

**E-TENDER NO. PEDDA/2023-24/34**

**FOR**

**ANNUAL CLEANING CONTRACT  
OF  
SOLAR PASSIVE COMPLEX**

**PUNJAB ENERGY DEVELOPMENT AGENCY**

**SOLAR PASSIVE COMPLEX, PLOT NO. 1 & 2, SECTOR 33-D, CHANDIGARH**

**PHONE: 0172-2663328, 2663382,2667007 FAX: 0172-2662865**

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**PUNJAB ENERGY DEVELOPMENT AGENCY**  
**Solar Passive Complex**  
**Plot No. 1 & 2, Sector 33-D, Chandigarh**

**Notice Inviting E-Tender**

**E- tender notice no. PED A/2023-24/34**

Punjab Energy Development Agency (PEDA), invites e-tender for Annual Cleaning Contract of Solar Passive Complex of PED A at Chandigarh.

Sr. No	Name of work	EMD (Rs.)	Date of start of downloading E-tender document	Date of Pre-bid meeting	Last Date & time for submission of e-bids	Date & time of opening of Techno-commercial e-bids
1.	E-tender for Annual Cleaning Contract of Solar Passive Complex of PED A at Chandigarh.	50,000/-	20.10.2023 at 12:00 Noon	26.10.2023 at 11.00 AM	09.11.2023 up to 05:00 PM	10.11.2023 at 01:00 PM
Cost of Tender Document		Non-refundable Tender Document fee Rs. 5,000/- Plus GST @ 18% through online Mode only.				
Bid Security/Earnest Money Deposit		Earnest Money as mentioned above shall be deposited through IPG/ RTGS Mode.				

1. Eligibility criteria and other terms & conditions for the works are given in the Tender Document which can be downloaded from [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) .
2. For participating in the above e-tendering process, the developers shall have to get themselves registered with <https://eproc.punjab.gov.in>. For any clarification/difficulty regarding Bid document, please contact us on 0172-2663328, 2663382, and for any Bid uploading or Portal related issues please Contact 0172-2970263, 2970284.
3. After Pre-bid meeting no query shall be considered.
4. Corrigendum / Addendum / Corrections, if any will be published on the e-tender website and no separate notices shall be issued
5. PED A reserve the right to accept or reject any or all the tenders without assigning any reason thereof.

**DIRECTOR**

**Punjab Energy Development Agency**  
**SOLAR PASSIVE COMPLEX, PLOT NO. 1 & 2, SECTOR – 33 D, CHANDIGARH**

**DETAILED NOTICE INTIVITING E-TENDER**

1.	Name of work	ANNUAL CLEANING CONTRACT OF PEDDA'S SOLAR PASSIVE COMPLEX, PLOT NO. 1 & 2, SECTOR-33 D, CHANDIGARH.
2.	Date of commencement of sale of bidding document	20.10.2023 at 12:00 Noon
3.	Pre-bid meting	26.10.2023 at 11:00 AM  After Pre-bid meeting no query shall be considered.
4.	Last Date & Time for submission of E - Bids	09.11.2023 up to 05:00 PM
5.	Date and time of opening of technical bids	10.11.2023 at 01:00 PM
6.	Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) to be deposited through IPG mode (Internet Payment Gateway) /online mode.
7.	Scope of work	<p>Comprehensive housekeeping services in the premises from the entrance onwards including all the material required for cleaning and consumables so that it is clean &amp; presentable at all time.</p> <p><b>Daily Jobs:</b></p> <ul style="list-style-type: none"> <li>• Cleaning, Dusting &amp; mopping of all the floors and workstations.</li> <li>• Washing of bathrooms &amp; toilets and keeping them dry, smelling fresh &amp; hygienically clean is required twice a day.</li> <li>• Sweeping of roads, footpaths and basement.</li> <li>• Cleaning of all terraces</li> </ul> <p><b>Weekly Jobs:</b></p> <ul style="list-style-type: none"> <li>• Dusting of fans.</li> <li>• Cleaning of window panes/glazing.</li> <li>• Cleaning of A.C vents &amp; filters.</li> <li>• Disinfecting toilets.</li> <li>• Scrubbing floors as needed.</li> <li>• Waterbodies cleaning with nascent oxygen as per standard practices.</li> </ul> <p><b>Monthly jobs:</b></p> <ul style="list-style-type: none"> <li>• Dry &amp; wet cleaning of sofas, carpets, blinds &amp; other upholstery for which such dry &amp; wet cleaning is</li> </ul>

