

Quotation Form Fee Rs. 2000/-

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान,
नागपुर – 440 010

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,
NAGPUR - 440 010



TENDER DOCUMENT FOR

UPKEEPING AND MAINTENANCE OF GUEST HOUSE INCLUDING FOOD SERVICES

TENDER NO.: VNIT/STR/U&M -GH/4/17.03.2017

DATE OF ISSUE OF TENDER : 17th March 2017 at 10.00 am.

LAST DATE OF SUBMISSION OF TENDER : 07th April 2017 at 3.00 pm.

DATE OF OPENING OF TENDER : 07th April 2017 at 3.30 pm.



VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR-4400 10

SHORT TENDER NOTICE No. : VNIT/STR/U&M-GH/4/17.03.2017

Sealed Tenders are invited separately (Two Bid System) for the “Upkeeping & Maintenance of Guest House *including Food Services*”

For complete details visit our Website: www.vnit.ac.in. The bidders can collect the Tender documents / forms containing detailed specification, Terms and Conditions of U&M etc. of the Guest House, by mentioning the Advt. No. from the Stores Section, V.N.I.T., **from 17.03.2017 to 06.04.2017** in person or sending self addressed Envelope, invariably along-with Bank Draft of Rs.2000/- (Rs. Two Thousand Only, Non-refundable) drawn in favor of The Director, V.N.I.T., Nagpur, towards the cost of EACH QUOTATION FORM. The bidders can also download the tender form from Institute's website and can send it to Stores Section along-with the cost of each tender form.

V.N.I.T. will not be responsible for postal delay/ non-receipt of quotation form/DD sent through the post. Tender forms duly filled in all respect in original prescribed format only, supplied by the VNIT, duly super-scribed, with Name of Tender Item, should reach Stores Office, VNIT, Nagpur-4400 11, on or before **07.04.2017 upto 3.00 P.M.** The tenders are likely to be opened at **3.30 P.M. on the same day.** **The Director, VNIT reserves the right to accept or reject any or all tender offer.**

For Complete Details visit our Website: www.vnit.ac.in

For inquiries, Contact: Stores Office, V.N.I.T. Tele: 0712- 2801369, 2801243.

Registrar

INVITATION OF TENDER FOR UPKEEPING & MAINTENANCE WORK INCLUDING FOOD SERVICES OF GUEST-HOUSE

To,

Dear Sirs,

Subject: INVITATION OF TENDER FOR **UPKEEPING & MAINTENANCE WORK OF GUEST-HOUSE INCLUDING FOOD SERVICES.**

1. You are invited to submit your most competitive tender for the following work:-

Brief Description of the Work of <u>GUEST-HOUSE UPKEEPING & MAINTENANCE HOUSE INCLUDING FOOD SERVICES</u>	Specifications *	Unit / Quantity	Work Period	E.M.D. in ₹.	REMARKS
Please refer enclosed "QFA" for complete details.	As per "QFA"	As specified in "QFA"	Initially the work will be awarded to successful bidder for Period of 6 Months on trial basis, which may be extended up to next 18 months, in case of performance found satisfactory. Total period will be 2 years. (May be extendable by one more year).	<u>D.D./Pay Order of Nationalized Bank drawn in favour of the Director, VNIT, Nagpur for an amount of ₹. 1,00,000=00 (₹.One Lac only)</u> to be invariably, enclosed with the Tender in separately sealed envelope.	The facilities provided by the V.N.I.T. are enlisted in "QFA" For smooth performance of this work.

2. **Bid Price**

- a) The work shall be for the full quantity as described in "QFA". Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable by the bidder under the scope of this work shall be included in the total price. However, the percentage of duties, taxes being levied shall be shown separately in order to calculate Basic Price (Clearly indicate the detail break-up such as Price & Taxes if any).
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.
- e) The Director, VNIT, will not be responsible to any liabilities, entitlement of the workers engaged by the bidder during period of work. The adherence to the Govt. policies/norms/rules as stipulated, such as Workmen Compensation Act, Minimum Wage Act, PF Act, ESI Act, safety of workers, PF liabilities, Medical Claims, will be sole the responsibility of the bidder. No claim in this regard will be heard by the Director, V.N.I.T. what so ever.
- f) During the operation of maintenance period, any damages / casualties will have to be rectified / replaced by the service provider / the bidder promptly at his sole liability.

3. Each bidder shall submit only one Tender.

4. **Validity of Tender**

Tender shall remain valid for a period not less than 180 days after the deadline date specified for submission.

5. **Evaluation of Tenders**

The VNIT Nagpur will evaluate and compare the tender(s) determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions, and specifications.

The Tenders would be evaluated for all the items together as specified in "QFA".

Conditional Tender(s) will not be accepted.

6. **EARNEST MONEY DEPOSIT:**

The bidder shall invariably enclose the E.M.D. of Rs. 1,00,000=00 (One Lac Only) for tender, in a separate envelope, only in the form of Crossed Demand Draft / Pay Order, drawn in favour of The Director, VNIT, Nagpur, payable at Nagpur.

Note: Tender(s) without E.M.D. will be out rightly rejected.

7. The commercial/price bids of the bidder who are not eligible in technical bid will not be opened. However, the EMD of such bidder will be returned in due course of time.

8. **BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS**

“Two Bid” Systems will be followed for this tender. Two sealed envelopes, namely. “Technical / Qualifying Bid” and “Price / Commercial Bid” are to be put in one sealed envelope super-scribed with “**Upkeeping & Maintenance of Guest House *including Food Services***”.

The Contents of “Technical / Qualifying Bid”

The qualification bid should be placed in a sealed cover. This envelope should be super-scribed

1. “Technical/Qualifying Bid for “**Upkeeping & Maintenance of Guest House *including Food Services***”.
2. The envelope containing the Technical / Qualifying Bid should also contain the EMD in the form of Demand Draft (DD) drawn in favour of The Director, VNIT Nagpur.
3. The qualifying bid will include the technical bid and the associated supporting documents, indicating the compliance of technical specification should also be included with the qualifying bid.
4. *It is essential to fill complete forms to qualify the technical bid. Incomplete forms should be summarily rejected. If needed separate sheet should be enclosed for furnishing complete details.*

The Contents of “Price / Commercial Bid”

1. The Price / Commercial Bid should be placed in a sealed cover super-scribed with “Price / Commercial Bid for “**Upkeeping & Maintenance of Guest House *including Food Services***”.
2. Price should be indicated in the prescribed format in the Price / Commercial Bid only. Any other format will lead to disqualification.
3. Each cover should also indicate clearly the name and address of the bidder and tender no.
4. **Note: Contract will be awarded on the basis of L1 in A [C(i)+C(ii)]. However, L1 in A [C(i) + C(ii)] has to match the L1 in Food rates[B].**

9. **Award of Work**

The VNIT, Nagpur will award the work to the bidder, whose tender has been determined to be substantially responsive, and who has offered the lowest evaluated tender price.

- 9.1 Notwithstanding the above, the VNIT, Nagpur reserves the right to accept or reject any tender(s) and to cancel the bidding process and reject all tenders at any time prior to the award of work.
- 9.2 The bidder whose bid is accepted will be notified of the award of work, by the VNIT, Nagpur prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.
10. 100% payment shall be made after the maintenance work is satisfactorily carried out at the end of month by the bidder, on receipt of certification of satisfactory performance & execution of the work from Prof. I/c Guest House during the period under consideration.
11. Bidders are requested to provide their offer latest by (Please refer advertisement) **3.00 P.M. on or before 07.04.2017.**
12. We look forward to receiving your Tender.

Registrar
V.N.I.T. Nagpur

13.

CRITERIA FOR ELIGIBILITY FOR TECHNICAL BID:

1. Earnest money deposit to be submitted in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee in favor of the Director, VNIT Nagpur payable at Nagpur. Vendor should write name of firm and address on the reverse side of DD/FD/BG towards EMD and Tender fee.
2. The Firm should be registered under any prevailing law in India. Submit the details of firm. **(Form-E)**
3. The Firm should have EPF, ESI and Service Tax registrations, preferably in the regional offices at Nagpur city.
4. The Firm should submit a copy of valid Food Safety License.
5. The Firm should submit a copy of PAN card issued in the name of Firm.
6. Average annual financial business turnover of the Firm on Up-keeping & Maintenance of Guest House/Hotels *including Food Services* should be at least Rs. 10 Lakh (each year) during the last 3 (three) preceding years (2013-14,2014-15,2015-16). **(FORM-A)**.
7. The bidder should have an experience of minimum **Three years** as a service provider and must have rendered Guest-House / Hotel up-keeping & Maintenance (including Food) Services in Central / *State* Govt. Organizations, public undertakings, renowned educational Institutions. **(FORM-B and C)**.
8. Firm should submit performance report of individual contract specified in Form B and C. **(FORM-D)**.
9. The Firm should have at least 10 permanent staffs with pleasant behavior on its rolls and submit the list of skilled/unskilled staffs as per **ANNEXURE-X (FORM-F)**.
10. The bidder should submit the letter of transmittal. **(FORM-G)**
11. The bidder should also submit the proposal submission form **(FORM-H)**
12. The bidder should also submit Price Bid in the prescribed format.

All bids submitted shall also include the following information along with formats under Relevant Sections.

- (i) Copies of original documents to be enclosed, defining the constitution or legal status, place of registration and principle place of business of the company or firm or partnership, etc.
- (ii) The bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity and experience (both technical and commercial) in respect of the Guest House Upkeeping & Maintenance *including Food Services*, and should also possess the infra-structure required for carrying out the said work of maintenance services, within the specified time of completion.
- (iii) The bidder should clearly confirm that, all the facilities exist with his organization to carry out the upkeeping & maintenance *including Food Services* work satisfactorily, and these will be made available to the Director, V.N.I.T. or his representative (I/C guest house) for inspection, if required.
- (iv) Reports on financial standing of the Bidder, such as profit and loss statements, Balance sheets and auditor's report for the past three years, bankers certificates etc. should be enclosed, invariably along-with the bid documents (Financial Year 2013-14, 2014-15, 2015-16).
- (v) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of contractor, it should be stated as not applicable. However the contractor are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result the applicant being summarily disqualified. Applications made by FAX/ e-mail and those received late or in an open envelop will not be entertained.
- (vi) **Food Quality Regulation:** It is the responsibility of the contractor to maintain the good quality of eatable foods. In case of any reportable food contamination by whatever may be the cause, will be treated seriously. This matter will be dealt in accordance with the Food and Drug Administration (FDA). In the case of an outbreak of food borne illness, this agency will work to find out why it occurred, and impose the actions which may be penalty or prosecution. The liability of any monetary or otherwise compensation due to occurrence of food contamination or poisoning of food will be solely borne by the contractor.

The above information shall be furnished by the bidder invariably in appropriate Schedules / Annexure as may be relevant.

**REGISTRAR
VNIT NAGPUR**

**QUALIFYING /
TECHNICAL BID**



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर-440010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR-440010

SCHEDULE TO QUOTATION IFB NO. : VNIT/STR/U&M-GH/4/17.03.2017
 PRICE : Rs.2,000/-
 LAST DATE OF SUBMISSION OF TENDER: 07.04.2017 up-to 3.00 P.M.
 DATE OF OPENING TENDER : 07.04.2017 at 3.30 P.M.
 QUOTATION MUST REMAIN VALID FOR : 180 days from the date opening of the Tender
 DIVISION : GUEST-HOUSE
 NAME OF WORK :- WORK OF GUEST-HOUSE UPKEEPING & MAINTENANCE *INCLUDING FOOD SERVICES* on V.N.I.T. CAMPUS, as well as providing following facilities within CAMPUS AT V.N.I.T. NAGPUR for a period of Two Years.

