



INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE  
(I.C.A.R.)  
LIBRARY AVENUE, PUSA, NEW DELHI – 110 012



**NOT TRANSFERABLE**

File No. 37(1)/2013- CPS

Date: 04<sup>th</sup> September, 2013.

**INVITATION TO QUOTATION AND INSTRUCTIONS CONTAINING  
TERMS AND CONDITIONS GOVERNING CONTRACT FOR PROVIDING  
COOKING, CATERING AND HOUSE KEEPING SERVICES AT  
INTERNATIONAL TRAINING HOSTEL, IASRI COMPLEX, LIBRARY  
AVENUE, PUSA, NEW DELHI**

- A Cost of Quotation Form : Nil
- B Last date of receipt of Quotation in Office is **30-09-2013**
- C Quotation to be opened on **30-09-2013**
- D Quotation will remain open for acceptance up to 90 days from the date of opening.
- E The Quotation form is also available on website [www.iasri.res.in](http://www.iasri.res.in)

**NOTE :-**

1. The Director, Indian Agricultural Statistics Research Institute, New Delhi may at his discretion, extend this date by a fortnight and such extension shall be binding on quotationers.
2. If the date up to which the Quotation is open for acceptance is declared to be a holiday the Quotation shall be deemed to remain open for acceptance till the next working day.

**INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE**

**(I.C.A.R.)**

**LIBRARY AVENUE, PUSA, NEW DELHI – 12**

F.NO. 37(01)/2013- CPS

**Tel.No. 25847121-20**

**Fax No.91-11-25841564**

To

Date: 04<sup>th</sup> September, 2013

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\_\_\_\_\_  
\_\_\_\_\_

Sub: Invitation of Quotation for providing Cooking, Catering and house keeping services at International Training Hostel, IASRI complex, Library Avenue, Pusa, New Delhi.

Dear Sir(s),

Sealed quotations are hereby invited on behalf of the Director, Indian Agricultural Statistics Research Institute, New Delhi for **Providing Cooking, Catering and house keeping services at I.T.H., IASRI Complex, Library Avenue, Pusa, New Delhi**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.20,000/-(Rupees Twenty Thousand only)** must be deposited in the form of demand draft/pay order payable to Director, IASRI at New Delhi. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/receipt number and date, failing which the tender will not be opened. The tender will not be considered if earnest money is not deposited with the Quotation.
3. The quotation is being permitted to give Quotation in consideration of the stipulations on his part that after submitting his Quotation, he will not refuse from his offer or modify the terms and conditions thereof. If the Quotation fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer made by the quotation not being accepted, the amount of earnest money deposited by the Quotation will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

4. The Schedules of the Quotation form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Quotation. In such cases reference to the additional pages must be made in the Quotation form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender. Overwriting/erasing in rates to be quoted by the Quotationer will not be allowed otherwise the Quotation may be rejected.
5. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Quotation are not fully filled in. Individual signing the Quotation or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If Quotationer does not accept the offer, after issue of letter of award by IASRI within 15 days, the offer made shall be withdrawn & Earnest money forfeited.
7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Quotation and all other related documents must be signed by every partner of the firm. A person signing the Quotation form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the **IASRI** shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the Quotationer.
8. The original copy of the tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed "Quotation for **Providing Cooking, Catering & House keeping services at I.T.H, IASRI complex, Library Avenue, PUSA, New Delhi - 12**" with address of this office and of the Quotationer. Right is reserved to reject outstation Quotations. All tenders should be sent by Registered Post. Quotation to be hand delivered should be put in the Quotation box which will be kept in the CP Section of the IASRI at IASRI Complex, Training-cum-Administrative Block, Fifth Floor, New Delhi-110012 not later than 2.30 PM on **30-09-2013**
9. The rates quoted by each firm for **Providing Cooking, Catering and House keeping services at I.T.H, IASRI complex, Library Avenue, PUSA, New Delhi** in Quotation be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Quotation. The name and address of the representative who would be attending the opening of the Quotation on your behalf should be indicated in your Quotation. Please also state the name and address of your permanent representative, if any.
10. The Institute does not pledge itself to accept the lowest or any other Quotation and also reserve to itself the right of accepting the Quotation in whole or in part of the Quotation. You are however at liberty to Quotation for the whole or any portion or to state in the Quotation that the rates quoted shall apply only if the Quotation is considered fully. Other conditional Quotations will not be accepted.