		<p>needed.</p> <ul style="list-style-type: none"> <li>• Cleaning of all coolers &amp; overhead tanks supplying drinking water.</li> <li>• Wind tower and all other structure frame in Atrium roof</li> <li>• Cleaning of light vaults</li> <li>• <b>Pest control &amp; fumigation services for mosquitoes, reptiles &amp; other creeping animals.</b></li> </ul> <p>Note: For more details, specifications and service schedule please refer page 10-14.</p>
8.	Specifications	The work will be carried out as per enclosed specifications.
9.	Payment terms	<p>i. The bill for the month will be submitted by the party on every month which will be paid by PEDDA within two weeks from the date of receipt of the same.</p> <p>ii. GST/Any other tax deductions will be made as applicable.</p>

**Important Note:** This is for the general information of all the interested bidders that Solar Passive Complex is a unique building with elements such as space frame atrium roof, light vaults, sloping roofs, terraces, parapets, water bodies, waffle slabs, Lift etc., therefore, it will be appropriate to inspect the complex for proper understanding of the scope and quantum of work. Although, due care has been taken while listing the work details, specifications and service schedule, but if there is any item left in the document but it is essential for keeping the complex neat & clean, the same will be carried out by the successful bidder without any extra cost. The bidder may quote for comprehensive housekeeping services in the premises from the entrance onwards so that it is clean & presentable at all time, including cost of materials/consumables.

## **Eligibility Criteria: -**

- a) Bidder should be company/partnership firm/proprietorship firm.
  - b) The bidder should have at least three years experience of similar work out of last four Financial Years i.e. 2019-20, 2020-21, 2021-22 & 2022-23 with minimum value of Rs. 15 Lacs in cleaning work/ housekeeping /building maintenance.
  - c) The bidder should have Average Annual Financial Turnover of Rs. 15 Lacs during the last three years i.e. 2020-21, 2021-22 & 2022-23. The Bidder should submit CA certificates and GST return for the turnover verification along with audited financial statements. For financial year 2022-23, the Bidder should submit CA certificates and GST return for turnover verification. "Other Income shall not be considered for arriving at annual turnover".
  - d) The bidder should have to provide the List of tools & machinery as per Annexure-D.
  - e) The proof of PAN issued by Income Tax department and GST number.
  - f) The bidder should forward the Labour Registration Certificate as per rule of Labour Department.
  - g) Undertaking on letter head of the firm/company of not having been black-listed by any Govt. /Semi Govt. Organization/Corporation at any stage.
  - h) The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract (Self declaration)
  - i) The undertaking that information being submitted is correct and true, and that any false information shall lead to disqualification at any stage.
  - j) The proof of his valid EPF registration with the Provident Commissioner and ESI registration no.
- k) SUBMISSION OF BIDS**
- The bidder shall upload the bids as per formats on or before the date and time notified in this document/ NIT.
  - Bids shall be uploaded in two parts.  
Part – I Techno Commercial Bid  
Part – II Price Bid.
  - It should be clearly noted that Part –I should not contain any price bid.
  - Part-I containing of those bidders who satisfy the requirement of bid security deposit will only be opened at the time & date notified for opening. If any bidder indicates the price in Part-I i.e techno commercial bid , the bid will not be read out and bid would stand rejected. Part II containing will not be opened at the time of opening Part-I. The bidders who do not qualify in Part –I, their bid of Part –II (Price Bid) shall not be opened.
  - The Bidder shall submit complete e-bid through e-tender at website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in)

- Bids shall remain valid for the period 90 days after the date of bid opening prescribed by the Purchaser for the purpose of evaluation. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive

- l) **Bid Security/ Earnest Money Deposit (EMD):** Rs. 50,000/- (Rupee fifty Thousand only) is to be paid through electronic format online (NEFT/RTGS/Internet Banking available on e-procurement portal).

**(1) Unsuccessful Bidder's:** Bid Security/EMD will be discharged/ returned as promptly as possible within thirty (30) days after the issuance of work order to successful bidder. The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.

The bid security may be forfeited:

- a) if a Bidder:
- (i) withdraws its bid during the period of bid validity specified by the Bidder.
  - b) in case of a successful Bidder, if the Bidder fails:
    - (i) to sign the Contract within the specified period.

