

TENDER DOCUMENT FOR
HOUSE KEEPING AND
CATERING SERVICES IN
RRCAT GUEST HOUSE,
VISITOR'S HOUSE, NEW
TRAINING HOSTEL AND
P.G. HOSTEL

भारत सरकार
परमाणु ऊर्जा विभाग
राजा रामन्ना प्रगत प्रौद्योगिकी केन्द्र

डाकघर : केट
इन्दौर- 452013

सं. आरआरकेट/प्रशा/सामा/16(10)/2010/ 1420

12 मई, 2011

निविदा सूचना

विषय:- आरआरकेट अतिथि-गृह में हाउस कीपिंग एवं केटरिंग सेवाएं।

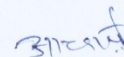
भारत के राष्ट्रपति की ओर से मुख्य प्रशासनिक अधिकारी, राजा रामन्ना प्रगत प्रौद्योगिकी केन्द्र, इन्दौर-452013 द्वारा आरआरकेट, इन्दौर में हाउस कीपिंग एवं केटरिंग सेवाओं के लिए प्रतिष्ठित और अनुभवी एजेंसियों से दो बोली प्रणाली के अंतर्गत सीलबंद निविदाएं आमंत्रित की जाती हैं।

- | | | |
|------------------------------|---|---|
| 1. कार्य का विवरण | - | आरआरकेट, अतिथि-गृह, इन्दौर में हाउस कीपिंग एवं केटरिंग सेवाएं प्रदान करना |
| 2. अनुमानित लागत | - | ₹ 25.00 लाख (रुपए पच्चीस लाख मात्र) प्रति वर्ष |
| 3. बयाना जमा राशि | - | ₹ 50,000/- |
| 4. ठेके की अवधि | - | दो वर्ष जिसे आपसी सहमति के आधार पर एक और वर्ष के लिए बढ़ाया जा सकता है। |
| 5. निविदा दस्तावेजों की लागत | - | ₹ 500/- (वापसी योग्य नहीं) |
| 6. प्रतिभूति जमा | - | ₹ 2,50,000/- हाउस कीपिंग एवं केटरिंग सेवाओं के लिए |
| 7. सावधि जमा | - | ₹ 1,00,000/- लिनेन/किचन के उपकरणों के लिए |

इच्छुक पार्टियों से अनुरोध है कि वे तकनीकी बोली और वित्तीय बोली अलग-अलग प्रस्तुत करें। सीलबंद लिफाफे-1 में 'तकनीकी बोली' और सीलबंद लिफाफे-11 में 'वित्तीय बोली' रखी जाएं और उन्हें तीसरे सीलबंद लिफाफे में रखकर उस लिफाफे पर विधिवत रूप से निविदा संख्या एवं तिथि तथा 'हाउस कीपिंग एवं केटरिंग सेवाओं के लिए निविदा' लिखी जानी चाहिए, जो मुख्य प्रशासनिक अधिकारी, राजा रामन्ना प्रगत प्रौद्योगिकी केन्द्र, इन्दौर, मध्य प्रदेश -452013 के पास दिनांक 24.06.2011 को 1500 बजे तक पहुंच जाना चाहिए। तकनीकी बोली को उसी दिन 1530 बजे खोला जाएगा। तकनीकी बोली के मूल्यांकन के बाद वित्तीय बोलियों को खोला जाएगा जिसकी तिथि, समय और स्थान की सूचना उन सफल बोली लगाने वालों को दी जाएगी जिनकी तकनीकी बोलियां स्वीकृत की गई हैं।

पात्रता का मानदंड, कार्य का क्षेत्र और निबंधन व शर्तें दर्शाने वाले निविदा दस्तावेजों को दिनांक 06/06/2011 से 23/06/2011 तक सभी कार्य दिवसों में (सोमवार से शुक्रवार) 1000 से 1600 बजे के बीच वेतन एवं लेखा अधिकारी, राजा रामन्ना प्रगत प्रौद्योगिकी केन्द्र, डाकघर : केट, इन्दौर - 452013 से ₹ 500/- (पांच सौ रुपए मात्र) का नकद भुगतान करने पर प्राप्त किया जा सकता है अथवा आरआरकेट की वेबसाइट से डाउनलोड किया जा सकता है। वह एजेंसी जो www.ircat.gov.in से निविदा दस्तावेज डाउनलोड करेगी उन्हें चाहिए कि वे ₹ 500/- का अतिरिक्त डिमांड ड्राफ्ट 'तकनीकी बोली' के लिफाफे-1 में अपनी निविदा बोली के साथ संलग्न करें। ₹ 50,000/- की बयाना जमा राशि का डिमांड ड्राफ्ट वेतन एवं लेखा अधिकारी, आरआरकेट, इन्दौर के नाम पर देय हो और तकनीकी बोली वाले लिफाफे-1 में रखा होना चाहिए।

बयाना जमा राशि रहित निविदाओं को रद्द कर दिया जाएगा। मुख्य प्रशासनिक अधिकारी का किसी भी अथवा समस्त निविदाओं को बिना कोई कारण बताए अस्वीकार करने का अधिकार सुरक्षित है।



(आर. पी. आचार्य)

मुख्य प्रशासनिक अधिकारी
भारत के राष्ट्रपति के लिए और उनकी ओर से

Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology

PO: CAT
Indore -452 013

No. RRCAT/Admn/Gen/16(10)/2010/1420

May 12, 2011

TENDER NOTICE

Sub: House keeping and catering services in RRCAT Guest House.

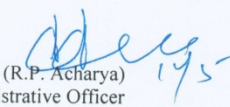
Sealed tenders are invited under two-bid system on behalf of the President of India by the Chief Administrative Officer, Raja Ramanna Centre for Advanced Technology, Indore- 452 013, for providing house-keeping and catering services at RRCAT, Indore, from reputed and experienced agencies..

- | | | | |
|----|--------------------------|---|--|
| 1. | Description of work | - | Providing house-keeping and catering services in the RRCAT, Guest House, Indore. |
| 2. | Estimated cost | - | Rs.25.00 lakhs (Rupees twenty five lakhs only) per annum |
| 3. | Earnest money deposit | - | Rs. 50,000/- |
| 4. | Period of contract | - | Two year which can be extended for a further period of one year on mutual consent basis. |
| 5. | Cost of tender documents | - | Rs. 500/- (non-refundable) |
| 6. | Security Deposit | - | Rs. 2,50,000/- for housekeeping and catering services |
| 7. | Fixed Deposit | - | Rs.1,00,000/= towards inventories of linen/kitchen equipments |

The interested parties are requested to submit the technical bid and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Housekeeping and Catering Services" duly indicating "Tender number and date" should reach the office of the Chief Administrative Officer, Raja Ramanna Centre for Advanced Technology, Indore, Madhya Pradesh - 452013, **up to 1500 hrs. on 24.06.2011**. The Technical bid will be opened on the same day at **1530 hrs**. After evaluation of Technical Bids Financial Bids will be opened for which intimation regarding date, time and venue will be intimated to successful bidders whose Technical Bids are accepted.

Tender documents containing eligibility criteria, scope of work and detailed terms and conditions can be purchased from the office of the Pay & Accounts Officer, Raja Ramanna Centre for Advanced Technology, Indore, on payment of Rs. 500/- (Rs. Five hundred only) in cash on all working days (from Monday to Friday) from **06.06.2011 to 23.06.2011 between 1000 hrs to 1600 hrs** or can be downloaded from RRCAT website. Those who download the tender document from www.rrcat.gov.in website should enclose an additional DD for Rs. 500/- alongwith their tender bid in the Cover-I "Technical Bid. The EMD of Rs. 50,000/- should be paid by Demand Draft drawn in favour of Pay and Accounts Officer, RRCAT Indore payable at Indore and should be placed in cover-I with Technical Bid.

Tenders not accompanied by the earnest money deposit are liable to be rejected. The Chief Administrative Officer, RRCAT reserves the right to reject any or all tenders without assigning any reason thereof.


(R.P. Acharya)
Chief Administrative Officer
For and on behalf of the President of India

**TENDER DOCUMENT FOR HOUSE KEEPING AND CATERING SERVICES
IN RRCAT VISITOR'S HOUSE, GUEST HOUSE, NEW TRAINING HOSTEL & P.G. HOSTEL.**

TERMS AND CONDITIONS OF CONTRACT

1. SCOPE OF WORK

Providing housekeeping and catering services at RRCAT, Indore Raja Ramanna Centre for Advanced Technology (RRCAT), a unit of the Department of Atomic Energy (DAE) located in Indore, Madhya Pradesh, This Centre is having one Visitor's House, one Guest House, New Training Hostel and P.G. Hostel consisting of the following fully furnished rooms.

VISITOR'S HOUSE

- ❖ Ground floor consisting of 22 rooms with corridor.
- ❖ 1st floor consisting of 2 VIP suits, 8 AC rooms and 10 non-AC rooms as well as a library hall with corridor.
- ❖ 2nd floor is having 12 flatlets having a bedroom, kitchen, toilet and bathroom with corridor.

GUEST HOUSE

- ❖ Ground floor consisting of 12 double bedded A.C. & carpeted rooms with corridor.
- ❖ 1st floor – 4 VIP suits with corridor.
- ❖ One VIP Dining hall with a long corridor.
- ❖ One VIP Lounge.
- ❖ One small Terrace

NEW TRAINING HOSTEL

- ❖ Ground floor consisting of 04 double bedded rooms, 08 single bedded rooms & 12 Toilets & Bathrooms combined.
- ❖ 1st floor consisting of 04 double bedded rooms, 08 single bedded rooms & 12 Toilets & Bathrooms combined.
- ❖ 2nd floor consisting of 04 double bedded rooms, 08 single bedded rooms & 12 toilets & bathrooms combined.
- ❖ 2 Halls, 1 stair case & 03 corridors around the room.

P.G. HOSTEL

- ❖ Ground floor consisting of 08 double bedded rooms, 08 single bedded rooms & 16 Toilets & Bathrooms combined.
- ❖ 1st floor consisting of 08 double bedded rooms, 08 single bedded rooms & 16 Toilets & Bathrooms combined.
- ❖ 2nd floor consisting of 08 double bedded rooms, 08 single bedded rooms & 16 Toilets & Bathrooms combined.
- ❖ 1 stair case & 03 corridors around the rooms.

The above rooms are meant for visitors to this Centre and trainee officers. The purpose of this tender is to engage a competent contractor for taking care of the entire house keeping as well as catering arrangements. The scope of work of the contract as well as terms and conditions will be as under:-

2. HOUSE KEEPING

- 2.1 Complete housekeeping and complete maintenance of building of Visitor's House, Guest House, Training Hostel and P.G. Hostel.
- 2.2 Spray and spread of Phenyl and other pest control measures once in a week and as and when required.
- 2.3 Complete cleaning, sweeping and swabbing of floors, common areas, reception passage, outhouse, open areas in front of Visitor's House and Guest House once a day.
- 2.4 Cleaning of rooms once a day.
- 2.5 General cleaning include cleaning of toilets with phenyl/dettol once in a day and provide air freshener and naphthalene balls.
- 2.6 Dusting, cleaning and brushing of furniture, carpets, windows & doors normally as well as vacuum cleaning on a daily basis.
- 2.7 Collection, carrying and dumping of sweeping garbage and kitchen wastes daily at a place decided by RRCAT.
- 2.8 Changing bath towels, bed sheets and pillow covers with washed ones once in two days when the room is occupied by the same person. Changing complete linen, i.e. bed sheets, pillow covers and towels immediately when a new person occupies the room.
- 2.9 Cleaning and washing of curtains of windows/ door once in six months.
- 2.10 List of inventories of linen shall form part of the agreement.

3. CATERING SERVICES.

The contractor shall:

- 3.1 Provide all essential raw materials for cooking purposes. The contractor shall arrange to purchase and provide the fresh raw material for various items including the controlled items of good quality for use in the Visitor's House and Guest House at his own cost and that the contractor shall abide by the rules & regulations enforced by the local Government. Necessary license(s) from the competent authority wherever required, shall be obtained by the contractor.
- 3.2 Electricity and all cooking appliances will be provided free of cost for cooking purpose. A list of such inventories provided to the contractor shall form part of the agreement. Contractor has free choice to use LPG at his own cost. RRCAT will provide empty cylinders but refilling has to be done by the contractor.
- 3.3 Provide standard lunch, dinner, breakfast, tea, coffee, snacks and other items etc.
- 3.4 Provide Indian, Western/Continental and Chinese food as per the requirement of the guests and as per direction from the Guest House In-Charge.
- 3.5 Room service will also be provided to guests who are either unwell or who stay with families in case where specifically ordered.
- 3.6 **The Timing for catering services will be as indicated below:**

Bed Tea in Room	-	0600 A.M. However, this shall be served even before as demanded by the guests
Breakfast	-	0800 A.M. to 1030 A.M.
Lunch	-	0100 P.M. to 0200 P.M.
Evening Tea	-	0500 P.M. to 0600 P.M.
Dinner	-	0800 P.M. to 1000 P.M.

Important Note:

- 1. Since all appliances, electricity and crockery are provided by the Department, the Contractor has to provide the catering services on cost to cost basis and quote the rates in a very prudent manner.
- 2. Raw materials used for cooking purposes should be fresh and of good quality. Edible Oil will be of sunflower/ Ground Nut or any other branded oil.

4. ITEMS PROVIDED BY RRCAT.

4.1 Fully furnished Visitor's House, Guest House and New Training Hostel and P.G. Hostel.

4.2 Items like soap case, plastic water buckets, mugs, bed sheets, Pillow covers, bed covers, blankets, waste paper baskets, ash trays, thermos flasks, glass tumblers and cloth hangers including the following cosmetic material.