Sr No	DESCRIPTION OF THE WORKS	Services offered by the Contractor for compliance (YES/NO)
	<p>*COMPREHENSIVE OVERALL WORK OF GUEST-HOUSE UPKEEPING & MAINTENANCE INCLUDING FOOD SERVICES ON V.N.I.T. CAMPUS FOR PERIOD OF 24 MONTHS</p> <p>CONSISTING OF FOLLOWING NATURE OF WORK (Including detailed at Annexure –X): Up-keeping of VIP / Main Guest House / New Guest House Bed Making in the Rooms. Daily Cleaning / Wet cleaning (Dry & Wet moping) of rooms, foyers etc. Washing & Ironing of Bed sheet, Pillow covers, Towels, Napkin etc. Monthly washing of curtains (windows/doors). Supervision over the premises cleaning of the Guest House. Cleaning of sofa set, carpets (once in month) with vacuum cleaner / brushing. Maintenance of the accounts, log book (Entry/Exit Register), C-Form. (for foreign guest). Room booking after approval obtain from the I/c. Guest House. Accommodation arrangement on day to day basis and during Conference, Workshops, Seminars, Institutional Meeting etc., Chart preparation. Reporting nonfunctioning of Geysers, Refrigerator, AC units, Electrical appliances etc. to the Guest House Staff / In-charge. To provide bed tea, morning tea, break-fast, Lunch, evening tea and Dinner to staying Guest & the inmates on take home basis (in Tiffin carriers) to members of faculty, Adm. Officers and Research Scholars staying in campus. Collection of the room rent, depositing in Institute A/C weekly and auditing of the records.</p>	
	<p>The Up keeping & Maintenance <i>including Food Service</i> job shall be carried out with due consideration to minutes aspect, of above activity. It may be noted that it is not possible to list out explicitly each & every item to be inducted in scope of above work.</p>	

	<p>NOTE: The qualified bidders in upkeeping and maintenance <i>including Food Services, Technical and Price bid will be discussed by I/c. Guest House along with committee and given contract to the successful bidder.</i></p> <p style="text-align: center;"><u>FIXED CHARGES</u></p> <p><u>FOOD :</u></p> <p>Morning Tea : Black Tea(150ML), Lemmon Tea(150ML), Coffee : 0730 – 0930 Hrs. Black Coffee(150ML), Break Fast : 0730 – 0930 Hrs.</p> <ol style="list-style-type: none"> <u>Type – I</u> : Bread, Butter, Jam, Omelet (2 eggs),tea/coffee. <u>Type – II</u> : Puri Bhaji / South Indian Dishes (Idli, Wada, Uttapam / Poha Upma / Veg Sandwich etc.) Any one, with curry & chutney as may be appropriate, tea/coffee.. <u>Type - III</u>: Idly -Sambar, Wada-chatni, Allu / Gobhi / Gazar / Muli / methi-Paratha-curd, Tea/coffee <u>Type – IV</u> :Fruits ,Fruit Juice, Milk – Corn flakes, Bread – Butter – Jam – Eggs, Veg Cutlet, Finger Chips, Noodles, and Tea / Coffee. 	
	<ol style="list-style-type: none"> <u>Economy Lunch/Dinner</u> : two vegetables, rice, dal, chapatti, salad, curd, papad, achar <u>Spl. Lunch/Dinner (Veg)</u> : Rice, Dal, Curd, two Vegetables, Sweet (Gulab Jamun,Fruit Custered,Rasgulla,Chamcham-2 pcs each item only), Roti / Paratha/Puri , Salad,achar,papad. <u>Spl. Lunch/ Dinner (Non Veg)</u> : 1 Dish on order or special items such as butter chicken/Saoji chickens/mutton/fish curry, alongwith lunch/dinner (Veg) menu. Please quote separate rates. <u>Evening Tea/High Tea</u> : 1630 – 1800 Hrs. – Samosa / Kachori / Cutlet / Sandwich, Tea/coffee. 	
	<p>VIP Lunch / Dinner for Conference / Institutional Programme.</p> <ol style="list-style-type: none"> <u>VIP Lunch / VIP Dinner:</u> <ol style="list-style-type: none"> Starter: (Hot and Sour/tomato/sweet corn, veg clear soups), Veg crispy/hara bhara cabab/mug pakoda/onion pakoda/panir pakoda, etc.) Main Course Veg: Paneer Butter Masala/Shahi Paneer/Mutter <ol style="list-style-type: none"> Paneer/Palak Paneer. Veg Kadai/Mix Veg/Bhendi Masala, Palak Mutter/ Tava Veg/Navratan Kurma etc, Dal fry/Dal tadaka/Dal Makhani/Dal Kolhapur, rice/veg pulao/jira. rice/veg biryani/mutter rice/fried rice. Puri (Masala and plain)/palak puri/methi puri. Ice crème (Butter Scotch/venila/strawberry/plain pista. ras malai,rasgulla/gajar halva/mung halva/fruit clustered. <p>Rates for all the above items are inclusive of all the Labour, Materials expenses taxes if any applicable.</p> 	
	<p><u>Facilities Extended by VNIT</u> : Kitchen, air Conditioner, Electricity, Refrigerator, Water (Aqua Guard) Cooler, Washing machines etc.</p>	

Other Conditions :

1. The contractor shall provide skilled cook and room boys round the clock (even during night). He shall provide his manpower deployment plan with the tender document (FORM-F).
2. The contractor and the team members should have pleasing personality with manners and hospitality.
3. The bill for catering (Breakfast, Lunch and Dinner etc.) shall be paid by the occupants / customers directly to the contractor.
4. The contractor shall be required to arrange the cooking utensils, *liens, towels, napkins*, pillows, pillow covers Crockery, soap, soap case, etc by themselves. However, electricity, *air conditioning*, water, refrigerator, water Cooler, air cooler, Furniture's, electric appliances, television and Internet facilities shall be provided free of cost by the Institute.
5. The service charges or any other taxes wherever applicable shall be disclosed seperately. The contract tenure shall be of two years to be extendable by one more year (based on the performance).

ANNEXURE – “X”

Guest House Upkeeping & Maintenance including Food Services with following work:

Premises shall cover following:

1. Main Guest House comprising of :

- (a) 08 Double Bedded Rooms
- (b) 1 No. Lounge
- (c) Dining Room
- (d) Kitchen

2. New Guest House comprising of :

- (a) Waiting Room / Lounge (Gr. Floor)
- (b) 18 nos. Double Seated Rooms [9 Rooms on Ground Floor & 9 Rooms on 1ST Floor]
- (c) 1 Dining Room (Ground Floor) & 1 Conference Room cum Lounge (1ST Floor)

3. VIP Guest House comprising of:

- (a) Lounge
- (b) 4 Nos. Suites
- (c) 1 Double Bedded Room

4. Total Manpower required for Main Guest House, New Guest House & VIP Guest House :

- (a) Manager**
- (b) Receptionist**
- (c) Dining room-I/Kitchen**
- (d) Cleaning Boys**

Total Manpower = 08 {Skilled(04 Nos.)/Unskilled (04 Nos.)}

- *Note:-** 1] **Manager**(Skilled):- *Graduate with Hotel Management certificate/Diploma in Hospitality/
Diploma in Catering and experience with good Communication skill In English, Hindi, Marathi)*
- 2] **Receptionist** (Skilled):-*Graduate with experience and good communication skill in English, Hindi,
Marathi)*

The details of all persons with Bio-data shall be submitted to I/c. Guest House 08 days before the start of the works for approval.

A. Total Charges per month as per statutory requirement

Sr.No.	Description	Skilled Worker (Rs. Per Month)	Unskilled Worker (Rs. Per Month)
1	Minimum Wages(as per Govt. of India)	Should be quoted in Price Bid	Should be quoted in Price Bid
2	EPF @ 13.36% or as applicable from time to time		
3	ESIC @ 4.75% or as applicable from time to time		
4	Service Tax @15% or as applicable from time to time		
5	Contractor charges/Overhead/Other Charges (.....% and above)		
		Total	

- The percent values at Sr.No.5 should be non zero quantities, otherwise the tender will be rejected without assigning any reason.
- Contractor should made the worker payment through Bank Account of each worker and should be made on or before 7th day of each month.
- Payment should made every month (except first month) after entering bank statement of the payment distribution and submission of the EPF & ESIC receipt.
- The contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactment's viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund & Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/ non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Officer in-charge and his authorized representatives shall be entitled to inspect all such records at any time.
- **Food Quality:** It is the responsibility of the contractor to maintain the good quality of eatable foods. In case of any reportable food contamination by what ever may be the cause, will be treated seriously. This matter will be dealt in accordance with the Food and Drug Administration (FDA). In the case of an outbreak of food borne illness, this agency will work to find out why it occurred, and impose the actions which may be penalty or prosecution. The liability of any monetary or otherwise compensation due to occurrence of food contamination or poisoning of food will be solely borne by the contractor.

5. B. List of Items to be used for cleaning and housekeeping of Guest House.

Sr.No.	Description	Amount in (Rs.Per Month)
1	HARPIC	
2	PHENYLE	
3	WASHING POWDER	
4	NAPHTHALENE BALLS	
5	ODONIL	
6	ROOM FRESHER	
7	KIT(1 Shampoo Pouch,1 Hair Oil Pouch, 1Soap Small)	
		Total

- **Contractor will have to employ additional manpower on daily basis depending upon the number of guests in the function/party. No additional payment will be made by VNIT. Important work to be carried by the Contractor on daily basis & instructions:**

INFORMATIONS AND INSTRUCTIONS TO THE TENDERES

1. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of contractor, it should be stated as not applicable. However the contractor are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result the applicant being summarily disqualified. Applications made by FAX/ e-mail and those received late or in an open envelop will not be entertain.
2. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after Technical bid document is submitted, unless the Institute calls it for.
3. Prospective contractors may seek clarification regarding the scope of work and/or the requirements for Technical bid, in writing, within a reasonable time. No request for clarification will be considered after receiving the Technical bid.
4. Cleaning of the entire premises & the Guest Houses, including the outside area of the guest houses.
5. Upkeeping of the rooms / toilets / lounge with proper hygiene cleaning, dusting of furniture upkeeping / *cleaning* of the kitchen & drawing room
6. Catering services including morning tea, breakfast, lunch, evening snacks & dinner, tiffin services as indicated.
7. Sanitary materials such as washing / bathing soap, harpic, phenyl, washing powder, mosquito coils, soaps, toiletries, ironing of bed sheets, pillow covers, towels, *napkins*, etc. shall be supplied/ arranged by the contractor for each new occupants. The materials used shall be of standard make.
8. All grocery items to be used should be of best quality as approved by the Guest House In-charge/ Committee of V.N.I.T. Nagpur and procured by contractor.
9. Functioning of any the equipments provided by the V.N.I.T. shall be maintained properly, any repairs required during the period of the contract will be responsibility of the contractor.
10. All Air conditioners / water coolers shall be monitored properly; any malfunction will be reported promptly to concerned authorities.
11. Kitchen equipments such as mixer grinder, food processor, juicer, kitchen utensils, cutlery etc. to be arranged by the contractor and should be of superior quality.
12. Water cooler, air conditioning, refrigerator, air coolers, free electricity, electrical appliances, internet facility and space shall be provided by the Institute. Similarly, cots, mattresses, blanket, etc. shall be provided by the Institute.
13. Crockery for routine services shall be organized by the contractor should be of good quality and presentable..
14. The contractor shall be fully responsible for the service conditions of the workers engaged by him, for their disbursement of payment through bank, Provident Fund, ESI, Workmen Compensation Act, Minimum Wages Act 1948(as per Govt .of India) and all statutory liabilities as per Labour Laws applicable from time to time etc. The Institute Authority shall not be bound to defend any claims brought under the workman's Compensation Act or any other Labour Laws in force, even because of any negligence on the part of the contractor or by the workers engaged by him.
15. It is the duty of the contractor to assist the Guest House In-charge in regularly monitoring the maintenance & upkeeping of the guest-house, as detailed above.

16. The Contractor should maintain attendance register and get it certified at the end of every month from I/c. Guest House. The Guest House committee will conduct surprise check for deployment of manpower, hygiene of Guest House, facilities provided as per order and quality of food including grocery items. The Director, VNIT Nagpur reserves right to impose appropriate fine/issue warning /cancel the order if irregularities are noticed at any given point of time.
17. Contractor should make the payment of employee's salary through bank only in 7th of every month and maintain the monthly record in a register with appropriate entries.
18. Any amendments /corrigendum will be published only on institute website. Please see the website before submitting Tender documents.