**(2) Successful bidder:**

- (i) EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) as performance security.
- (ii) The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- (iii) The EMD of Successful bidder will be forfeited on account of fails to sign the Agreement in time or furnish Performance Bank Guarantee in time.

**OTHER TERMS & CONDITIONS:**

1. The tender committee members can visit the current work contracts of the firm to satisfy themselves about the technical know how and facility available with the firm. The committee will also be at discretion to call the technical personnel of the company to give presentation on technical strength of the company and methodology/ procedure adopted by the company for executing the job satisfactorily.
2. The rates should be including cost of manpower, material / consumable & all taxes levies, freight, octroi etc. and must be quoted in figures as well in words in the prescribed format **(Annexure-G)**.
3. On acceptance of the E-tender, the representative/supervisor of the contractor shall remain available at site of work, fully authorized in writing, at the site of work to receive the instructions of the Engineer in charge or his representative and consultants to ensure prompt compliance thereof.
4. The daily operation of sweeping, swabbing and cleaning of all the areas mentioned to as above shall be finished before 8.30 AM at any cost. Thereafter, the entire team shall remain present at different floors upto office hours for maintaining the level of cleanliness.
5. The Contractor will ensure collection, screening/segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation

of bio degradable and non-bio degradable garbage. Finally, the contractor will arrange to suitably transport and dispose garbage from the earmarked area to the nearest corporation bin outside each premise.

6. The undersigned does not bind himself to accept the lowest rate or any tender and reserve to himself the right of accepting the whole or part of the tender and tenderer shall be bound to perform the same at the quoted rates.
7. Before quoting the rates, the Contractor shall visit the PEDDA office complex and satisfy himself as to the conditions prevalent there especially regarding working conditions and submit the undertaking as per Annexure-E.
8. The contribution under EPF and ESI shall be regularly paid and deposited by contractor for all employees deputed for the execution of contract in question and the certified copies of receipts issued by the respective offices to the contractor can be asked by PEDDA as and when required.
9. The contractor shall comply all the acts as applicable and the rules and regulations issued there under from time to time. Failure to do so shall amount to breach of the contract and the authority may terminate the contract. The contractor shall also be liable for any pecuniary liability arising on account of violation by him of provisions of the Act.
10. The E-tender shall be signed by the tenderer or a person or persons duly authorized to sign on behalf of the tenderer.
11. Nothing extra shall be paid due to loss/damages caused by rain, flood, war, fire, epidemic, strike or any other act. of God.
12. No claim of on account of paucity of funds, change in priority or any other causes what so ever shall be entertained and the contractor/firm shall have no right to go for arbitration in the court.
13. The party will sign an Contract Agreement within 7 days from the date of issue of work order on non-judicial stamp paper worth Rs. 50/- for providing satisfactory services.
14. The successful bidder shall furnish the bank guarantee from a scheduled bank acceptable to the Owner on the Performance given. The amount of the Bank Guarantee shall be 10 % of the annual contract value awarded. The period of validity of this Bank Guarantee shall be three (3) months beyond the date of contract period. EMD deposited at the time of tendering shall be refunded within one month from the completion of the tender process and after the submission of performance bank guarantee.
15. In case the contractor fails to provide the services as per the terms and condition of work order/DNIT at any time, penalty of 2% per day of monthly cost shall be imposed.
16. In case, the party fails to provide services to the satisfaction of PEDDA, the work order will be cancelled with a notice of 30 days and their performance bank guarantee will be encashed/forfeited.
17. In case of any dispute, it will be subject to jurisdiction of Chandigarh, Chief Executive, PEDDA will be the sole arbitrator whose award shall be final and binding.



