeeping services		Arboriculture Services		Total	
	College		College		College			Hostel		Hostel		Hostel			
	Single	For 9 Guards Rs.	Single	For 10 HK Rs.	Single	For 05 Mali Rs.	Single	For 10 Guards Rs.	Single	For 15 HK Rs.	Single	For 03 Mali Rs.			
Basic Wages															
ESIC															
EPF															
<b>Total</b>															
Other charges, if any like															
Petrol for grass Cutter															
Manure, plants															
Mali Implements															
Service Charges															
GST as Applicable															
<b>Total</b>															
<b>(a) Grand Total</b>								<b>(b) Grand Total</b>							
<b>(a) + (b) =</b>															

- Note :- (i) Service Charges should not be less than 2%.  
(ii) Material cost for any one item should not be less than 100/- Rs.  
(iii) NA/Nil/Zero will not be acceptable in form of any charges.  
(iv) Any quotation of less than 1 paisa will be considered invalid.

Signature of Vendor with firm seal

Place :

Signature of Partners/Proprietors  
(With firm seal)

Dated: