



BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Registered & Corporate office:
Note Mudran Nagar,
Mysore 570 003, Karnataka, India

**TENDER DOCUMENT
FOR
ANNUAL CONTRACT FOR PROVIDING CARETAKER AND HOUSEKEEPING
SERVICES (GFM) AT BNPM-GUEST HOUSE (VOF), HEBBEL,
BENGALURU.**

Tender No. BNPM/CO/GFM/462/2017-18 Dated 20-03-2018

The tender document contains **18** pages

The tender document is sold to

M/s.
Address:

Details of contact person in Bank Note Paper Mill India Private Limited (BNPMIPL) regarding this tender

Name: Shri. Alok Kumar; Deputy General Manager

Address: Bank Note Paper Mill India Private Limited
Administrative building, Note Mudran Nagar,
Mysore 570 003, Karnataka, INDIA.
Phone: +91-821-2401111
Email info@bnpmindia.com
Website: www.bnpmindia.com



NOTICE INVITING TENDER

To,
M/s.

Tender No. BNPM/CO/GFM/462/2017-18 Date 20-03-2018

Sub: Tender for “Caretaker and Housekeeping Services (GFM) at BNPM-GUEST HOUSE, BENGALORE”

Chief General Manager, Bank Note Paper Mill India Private Limited (BNPMIPL), Mysore invites sealed quotation for the above cited work under two part bid system as per detailed scope of work and other terms and conditions. The tender document is made available in BNPMIPL website www.bnpmindia.com. Notice will be issued for any amendment only in official website. Hence, all interested tenderers required to watch this web site till one day prior to tender opening date even though tender down loaded earlier.

Please enclose a Demand Draft of Rs.1000/- drawn in favor of “**Bank Note Paper Mill India Private Limited**” payable at Mysore towards the cost of download tender document along with Technical and Price bids, failing which the tender is liable for rejection. The tender documents can be also availed from our Office, Mysore on payment of Rs.1000/- and Earnest Money Deposit (EMD) of Rs. 12,000/- shall be submitted along-with your tender.

You may forward your tender in sealed cover super scribed as Tender for “Caretaker and Housekeeping Services(GFM) at BNPM-Guest house , Hebbel, Bangalore” so as to reach the appropriate authority latest by **19 -04-2018 by 1500 hours**.

The tender shall be opened on the same day in presence of intending bidders at 1530 hours.

Yours faithfully,
For and On behalf of BNPMIPL,

(Alok Kumar)
Deputy General Manager

Section Details:

- | | | |
|------------------|---|------------------------------------|
| 1. Section – I | : | Specific Terms & Conditions. |
| 2. Section – II | : | Scope of work & related conditions |
| 3. Section – III | : | Proforma for Technical bid |
| 4. Section – IV | : | Proforma of Price Bid |
| 5. Section – V | : | Proforma of Bank Guarantee |

Contractors Seal & Signature



Bid forwarding letter

From:

M/s _____

To,
General Manager,
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED,
Note Mudran Nagar,
Mysore - 570 003,
Karnataka, India

Dear Sir,
Sub: Tender for "Caretaker and Housekeeping Services (GFM) at BNPM-Guest house, Hebbel, Bangalore".

Please find enclosed herewith duly filled Tender document with all supporting documents Specified in the tender document down loaded from BNPM website www.bnpmindia.com.

Having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said document with the rates mentioned at Price bid portion of Tender Document and in accordance with all the conditions, specifications & instructions in writing referred in the Annexures to Tender and in all other respects in accordance with such conditions so far as they may be applicable.

The document being downloaded from the website and having read and understood all the contents of the Tender Document, do hereby accept all the Terms and conditions laid down in the said Tender document and will abide by the same on acceptance and award of work.

Yours Faithfully,

FOR M/s _____

SIGNATURE OF THE CONTRACTOR

Contractors Seal & Signature



SECTION I
SPECIFIC TERMS AND CONDITIONS

1. Tender Offer:

The sealed tender offer super scribed as Tender “Caretaker and Housekeeping Services(GFM) at BNPM-Guest house , Hebbel, Bangalore ” should be addressed to “The Chief General Manager”, BNPMIPL, Mysore, so as to reach us on or before 1500 hours on 19-04-2018.

- a) Each page of Tender documents should be duly signed & seal affixed and submitted along with the Technical bid as a token of acceptance of tender conditions.
- b) The first cover should contain EMD and tender fee in the form of DD, signed tender documents, along with Technical bid and super scribed as “Technical Bid for Caretaker and Housekeeping Services(GFM) at BNPM-Guest house , Hebbel, Bangalore ”
- c) The second sealed cover should have Price bid as per the format and duly signed with superscription “Price Bid of tender for Caretaker and Housekeeping Services(GFM) at BNPM-Guest house , Hebbel, Bangalore ”.
- d) The above two covers should put in THIRD cover, sealed and properly super scribed as “Caretaker and Housekeeping Services (GFM) at BNPM-Guest house, Hebbel, Bangalore”.
- e) On opening of Main sealed envelope, in case DD towards EMD and cost of tender is not found in order by tender opening committee, the other envelope containing price bid shall not be opened and tender shall be rejected summarily.
- f) The tender offer may be sent by Registered Post/Courier. Parties desirous of Handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept in reception, after recording the offer details in the register kept with the reception.
- g) The tenders shall be received at the following address:
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED,
Note Mudran Nagar,
Mysore - 570 003, Karnataka, India
Tenders will be opened in the same place, as mentioned above.

2. Eligibility Criteria:

The tenderer should have Three year experience in carrying out/providing the caretaker and housekeeping owned by a PSU or reputed private organization/ company satisfactorily during last 3 years for the period ending 28.02.2018 or similar type of services and enclose copy of work order/work completion certificate as proof of evidence. Also the bidder should be currently in business and should not be loss making financial conditions.

- a) PF & ESI Registration.
- b) Valid License issued by Regional Labour Commissioner (i.e. Govt. of Karnataka and as applicable)
- c) PAN Card
- d) Copy of GST certificate
- e) Firm should not be sick and suffered from any financial loss in the last three financial year’s period ending 31-03-2017. Copies of balance sheet and Profit & Loss Account of previous three financial years ending 31st March 2017 duly certified by Chartered Accountant.
- f) Copy of Last 03 year’s income tax return
- g) List of Arbitration cases, if any.

Contractors Seal & Signature



3. Earnest Money Deposit:

- a) Earnest Money Deposit (EMD) of Rs.12,000/- (Rupees Twelve Thousand only) shall be submitted along-with your tender in a separate sealed cover in the form of Account payee DD drawn in favor of "Bank Note Paper Mill India Private Limited", Payable at Bangalore.
- b) The EMD of successful bidder shall be adjusted towards security deposit which shall be released after satisfactory completion of the contract and EMD of unsuccessful bidders shall be returned on finalization of the tender. No interest will be payable on EMD/Security deposit.
- c) If the successful bidder fails or refuses to take up the work on becoming lowest bidder or refuses to accept the work order or leave the job incomplete, BNPMIPL reserves the right to forfeit the EMD/security deposit as applicable and no more enquiries will be issued to the party in future & Contractor shall be black listed.

4. Site Visit:

Tenderer may inspect the work site and understand the scope of work before quoting the rates, any negligence shall not be considered later.

Contractors Seal & Signature



5. Tender Evaluation:

- a) The evaluation for accepting technical bid shall be based on fulfilling of Experience and eligibility criteria. The price bid shall be considered for opening, only if the technical bid is found acceptable. The price bid shall be evaluated normally on overall L1 basis considering total contract price. However, BNPMIPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity tender or cancel the tender without assigning any reason what so ever. The wage structure in the price bid shall be as per latest minimum wages of Karnataka State or as applicable, except service charges, Bonus, HRA and uniform.
- b) BNPMIPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- c) Quoted price should be in words and figures. Any discrepancy between words and figures, the price in words shall prevail. Insertions, postscripts, additions and alterations shall not be recognized, unless authenticated by the tenderer's signature. In case of discrepancy between unit price and total price/cost, the unit rate will be considered for evaluation.
- d) BID CURRENCIES: Prices shall be quoted in Indian Rupees only.

6. Validity of Tender:

The bid shall be valid and open for acceptance of the Competent Authority of BNPMIPL for a period of 60 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.

7. Contractual Obligations:

The contractor shall maintain all the records and documents under various labour laws applicable to contract labors/personnel and also Shops & Establishment Act/Rules applicable to his/her establishment and make them available at the BNPMIPL at all times. Indicative list of such records is given for example: (a) Register for Workmen, (B) Employment card to be issued to workers, (c) Muster Roll, (d) Register for wages, (e) wage slip etc.

8. Price:

Quoted rates shall be firm, binding and inclusive of all charges like wages, ESI, PF, uniform, taxes and any other charges including cost of compliances under statutes (all inclusive). No escalation on any account shall be allowed during the currency of the contract. However, any revision in minimum wages for the workers will be considered for additional payment, on receipt of request of request from the contractor with documentary proof in this regard issued by Ministry of Labor & Employment Office of the Chief Labour Commissioner, New Delhi from time to time. Only components of Basic, DA, ESI, PF, and bonus if applicable shall be considered for revision of contract price, as per actuals.

Contractors Seal & Signature



9. Time schedule:

Initially, the Contract shall be awarded for a period of one year. It is renewable annually on the basis of performance for another two years. The whole contract or part of contract can be terminated at any time at the discretion of the BNPMIPL with one month notice without assigning any reason. The contractor shall submit three months' notice if the contractor is unwilling to continue the contract for any reason.

10. Security deposit:

The EMD of successful bidder shall be adjusted towards security deposit which shall be released after satisfactory completion of the contract and EMD of unsuccessful bidders shall be returned on finalization of the tender. No interest will be payable on EMD/Security deposit.

11. Payment:

- a) Monthly payment to workers/Employees deployed to BNPMIPL should be made before 7th of Calendar month without waiting for any payment from the company in the presence of authorized representative of the Company.
- b) The Contractor shall submit monthly bill to BNPM by 8th of every month with the consolidated monthly performance report duly verified and signed by nominated in-charge and the proof of payment to his personnel for the jobs completed during the previous month for verification and payment. Submission of bills along with copy of the ESI, PF in challan and wage sheets of the persons employed.
- c) Income tax shall be deducted at source at the time of payment to the Contractor in accordance with the provision of the relevant Acts as applicable.
- d) Payments to suppliers shall be made by account payee cheque or through ECS in INR only.

12. Statutory Deductions:

Statutory deductions shall be made at source as per rule.

13. Statutory requirements:

The Contractor shall comply with all statutory provisions as applicable such as but not to:-

- a) Provisions of the Factories Act, Workman Compensation Act, Employers Liability Act, Contract Labor Act, Industrial Dispute Act, Minimum Wages Act, Payment of Wages Act, EPF and ESI Act including bonus any modification there of or any other law relating thereto and rules framed there under from time to time.
- b) Contractor should possess Central Labor License, Provident Fund Registration, ESIC Registration and Shop and Establishment Act Registration as applicable and it shall be intimated along with the tender.

Note: If the above certificates are not available, the contractor must be in a

Contractors Seal & Signature



position to arrange the same within 30 days on award of work order and he has to submit an undertaking in this regard along with technical bid. If not complied, the work order shall be cancelled forthwith, no payment will be released and EMD will be forfeited.

- c) The Contractor shall indemnify the company from any claim due to any breach of statutory requirements and the company as a principle employer shall enforce the provisions of the act.
- d) The contractor shall obtain license / registration from Labor Authority / any other Statutory Authority including PF & ESI as may be required and shall furnish Statutory Returns and deposit contributions and Statutory Levies as per the Law of the Land as applicable from time to time. The Contractor shall be liable to furnish all copies returns and documents as would be asked from time to time.
- e) The contractor has to provide all statutory welfare measures for their workers like rest interval, food, uniform, shoes etc...
- f) The contractor shall not pay lesser than the minimum wages as prescribed in the Minimum Wages Act 1948 with rules and order there under from time to time to the manpower being deployed for CSIF at BNPM, Mysore.

14. Safety & Security Measures:

- a) The contractor should scrupulously confirm to the safety and security norms as stipulated in Karnataka State Factories rules and relevant norms in force.
- b) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor.
- c) Contractor shall provide suitable uniform to his employees for proper identification of their staff.
- d) BNPMIPL reserves the right to get the antecedents of the employees of the contractor verified through police. Any employee of the contractor, if found as unsuitable or having doubtful integrity or associated with any other job, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch for the integrity of its workers.
- e) On award of the contract, Contractor shall sign the Non-disclosure format and abide with that.
- f) Contractor must enclose copy of address proof (Adhaar card or Voters ID card or ration card or driving license or passport etc.,) for all the workers. The details shall be submitted in the prescribed format as given below.