18. If the date of opening of tenders happens to be holiday, the same shall be received and opened at same time on the next working day.
19. No material for cleaning shall be issued by PEDDA. The contractor shall be responsible for arranging all the material required for cleaning, hand wash soap, towels etc.
20. The E-bid and any annotations or accompanying documentation shall be in English language only.
21. GST/applicable taxes shall be deducted from all bills as per rule.
22. The contractor will responsible for all statutory deductions in respect of each worker (deployed by him) as per the instructions of Govt. of India/Punjab Govt. The contractor will be fully responsible to deposit all the funds with the concerned authorities well within the specified dates. PEDDA will not be responsible on any part of this kind.
23. In case of any damage to the property of PEDDA due to negligence of the contractor's labour /manpower, the contractor shall have to make good the losses suffered by PEDDA, failing which the loss shall be recovered from the subsequent bill of the contractor.
24. The staff/worker deployed by the contractor shall wear a neat, clean and proper uniform (issued to them by the contractor and approved by PEDDA) and should be well dressed in all the manners, during the duty hours. The contractor shall also issue proper laminated identity cards to his workers deployed in the complex, who shall permanently display their identity cards while on duty and non-adherence will invite a penalty.
25. Contractor shall be responsible for any Police Verification of deployed workers in PEDDA.
26. Discipline and welfare of the workers shall be the entire responsibility of the contractor and any indiscipline/misconduct on the part of the deployed workers shall be promptly attended by the contractor.
27. The contractor will provide a list of employees along with their bio data.
28. The contractor will maintain an attendance register in which day to day deployment of labours will be entered. While raising the bill, the deployment particulars of the labours engaged during each months, should be shown. The register shall remain available round the clock for inspection by the authorized representative of PEDDA.
29. The contract shall be originally for a period of one year. However, the contract period can be extended upto 2 years (yearly basis) with 5% increase in rates per annum, if the contractor's performance is found satisfactory by the Engineer-in-charge. In this case the contractor shall be bound to continue with this work for the extended period.
30. The contractor shall strictly follow all the statutory labour laws and pay wages to his workmen not below the rate of minimum wages as notified by the State Government, Govt. of India & Ministry of Labour & Employment. If any contractor /company/firm want to pay to the person/worker at rate higher

than the minimum wages, the same shall be borne by the contractor, on this account nothing shall be paid extra by the PEDDA.

31. In case the contractor's employee suffers from any type of injury/ casualty while performing duty in PEDDA complex, the contractor shall be wholly and solely responsible to bear any claim of the employee. PEDDA shall not be responsible at any level.
32. The bidder shall abide by rules/regulations and other instructions issued by Local Govt./Govt. of India for arrangement of labour laws.
33. The contractor shall be fully responsible to dispose of solid waste as per the terms and conditions of Municipal Act.
34. If any information furnished by the bidder is found to be false at any stage, the bid may be rejected or agreement terminated. The amount whatsoever withheld by the owner shall be forfeited or loss recovered.
35. Contractor shall always maintain hygienic conditions for working environment of PEDDA staff.
36. Contractor shall only use all health check consumables for cleaning.
37. Experienced Supervisors or contractor shall monitor the housekeeping team. The Supervisor must have the minimum qualification of 12<sup>th</sup> with sufficient knowledge of English & Punjabi Language.
38. Incomplete tender or tenders not fulfilling any of the conditions specified above, are liable to be rejected without assigning any reason.
39. The conditional tenders and tenders without EMD shall not be entertained.
40. The scope of work can be increased or decreased by PEDDA at any time.
41. Company/ Firm should have labour License of atleast 25 Persons or more.
42. Detailed Scope of Work and specifications are given on Annexure-A.
43. E-bids should be submitted in two parts i.e. Part-I (technical) in the format given at Annexure-F and Part-II (Financial) in the format given at Annexure-G and all the required information should be filled in the bid performas.
44. PEDDA reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
45. In case of any dispute the decision of CE, PEDDA will be final and binding on all the parties.
46. The Validity of the bid should be 90 days from the date of opening of E-tender
47. **Correspondence for enquiries and clarifications:**  
**All correspondence, clarifications in respect of the bid document shall be addressed to:**  
**Director,**  
**Punjab Energy Development Agency,**  
**Plot No. 1 & 2, Sector 33-D, Chandigarh,**  
**Tel: 0172 - 2663328 / 2663382**  
**Fax: 0172 -2662865**  
**and should reach before pre bid meeting in PEDDA office or through**  
**Email: [admin.peda@punjab.gov.in](mailto:admin.peda@punjab.gov.in)**  
**After due date no query will be entertained.**
48. **Deadline for Submission of Bids**

- Bids must be submitted through e-tendering process in time and date as mentioned in NIT.
- The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

49. **Late Bids**

After the deadline for submission of bids as mentioned in NIT, any bid shall not be received by the e-tender system and no physical bids will be accepted.

50. **Modification and Withdrawal of Bids**

- No bid can be modified subsequent to the deadline for submission of bids.
- No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD.

51. The evaluation of Price Bid shall be carried out based on the information furnished in the uploaded E-Price Bid. The Price Bid submitted by the Bidders shall be scrutinized to ensure conformity with the DNIT. Any Bid not meeting any of the requirements of this DNIT may cause the Bid to be considered "Non-responsive" at the sole decision of the PEDDA.

52. Prices payable to the Supplier as stated in the Contract shall be firm.

**DIRECTOR**

**Annexure- A****DETAILED SCOPE OF WORK & SPECIFICATIONS****BASEMENT TO THE SECOND FLOOR****HOUSEKEEPING SCHEDULE AND CHECKLIST****TOTAL AREA – 1.49 Acre (Approx.)****TOTAL BUILT-UP-AREA- 70,000 Sq. ft. (Approx.)**

<b>S.No.</b>	<b>Area</b>	<b>Frequency</b>	<b>Quantity (Nos.)</b>	<b>Type of Cleaning required</b>
1.	<b>TOILET BLOCKS</b>			
	Floor	Every 1 hours or as required minimum 4 times a day	Basement to the Second Floor	Initially with a good quality floor cleaner (equivalent to DETTOL). All the mopping with phenol of reputed make.
	Urinals		16	Clean with HARPIC or any other good quality cleaner. At the end place naphthalene balls.
	WCs		22	Clean with HARPIC or any other good quality cleaner. At the end use Phenol and place sanitary cubes or air freshener at an ideal place.
	Walls and Tiles	Once a week		Wall tiles shall be washed with the good quality cleaning powder and mop with dry cloths. Floor tiles shall be cleaned with the cleaning machine.
	Towels	Twice a week		Towels should be white in colour
	Office Towels		18	
	Bathroom towels		20	
Hand wash	Daily		Should be of Dettol, Savlon & Lifebuoy make in each washroom.	
2	<b>FLOOR AREAS</b>	Once in a week		Cleaning should be done with the prescribed machine and manually using good quality cleaning agent to make the area stain free.
3	<b>CEILING/WALLS/ LIGHT VAULTS</b>	Fortnightly		Removal of cobwebs, Removal of dust using the vacuum cleaner.

4	CARPETED AREAS	Weekly		Removal of dust using vacuum cleaner
5	PANTRY	Twice daily	3	Cleaning and mopping with wet mops.
6.	LIGHT FITTINGS	Fortnightly		Removal of cobwebs, Removal of dust using vacuum cleaner.
7	VERTICAL BLINDS	Weekly		Removal of dust using vacuum cleaner
8.	GLASS PARTITIONS, WINDOWS & DOORS	weekly		To be cleaned using cleaning material (COLIN etc) once a week. At the end to be wiped using normal paper. Daily cleaning to be done using dry cloths to remove any dust.
9.	WORK STATIONS AND TABLES , CHAIRS & SOFA SETS	Daily	60 Work Stations	All panels to be dusted both inside and outside and cleaned with dry cloth. Stains (if any) to be removed. Cleaning of tabletops to be done using wet cloths. Stain to be removed. All chairs & sofa sets to be dusted daily.
10	FILING CABINETS	Monthly		To be cleaned in the presence of a representative of the branch in charge, without disturbing files.
11	COMPUTER TERMINALS PC'S, PRINTER, EPABX & TELEPHONE INSTRUMENT	Daily	60	To be wiped with soft cloth slightly dampened in a good quality solution to be used for cleaning of such types equipments.
12	EPABX & SERVER ROOM	Daily		To be cleaned and dusted manually or by using vacuum cleaner.
13	WATER COOLERS /DUSTBINS/WATER FLASKS/BUCKETS	Weekly		To be cleaned with good quality detergent.
14	Under Grounds Storage Tank and HDPE Storage Tanks on Terrance	Monthly		To be cleaned manually or mechanically and afterwards the required quantity of standard quality of disinfectant to be added.
15.	Sewer Cleaning	As and when required		Sewer/Storm sewer lines are to be kept clean within the complex upto the point of connection to the City Sewer.
16	<ul style="list-style-type: none"> <li>Roof space frame structure with Hyperbolic</li> </ul>	Weekly		Removal of cobwebs & dust Using the telescopic cobweb remover/ vacuum cleaner.