GENERAL TERMS & CONDITIONS OF THE CONTRACT

- 1 The staff employed within the Guest House premises shall be provided with uniform by the contractor as per their job assignments and they shall wear it compulsorily while on duty. The colour and style of uniform shall have prior approval of the Officer in-charge. The staff should wear clean and properly ironed dress while on duty.

The contractor shall employ only adult trained staff with good health and sound mind, not below the age of 18 years. He shall also *appoint* / nominate qualified and experienced Manager/ Receptionist acceptable to the Institute to take orders/ instructions from Officer in-charge, his authorized representative and the guests.

- 2 The contractor shall ensure that all employees engaged by him are free from communicable/ infectious diseases and the Contractor shall conduct medical examination periodically as decided by the Institute and submit a copy of such medical examination report to the Officer in-charge. If in the opinion of the Institute any of the contractor's employees is found to be suffering from any such disease or if any employee(s) of the contractor is found to misconduct or misbehave, the Officer in-charge shall have the right to ask the contractor to remove such employee(s) without questioning the decision of the Institute. The Institute shall be entitled to restrain such employee (s) from entering the premises of the institute. Contractor shall have to provide a substitute(s) as early as possible within 15 days. Similarly, substitute will be provided for any staff who leaves on his own or has been removed, as early as possible within 15 days.
- 3 The contractor shall be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Institute from time to time. The contractor shall have the exclusive right to appoint, substitute, suspend, transfer and terminate the services of any of his employees/ workman to fulfill his obligations under this agreement. However, the contractor shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the Institute.
- 4 In case, the Institute suffers any loss of any nature on account of contractor or his employees not following security/ safety regulations/ instructions, the contractor shall be liable to make the loss good as determined by the Institute at its sole discretion and the Institute shall have the right to recover such losses etc. from the dues payable to the contractor and/ or security deposit / EMD etc.
- 5 The contractor shall not appoint any sub contractor for the work assigned to him without the written permission of the Officer in-charge.
- 6 The contract shall be initially for a period of 6 (six) months. During this period the performance of the contractor shall be observed very closely. The contract shall be extended for the remaining period of 1½ years (18 months) automatically, only if the performance of the contractor is found satisfactory. In the event of sub-standard performance or non-performance during the first 6 months, the Institute shall have the right to foreclose the contract and refund the Security Deposit, after deducting any dues on account of damages suffered by the Institute in whatever manner. Contract can be extended for a further period of 1 (one) year at the same rates, terms and conditions of the contract, subject to reimbursement of increase in daily wages announced by the Regional Labour Commissioner from time to time. The decision of the Institute in regard to grant of extension beyond initial two years shall be final and binding.

- 7 The rates specified in the Schedule of Rates shall remain unchanged for a period of 2 (two) years. However, if the minimum wages(Govt. of India norms) are revised by the Regional Labour Commissioner Nagpur, subsequent to the date of opening of tender. The enhanced rates shall be payable with effect from the date of such revision.

Example:

A = No. of man days x minimum wages paid as per the pre revised rates

B = No. of man days x minimum wages to be paid as per the revised rates

C = Total additional claim admissible:

C= Arrear to be released = (B-A) + EPF, ESI).

- 8 The contractor's staff shall not be treated as the Institute staff for any purpose whatsoever. The contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable, to any penalty under relevant labour rules, enactment or related regulations for which contractor is responsible under the law. However, if the Institute is forced to pay any cost of any nature on account of contractor's liabilities the said cost shall be recovered from the dues payable to the contractor.
- 9 The contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactment's viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund & Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/ non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Officer in-charge and his authorized representatives shall be entitled to inspect all such records at any time.
- 10 The contractor shall, at his own expense, take workman's compensation insurance and he shall also obtain from his under-writer of such insurance a waiver of subrogation in favour of the Institute. The contractor shall further, at his own expense, register claims and pursue realization of all insurance claims.
- 11 Contractor shall obtain specified license from the Regional Labour Commissioner, Nagpur, Government of India, within a reasonable time after issue of letter of Acceptance of Bid for employment of labour in excess of the specified number, as per law.
- 12 Income Tax/TDS shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 13 *EMD/Security Deposit/Contract Performance Guarantee:*

The Earnest Money Deposit (EMD) received with the tenders shall be refunded to all the tenderers within 30 days of award of work. However, the tenderer, in whose favour the work is awarded, will have to replace the EMD by Bank Guarantee for due performance of the contract.

As a performance guarantee of Rs. One Lakh(Rs.1,00,000/-) the contractor shall be required to furnish a Bank Guarantee from any nationalized bank in the form prescribed by the Institute, in favour of Director, VNIT Nagpur within a reasonable time from the date of letter of intent. It shall be the guarantee for the faithful and due performance of the contract by the contractor in accordance with the terms and conditions specified in this contract. The guarantee shall be in full force upto and including 60 (sixty) days after the contract is over (i.e.26 months). The Institute shall have an unqualified option to invoke the same and claim the amount therein, if the contractor fails to honor any of their commitments under the contract and/ or in respect of any amount due from contractor to the Institute, the guarantee amount shall be payable by the bank without demur on demand to the Institute and without any condition whatsoever. The performance guarantee shall be returned to the contractor without any interest within 60 days after the expiry of the contract, subject to fulfillment of all contractual obligations by the contractor.

14 Termination:

Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to contractor shall be served, giving 30 (thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof.

If all or part of the contract is terminated in accordance with the provisions contained above, the Institute shall pay to contractor charges up to the effective date of termination. However, the termination of the contract shall not relieve the contractor any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

15 Terms of Payment:

Contractor shall furnish the bill, towards the services as set out in contract, at the end of each calendar month, which shall be paid within 15 working days from the date of receipt of the bill.

The monthly bills of the contractor shall be passed only if it is accompanied by the proof of following:

- a) Due wages paid to all his workmen engaged on the job for the month for which the bill has been submitted for reimbursement. Payment to his workmen is to be made through bank and wage register is to be duly signed by him.
- b) Having deposited the contributions of EPF and ESI with the concerned authorities for the preceding month, as per the relevant statutes.
- c) Certificate from the Officer-in-charge Guest House regarding satisfactory performance during the period of bill.
- d) There should be no cash payment transaction in Guest House. The contractor should provide Point of Sales (POS) machine OR e-Apps like BHIM, Paytm etc.