Sl No	Name of Person	Father name	Age	Present Address	Identification Mark	Signature of the Individual

15. Rights of the Company:

The Company is not bound to accept the lowest or any tender or to assign any reason for such non-acceptance. The Company reserves the right to reject any or all the

Contractors Seal & Signature



tenders without assigning any reason thereof. If the successful bidder refuses to accept the work order or take up the job or leave the job half way after opening the quotation and becoming lowest party, BNPMIPL reserve the right to forfeit the EMD and no correspondence will be entertained and decision of the BNPMIPL will be final.

16. Rejection of Tender:

Bids submitted not in accordance with the guidelines and with counter conditions will be liable for rejection. BNPMIPL will examine the materiality/Significance of the deviation/variation, if any, and shall take its own decision to accept or reject the tender. BNPMIPL's decision on acceptance/rejection shall be final without assigning any reason thereof. Bids once submitted will not be allowed for revision without the approval of BNPMIPL.

17. Clarification of Bidders:

For any clarification bidder may contact Chief General Manager on any working days. Before quoting the price, contractor is advised to visit the site to understand the actual scope of work and prevailing site conditions. After quoting price and opening of the quotations, it will be implied that the contractor has fully understood the scope and detail specification of the work.

18. Arbitration:

If any disputes and differences arise after the issue of LOI/ Purchase Order/Work Order and during the execution of work which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BNPMIPL. The governing law in this regard will be The Arbitration & Conciliation Act, 1996 of India. The venue of the Arbitration will be BNPMIPL, Bangalore. Further disputes if any that may arise at any point of time shall be subject to Bangalore jurisdiction only.

19. Liquidated Damages(LD):

In case the agency fails to execute the work against order, the work will be executed from the other agencies at his cost and risk, the excess money, if any incurred, will be recovered from any dues/EMD. For failure in completion of the work on daily basis, for unsatisfactorily services during the month 2% of monthly cost shall be deducted as liquidated damages. If the unsatisfactorily services continues for 3 months the contract shall be terminated.

20. Legal jurisdiction:

The court of Bangalore (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us. All Correspondences should be addressed to "**The Chief General Manager**",
Bank Note Paper Mill India Private Limited (BNPMIPL)
 Note Mudran Nagar,
 Mysore-570 003, Karnataka, India

Terms & Conditions accepted. Signature of contractor with seal: Date _____ :

Firm _____ :

Address: _____

Contractors Seal & Signature



SECTION II
SCOPE OF WORK AND RELATED CONDITIONS

SCOPE OF WORK:

The contractor will perform all the services pertaining to caretaker cum cook and housekeeping of the BNPM guest house, located at Hebbel, Bengaluru- 560094 consisting of Guest rooms, toilets, dining Hall, kitchen, and Parking area. BNPM will supply all consumables, tools & tackles required for the job. Broadly, contractor will be responsible for, but not limited to, the following works:

LIST OF REQUIREMENT:

Post	No.(s) required	Age group
Care taker cum cook (Male) . Skilled	1 No.	Max 45years
Housekeeper (Female/Male) . Unskilled	1 No.	Max 40 years

1. Medical Fitness of engaged both cook and housekeeper

The contractor shall employ only healthy adult and trained cook and housekeeper with good health and sound mind for all services.

The contractor will ensure that all employees engaged by him are free from communicable/ infectious disease and are medically fit to work at BNPM VOF.

2. Caretaker cum cook

Working Knowledge of Hindi and English speaking apart from Local language (Kannada) is desirable.

Proficiency in preparation of north/ south Indian food/dishes (Veg and non veg)

3. Housekeeping person

Housekeeper should have minimum one year experience in housekeeping work.

TERMS & CONDITIONS:

The contract shall be for a period of one year commencing from the date of signing of the contract and would be extendable for a maximum period of two years.

However, the extension shall not be for a period of more than one year at a time. Further such extension shall be subject to mutual consent of both parties and for the same terms & conditions and also based on satisfactory performance of the firm under the contract.

DETAILED SCOPE OF WORK



Caretaker services will include issue of cleaned, washed, dried and ironed Linen, Blankets, Towels, etc. every day and other materials required by occupants of the Guest House from time to time. Contractor will also be responsible for accounting of issues and returns and reporting on losses and damages. Housekeeping and cleaning works at Guest House and their surroundings areas include.

- a. Dusting of furniture, walls, TV sets, Study Tables, Refrigerator, fixed and removable furniture & fixtures and removal of cobwebs etc.
- b. Cleaning of all rooms, fans, removal and quick disposal of garbage and kitchen wastes.
- c. Removal of tainted material & dust from floors, rooms, kitchen, toilets, etc
- d. Maintenance of surfaces of building, porcelain fixtures, plastic/ PVC fixtures, brass/ metal fittings and tiles, by suitably polishing the same with polishing agents.
- e. Maintenance of beds, providing clean linen, blankets, and towels soaps etc. to guests daily.
- f. Keep the rooms ready to occupy.
- g. Housekeeping items will be also provided by BNPM.
- h. Any other job assigned by BNPM from time to time.
- i. Supervision of the Guest House on a daily basis and see the upkeep of premises.
- j. Manage the arrival of Guests, meetings & dinner parties hosted at Guest House.
- k. Complete the Check-in and Checkout formalities of guests.
- l. Maintenance of occupancy registers on daily basis.
- m. Register of guests shall be maintained.



Linen Cleaning

- a. BNPM will provide basic infrastructure, ie washing machine, electricity, water, detergent powder for washing machine, washing soap, iron, iron board, etc to facilitate the laundry services.
- b. Cleaning of room linen of all rooms on vacation of rooms and other places (Dining Hall, Common rooms, etc) as and when required.
- c. Wherever, in case dry-cleaning is required, contractor will arrange it from local market on payment basis.

Other Maintenance

- (a) Maintenance of Inventory. The inventory of articles will be handed over to the contractor in good and working condition at the commencement of the contract. The contractor will be the custodian of all guest house properties and Guest House inventory during the period of contract and shall make good any loss (equivalent to the original) to the inventory by way of misuse, breakage, theft, etc., at his own cost.
- (b) Crockery, cutlery, dining hall furniture will be provided by BNPM. Upkeep of all items provided by BNPM will be the sole responsibility of the contractor.
- (c) **Use of Electricity**. The contractor shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, water coolers, mixer/ grinder, oven and other equipment's for cutting/grilling vegetables, etc. He/his employees will be responsible for ensuring economy of usage of electricity. Electric unit reading shall be recorded and water unit reading also shall be recorded
- (d) **Food cooking**: must know the cooking of food north Indian and south Indian like chapatti/poori/phulka/dal/curry/sambhar/ bread omelet/ paneer preparation/non-veg/ vegetables etc.
- (e) **To arrange for the guests break** –fast, lunch and dinner as per the guest requirement as and when necessary. The charges for the same shall be payable by the Guests directly to the caretaker cum cook against proper receipt.
- (f) **Storage of Food**. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served to guests and stale food is not recycled. S



removed from the Guest House premises as soon as possible. Wastage of food should always be avoided.

- (g) **Accommodation:** BNPM shall not provide any accommodation to the caretaker/Housekeeping person. However the contractor has to make the own arrangement for the both caretaker and Housekeeping persons in and around the guest house also they have to come and attend the guest on need basis. In case of any VIPs visit to the guest house person may require to overstay even during night hours.

Contractors Seal & Signature



SECTION III
Proforma for Technical Bid

From,
M/s.

To
The General Manager,
Bank Note Paper Mill India Private Limited,
Note Mudran Nagar,
Mysore- 570 003,
Bangalore, INDIA.

Dear Sir,

Sub: Tender for Caretaker and Housekeeping Services (GFM) at BNPM-Guest house , Hebbel, Bangalore .

We received your tender enquiry cited and are pleased to enclose the following as our technical bid for your kind consideration.

1. Our company's profile.
 - a) Name of the firm with registered office address:
 - b) Status of the firm: Proprietor/Partnership/Regd. Company/Co-op. Society
 - c) Registered as SSI (Small Scale Industry) unit: Yes/No, If yes, Regn. No.____
 - d) Service Tax No.:
 - e) Income Tax P.A.N. No.
 - f) Bankers and their address along with type of Account & Account No.
 - g) PF No.
 - h) ESIC No.
 - i) Shop & Establishment Registration No.
 - k) Valid License issued by Regional Labour Commissioner (i.e., Govt. of Karnataka if applicable)
 - l) Central Labor License Number:

Contractors Seal & Signature



M) Copies of balance sheet and Profit & Loss Account of previous three financial years ending 31st March 2017 duly certified by Chartered Accountant.