- 11 **An amount of Rs. 50,000 (Rs. Fifty Thousand only) as a security deposit in the form of bank Guarantee** for the contract is to be deposited by the Selected Agency/Successful Quotationer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
- 12 No interest on security deposit and earnest money deposit shall be paid by the Institute to the Quotationer.
- 13 Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. of NCT of Delhi, shall be deducted at source from monthly bills of the successful Quotationer, as per rule.
- 14 Director, IASRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Quotationer.
- 15 The contract will be initially for a period of one year extendable for a further period of two years (total three years) on year to year basis, subject to satisfactory performance of the vender and its willingness to continue.
- 16 Decision of Director, IASRI shall be final in any respects of the contract and binding to all the parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.
- 17 Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
- 18 The following documents must be enclosed along with the duly filled in Quotation form so as to consider it eligible for services:-
- a) Latest Income Tax Clearance Certificate certified by a Chartered Accountant if Available.
  - b) Registration of the firm under the work contract of the Govt. of NTC Delhi, If required under the Delhi Work Contract Act, 1999.
  - c) Last Five years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations having turnover not less then Rs. 75 Lakhs in last year (2012-2013).
  - d) Duly certified copies of the satisfactory services where the Quotationer is providing the services for the last three years.
  - e) E.S.I registration certificate issued by local Govt. etc.
  - f) E.P.F registration certificate issued by local Govt. etc.

- g) The Quotationer/Firm have well qualified in the relevant field.
- h) Service tax registration certificate issued by the local body etc.
- i) VAT registration certificate issued b the local body etc.
- j) Successful Quotationer will have to enter into a detailed contract agreement with IASRI on non-judicial stamp paper of Rs. 100/-.

Yours faithfully

**CHIEF ADMINISTRATIVE OFFICER**  
**For and on behalf of the Director, IASRI,**  
**Library Avenue, Pusa, New Delhi**

**Quotation for Providing Cooking, Catering and House keeping services  
at I.T.H, IASRI complex, Library Avenue, PUSA, New Delhi**

Full Name & Address of the Quotationer in  
Addition to Post Box No., if any, should  
Be quoted in all communications to this  
Office :  
Telephone No:  
Telegraphic Address/FAX/Cellular No :  
E-Mail address:  
From

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To

The Chief. Administrative Officer,  
IASRI Complex, Trg.-Cum-Admn. Block,  
Library Avenue, Pusa,  
**NEW DELHI- 110012**

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **Providing Cooking, Catering and House keeping services at I.T.H, IASRI complex, Library Avenue, PUSA, New Delhi** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Quotation at the rates given in Schedule-I to this tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Quotation \_\_\_\_\_ . The Schedules-I & II to accompany this Quotation are at pages\_\_\_\_\_
4. Every page so attached with this tender bears my signature and the office seal.

5. Pay order/DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of Director, IASRI and payable at \_\_\_\_\_ is enclosed as earnest money required.

Yours faithfully,

**Signature & Seal of the Quotationer**

**Dated:**

**Witness** \_\_\_\_\_

**Address** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Telephone No.**

**Office:**

**Residence:**

**Mobile:**

**E-mail:**

**Signature of witness to contractor's signature.**

**Address:**

**Name & Signature of Witness:**

**Address:**

**SCHEDULE TO QUOTATION**

**PART – I**

1. Name of the Firm/Agency
2. Full address with Post Box No.  
And Telephone No. if any
3. Constitution of the Firm/  
Agency (Attached copy)
  - a) Indian Companies Act, 1956
  - b) Indian Partnership Act, 1932  
(Please give names of partners)
  - c) Any other Act, if not, the owners
4. For Partnership firms whether  
registered under the Indian  
Partnership Act, 1932, please  
state further whether by the  
partnership agreement to arbitration  
has been conferred on the partner  
who has signed the Quotation
  - If answer to the above is in negative whether  
there is any general power of attorney executed  
by all the Partners of the firm authorizing the  
partner who has signed the tender to refer dispute  
condemning business of the partnership to arbitration
  - If the answer to above is in point one and two  
the affirmative please furnish a copy of either the  
Partnership agreement or the general power of  
Attorney as the case may be. The copy should be  
attested by a Notary Public or its execution would  
be admitted by affidavit on a properly stamped paper  
by all partners
5. Name and Full Address of your Banker's
6. Your permanent Income Tax Number/Circle/Ward.



**PART-II**

7. The Earnest Money Deposited : Yes/ No

**PART-III**

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Quotation
10. Name of the Permanent Representative to be Visiting IASRI, Pusa regarding the contract

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Quotationer.

## **TERMS AND CONDITIONS FOR COOKING AND CATERING SERVICES**

1. The Contractor shall arrange for providing cooking and service of quality food and other items at the international training hostel at IASRI Complex.
2. The contractor shall arrange for preparation and service of quality items of snacks, beverages as decided by IASRI at the cafeteria as well as IASRI premises.
3. The rates of various items of snacks, food, general and beverages at the cafeteria shall be fixed by the authorized committee of IASRI from time to time. These shall be prominently displayed.
4. The Agency shall ensure to keep available the required specialized and trained staff for cooking as well as Supervisory and for service, Catering and helping, attending jobs. The cooks should be proficient and trained in different cooking specialties like North Indian, South India, and special dishes. The personnel should be adequate to provide highest standards of quality and services.
5. Supervisors should look after the supervision of Kitchen, Dinning Hall & Store Operation and should be fully qualified in the relevant field
6. Director, IASRI reserves the right to ask the contractor to beware & replace, any replace within one week from the date of such communication.
7. List of various kitchen equipments and gadgets to be supplied by Institute is attached which shall be maintained in good condition by Agency, cleaning and any damage of such equipments not attributable to normal wear and tear will be paid by the agency. These kitchen equipments and gadgets shall be returned by the agency at the time of termination of contract, to authorized representative of Institute in good working condition.
8. Apart from the kitchen infrastructure, gadgets, equipments and other items provided by Institute, the utensils, crockery and all other required material for providing high quality and standards of cooking and Catering services shall be arranged only by the contractor at his own cost.
9. 5% Deduction will be made from the bill of the Catering Services in view of Water Charges/ Electricity Charges and Accommodation Charges etc.
10. The timings and rates of different meals in International training hostel are as follow:-

<b>S.No</b>	<b>Items</b>	<b>Timing</b>	<b>Rates</b>
1	Bed Tea	6:00 AM-07:00 AM	
2	Break Fast	8:30 AM-09:30 AM	
3	Lunch	1:00 PM-02:00 PM	
4	Dinner	8:00 PM-09:00 PM	
5	Non-Veg Lunch/Dinner	8:00 PM-09:00 PM	
6			

11. The items of Menu are as given below:

**A. Break Fast**

- One Veg. North Indian Dish like Puri & Sabzi or Parantha & Sabzi or curd OR  
South Indian Dish like Idli, or Vada or Dosa or uthapam etc. OR  
Toast Bread butter jam  
Tea or Coffee

**B. Lunch /Dinner**

S.No	VEG.
1	Roti / Poori / Chapati
2	Plain Rice, Veg. Pullao, Zira rice
3	Raita / Curd
4	One dry Vegitable
5	One Vagetable with gravy and dal/sambar
6	Green Salad/ Pickle

## **TERMS AND CONDITIONS FOR THE COMPLETE HOUSE KEEPING SERVICE OF INTERNATIONAL TRAINING HOSTEL**

The quotation shall provide the complete housekeeping services at the International Training Hostel of best quality at his own cost. The International Training Hostel, all its room, facilities and premises are fully furnished by the Institute with complete interior and fixture and serviced by central air conditioning, power, water, running amenities like TV, telephone, upholstery by the Institute at its own cost and the contractor will not be required to meet any costs for these. The housekeeping services to be provided by the contractor shall include positioning of:-

- 1 Maintenance of daily Guest Arrival and departure Register, cash receipt book which will be issued by IASRI for depositing the daily room rent charges to IASRI and can be inspected by authorized representative of Institute at any time. The complete room rent is for Institute and no part of the room rent charges shall be kept by the contractor.
- 2 The shift duties shall be so fixed that there shall not be dislocation for supply of bed tea, breakfast & other services.
- 3 Cleaning & dusting of all rooms & lobbies/corridor and surrounding daily for which T & P will be arrange by the contractor.
- 4 Cleaning of all floors, toilets daily for which the cost of accessories requires like hard brooms /soft brooms, detergents, disinfectants, mopping rods Swabs etc. shall be borne by agency.
- 5 Proper maintenance of all linen in the guest house i.e. regularly used items like bed sheet towels, pillow covers, Napkins, curtain etc. should be changed once in 2 days when rooms are under occupation, white napkins etc., are changed as frequently as required. Washing should be of standard quality to the satisfaction of the representatives of IASRI.
- 6 Providing water & other small rooms service to the guests as and when required.
- 7 Removing of cob webs & cleaning of doors & windows every week.
- 8 The charges for washing and ironing individual laundry shall be chargeable directly from the guests at rates displayed the contractor.
- 9 Maintenance of all public area & rooms as per high quality hygiene standards by cleaning dusting & mopping the corridors,, dinning hall, all attached toilets, Kitchen area, common toilet area & other covered area of Guest house & its surroundings.

- 10 All surrounding areas of International Training Hostel in and out approach roads shall be kept neat and clean.
  - 11 Only standard detergent, phenyl, room dusters and all other relevant small equipments/materials shall be used for the purpose & cost shall be borne by agency/contractor.
  - 12 Sufficiently trained, experienced personnel in adequate number shall be arranged by the Agency and deployed with trained supervisors to provide all the housekeeping services of a high standard quality to the satisfaction of Institutes.
  - 13 Duty Charts shall be displayed properly at Training Hostel at all times.
  - 14 In addition to the equipments provided by the Institutes to the Quotationer at the time of handing over taking over process, the Institute will not provide any other equipments relating to house keeping, cooking and Catering services for ITH.
  - 15 The firm should provide a Security Guard round the clock for the security of the ITH.
  - 16 The related accessories and all input shall also be arranged by the contractor at his own cost.
- a) The selected agency shall provide the necessary personnel for providing Cooking, Catering and House Keeping at International Training Hostel as per labour acts prevalent in NCT of Delhi. The agency shall employ good and reliable persons with robust health of the age group between 21 to 45 Years. In case any of the personnel so provided is not found suitable by the Institutes, the Institutes shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication, will have to replace such persons immediately.
  - b) The persons so provided by the agency under this contract will not be the employee of the council and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
  - c) The agency shall be wholly responsible for paying monthly salaries and other admissible allowances to the persons as engaged by the contractor and Institute shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these persons. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required as per labour act.
  - d) The Institute shall not directly or indirectly employ any person of the agency during the period of contract or thereafter under any circumstances.
  - e) All the persons deployed will perform their duty in proper uniforms and will maintain a smart turn-out.
  - f) The Quotationer will comply with minimum wages as per Minimum Wages Act and labour Act and all the social welfare legislation for its worker more particularly the rules and regulation relating to social security (EPF) medical benefits (ESI) etc., the agency shall in respect of the workers engaged pay their monthly wages through A/C cheque and social benefits. Agencies will all rules and regulations.

- g) The contract is subject to the condition that the quotationer will comply with all the laws and bylaws of Central Govt., State Govt. and that of NCT Delhi relating to this contract.
- 17 In case of any loss or damage to the property of the Council at International Training Hostel which is attributable to the contractor, the full damages will be recovered from the agency.
- 18 The bookings for the guests staying in the International Training Hostel shall be made only by the authority of the Institute and written permission in this regard by an authorized officer of the Institutes and the contractor shall not allow the booking or stay in the guest house for any unauthorized persons.
- 19 The agency is advised to submit their tender after physical inspection of the site, a very detailed assessment/requirement of machine/manpower for providing the above the services at the ITH, IASRI Complex. However the Quotation should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be entertained within one year.