16 Taxes, Duties & Levies:

All taxes (including VAT), duties, levies etc., imposed by the State, Central Government and local bodies in connection with this contract in force at the time of submission of Bids shall be borne by the contractor. However, if any new tax, duty or levy is imposed or enhanced by the Government/ Local bodies, the same shall be reimbursed on production of proof of payment.

Contractor shall be wholly responsible regarding the minimum wage payment(Govt. of India). As and when the minimum wage rates are changed by the Government, the contractor shall have to pay the revised rate to his workers as on that date. However, the difference in the revised wages and the wages in force on the date of submission of bids shall be adjusted in the bills of the contractor.

The contractor shall have his own set up including registration under the relevant laws governing the type of work he is to perform.

Contractor should appoint specialized, experienced and skilled workers for executing the works stipulated in the contract.

The contractor shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above-mentioned rules and regulations.

The contractor shall pay wages directly to the workmen without any intervention of any labour contractor. The contractor shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.

The contractor shall have to provide free-shared accommodation to the workers at his own expense, outside the campus.

17 PENALTY:

For violation of any of the provisions of the contract and/ or poor and unsatisfactory services, penalty shall be imposed at the rate of Rs. 10000/- (Ten thousand) per negligence/mistake/unsatisfactory services. The penalty shall be imposed by the Institute on the recommendation of the Officer in-charge and the decision of the Institute shall be final and binding on the contractor.

If there is any loss of property from the area within the control of the contractor, then it will be recovered from the Contractor's monthly bill.

VNIT has not permitted to use of its name / address by the contractor in their bills / invoices for their business.

No person will be permitted to stay or use Institute/ Hostel premises/ Guest rooms without specific permission for a valid reason. In case any such person if found guilty, a penalty up to Rs.3000/- per person may be levied or as deemed fit by the Institute.

18 REGARDING CONTRACT LABOUR:

The Contractor shall be solely responsible as regards to salary/ wages and service conditions. The wages paid by contractor to his employees/ workmen shall be fair and in no case be less than the wages prescribed by the Regional Labour Commissioner Nagpur, under the Minimum Wages Act (Govt. of India) and in force from time to time.

The contractor shall obtain the labour license from the Regional Labour Commissioner Nagpur and furnish a copy to the Institute within the stipulated time.

The contractor shall deduct the EPF / ESI contribution and deposit the same in the office of Provident Fund Commissioner, Nagpur as per the guidelines enunciated in the relevant statutes. He has also to obtain EPF / ESI code number for self and his employees for depositing the money. He should submit the EPF / ESI code no. to the Institute within a reasonable time.

Employees of the contractor shall carry personal Identity Cards at all times. The photograph cards shall be issued by the contractor.

19. RIGHT OF VNIT NAGPUR TO ACCEPT OR REJECT THE BIDS:

The right to accept the BID, in full or in part shall rest with the Director, VNIT Nagpur. However, VNIT Nagpur does not bind itself to accept the lowest BID and reserves to itself the authority to reject any or all the BIDS received without assigning any reason whatsoever. BIDS, in which any of the particulars and prescribed information is missing in prescribed form or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected / disqualified. Bids not meeting the Bid Evaluation Criteria as stipulated in the Document shall be summarily rejected.

20 House Keeping Services:

All activities necessary for maintaining high standards of cleanliness, hygiene and aesthetic upkeep of facilities within the premises of the guest houses shall be deemed to be included in the up keeping and maintenance. Activities broadly defined below, shall be carried out every day:

i) **Cleaning of Occupied/ Check-out rooms:**

Sweeping of floors with broom followed by wet mopping with phenyl.

Cleaning of toilets with phenyl followed by wiping with a dry duster. All glazed wares, floor, wall tiles, door and window, looking mirror etc. shall be wiped clean every day.

Dusting of furniture and furnishing.

Changing linen in the occupied rooms comprising bed sheet, bed cover, night spread, pillow cover, bath towel and hand towel on every third day or on checkout of guest.

ii) **Cleaning of Vacant rooms**

Above, spraying fragrance to impart freshness, placing deodorant in toilet, candle and match box, paper napkins and fresh water, within 30 minute from the vacation of room by guest.

Cleaning of all Corridors & Staircases including sweeping with broom followed by wet mopping with phenyl.

Sweeping of Building apron, internal roads and Walkways, Lawns etc.

Dusting of Staircase Railings & Furniture of Front Office/reception desk, Lounge and other Public Area Furniture etc.

Collection of Garbage from buildings, its premises, kitchen area etc. and its disposal to a designated dustbin outside the premises.

Cleaning of Kitchen, dining hall, attached toilets, etc. twice everyday including disposal of garbage. Cleaning includes sweeping of floors with broom followed by wet mopping with phenyl, dusting of furniture, wall tiles, doors and windows etc.

Vacuum Cleaning of all Upholstered Furniture at least twice a week.

Complete Micro-cleaning of all rooms, kitchen and dining areas, front office, corridors, staircases and common areas with vacuum cleaner, once every month, to make it completely free from dust and spider webs.

Damage to Property:

Contractor shall be responsible for making good to the satisfaction of the Officer in-charge any loss or any damage to all structures and properties within the premises of Guest Houses. If such loss or damage is due to fault and/ or the negligence or shall full acts or omission of the contractor, his employees, agents, representatives or sub-contractors, he shall make good the loss as assessed by the Officer in-charge.

21. **Safety Regulations:**

In respect of all labour, directly or indirectly employed in the works for the performance of the contractor's part of this agreement, the contractor shall at his own expense arrange for all the safety provisions as per safety codes of CPWD, Indian Standard Institution, the Electricity Act, Regulations, Rules and Orders made there under and such other acts as applicable.

22. All documents submitted by bidder should be numbered serially.

23. UNDERTAKING

I have read the instruction contained in this tender document carefully. I undertake to abide by the rules of the V.N.I.T. as amended from time to time. I also undertake that in case of any dispute the decision of the Director, V.N.I.T. will be final & binding on me.