(Please enclose copies of documents pertaining to the Sl. No. 1(b) to 1(M) of the above as proof)

2. List of our valuable customers. A list of similar and other works done by us in the past 3 years period ending 31-03-2017 is enclosed along with documentary evidences.
3. We have enclosed EMD amount of Rs.....
(In words) in the form of Demand Draft, BNPMIPL, Bangalore vide No.....dated....., drawn/issued by.....Branch.....
4. We confirm that on being successful in the tender we would execute the work of Caretaker and Housekeeping Services (GFM) at BNPM-Guest house, Hebbel, Bangalore exactly as per the details and scope of work mentioned in **this tender**.
5. We also confirm that we abide by all the tender conditions and we **do not have any counter conditions**.
6. We confirm that we have not been blacklisted /debarred by BRBNMPL/SPMCIL or any other Government Departments.

Thanking you,
Yours faithfully,

Signature with date.
Name of the Firm

Seal

Contractors Seal & Signature



SECTION IV
Proforma for Price Bid

From
Date: M/s.

To
The Chief General Manager,
Bank Note Paper Mill India Private Limited ,
Note Mudran Nagar,
Mysore -570 003
Karnataka, INDIA.

Dear Sir,

Sub: Tender for Caretaker and Housekeeping Services (GFM) at BNPM-Guest house, Hebbel, Bangalore.

1. We confirm that the quoted prices are all inclusive of taxes & duties and are firm. There would not be any price escalation during the service period. We also confirm that we will abide by all the tender conditions and we do not have any counter conditions.
2. The quoted price shall also include any other item/service of work not specifically mentioned above but required for completion of the work.

Contractors Seal & Signature



Form - (Break-up Price)

1. We confirm that the quoted prices are all inclusive of taxes & duties and are firm. We also confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions.

2. The quoted price shall also include any other item/service of work not specifically mentioned above but required for completion of the entire work.

SL NO (A)	MANPOWER DEPLOYMENT (B)	MANPOWER (C)	BASIC+VDA PER MONTH (IN RS.) (D)	PF&ESI CONTRIBUTION ON @17.9%- PER MONTH (IN RS.) (E)	OTHER ALLOWANCES/BONUS AND LEAVE SALARY,UNIFORM,SHOES, ETC.,(F)	GROSS SALARY PER MONTH-(IN RS.) (G=D+E+F)	TOTAL SALARY PER YEAR-(IN RS.) (H=G*12)
I	CARETAKER CUM COOK(SKILLED)	1					
II	HOUSEKEEPER(UN SKILLED)	1					
III	Administrative charges for 12 months						
IV	Contractor Overhead profit for 12 months						
V	TOTAL VALUE-(in Rs.)-(I+II+III+IV)						
VI	GST						
VII	GRAND TOTAL VALUE-(in Rs.)-(V+VI)						

Note:-

1. OTHER ALLOWANCES WILL INCLUDE BONUS, LEAVE (EL) Wages, UNIFORMS, SAFETY SHOES ETC COMPLETE if required & ALL OTHER CHARGES AS APPLICABLE TO MEET ALL STATUTORY OBLIGATIONS LIKE MINIMUM WAGES ACT , BONUS ACT , EPF & OTHER STATUTORY ACTS AS APPLICABLE. NO ADDITIONAL CHARGES SHALL BE PAYABLE.

SECTION V

Proforma for Bank Guarantee for Security Deposit

..... (Insert: Bank's Name, and Address of Issuing Branch or Office)

Beneficiary:

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Note Mudran Nagar, Mysore - 570003

Date:

Performance Guarantee No.:

WHEREAS.....(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of LOI no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay Bank Note Paper Mill India Private Limited up to the above amount upon receipt of its first written demand, without Bank Note Paper Mill India Private Limited having to substantiate its demand.

This guarantee will remain in force for a period of 12 months from the date of LOI/PO and with a claim period of 2 months thereafter. Any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Designation & signature no. / power of attorney no. of the officer

Seal, name & address of the Bank and address of the Branch

(Name and Signature of Three witness)

Contractors Seal & Signature

