

DIRECTORATE OF INCOME TAX (SYSTEMS)

(BIDDING DOCUMENT NO. 1040/T-39/10-11/AKM/01)


BIDDING DOCUMENT

FOR

**FACILITIES MANAGEMENT SERVICES COVERING
SECURITY, HOUSE KEEPING & HORTICULTURE
WORKS FOR AYAKAR BHAWAN AT VAISHALI,
GHAZIABAD (U.P)**

**PART-II: SCHEDULE OF RATES/ QUANTITIES
(PRICE BID)**

Prepared & Issued by:

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INDIA LIMITED**
(भारत सरकार का उपक्रम) (A Govt. of India Undertaking)

Bill of Quantity

Sl. No	Facility	Manpower Type	No. of Manpower	Work Schedule	Working Hours	Rate Rs./month / person	Total Rs./Annum
1	Housekeeping/ Data entry operation	1.1	Housekeeping Supervisor	1	Day shift (0700 to 1600)	6 days a week	
		1.2	House Boys	20	Day shift (0900 to 1800)		
		1.3	Data Entry Operator	30	Day shift (0900 to 1800)		
		1.4	Sweeper	20	Day shift (0700 to 1600)		
2	Horticulture Services	2.1	Gardener	2	Day shift (0900-1800)	6 days a week	
3	Security Services	3.1	Security Supervisor	1	Day shift (0900-1800)	6 days a week	
		3.2	Guards	16	Day shift (0900-1800)	7 days a week	
		3.3	Guards	12	3 shifts a day (8 hr. shift)	7 days a week	
		3.4	Guards with Arm	6	3 shifts a day (8 hr. shift)	7 days a week	
4	Guest House Services	4.1	Guest House Keeping Supervisor	3	3 shift a day (1 person x 3 shift)	7 days a week	

Sl. No	Facility	Manpower Type	No. of Manpower	Work Schedule	Working Hours	Rate Rs./month / person	Total Rs./Annum
		4.2	House Boys	6	3 shift a day (2 person x 3 shift)	7 days a week	
		4.3	Cook	3	3 shift a day (1 person x 3 shift)	7 days a week	
5	Reception Area Services	5.1	Receptionist	2	Day shift (0900-1800)	6 days a week	
6	Telephone Operation Services	6.1	Telephone Operator	2	Day shift (0900-1800)	6 days a week	
7	Access control & Surveillance system	7.1	BSM/CCTV Operator	3	Day shift (0900-1800)	7 days a week	
	Description					Rate Rs./ month	Total Rs./Annum
8	Cost of cleaning materials, chemicals for cleaning floors, windows, furniture (wooden & steel) carpets, toilets etc., Pesticides & insecticides, Manure & Fertilizers etc. for pest control, horticulture works, fogging, beehive, termite and wood beetle treatment including providing service and application equipments required for performance of the Contract.						
	TOTAL						

Price for 1st Year

Rs.....

Price for 2nd Year (% increase on 1st Year Price%)

Amount Rs.....

Price for 3rd Year (% increase on 2nd Year Price%)

Amount Rs.....

Price for 4th Year (% increase on 3rd Year Price%)

Amount Rs.....

Price for 5th Year (% increase on 4th Year Price%)

Amount Rs.....

GRAND TOTAL

Rs.

Note:

1. In case of calculation error, the rate Rs./month/person shall be considered the base rate for evaluation of the bid.
2. For evaluation five years cost shall be considered.
3. Evaluation shall be done based on the scheduled manpower given in the BOQ. However Owner may increase or decrease the manpower as per office requirement and payment will be made on the actual manpower utilized on agreed rates, terms & condition of the contract.
4. The quoted prices shall be inclusive of all taxes, duties, cess etc. such as excise duty, sales tax, custom duty, Value Added Tax, VAT on works contract/ works contract tax, octroi, entry tax, etc. **except service tax**. Applicable service tax shall be paid in first running bill & subsequent running bills shall be entertained only after producing proof of payment of service tax to the concerned authority for previous month already paid to the contractor.