	Parabaloids rain water gutters, glazing in the atrium portion <ul style="list-style-type: none"> <li>• Structure of suspended bridge.</li> <li>• Structure of wind tower.</li> </ul>			
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**BASEMENT**

**Daily Cleaning Schedule:**

- Cleaning of the entire basement floor area.
- Cleaning of doors and windows
- Cleaning of Power house/machine room.
- Cleaning of store.
- Cleaning of ramps, sumps.

**Weekly Cleaning Schedule:**

- Wet Cleaning of the floor area of basement.

**Monthly Cleaning Schedule:**

- Cleaning of Glasses with Colin/or equivalent and Newspaper.
- Washing of floors with Wizard floor washing machine.

**Laundry**

- Washing of towels is required once a week.

**Note: - Before quoting the rates, the Contractor shall visit the PEDDA office complex and submit the undertaking as per Annexure-E.**



## **MANPOWER DEPLOYMENT**

Sufficient number of persons with supervisor in uniform to perform the duty around the working hours with weekly holiday. Based on standard practices and keeping in view the quantum of work, it is estimated that a team of minimum 09 workmen with one supervisor shall be required, however it entirely depends upon the level of mechanization of the service provider. The contractor shall make the service schedule of manpower & machinery and get the same approved from the Engineer-in-charge. More nos. of persons if needed for bleaching & scrubbing may be deployed on week end.

## **SUPERVISOR OR CONTRACTOR**

The supervisor will be responsible for:

- Checking of staff
- Looking after maintenance schedule
- Maintenance of Log Book.
- Interaction with PEDDA Officer-Incharge.
- Monitoring of Daily, Weekly, Monthly work routine.
- Maintenance of Checklist for every task clarified.
- Responsibility for availability of material and procurement of the same.



**Annexure-B**

**PUNJAB ENERGY DEVELOPMENT AGENCY  
CHANDIGARH**

**ANNUAL CLEANING CONTRACT AGREEMENT**

This agreement made this ..... day of..... between ..... (hereinafter called the 'Contractor') of the one part, and Punjab Energy Development Agency through the Director,.....(hereinafter called the Authority) of the other part.

Whereas, the contractor has offered to execute the work of ANNUAL CLEANING CONTRACT OF PEDASOLAR PASSIVE BUILDING, PLOT NO. 1 & 2, SECTOR – 33 D, CHANDIGARH.

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS;

1. In this agreement, words and expressions shall have the same meanings as are respectively assigned to them as per the general conditions of contract hereinafter referred to:
2. The following document shall be deemed to form and be constructed as part of this agreement
  - i) The 'Notice Inviting Tender'
  - ii) DNIT
3. All correspondence and modifications of tender offer and acceptance letter will form part of this agreement.

In witness thereof the parties hereto set their respective hands and seals on the day and year first above written.

In presence of

NAME & ADDRESS

1.....  
.....

Signature of contractor

Address.....

2.....

.....

.....

Signed sealed and delivered

by..... In the capacity of ..... in

presence of .....

**NAME & ADDRESS**

1.....

.....

2.....

.....

**Director**

\_\_\_\_\_  
**For & on behalf of  
Punjab Energy Development Agency**

**Annexure C**

**EXPERIENCE QUESTIONNAIRE  
(To be furnished with Tender)**

The detail of work completed during last four Financial Year:

<b>Type</b>	<b>Owner</b>	<b>Value</b>	<b>Year of Completion</b>
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**Note: SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF**

**Signature of Tenderer  
Name and Address  
Of the Tenderer**

**Annexure- D**

**EQUIPMENT QUESTIONNAIRE**

**(To be furnished with tender)**

The tenderer shall specify in the form given below the list of equipment owned by the tenderer which shall be used for the work if awarded to the tenderer :

<b>Type</b>	<b>Number</b>	<b>Make</b>	<b>Capacity</b>	<b>Location</b>	<b>Owner</b>
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**Note: SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF**

**Signature of Tenderer  
Name and Address  
Of the Tenderer**

**ANNEXURE-E**

**Tender No: PEDDA/2023-24/34**

**SITE VISITING UNDERTAKING  
(On Letter Head of the Company)**

We \_\_\_\_\_ hereby Submitted that the office of Punjab Energy Development Agency, Solar Passive Complex, Plot no. 1 & 2, Sector 33-D, Chandigarh has been visited by the representatives of our company. The rates are quoted for Annual Cleaning Contract as per scope and after visiting Solar Passive Complex.

Name of the signatory

Date :

Name of the Company