## ANNEXURE-I

### **GENERAL TERMS & CONDITIONS OF CONTRACT FOR COOKING, CATERING SECURITY AND HOUSE KEEPING SERVICES AT I.T.H, IASRI COMPLEX, LIBRARY AVENUE PUSA, NEW DELHI**

1. Special items on any special occasion shall be supplied at short notice and as per the rates fixed by IASRI from time to time.
2. Items of meals, snacks and beverages and all other items and services shall be provided by the Agency as per the rates fixed by IASRI from time to time;
3. Quality of ingredients used in preparation of food & beverages shall be of good and standard quality and subjected to approvals and checking by authorized officers of IASRI as and when asked for;
4. The Contractor is liable to show the food items prepared for test and tests to ensure quality by authorized officers of IASRI as and when demanded;
5. The contractor shall be responsible for training, allotting duties to their workers in kitchen, dinning and washing areas and other services;
6. Provisions like vegetables, non-veg. and other materials and ingredients of good quality and standard brands will be purchased by the agency/contractor. Sufficient stock of materials shall be stocked to undertake any preparation at short notice. Perishable items of at least 2 days requirements and non perishable for at least one week be stored in the premises allotted for the purposes by IASRI. Rice Shall be of Sona Masuri or Basmati, oil shall be refined and of reputed brand. No substandard materials will be allowed to be used;
7. Central air-conditioning, electricity and power for non cooking purpose and water will be provided by IASRI at the premises. However contractor/agency shall be responsible to ensure that there in no undue wastage of power & water by his staff or even by other such as IASRI staff etc. & shall bring any such misuse of wastage to notice of IASRI authorities.
8. The furniture, fixture and other equipment will be provided by IASRI, the agency shall be responsible for proper maintenance & upkeep of the IASRI property entrusted to it. This has to be handed over back on termination of contract in good condition to it. This has to be handed over back on termination of contract in good condition, allowing for normal wear & tear. A list of equipment and kitchen gadgets is annexed with this Quotation form;
9. **Uniform with colour specification and pattern approved by IASRI would be supplied by contractor/agency to the worker at his cost and it should be ensured that the worker staff etc. is in prescribed uniform while on duty. The colour combination shall be black trouser, cream shirt and black tie for manger, supervisors, green trousers and white buttoned up coat for waiter, room service and bell boys and white pants and white shirts with white aprons for kitchen staff;**
10. All expenditure on cost of detergents, disinfectants cleaning power etc. required for cleaning and Catering arrangement shall be born by agency/contractors themselves.

11. Cost of detergent, cleaning powder, T & P or any other items needed in connection with housekeeping arrangements which may not be specified in these term and conditions shall be arranged by the contractor at his own cost.
12. Personnel engaged as manager, waiter, room boys by contractor should be experienced in their respective work.
13. All service lines in toilet and kitchen in general in guest house shall be kept in good working conditions and choked manholes etc., shall be cleaned frequently by the agency at its own cost, as and when required;
14. The agreement is terminable with one months notice on either side;
15. The contractor shall not transfer his right or sub-contract under the contract to anyone else;
16. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded;
17. Contractor shall devote his full attention in purchase, preparations and service to ensure highest quality in all aspects and discharge his obligations under the contract with trust, diligently and honestly
18. The Contractor/ agency shall at all times during the existence of contract abide by all directions and instructions which may be given by IASRI concerning all aspects of Catering and house keeping services;
19. In case of any industrial dispute between Agency/contractor and workers, IASRI will not be a party to them and will not also be responsible for any lapse etc. no the part of contractor/agency vis-à-vis their workers. If under any circumstances any court awards, decree against the IASRI in cases relating to workers employed by contractor/ agency, the liability should be discharged by agency /contractor on behalf of IASRI and such liability shall under no circumstance accrue to IASRI.
20. The workers will be issued identity cards by the Agency and only those workers for whom cards are issued will be allowed entry into the premises of IASRI complex;
21. The contractor/agency shall always be prepared to meet any eventuality/emergency situation for implementation of the contract.
22. In case of deficiency of delays in providing the service by the agency/contractor and in case the IASRI on its own provide material or manpower to run the cooking, Catering or housekeeping services of satisfactory level at any time, the cost of such manpower and material will be recovered from the agency/contractor;
23. Director, IASRI reserves the right to oversee the quality of food and other services being provided by the Agency/contractor and if in his/her opinion any staff member of agency is either not fully qualified or skillful enough or his behavior is not up to mark, the agency/contractor shall be bound to replace the said staff member or members with qualified/ better behavior staff members within a week of such communication from Director, IASRI or any authorized representative from him/her;



