

ANNEXURE – I

FOR HIRING OF UNARMED SECURITY GUARD / HOUSKEEPING SERVICES / COMPUTER LAB ASSISTANT

1.	Name of the Agency	
2.	a) Office Address of the Agency	
	b) Office Telephone No. / Mobile No. & email ID	
	c) Name of contact person with mobile number and email ID	
3.	PAN number of the Agency (Attach certificate)	
4.	GSTIN number of the Agency (Attach certificate)	
5.	EPF Registration No. (Attach certificate)	
6.	ESI Registration No. (Attach certificate)	
7.	Trade License No. & validity (Attach certificate)	
8.	Registration Number of the Firm (Attach certificate)	
9.	License under Contract Labour Act 1970 (Attach certificate)	
10.	No.of years of experience in the filed	
11.	Experience in dealing with Educational Institutions / Schools	
12.	List of other clients	
13.	Details of pending legal disputes relating to housekeeping services, if any	

DECLARATION

I / We hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I / We understand that in case, any deviation is found in the above statement at any stage, I / We will be blacklisted and will not have any dealing with the school in future.

Date:

Signature of authorised person:

Place:

Full name and address:

Seal

ANNEXURE – II

FOR HIRING OF UNARMED SECURITY GUARD

NAME OF THE COMPANY / FIRM :

S.No.	Description	Rate per Security Personnel	Basic wages per month per person	Monthly EPF per person	Monthly ESI per person	Monthly Service charge per person	Total Amount without taxes	No.of persons	Remarks
1	2	3	4	5	6	7	8	9	10

* GST / taxes as applicable will be extra.
** To be paid on an actual basis by the school only when there is liability on the service provider and the same is claimed in the bill.

Date:
Place:

Signature of authorised person:

Full name and address:
Seal

ANNEXURE – III

FOR HIRING OF HOUSEKEEPING SERVICES

NAME OF THE COMPANY / FIRM :

S.No.	Description	Rate per Person	Basic wages per month per person	Monthly EPF per person	Monthly ESI per person	Monthly Service charge per person	Total Amount without taxes	No.of persons	Remarks
1	2	3	4	5	6	7	8	9	10

*** GST / taxes as applicable will be extra.**

**** To be paid on an actual basis by the school only when there is liability on the service provider and the same is claimed in the bill.**

Date:

Place:

Signature of authorised person:

Full name and address:

Seal

ANNEXURE – IV

FOR HIRING OF COMPUTER LAB ASSISTANT

NAME OF THE COMPANY / FIRM :

S.No.	Description	Rate per Person	Basic wages per month per person	Monthly EPF per person	Monthly ESI per person	Monthly Service charge per person	Total Amount without taxes	No.of persons	Remarks
1	2	3	4	5	6	7	8	9	10

*** GST / taxes as applicable will be extra.**
**** To be paid on an actual basis by the school only when there is liability on the service provider and the same is claimed in the bill.**

Date:
Place:

Signature of authorised person:

Full name and address:
Seal

ANNEXURE -V

UNDERTAKING BY THE TENDERER

1. I / We _____ (name)
_____(address) submit the
tender for _____ and related services envisaged in the tender
document.
2. I / We have thoroughly examined and understood all the terms and conditions as contained in the
tender document , and agree to abide by them.
3. I / We offer to work at the rates as indicated in the price list attached in Annexure II and III.
4. I / We undertake that I / We carefully studied all terms and conditions of the tender and shall abide
by them. Further , it is certified that I / We have never been blacklisted by any Central / State
Government Department / PSUs/ Banks / Educational Institutions etc.