Details / Documents Establishing Bidder's Eligibility and Conformity to Bidding Documents

Note: These details should be furnished along-with the format of Tender & QFA

Sl. No.	Details	YES/NO/Any Remarks	Page No.
1	EMD :DD No. Date: T. Fee :DD No. Date:		Not Applicable
2	Firm Registration		
3	Firm EPF,ESI(If available), Service Tax Registration		
4	<i>Food Safety License</i>		
5	PAN Card		
6	Annual turnover (Last 3 years)(FORM-A)		
7	Experience report / completed contracts (FORM-B)		
8	Running contract details (FORM-C)		
9	Performance Report. (FORM-D)		
10	Organizational Structure (FORM-E)		
11	Details of employees (FORM-F)		
12	Letter of Transmittal (FORM-G)		
13	Proposal Submission (FORM-H)		

NOTE: Bids not meeting the Bid Evaluation Criteria as above shall be summarily rejected.

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of contractor, it should be stated as not applicable. However the contractor are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result the applicant being summarily disqualified.

FORM 'A'**FINANCIAL INFORMATION**

1. Financial Analysis details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for 3 (Three) years and certified by the Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached) :

Sl. No	Details	2013-14 (in Rs.)	2014-15 (in Rs.)	2015-16 (in Rs.)
i)	Gross annual turnover in up keeping & Maintenance service. Page no. _____			
ii)	Profit & Loss. Page no. _____			
iii)	Up-to-date Income Tax Clearance Certificate.	Page No. _____		
iv)	Detail(s) of bank account(s) of the firm in India and abroad.	Page No. _____		

Note: Attach additional sheets, if necessary

(Signature of the Applicant)

FORM D

PERFORMANCE REPORT OF CONTRACTS REFERRED IN FORMS 'B' & 'C'

*(Furnish this information for **each individual contract** in the following format,
from the employer for whom the contract was executed)*

1. Name of contract & location :

2. Agreement No. :

3. Annual value of contract :

4. Date of start :

5. Date of completion :

6. Performance report :

i) Quality of service : Excellent/Very Good/Good/Fair

ii) Resourcefulness : Excellent/Very Good/Good/Fair

7. Any penalty imposed for bad performance :

8. Any litigation pending :

Signature
Senior Level Officer of the Client
(Seal of the organisation)

Date:

FORM 'E'**DETAILS ABOUT THE ORGANISATION OF THE COMPANY**

1	Name and address of applicant	
2	Telephone, Mobile No., Fax No. and e-mail address	
3	Legal status: (Attach copies of original document defining the legal status) a) An individual b) A proprietary Firm c) A Firm in partnership d) A limited company, corporation or Co-operative society	
4	Particulars of registration: a) Of the Firm under any prevailing law of India. b) ESI, EPF, Service Tax, Income Tax etc. attach attested photocopies detailing: i) Registration Number ii) Organization/Place iii) Other relevant details	
5	Name and title of Director(s) and officer(s) with designation and contact details who will be directly concerned with this work.	
6	Have you or your constituent partner(s) been debarred/black Listed from tendering in any organization at any time? If so, give details	
7	Any other information considered necessary but not included above.	

(Signature of the Applicant)

LETTER OF TRANSMITTAL

From:
[Full address of the Applicant]

To,
The Director
Visvesvaraya National Institute of Technology, Nagpur
Nagpur-440010

Sub: Submission of Technical/Price bid application for work of upkeeping & maintenance, of V.N.I.T. Nagpur Guest – House.

Sir,

Having examined the details given in invitation for Technical/Price bid published in the news paper and Technical bid document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre- qualifications and have no further pertinent information to supply.
3. We submit the requisite Banker's statement and authorize the Director, VNIT – Nagpur to approach the Bank issuing the certificate to confirm the correctness thereof. We also authorize the Director, VNIT – Nagpur to approach individual(s), employer(s), Firm(s) and corporation(s) to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability, know-how & capability for having successfully completed the following contracts:

Sl. No	Name of the Contracts	Certificate Form

No. of Enclosures:
Date of Submission:

Signature(s) of the applicant

FORM TECH-1 PROPOSAL SUBMISSION FORM

[Location, Date]

To
The Director
V.N.I.T.
Nagpur

Dear Sirs:

We, the undersigned, offer to provide our services for work of Upkeeping & maintenance, of V.N.I.T. Guest - House, in accordance with your Tender Notice. We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from Work Negotiations, as decided by the V.N.I.T.

We undertake, if our proposal is accepted, to initiate the work of upkeeping & maintenance related to the assignment not later than the date indicated in the Work / Office Order.

We understand that, you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

I have read the instruction contained in this tender document carefully. I undertake to abide by the rules of the V.N.I.T. as amended from time to time. I also undertake that in case of any dispute the decision of the Director, V.N.I.T. will be final & binding on me. [

_____ Date: _____
[Signature of Bidder or authorized representative of the staff] *Day/Month/Year*
Full name of authorized representative: _____

SIGNATURE OF BIDDER WITH SEAL

PRICE BID

PRICE / COMMERCIAL BID

Tender No.: VNIT/STR/U&M -GH/4/17.03.2017

“Upkeeping & Maintenance of Guest House including Food Services” :

Sr. No.	DESCRIPTION OF THE ITEM	RATE PER MONTH (Rs)	
(A)	<p>COMPREHENSIVE OVERALL WORK OF GUEST-HOUSE UPKEEPING & MAINTENANCE INCLUDING FOOD SERVICES ON V.N.I.T. CAMPUS FOR PERIOD OF 24 MONTHS CONSISTING OF FOLLOWING NATURE OF WORK i.e. [C(i) + C(ii)].</p> <p>(Please refer “QFA” and Annexure - “X” for details of services to be carried out in the Guest House)</p>		
	<p>NOTE:</p> <p>The Upkeeping & Maintenance job shall be carried out with due consideration to minute aspect, of above activity. It may be noted that it is not possible to list out explicitly each & every item to be inducted in scope of above work.</p>		
(B)	<u>FOOD :</u>	QTY.	RATE IN (Rs.)
	<p>1. Morning Tea : 0600 – 0700 Hrs. Black Tea(150ML), Lemmon Tea(150ML),</p> <p>2. Coffee : 0730 – 0930 Hrs. Black Coffee(150ML), Break Fast : 0730 – 0930 Hrs.</p> <p>3. <u>Type – I :</u> Bread, Butter, Jam, Omelet (2 eggs), tea/coffee.</p> <p>4. <u>Type – II :</u> Puri Bhaji / South Indian Dishes (Idli, Wada, Uttapam / Poha Upma / Veg Sandwich etc.) Any one, with curry & chutney as may be appropriate, tea/coffee..</p> <p>5. <u>Type - III:</u> Idly -Sambar, Wada-chatni, Allu / Gobhi / Gazar / Muli / methi- Paratha-curd, Tea/coffee</p> <p>6. <u>Type – IV :</u>Fruits ,Fruit Juice, Milk – Corn flakes, Bread – Butter – Jam – Eggs, Veg Cutlet, Finger Chips, Noodles, and Tea / Coffee.</p>	ONE ONE ONE ONE ONE ONE	
	<p>7. <u>EconomyLunch/Dinner:</u>two vegetables, rice, dal, chapatti, salad, curd,papad,achar</p> <p>8. <u>Spl. Lunch/Dinner (Veg) :</u> Rice, Dal, Curd, two Vegetables, Sweet (Gulab Jamun,Fruit Custered, Rasgulla, Chamcham- 2 pcs each item only), Roti / Paratha/ Puri / Salad.</p> <p>9. <u>Evening Tea/High Tea :</u> 1630 – 1800 Hrs. – 1 Plate Samosa / Kachori / Cutlet / Sandwich, Tea/coffee.</p> <p>10. <u>Spl.lunch/ Dinner (Non Veg) :</u> 1 Dish on order or special items such as butter chicken/Saoji chickens/mutton/fish curry ALONG WITH SPECIAL LUNCH/DINNER (VEG), Please quote separate rates.</p>	ONE ONE ONE ONE	

<p>VIP Lunch / Dinner for Conference / Institutional Programme.</p> <p>11. VIP Lunch /VIP Dinner:</p> <p>1. Starter: (Hot and Sour/tomato/sweet corn, veg clear soups),</p> <p>2. veg crispy/hara bhara cabab/mug pakoda/onion pakoda/panir pakoda, etc.)</p> <p>3.(i) Main Course Veg: Paneer Butter Masala/Shahi Paneer/Mutter Paneer/Palak Paneer. 3(ii) Veg Kadai/Mix Veg/Bhendi Masala, 3.(iii)Palak Mutter/ Tava Veg/Navratan Kurma etc, 3.(iv)Dal fry/Dal tadaka/Dal Makhani/Dal Kolhapur, rice/veg pulao/jira.3.(v)rice/veg biryani/mutter rice/fried rice.3.(vi) Puri (Masala and plain)/palak puri/methipuri.3(vii)Ice crème (Butter Scotch/venila/strawberry/plain pista.3.(viii)Rasmalai,rasgulla/gajarhalva/mung halva/fruit clustered.</p> <p>Rates for all the above items should be inclusive of all the Labour & Materials expenses.</p>	ONE	
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C(i) Total Charges per month as per statutory requirement

Sr. No.	Description	Skilled labours (04Nos.) (Rs. Per Month)	Unskilled labours (04Nos.) (Rs. Per Month)
1	Minimum Wages(as per Govt. of India)		
2	EPF @ 13.36% or as applicable from time to time		
3	ESIC @ 4.75% or as applicable from time to time		
4	Service Tax @15% or as applicable from time to time		
5	Contractor charges/ Overhead /Other Charges (.....% and above)		
Total			

- The percent values at Sr.No.5 should be non zero quantities, otherwise the tender will be rejected without assigning any reason.
- Contractor should made the worker payment through Bank Account of each worker and should be made on or before 7th day of each month.
- Payment should made every month (except first month) after entering bank statement of the payment distribution and submission of the EPF & ESIC receipt.
- The contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactment's viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund & Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/ non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Officer in-charge and his authorized representatives shall be entitled to inspect all such records at any time.
- **Food Quality:** It is the responsibility of the contractor to maintain the good quality of eatable foods. In case of any reportable food contamination by whatever may be the cause, will be treated seriously. This matter will be dealt in accordance with the Food and Drug Administration (FDA). In the case of an outbreak of food borne illness, this agency will work to find out why it occurred, and impose the actions which may be penalty or prosecution. The liability of any monetary or otherwise compensation due to occurrence of food contamination or poisoning of food will be solely borne by the contractor.

(C) (ii) List of Items to be used for cleaning and housekeeping of Guest House & kits to be supplied to room for guest.

Sr. No.	Description	Amount In (Rs Per Month)
1	HARPIC	
2	PHENYLE	
3	WASHING POWDER	
4	NAPHTHALENE BALLS	
5	ODONIL	
6	ROOM FRESHNER	
7	KIT (1 Shampoo pouch,1 Hair oil pouch,1 Soap small)	
Total		

Note: Contract will be awarded on the basis of L1 in A [C(i)+C(ii)]. However, L1 in A [C(i) + C(ii)] has to match the L1 in Food rates[B]

• PRICE SCHEDULE:

Sr. No.	Description of Goods	Specifications	Rate Per Month In (Rs.)	Total Amount	
				In Figures	In Words
	Please refer enclosed "QFA" for complete details.	As per "QFA"	Total = C(i) & C(ii)		

We agree to undertake the work of Up-keeping & Maintenance of Guest House *including Food Services* in accordance with the required specifications/conditions for a total work price of ₹ _____ Per Month.

In figures (Rs. _____ amount in words) within the period specified in the Invitation for Tenders.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Work negotiations, up to expiration of the validity period of the tender.

We undertake that, in competing for (and, if the award is made to us, in executing) the above work, we will strictly observe the laws.

We also confirm that the rates quoted by us are firm and will not be changed/escalated/increased during the period of work.

SIGNATURE OF BIDDER WITH SEAL