24. The agency shall in no case charge any extra rates or higher rates in the Training hostel for meals and other services than what are prescribed by IASRI from time to time. Taking lunch/dinner at guest house is optional but not compulsory. Only the prescribed categories of guest, officer, personnel, programmes and participants as are approved and prescribed by the IASRI shall be authorized to avail of all types or any services by the agency in the guest house. The agency shall abide by all such decisions of IASRI and under no conditions shall it allow any services at the IASRI premises to the unauthorized persons.
25. The agency shall arrange food and services at any place in the IASRI premises apart from the International Training Hostel, as and when required for any programmes at the Complex and for such special functions and programmes the rates charged will be as prescribed after negotiations with the agency.
26. Any other aspect/point arising out of the services to be offered and to be performed in future the same has to be done by contractor/agency after mutual discussions and as to be prescribed by IASRI.
27. At the international Training Hostel there shall be provided and maintained so as to be easily accessible during working hours, first aid box with a Red Cross on white background containing all necessary accessories and medicines and person in-charge of First Aid box shall be a person trained in First Aid treatment and these facilities shall be arranged by the agency at its own cost.
28. In case of any accident/loss of life of the workers during discharging duties at IASRI Complex, compensation to be given to the workers or their legal heirs shall be borne by the agency/contractor.

#### **PENALTY CLAUSE**

1. The contractor will be liable for any penalty for lapse on his part in providing prompt and proper service and loss if any caused on account of it i.e in the form of replacement or termination of the contract without payment.
2. Any damage caused to IASRI's property by the workers of the agency in any manner shall be recovered from the Agency through its bill or security money as deemed fit.
3. Non-satisfactory services provided by the agency/contractor shall invite the imposition of penalty as deemed fit on the recommendation of the authorized committee of IASRI whose decision shall be final and binding.
4. Non payment of dues in time received from various visitor of Training Hostel shall invite imposition of penalty as deemed fit.
5. Director, IASRI, reserved the right terminate the contract by giving one months notice to agency in case services provided by the agency are not found satisfactory.

**SCOPE OF WORK:-**

**1. PROVIDING COOKING, CATERING AND HOUSE-KEEPING SERVICE FOR I.G.H 19**

**WASHING SERVICES**

Periodical washing of pillow covers, towels, napkins, bed sheets, curtains, blankets, etc. IASRI will provide space for washing purpose. Agency will be responsible for all washing detergents/material, washing machines and ironing at their own cost.

**ROOM HOUSE KEEPING SERVICES;**

Periodical cleaning of rooms and toilets, removing of webs, cobwebs, cleaning of door and windows once in a week. Cleaning of all wooden furniture and electrical fitting and fixtures should be at periodic intervals. A checklist will be provided after award of contract, by which the clearing schedule is to be maintained.

**DOORS AND WINDOWS CLEANING:**

Periodical cleaning of all doors and window. Special attention of cleaning of windows, glass panes form inside and outside. A detailed checklist will be provided after award of contract for maintaining the cleaning schedule.

**ROOM CURTAIN / VERTICLE BLINDS CLEANING:**

At initial stage IASRI will provide the washing of carpet and window curtains. Thereafter the housekeeping agency will be responsible for washing the room carpet and window curtains after six months or as and when required. Cleaning material and tools and plants is the responsibility of the agency.

**INTERNAL ELECTRICAL SERVICES**

The main MCB off/on operation on morning and evening on position for corridors and stair case lights shall be carried out by the agency. The agency has to ensure that the room MCB is in off position when the room is vacant. In this regard if any misuse is found on the wastage of electricity, a penalty may be imposed and same may be deducted from the agency's bill.

**UPKEEP MAINTENANCE OF KITCHEN EQUIPMENTS**

List of various Kitchen equipments and gadgets to be supplied by IASRI is attached, which shall be maintained in good working condition by agency. Their day-to-day maintenance and cleaning and damage of such equipment not attributable to normal wear and tear will be paid by the agency. These kitchen equipments and gadgets shall be returned by the agency at the time of termination of contract including all minor materials for repairing and tool & plants for AMC agency has to be provided at their own cost. Upkeep and maintenance of kitchen equipments is the whole responsibility of the agency and no extra cost shall be payable on account of this.