1.	Clanzo/Phenyl.	13.	Yellow Duster
2.	Liquid soap	14.	Floor Duster.
3.	Cleaning Powder.	15.	Steel wool.
4.	Detergent Powder.	16.	Brooms.
5.	Toilet Tools.	17.	Toilet Brush.
6.	Toilet Cubes.	18.	Wipers
7.	Naphthalene Balls.	19.	Sink Opener.
8.	Air Freshener	20.	Carpet Brush.
9.	Harpic	21.	Hard Broom
10.	Glass cleaner	22.	Soft Broom
11.	Room Freshener	23.	Cobweb Remover/Wall Cleaner
12.	White Duster.	24.	Brasso
		25.	Vacuum cleaner

4.3 Gas connection with two burner stove, four burner stove, refrigerator and water coolers. The maintenance of this will be done by RRCAT.

4.4 Replacement of electrical items such as bulbs, switches etc. would be done by RRCAT against the fused/ damaged items.

4.5 Maintenance required for the AC units will be provided by RRCAT.

5. Contract Period: Contract for rendering housekeeping and catering services in RRCAT Guest House, Indore, will be for two years which can be further extended on mutual consent basis for a further period of one year.

6. MANPOWER DEPLOYMENT AND OFFICE MANAGEMENT

6.1 The Contractor shall deploy a minimum of 10 persons for cooking and catering and 9 persons for cosmetic maintenance. In case, the no. of workers engaged on any day is found to be less than the aforesaid requirement, proportionate deductions will be made from the monthly bill. Cosmetic workers are not allowed to serve the food. Guest House In-Charge will maintain an attendance register for the purpose, which will be submitted along with the monthly bill. In case of special events/Official functions, the contractor shall arrange additional manpower so as to see that no inconvenience is caused during the special events/ Official functions. Such additional deployment

of the manpower shall be within the overall tariff quoted by the contractor and RRCAT will in no way be liable for any additional charge.

- 6.2 The Contractor or his authorized representative shall employ only adult labourer/workers for this work and those staff acceptable to RRCAT as per Govt. rules applicable from time to time. Before engagement, the Contractor shall at his cost get all the workers engaged by him, medically examined as directed by RRCAT and get their fitness certificate which will be handed over to the Guest House-in-charge for records. The Contractor shall also arrange police verification of all the employees to be deployed by him and submit such verification report to Security Officer, RRCAT and Administrative Officer-III, RRCAT.
- 6.3 The contractor shall recruit his labourers/workers for the contract at his own risk. The contractor's staff shall not be treated as RRCAT staff for any purpose, whatsoever, and facility/benefits applicable to RRCAT staff will not be applicable to contractor's employees. Any dispute connected with the Contractor's staff shall be settled by the Contractor at his own cost and risk.
- 6.4 No free accommodation will be provided to the Contractor or his employees. In case absolutely necessary, the request will be considered on chargeable basis, i.e. Rs. 3184/- per month. This amount will be recovered from the monthly bill.
- 6.5 The supervisor of the contractor will be provided one room for setting up the contractor's office-cum-accommodation on chargeable basis at a flat rate, i.e. Rs.1,242/- per month. This amount will be recovered from the monthly bill.
- 6.6 The contractor shall be responsible for fulfilling the requirement of all the statutory provisions of Minimum Wages Act, Payment of Wages Act (including leave salary), Workmen Compensation Act, Industrial Disputes Act, Contract Labour (Abolition & Regulation) Act, Employees Provident Fund Act, Payment of Bonus Act and all other labour and industrial enactments at his own cost and risk in respect of all the staff employed by him.
- 6.7 Wages for workers engaged by the contractor shall be paid at the minimum wages rate applicable to the category (skilled and unskilled) and shall be revised from time to time as applicable.
- 6.8 The Contractor shall be responsible for his employees to observe the security and safety regulations of this Centre.
- 6.9 The Officer-in-charge, Guest House will maintain the stock of cosmetic items.

7. OTHER TERMS AND CONDITIONS

- 7.1 The interested parties are requested to submit the technical bid and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Housekeeping and Catering

Services” duly indicating “ Tender number and date” should reach the office of the Chief Administrative Officer, Raja Ramanna Centre for Advanced Technology, Indore, Madhya Pradesh – 452013, up to 1500 hrs. on 24.06.2011. The Technical bid will be opened on the same day at 1530 hrs. After evaluation of Technical Bids Financial Bids will be opened for which intimation regarding date, time and venue will be intimated to successful bidders whose Technical Bids are accepted.

- 7.2 The contract shall be valid for a period of two years. The period of contract can be extended for a further period of one year on mutual agreement. In case the Contractor wants to discontinue the contract for any reason, before completion of the contract period, the Contractor shall give 3 months advance notice to RRCAT. Similarly if RRCAT wants to discontinue the Contractor for any reasons, it shall give one month advance notice to the Contractor.
- 7.3 The rates quoted by the contractor shall be firm and inclusive of all housekeeping, catering and other services, consumables, labour, equipments, tools appliances and any other expenses that the contractor may incur in executing the job and include all contractual obligations to carry out the above job. Further the rates would be inclusive of all taxes including service tax, if any.
- 7.4 The rates for housekeeping services shall remain fixed during the period of the contract. Rates for food items will be reviewed once in a year.
- 7.5 The contractor shall not appoint any sub-contractor for the work assigned to him.
- 7.6 In case the furniture/ furnishing are damaged due to misuse by the contractor or his employees except normal wear and tear, he will be liable to get the same exchanged/repaired at his cost failing which the same would be got done by RRCAT and the cost will be debited to the contractor. The contractor shall be responsible for various items provided in Visitor’s House, Guest House, New Training Hostel and P.G. Hostel including electrical and electronic items, crockery, cutlery, utensils etc. In case, RRCAT suffer any loss of whatever nature on account of the contractor or his staff by not following the security/safety regulations/ instructions the contractor shall be liable to bear all such losses as may be determined by RRCAT at its sole discretion and RRCAT shall have the right to recover all such losses from the monthly bill/dues payable to the contractor.
- 7.7 The contractor shall remit Rs.2,50,000/- as security deposit for the housekeeping and catering services. The earnest money deposit of Rs. 50,000/- submitted by contractor along with the offer shall be treated as part of above amount of security deposit. The balance security deposit of Rs.2,00,000/- will be submitted to Pay & Accounts Officer, RRCAT within 15 days from the date

of issue of the work order. Alternatively, 10% amount will be deducted from his monthly bill for balance security deposit. In case he prefers to furnish Bank Guarantee for full amount of Rs.2,50,000/- the same shall be submitted within 15 days from the date of issue of the work order and in the pro-forma enclosed. The Bank Guarantee shall be valid for 6 months from the date of completion of the contract. Alternatively he may also furnish FDR for full amount of Rs.2,50,000/-. The Bank Guarantee/FDR should be executed by any scheduled Bank/Nationalized Bank. In that case, Earnest Money Deposit shall be refunded. In addition to above, he is required to deposit a sum of Rs. 1,00,000/- in the form of fixed deposit against all linen, equipments etc. This amount of security deposit will be forfeited in case of default on the part of the contractor. The security deposit will be refunded to the contractor after 6 months on successful completion of the contract by the contractor.

8 Payment Terms :

- 8.1 Payment of the housekeeping bill will be made through RTGS every month within 10 days of the receipt of the bills. The bank details, i.e., Name of Bank, IFSC code, place of bank, nature of account etc. are to be provided.
- 8.2 The Contractor will submit monthly bill on or before 10th of each month along with the following documents :
 - i. Documentary proof of having paid the wages to the employees.
 - ii. Attendance sheet duly signed by the Officer-in-charge, Guest House.
 - iii. Bill for laundry duly signed by Officer-in-Charge, Guest House.
 - iv. Bill for housekeeping duly signed by Officer-in-charge, Guest House.
- 8.3 Contractor shall ensure payment of wages at par with the existing Minimum Wages and disburse the salary/wages to his employees as per Minimum wages Act, in the presence of Guest House In-Charge latest by 8th of every month and a salary/wages disbursement sheet duly attested by Guest House In-Charge may be submitted to Administrative Officer-III, RRCAT, along with housekeeping bill.
- 8.4 Income tax will be deducted from catering and housekeeping bills as per income tax rules applicable from time to time.
- 8.5 If the contractor fails to provide proper service as agreed upon or neglects to comply with any directions given to him, Chief Administrative Officer, RRCAT shall be competent to terminate the contract and security deposit along with EMD paid by the contractor will be forfeited. Further it may also be noted that in case the work order is issued and the party does not turn up to take-up the work, the work will be entrusted to any other party at the cost of the contractor. The cost will be

adjusted from the security deposit, earnest money deposit and fixed security deposit against equipment etc. placed with the RRCAT.

- 8.6 The contractor shall be liable to pay for any expenses, loss or damage, which RRCAT may incur or sustain for reason attributable to contractor's lapses if it exceeds the amount of security deposit.
- 8.7 The contractor is liable for payment of penalty for unsatisfactory services, inadequate deployment of staff, poor washing of linen, failure to control insects by suitable pest control measures, bed bugs in the guest house on the discretion of Director/CAO, RRCAT, subject to a maximum of 10% of the monthly housekeeping bill of the contractor.
- 8.8 The contractor's personnel will not engage themselves in any business activities in the Guest House premises.
- 8.9 The contractor's personnel will not carry out any Govt. transaction i.e. collection of room rent, issue of cash receipt etc. from the inmates of the Guest House/ Visitor's House/ New Training Hostel and /P.G. Hostel.
- 8.10 The contractor is required to give a list of all his employees in advance to Administrative Officer-III, RRCAT, and submit an extract of the same along with the monthly bill. For day-to-day maintenance including catering services in the Guest House/Visitor's House/New Training Hostel/P.G. Hostel the Contractor/his personnel staff shall report to the In-Charge Guest House.
- 8.11 Chief Administrative Officer, Raja Ramanna Centre for Advanced Technology, Indore, or his authorized representative reserves the right to enter into a parallel contract with any other party as and when considered necessary during the currency of the contract. If the contractor fails at any time to render the services under this contract satisfactorily in the opinion of the Chief Administrative Officer, RRCAT, whose decision shall be final and binding on the contractor, he may at his option get the work done by the other parties at contractor's risk and cost. In such an event the contractor is liable to reimburse the loss/extra expenditure incurred by the Chief Administrative Officer, RRCAT on this account.
- 8.12 The receptionist / waiters engaged by the contractor will wear uniform regularly. The uniform of Supervisor/Cook/waiters and cosmetic workers uniform should be in different colour.
- 8.13 The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Housekeeping and Catering Services" duly indicating " Tender number and date". In case the quoted rates are less than the prescribed minimum rates, the tenders will be rejected straightway.
- 8.14 Anybody not having experience in any category will be summarily rejected.

9. **JURISDICTION**

The courts of law situated in Indore alone shall have jurisdiction to adjudicate on matters arising out of this contract.

10. **GENERAL**

If the above conditions are satisfactory and acceptable, the contractor shall submit the technical bid and financial bid for housekeeping and catering services in the prescribed format.

11. **ELIGIBILITY CRITERIA**

- (a) The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted possessing the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
- (b) The tenderer shall have experience of providing Housekeeping and Catering service for last 3 years ending 31st March 2011.
- (c) Having successfully completed three similar housekeeping and catering services works each of value not less than Rs.10.00 lakhs in the last three years;

Or

Having successfully completed two similar housekeeping and catering services works each of value not less than Rs.12.50 lakhs in the last three years;

Or

Having successfully completed one similar housekeeping and catering services work of value not less than Rs.20.00 lakhs in the last three years.

- (d) Average Financial Turnover during the last 3 years, ending 31st March 2011 should be at least Rs.20.00 lakhs per year. Documentary evidence to be provided duly attested by Chartered Accountant.
- (e) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
- (f) The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - i) Valid License, issued by Regional Labour Commissioner, Govt of India.
 - ii) Service Tax Registration.
 - iii) Latest income tax returns and Permanent Account Number allotted by Income Tax Department.

TENDER DOCUMENT

RAJA RAMANNA CENTRE FOR ADVANCED TECHNOLOGY

**QUOTATION FOR PROVIDING HOUSEKEEPING AND CATERING SERVICES
IN RRCAT GUEST HOUSE**

TECHNICAL BID

(To be submitted in separate sealed Cover-I superscribed as **Technical Bid**)

Sl.No.	Particulars required	Relevant Information			
01.	Name & Address of the Contractor/ Organization/Agency with phone number, fax number, e-mail etc.				
02.	Name, Designation and address of contact person with telephone/mobile number etc.				
03.	Experience in the work of providing Housekeeping and catering services (separately for each): Particulars of experience shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last three years. Relevant certificates and testimonials from the agency where the job was carried out should be attached:				
FORMAT FOR FURNISHING EXPERIENCE IN THE RELEVANT FIELD (Attach separate sheet if necessary)					
Sl. No.	Name of the Organization to whom services was provided with complete address and telephone numbers	Period		Contracted amount (Rupees per month)	Reasons for termination
		From	To		

Sl.No.	Particulars required	Relevant Information
04.	Organizational details:	
(a)	Set-up of your organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service.	
(b)	Is the establishment registered with the Government; please give details with document/evidence.	
(c)	Do you have labour licence? Please provide details and attach copy.	
(d)	Undertaking of the Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment in RRCAT	
05.	Are you covered by the labour legislations such as ESI, EPF, Gratuity Act etc.	
06.	Please attach copy of last return Income tax	
07.	Please attach balance sheet of the company, duly certified by Chartered Accountant for last three years	
08.	PAN Number (Please attach copy)	
09.	VAT No. (Please attach copy)	
10.	Trade Licence No.(Please attach copy)	
11.	Acceptance of terms and conditions (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document	
12.	Power of Attorney/authorization for signing the bid documents	

13.	Please submit an undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency). Indicate any conviction in the past against the Company/Firm/Partner	
14.	Details of the Demand Draft of Rs.50,000/= towards EMD	

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encl: Demand Draft No. _____

Terms & Conditions (each page must be signed and sealed)

Financial bid

(Signature of tenderer with seal)

Name : _____

Address: _____

Phone No. (Off) : _____

TENDER DOCUMENT
RAJA RAMANNA CENTRE FOR ADVANCED TECHNOLOGY
QUOTATION FOR PROVIDING HOUSEKEEPING SERVICES IN RRCAT GUEST HOUSE

FINANCIAL BID

(To be submitted in separate sealed Cover-II superscribed as **Financial Bid**)

AREA WISE DETAILS OF GUEST HOUSE COMPLEX

S.No.	Description	Floor Area including toilet and verandah/corridor in Sq.Mtrs.
1	VIP Guest House	812
2.	Guest House	3435
3.	Training School Hostel	950
4.	PG Hostel	970
	Total	6167

ANNEXURE-A

Sl. No.	Description of times	Quantity	Rate per Unit	Rate in words
01	Complete cleaning, sweeping, swabbing of floors, common area, reception, passage, outhouse, open area in front of Visitor House and Guest House including dusting, cleaning and brushing of furniture and carpet once a day	1 common area	Rate per day Rs. /-	Rupees only
02	Complete cleaning, sweeping, swabbing of all Non-AC rooms including balconies and dusting, cleaning and brushing of furniture and carpet once a day and change of linen items	143 Rooms	Rate per day Rs. /-	Rupees only
03	Complete cleaning, sweeping, swabbing of AC Carpet Rooms including balconies and dusting, cleaning and brushing of furniture and carpet once a day and change of linen items when the room is in occupancy.	32 Rooms	Rate per day Rs. /-	Rupees only
04	Complete cleaning, sweeping, swabbing of Halls and dusting, cleaning and brushing of furniture and carpet once a day	04 Halls	Rate per day Rs. /-	Rupees only
05	Complete cleaning, sweeping, swabbing of VIP Dining Hall and dusting, cleaning and brushing of furniture and carpet once a day	01 Hall	Rate per day Rs. /-	Rupees only
06	General cleaning include cleaning of toilets with phenyl once in a day and to provide air freshener and naphthalene balls when the room is in occupancy	28 Toilets	Rate per day Rs. /-	Rupees only

07	General cleaning include cleaning of combined toilets/bathrooms with phenyl once in a day and to provide air freshener and naphthalene balls when the room is in occupancy	122 toilets/ Bathroom	Rate per day Rs. /-	Rupees only
08	General cleaning include cleaning of bathrooms with phenyl once in a day and to provide air freshener and naphthalene balls when the room is in occupancy	25 bathrooms	Rate per day Rs. /-	Rupees only

09	Washing and Drycleaning	No. of item	Rate per item	Rate in words
A	Bath Towels	01		
B	Bed sheets	01		
C	Pillow covers	01		
D	Bed cover	01		
E	Blankets	01		
F	Window Curtains	01		
G	Door Curtains	01		
H	Table Cloth	01		
I	Table Slip	01		
J	Napkin	01		
K	Blanket cover	01		
L	Face towel	01		

Date_____

Signature_____

Place_____

Seal _____

Note:-

1. All cosmetic material will be issued by In-Charge Guest House through RCIV and proper account of material issued is to be maintained
2. For washing/dry cleaning purpose, necessary gate pass is to be prepared and the same is required to be furnished along with the bill.
3. No Service tax etc. will be reimbursed separately, as such the rates should be inclusive all taxes.
4. The contractor will maintain the records/registers for the work done and obtain the signature of the users.
5. Rooms/ bathroom toilet is to be cleaned once a day when the room is in occupancy. However, cleaning is to be done before allotment of the room also. In case separate cleaning is required, the payment will be made as per rate quoted above.

ANNEXURE-B

Sl. No.	Items	Rate (Rs.)
01	Standard one cup of Tea (120 ml)	
02	Tray Tea (2 to 3 cups)	
02	Standard one cup of Coffee (120 ml)	
	Tray tea/coffee (2 to 3 cups)	
03	Four slices of bread with butter cube (10 grms) Jam (10 grms) and two eggs to order, Tea or Coffee (120 ml)	
A	Indian Breakfast	
04	Alu Paratha (Stuffered) 2 nos. with 50 gm curd, pickle with Tea or Coffee (120 ml)	
05	Idlis – 4 nos with sambar and coconut chatney, Tea or Coffee (120ml)	
06	Wada- 4 nos with sambar and coconut chatney, Tea or Coffee (120ml)	
07	Puri-5 nos with Dry Sabji (100 gms) pickle, Tea or Coffee (120ml)	
08	Poha and Sew (150 gm) with 2 bread slice, butter, Tea or Coffee (120ml)	
09	Upma (150 gm) and green chatney with 2 bread slice, butter, Tea or Coffee (120ml)	
10	Chole (100gm) Bhatura 2 nos. Tea or Coffee (120ml)	
B	CONTINENTAL BREAKFAST	
11	Choice of chilled juices (orange, pineapple, tomato) toast, 4 slice butter cube (10gm) Jam (10gm) cornflake or porridge, Tea or Coffee (120ml)	
C	INKEEPER'S BREAKFAST	
12	Choice of chilled juices (orange, pineapple, tomato) toast, 4 slice butter cube (10gm) Jam (10gm) preserves Tea or Coffee (120 ml)	
13	Standard Lunch/Dinner (Thali) Two seasonal vegetables consisting of one dry and one gravy, rice (Dubraj), roti, dal, papad, salad, pickle and curd (100 ml).	
14	Special Lunch/Dinner	
	<u>A Vegetarian</u> Soup, one dish of paneer, two dish of seasonal vegetables green salad, papad, mixed pickle, dal curd, raita, butter roti/paratha/puri, basmati rice/pulao, Ice-cream or rasgulla (2 nos)/Gulab Jamun (2 nos) or Bengali sweets (2 nos.)	
	<u>B. Non- Vegetarian</u> Soup, Chicken/mutton/fish masala, one dish of paneer, two dish of seasonal vegetable, green salad, papad, mixed pickle, dal, curd or raita, butter roti/paratha/puri, basmati rice/pulao, ice-cream or rasgulla (2 nos)/Gulab Jamun (2 nos) or Bengali sweets (2 nos.)	
	ALA CARTE RATES	
15	Tea 120 ml	
16	Coffee 120 ml	
17	Butter toast (single piece)	
18	Butter cube (10 gm)	
19	Jam ((Marmalade 10 gms)	
20	Two eggs to order	
21	Plain Paratha (single) with curd	
22	Stuffed Paratha (single) with curd or pickle	

23	Curd (100 gms)	
24	Masala dosa with sambar and chatney	
25	Idli (2 nos) with sambar and chatney	
26	Samosa 2 nos) 100 gms each) with chatney	
27	Kachori (2 nos) 100 gms each) with chatney	
28	Cold Drinks (regular brands)	MRP
29	Fresh Juice	
30	Tin Juice	MRP + Re. 1 (Service Charge)
31	Vegetable Sandwich (2 nos) with sauce	
32	Chicken or egg sandwich (2 nos) with sauce	
33	Vegetable cutlet (2 nos) with sauce	
34	Mineral water	MRP
35	Frooti/other cold drinks	MRP
36	Fish Fry (2 pieces)	
37	Cashewnuts (50 gms)	
38	Peanuts (50 gms)	
39	Assorted Veg. Pakoda (50 gms)	
40	Cheese Pakoda (50 gms)	
41	Paneer Pakoda (50 gms)	
42	Chicken Tikka	
43	Hara Bhara Kabab (08 Nos.)	
44	Waffers (50 gms)	
45	Finger Chips (150 gms)	
46	Green Salad	
47	Masala Papad	
48	chicken Masala (1 Full)	
49	Chicken Boneless (1 full)	
50	Chicken Masala 1 Plate (200 gms)	
51	Chicken Boneless 1 Plate (100 gms)	
52	Milk (200 ml with Sugar)	
53	Biscuit	MRP
54	Fruit (1 plate)	
55	Chhachh (200 ml)	
56	Fruit Basket	
57	Fresh Juice	
58	Hi-tea (consisting of one Samosa/Kachori/veg cutlet, one Malai Barfi/good quality sweet, 50 gm. Wafer, two sweet bakery biscuits, two salted bakery biscuits, Tea/Coffee with thermocol/ paper glass & mineral water)	
59	Same as mentioned in Sr. No. 58 with Kaju fried (10 Nos.)	

Date _____

Signature _____

Place _____

Seal _____