## **HOUSE-KEEPING SERVICES**

Agency will be responsible for all House keeping services in the International Training Hostel at normal time and peak time. House keeping staff should be available round the clock.

## **INTERNAL SANITATION & GENERAL CLEANLINESS SERVICES**

Agency shall be responsible for all internal sanitation and general cleanliness of the International Training Hostel. Daily cleaning of all rooms, corridors, balconies, etc. Sweeping, dusting, removing of cobs webs etc. and cleaning of door and windows and cupboard. Cleaning of window-panes and entrance door-panes etc. Toilets should be cleaned daily with phenyl. The toilet flooring should be clean and dry by cleaning material. Toilet fitting should be clean and neat. Room flooring should be clean periodical by vacuum cleaners. Room furniture should be clean by vacuum cleaner. Liquid Soap containers are provided by the IASRI in rooms, toilets and common toilets. The liquid soap periodical filling is the responsibility of the agency no extra payment and corridor of all floor should be keep clean and dry round the clock. No extra payment shall be admissible for this works.

## **SECURITY SERVICES**

Internal security is required. We require only ex-servicemen round the clock. Agency shall responsible for all internal security of equipments T & P and furniture of International Training Hostel premises.

## **COOKING AND CATERING SERVICES**

Agency shall arrange all required manpower at their own cost. They serve as per requirement of guest to room service. Material arrangement, cooking and Catering is the responsibility of the agency as per need i.e. for normal time and peak time. Menu and rates are fixed in the Quotation document. Catering timings are also given in the quotation document. The Catering bill will be collected by the agency if guest demand fair Catering bill, that may be issued.

In general International Training Hostel shall be kept in good hygienic condition internally and externally inclusive of refrigeration maintenance service. (of day to day nature).

## ANNEXURE-II

The following rates in the Quotation documents for serving lunch and dinner during the conference :-

<b>ICAR Meeting including Service Charges per head</b>	<b>Other than ICAR, including services charges per head</b>
<p>1.Special tea with biscuits &amp; Cookies – Rs. _____</p> <p>2. High Tea – Rs. _____</p> <p>3. Packed Lunch/Dinner (Veg) – Rs. _____</p> <p>4. Working Lunch/Dinner (Veg) – Rs. _____</p>	<p>1. Tea &amp; Coffee with biscuits &amp; Cookies – Rs.</p> <p>2. High Tea – Rs.</p> <p>3. Working Packed Lunch/Dinner(Veg) – Rs.</p> <p>4. Spl. Lunch/Dinner (Veg) – Rs.</p> <p>5. Spl. Lunch/Dinner with one Non-Veg – Rs.</p> <p>6. Spl. Lunch/Dinner with 2 Non-Veg –Rs.</p> <p>7. Buffet Breakfast- Rs.</p> <p><b>8. Snacks-</b></p> <p>(a) Two type of Veg-Rs.</p> <p>(b) Two type of Non-Veg-Rs.</p>

### Financial Bid

Last date for receipt of Quotationer : 30.09.2013

Date of opening of Quotationer : 30.09.2013

At Central Purchase Section,  
Fifth Floor Trg. Cum Admn. Block,  
IASRI Complex, Library Avenue,  
Pusa, New Delhi – 12.

To

The Chief Administrative Officer,  
IASRI,  
Pusa,  
New Delhi

Sir,

I/We wish to submit our Quotation for **Providing Cooking, Catering and House keeping services at I.T.H, IASRI complex, PUSA, New Delhi** on the following rates.

Sl.No.	Particulars	Per Month
1.	Monthly consolidated rate for <b>Providing Cooking, Catering and House keeping services at I.T.H, IASRI complex, PUSA, New Delhi</b> as specified in Tender terms & conditions and scope of work at annexure-I in the quotation document including all material, transportation specially covered all the acts and taxes VIZ service Tax, Income Tax, VAT, Turnover Tax and other taxes as applicable from time with highest standard of services.	_____ ( Rs. in figures) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ (Rs. In words)

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part lay down in the quotation form.

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

Signature\_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail ID: