



**NATIONAL INSTITUTE OF TECHNOLOGY
RAIPUR – 492010, CHHATTISGARH**

**Limited E-Tender Enquiry for Housekeeping, catering and Caretaking Services
in Guest House (Single Bid System)**

Department: Guest House

Enquiry No: NITRR/S&P/GH/LT/2020/193

Date: 19/06/2020

Important Dates

To

Event	Date	Time
Last Date of submission of quotation	11/07/2020	Up to 18:00Hrs
Bid Opening date	13/07/2020	At 16:00 Hrs

Dear Sir,

We invite quotations for Housekeeping & Caretaking Services for Guest House in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly submit your bid through online e-tendering mode on www.tenderwizard.com/NITR. Only online tenders will be accepted and no other mode will be entertained.

Yours sincerely,

Registrar

National Institute of Technology,
Raipur

Enclosed:

- (1) Instruction to bidder - containing General terms and conditions.
- (2) Acceptance of terms & condition of Tender- Annexure 1
- (3) Technical Bid – Annexure 2
- (4) Price Bid Format in INR – Annexure 3

TENDER FOR HOUSEKEEPING, CATERING AND CARETAKING OF GUEST HOUSE

Tenders are invited for housekeeping and catering services including all material in Guest House (consist of 3 rooms) at NIT Raipur with a high quality provisions of House Keeping, Catering, Reception, Limited Room Service and ensuring adequate Cleanliness and Hygiene of the Rooms, Kitchen, Pantry, Toilets and adjoining areas.

SCHEDULE

Last Date/Time for receipts of Bids	: 11/07/2020	at 18:00 Hrs
Date/Time for Opening of Tech Bids	: 13/07/2020	at 16:00 Hrs

ELIGIBILITY CRITERIA FOR BIDDERS

- A. Bidder should be reputed and experienced dealing firm/agency in the area of hospitality preferably in catering, housekeeping, guest house maintenance and caretaking in CFTIs, NITs, IITs etc. Work completion/Performance certificate regarding the same should be submitted.
- B. Bidder should have a minimum turn-over of Rs. 10 lakhs per annum.
- C. Bidder should have the experience of providing all round (including all aspects mentioned above) hospitality facilities on a 24x7 basis.
- D. Minimum experience in the line or similar nature of works: 5 years.
- E. Bidder must have local branch/registered office at Raipur as mentioned on registration/tin Certificate etc.
- F. Copy of Turnover Certificate/ Balance sheet/ Income tax return of last three years should be submitted.

OTHER CONDITIONS:

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 (As mentioned in Price Schedule).

VALIDITY OF TENDER

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

TASK SPECIFICATIONS & STANDARDS

The selected bidder would be required to undertake the following tasks: -

- (a) Deploy manpower in specified areas on a 24X7 basis. Setup Reception Counter at the Guest House, to cater for arrival, departure and billing etc. for Guests.
- (b) Bidder will employ trained and qualified manpower as per the Food Safety Standards and IHM norms, for housekeeping, catering, receptionists, supervisors, janitors, laundry etc.
- (c) Provide all round House keeping facilities, initially in the 3 Guest Rooms with double occupants.
- (d) In addition to the upkeep of the individual rooms & toilets the selected bidder will have to maintain the dining hall, kitchen, pantry, common toilets and adjoining areas in a clean and hygienic condition.
- (e) The house keeping would also entail periodic changing of linen, towels, toilet kits, tea kits etc. permanent items such as bed sheets, covers, blankets, towels, etc. would be replenished by NIT, Raipur. Bidder would provide consumables and replenish them wherever required charging will be on actual basis.
- (f) The bidder will also provide Laundry Facilities as part of House Keeping. Individual laundry requirements will be charged separately to the occupants.
- (g) The meals and tea requirements are as follows:- Bed Tea (In room-Water boiling flask/ Kettle exists. Tea kit to be provided.) Breakfast in dining hall. Lunch in dining hall. Afternoon Tea (With Biscuits/Light Snacks). Evening Tea (In rooms-From individual tea kits). Dinner in dining hall.
- (h) Menu for meals:- Indian cuisine of befitting standard. Weekly menu to be provided. Other types can be given on mutual agreement. Facilities to provide additional items an extra charge should exist. Should be ready to undertake catering services with menu during seminars/Conferences in the Campus. Facilities to provide meals to faculty or officials of NIT, Raipur on actual charging basis should exist.
- (i) The Tea Kit is to be placed in a tray with Cups/Saucer consisting of Tea, Coffee, Milk and Sugar in sachets with stirrer. Similarly the Toilet Kit should be placed in the bathroom on the shelf in a packed condition consisting of Glass Cover, Coaster, Shoe Strip, Shoe Shiner, Laundry Bag, Shampoo, Soap 20 Gm, Soap 35

- Gm, Comb, Swing Kit, Shaving Kit, Morning Kit, Disposable Bags, Toilet Rolls, W/C Band, Shower Cap and Hair Oil.
- (j) Basic utensils, kitchen space and pantry provisions are available with NIT, Raipur for use by the selected bidder.
- (k) Normal electricity and water provision would be made by NIT, Raipur. The bidder will make use of the RO System and Water Coolers of NIT, Raipur to provide drinking water to the occupants. Bidder should have arrangement of water dispensers and big water bottles to cater for contingents.

SCOPE OF WORK:

1. Comprehensive overall work of guest house upkeep & maintenance on NITRR Campus for period of 12 months consisting of following nature of work:
 - a. Up-keeping of Guest House.
 - b. Bed Making in the Rooms.
 - c. Daily Cleaning/Pocha (Dry & Wet moping) of rooms, Foyers etc.
 - d. Washing of Bed sheet, Pillow covers, Towel etc.
 - e. Monthly washing of curtains.
 - f. Supervision over the premises cleaning of the Guest House.
 - g. Cleaning of sofa set, carpets (once in month) with vacuum cleaner/brushing.
 - h. Maintenance of the accounts.
 - i. Reporting non-functioning of Geysers, Refrigerator, AC units, Electrical appliances etc. to the Prof. I/c Guest House.
2. Cleaning of the entire premises & the Guest House, including the outside area i.e. Garden, Back Portion and Garage.
3. Upkeep of the kitchen and drawing room.
4. Cleaning/dusting of furniture
5. Catering services including morning tea, breakfast, lunch, evening snacks & dinner, Services as indicated in (if required).
6. Sanitary materials such as washing/bathing soap, phenyl, washing powder, mosquito coils, soaps, toiletries, ironing of bed sheets, pillow covers etc. shall be supplied/arranged by the contractor. The materials used shall be of standard make.
7. All grocery items to be used should be of best quality as approved by the guest house committee.
8. Any malfunctioning of the equipments provided by the NIT Raipur shall be maintained properly, any repairs required during the period of the contract will be responsibility of the contractor.
9. All Air Conditioners/Water Coolers shall be looked properly; any malfunction will be reported promptly to concerned authorities.
10. Kitchen implements such as mixer grinder food processor, juicer, kitchen Utensils, cutlery etc. to be provided by the contractor, shall be of better quality.
11. Water cooler, refrigerator, air coolers, vacuum cleaner, fee electricity and space shall be provided by the institute. Similarly, matrices, bed sheets, blanket etc. shall be provided by the institute. Similarly, matrices, bed sheets, blanket etc. shall be provided by the Institute.
12. Crockery for routine services shall be organized by the contractor.
13. The contractor shall be fully responsible for the service conditions of the workers engaged by him for their disbursement of payment, Provident fund, ESI, workmen compensation Act. Minimum Wages Act 1948 and all statutory liabilities as per labour law 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.
14. It is the duty of the contractor to assist the Guest House In charge in regularly monitoring the maintenance & upkeep of the guest house, as detailed above.

Note: Minimum 5 Nos. manpower for clearing, cooking & other misc. works provided by contractor and one person should be available in 24 x 7 in Guest House. Contractor will have to employed additional manpower on daily basis depending upon the number of guests in the function/party. No additional payment will be made by NIT Raipur.

TENDER PROCESS AND INSTRUCTIONS:

1. Reputed firms/agencies experienced in running and day to day functional management of Guest Houses in all round hospitality departments including catering, housekeeping and caretaking may apply.
2. For clarifications if any, please mail to storenpurchase@nitrr.ac.in.
3. Please go through the instruction contained in this document carefully for bidding instructions.
The bid should remain valid for a period of **180 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
4. **Submission of bids: Bidders have to submit their bid through E-tendering mode only at website www.tenderwizard.com/NITR.**
5. Financial Bid (Microsoft Excel File) is to be downloaded from website www.tenderwizard.com/NITR and then is to be filled, saved and uploaded (through digital signature) on the same website and not to be submitted in hard copy at all.
6. **Bid Security (BS)/(Earnest Money, EMD)** The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of amount Rs. 10000/-(Rupees Ten Thousand Only). The bid security should be submitted only through online payment gateway in e-tendering portal i.e. www.tenderwizard.com/NITR.
7. *Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non-responsive.*
8. The bidders should quote their offer/rates in clear terms without ambiguity.
9. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible.
10. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
11. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
12. The bidder has to sign and upload the acceptance of tender terms as per Annexure-I compulsorily.
13. The Bidder/Tenderer shall indicate **unit prices in the prescribed format only**,
14. The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
15. The successful Bidder/Tenderer's bid security will be discharged normally within 30 days after the Completion supply order.
16. The complete Tender document can be viewed and downloaded only from the Website www.tenderwizard.com/NITR & www.nitrr.ac.in during the tender sale period. The intending bidders should submit the & tender processing fee, through e-payment, at the time of making online request.
17. **To participate in the E-tender, it is mandatory for the bidders to have user ID & password, which has to be obtained by submitting an annual registration charges of Rs. 2000/- +GST @ 18% to ITI, through e-payment. Also it is mandatory for all bidders to have class 3 digital signature certificates from any of the CCA (Controller of Certifying Authority, India) or if any support required on DSC, Please contact to Helpdesk No. 011-49424365.**

18. The bidder need to submit the following certificates along with the Acceptance as per Annexure-I to confirm their eligibility in this part :
 - i. Proof of establishment of Firms/shop/business/ manufacturing unit etc.
 - ii. Goods and Service Tax(GST) certificate.
 - iii. The bidder should enclose Photocopy of PAN card issued in the name of the bidder's firm/ in the name of proprietor in case of proprietorship firm.
 - iv. Experience Certificate.
 - v. Food Safety License from FSSAI.
 - vi. Turnover Certificate/Balance Sheet/Income Tax Return for last three financial year(2017-18, 2018-19, 2019-20) by Chartered Accountant.
19. Any disputes arising out of this enquiry shall be dealt in the Raipur jurisdiction.
20. EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid before the bid validity period on non-completion of the task.
21. EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by NIT, Raipur on the EMD.
22. No bidder shall contact the NIT, Raipur on any matter relating to its bid, from the time of bid opening till the contract is awarded.
23. Any effort by a bidder to influence the NIT, Raipur in the bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
24. The notification of award will constitute the formation of the contract.
25. The Tenders submitted beyond the date and time fixed shall be summarily rejected.
26. NIT, Raipur, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.

TERMS AND CONDITIONS

1. The bidder would be provided by NIT, Raipur to the Bidder (Selected bidder) in an operational condition with furniture's, fixtures and equipments.
2. The Bidder should utilize the property only for the purpose of hospitality project and not for any other purpose unless authorized by NIT, Raipur. No addition, alterations and modifications to the existing building shall be made without the consent of Prof. I/c Guest House/Registrar, NIT, Raipur.
3. The Bidder should take over the task within one week of the award of the contract, failing which NIT Raipur reserves the right to cancel the contract and forfeit the EMD.
4. A Bank Guarantee equivalent to Rs. 50,000/- will be furnished towards performance guarantee by the Bidder within 15 days from the date of award of contract. The Bidder will maintain the building and all movable properties like furniture, electrical installations, equipments, kitchen items etc in good condition and shall compensate NIT Raipur for any damages to such properties.
5. All licenses approvals, NOCs and statutory requirements/Obligation including payment of taxes etc. will be the responsibility of the Bidder. NIT, Raipur will assist in obtaining permissions etc wherever applicable.
6. The initial contract will be for 12 month, which can be extended with mutual agreement another 2 years. Either party reserves the right to terminate the contract by giving 30 days written notice.
7. In the event of any dispute or difference between the parties, such dispute will be referred to the Director, NIT Raipur who shall be the sole Arbitrator and whose decision shall be final and binding on both sides. The jurisdiction of court of Law will be of Raipur in case of any dispute.
8. The Bidder will confine his activity and manpower only within the specified area provided to him by NIT, Raipur and will not exercise any right on property within the campus.
9. The Standard of all around services of hospitality including housekeeping, catering, cleaning and janitor services, limited room service, laundry, upkeep and caretaking aspects of the complexes and surroundings, shall always be kept to the satisfaction of the authorized representative of NIT, Raipur, whose decision would be final and binding on the Bidder. A complaint register would be maintained by Bidder and put up for perusal of Prof I/c Guest House, NIT Raipur on daily basis.
10. The Bidder or his representative shall supervise the job of the personnel deployed regularly and shall be responsible for the good conduct and behaviour of its manpower deployed at the premises of NIT Raipur. The Bidder's manpower shall be restricted to the allotted areas in the campus and not violate the open space/other areas.
11. No unlawful activities like betting, gambling, etc. shall be allowed inside the campus.
12. The Rate should be negotiable on food items at the time of tender finalisation (If required)
13. Anti Government activities shall not be allowed inside the premises. In case the Bidder commits breach of any of the terms and conditions and stipulation herein contained on the part of the Bidder to be observed and performed, then in such cases NIT Raipur shall be at liberty to give a notice in writing to the Bidder to set right or rectify the breach or omission of any of the terms, conditions and stipulations of this agreement and in case of non compliance on the part of Bidder within 30 days of the receipt of such notice, this agreement at the option of NIT, Raipur may be terminated and upon such termination this agreement shall become null and void and all the rights of the Bidder herein shall immediately cease and determine. The agreement may also be terminated for any criminal acts on the part of the Bidder which need not be referred to arbitration.

14. The Bidder should cover his establishment under EPF and Miscellaneous Provision Act, ESI Act and other industrial legislations without fail.
15. NIT Raipur shall have the right to re-enter the premises and terminate the franchise agreement, in case of default or any type of malpractice noticed on the part of the Bidder.
16. TDS will be deducted as applicable.
17. The Bidder should take possession of all the movable articles belonging to him at the time of handing over the unit to the NIT Raipur failing which the properties will be disposed off by NIT, Raipur as deemed fit without further notice to Bidder.
18. NIT Raipur will not be vicariously liable for any act of the Bidder and the Bidder shall alone be liable for violation of any law of the land. On the expiry of the contract the Bidder shall handover all articles which were entrusted in good conditions as per stock register. NIT Raipur shall reserve the right to renew or otherwise, the contract after expiry of contract.
19. The option to enhance/change the scope/terms and conditions of the contract with mutual agreement exists.

Following Items should be provided by NIT, Raipur

1. Furniture to all rooms
2. TV & AC to all rooms and Hall
3. Kitchen Appliances
4. Refrigerator to all room and Kitchen
5. Washing Machine, water cooler & Water Purifier.
6. Beds and bed sheet & Pillow and curtain.
7. Gas
8. Geyser to all rooms

NOTE: All Alcohol Activities is prohibited in Guest House.

-Sd-
REGISTRAR
National Institute of Technology,
Raipur

Annexure – 1**Acceptance of terms & conditions of tender(Must be on Letter Head)**

Date:

To,

The Registrar,

National Institute of Technology,

Raipur-492010(Chhattisgarh)

Subject: Acceptance of Terms & conditions of Tender.

Tender ref. No.: NITRR/S&P/GH/LT/2020/193**Dated 19/06/2020**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender enquiry no. from the website www.tenderwizard.com/NITR or www.nitr.ac.in .
2. I/We hereby certify that I/we have read entire terms & conditions of the tender documents from Page 01 to 16 (including all documents like annexure, schedules etc.) which form part of the tender document and I/we shall abide by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by NIT Raipur to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in totality/entirely.
5. In case any provisions of this tender are found violated, NIT Raipur shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against NIT Raipur in satisfaction of this condition.
6. I/We confirm that we or our proprietor/Director/Partner have not been blacklisted or debarred or declared ineligible for corrupt/fraudulent practices either indefinitely or for a particular period of time by any Government or other agency. I/we further declare that no criminal case is registered on pending against the firm/company or its owner/partners/directors anywhere in India. Also there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into tender process.

(Seal & Signature of the bidder)

Annexure-2**TECHNICAL BID**

S. No.	Description	Services offered by the Contractor for Compliance (Yes/No)
1.	Comprehensive overall work of guest house upkeep & maintenance on NITRR Campus for period of 12 months consisting of following nature of work: - Up-keeping of Guest House. - Bed Making in the Rooms. - Daily Cleaning/Pocha (Dry & Wet moping) of rooms, Foyers etc. - Washing of Bed sheet, Pillow covers, Towel etc. - Monthly washing of curtains. - 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. - Accommodation arrangement on day to day basis and during conference, workshops, Seminars, Institutional, meeting etc. Chart preparation. - Reporting non-functioning of Geysers, Refrigerator, AC units, Electrical appliances etc. to the Prof. I/c Guest House. - To provide morning tea. Break-fast evening tea and Lunch/Dinner to the inmates on take home basis (in Tiffin carries) to members of faculty, Adm. Officers and Research Scholars staying on campus.	
	The Upkeep & Maintenance job shall be carried out with due consideration to minute aspect, of above activity. It may be note that it is not possible to list out explicitly each & every item to be inducted in scope of above work. NOTE : The qualified vender in upkeep and maintenance in Sr. No.1 technically and in price bid will be negotiated by I/C Guest House along with committee and given contract along with Sr. No.1 <u>FOOD:</u> - Morning Tea: 06:00-07:00 Hrs. - Break Fast : 07:30 – 09:30 Hrs. <u>Type-I :</u> Bread, Butter, Jam, Omelet Or Puri Bhaji/South Indian Dishes (Idli, Wada, Uttapam/Paha Upma/Veg Sandwich etc.) Any one, with curry & chutney as may be appropriate. <u>Type-II :</u> Idly – Sambar, Wada-Chatni, Allu/Gobhi/Gazar/Muli/methi-Paratha-curd, Tea coffee <u>Type-III :</u> Fruits, Fruit, Juice, Milk – Corn flakes, Bread – Butter – Jam – Eggs, Veg Cutlet, Finger Chips, Noodles, and Tea/Coffee.	

	Economy Lunch : Two Vegetables, rice, dal, chapatti, salad, curd, papad, achar Spl. Lunch (Veg) : Rice, Dal, Curd, two Vegetables, Sweet (Gulab Jamun, Fluit Custered, Rasgulla, Chamcham – 2 pcs each item only), Roti/Paratha/Puri/Salad. Evening Tea/High Tea : 16:30-18:00 Hrs. Samosa/Kachori/Cutlet/Sandwich, Tea/Coffee. Economy Dinner: Same as Economy Lunch Spl. Dinner (Veg.) : Same as Spl. Lunch	
	VIP Lunch / Dinner for Conference / Institutional Programme. VIP Lunch / VIP Dinner: Starter (Hot and Sour/tomato/sweet corn, veg clear soups, veg cripty/hara bhara cabab/mung pakoda/oniun pakoda/panir pakoda, etc.) Main Course Veg: Paneer Butter Masala/Shahi Paneer/Mutter Paneer/Palak Paneer, Veg Kadai/Mix Veg/Bhendi Masala, Palak Mutter, Tava Veg/Navratan Kurma etc, Dal fry/Dal tadaka/Dal Makhani/Dal kolhapuri, rice/veg pulao/jira rice/veg biryani/muttur rice/fried rice, Puri (Masala and plain)/palak puri/methi puri, Ice cream (Butter Scotch/venila/strawberry/plain pista), ras malai, rasgulla/gajar halwa/mung halwa/fruit custered Rates for all the above items should be inclusive of all the Labour & Materials expenses.	
	Facilities Extended (Free Of Charge) : Kitchen, Electricity, Refrigerator, Crockery, Water (Aqua Guard) Cooler, Washing machines etc.	

Guest House Upkeep & Maintenance also includes following work:

Premises shall cover following:

1. Main Guest House comprising of :

- A] 3 Double Bedded Room
- B] Garden, Courtyard & Garage
- C] Dining Hall
- D] Kitchen

2. Total Manpower required for Guest House:

- (i) Receptionist: - 01 (Skilled for 24 Hrs.)
 - (ii) Kitchen Staff – 02 (Skilled for 24 Hrs.)
 - (iii) Cleaning Boy - 02
- Total Man power=05

Break up of Wages

S. NO.	Description	Skilled Worker (Rs. Per Day)	Unskilled Worker (Rs. Per Day)
1	Basic+VDA (Minimum Wages)	Quoted in Price Bid	
	EPF @ 13%		
	ESIC @ 3.25%		
	Service Charges including GST(kindly indicate applicable%)		
	Total		

(a) List of Items to be supplied for cleaning per year provided from Institute

S. No.	Description
1.	Acid
2.	Phynyl
3.	Washing Powder
4.	Naphthalene Balls
5.	Odonil
6.	Room Freshener

Note: Uniform's & shoes for employees (Receptionist & Others) should be provided by Contractor. Shampoo pouch, hair oil soap for rooms is also provided by Contactor.

Signatures of tenderer.....

Date:

Annexure-3

PRICE BID

TENDER FOR DAY TO DAY FUNCTIONING & MANAGEMENT OF GUEST HOUSE,
NIT, RAIPUR.

S. No.	Description	Quantity	Rate	Unit	Total Amount (in Rs.)
1.	Comprehensive overall work of guest house upkeep & maintenance on NITRR Campus for period of 12 months consisting of following nature of work: a. Up-keeping of Guest House. b. Bed Making in the Rooms. c. Daily Cleaning/Pocha (Dry & Wet moping) of rooms, Foyers etc. d. Washing of Bed sheet, Pillow covers, Towel etc. e. Monthly washing of curtains. f. Supervision over the premises cleaning of the Guest House. g. Cleaning of sofa set, carpets (once in month) with vacuum cleaner/brushing. h. Maintenance of the accounts. i. Accommodation arrangement on day to day basis and during conference, workshops, Seminars, Institutional, meeting etc. Chart preparation. j. Reporting non-functioning of Geysers, Refrigerator, AC units, Electrical appliances etc. to the Prof. I/c Guest House. k. To provide morning tea. Break-fast evening tea and Lunch/Dinner to the inmates on take home basis (in Tiffin carries) to members of faculty, Adm. Officers and Research Scholars staying on campus.				
	The Upkeep & Maintenance job shall be carried out with due consideration to minute aspect, of above activity. It may be note that it is not possible to list out explicitly each & every item to be inducted in scope of above work. NOTE : The qualified vender in upkeep and maintenance in Sr. No.1 technically and in price bid will be negotiated by I/C Guest House along with committee and given contract along with Sr. No.1				

	<u>FOOD</u> • Morning Tea: 06:00-07:00 Hrs. • Break Fast : 07:30 – 09:30 Hrs. <u>Type-I</u> : Bread, Butter, Jam, Omelet Or Puri Bhaji/South Indian Dishes (Idli, Wada, Uttapam/Paha Upma/Veg Sandwich etc.) Any one, with curry & chutney as may be appropriate. <u>Type-II</u> : Idly – Sambar, Wada-Chatni, Allu/Gobhi/Gazar/Muli/methi-Paratha-curd, Tea coffee <u>Type-III</u> : Fruits, Fruit, Juice, Milk – Corn flakes, Bread – Butter – Jam – Eggs, Veg Cutlet, Finger Chips, Noodles, and Tea/Coffee.				
	<u>Economy Lunch</u> : Two Vegetables, rice, dal, chapatti, salad, curd, papad, achar <u>Spl. Lunch (Veg)</u> : Rice, Dal, Curd, two Vegetables, Sweet (Gulab Jamun, Fluit Custered, Rasgulla, Chamcham – 2 pcs each item only), Roti/Paratha/Puri/Salad. <u>Evening Tea/High Tea</u> : 16:30-18:00 Hrs. Samosa/Kachori/Cutlet/Sandwich, Tea/Coffee. <u>Economy Dinner</u>: Same as Economy Lunch <u>Spl. Dinner (Veg.)</u> : Same as Spl. Lunch				
	<u>VIP Lunch / Dinner for Conference / Institutional Programme.</u> <u>VIP Lunch / VIP Dinner</u>: Starter (Hot and Sour/tomato/sweet corn, veg clear soups, veg cripty/hara bhara cabab/mung pakoda/oniun pakoda/panir pakoda, etc.) Main Course Veg: Paneer Butter Masala/Shahi Paneer/Mutter Paneer/Palak Paneer, Veg Kadai/Mix Veg/Bhendi Masala, Palak Mutter, Tava Veg/Navratan Kurma etc, Dal fry/Dal tadaka/Dal Makhani/Dal kolhapuri, rice/veg pulao/jira rice/veg biryani/muttur rice/fried rice, Puri (Masala and plain)/palak puri/methi puri, Ice cream (Butter Scotch/venila/strawberry/plain pista), ras malai, rasgulla/gajar halwa/mung halwa/fruit custered Rates for all the above items should be inclusive of all the Labour & Materials expenses.				

S. No.	Description	Quantity	Rate	Unit	Total Amount inclusive of all taxes (in Rs.)
1.	Comprehensive overall work of guest house upkeep & maintenance on NITRR Campus for period of 12 months consisting of following nature of work: l. Up-keeping of Guest House. m. Bed Making in the Rooms. n. Daily Cleaning/Pocha (Dry & Wet moping) of rooms, Foyers etc. o. Washing of Bed sheet, Pillow covers, Towel etc. p. Monthly washing of curtains. q. Supervision over the premises cleaning of the Guest House. r. Cleaning of sofa set, carpets (once in month) with vacuum cleaner/brushing. s. Maintenance of the accounts. t. Accommodation arrangement on day to day basis and during conference, workshops, Seminars, Institutional, meeting etc. Chart preparation. u. Reporting non-functioning of Geysers, Refrigerator, AC units, Electrical appliances etc. to the Prof. I/c Guest House. v. To provide morning tea. Break-fast evening tea and Lunch/Dinner to the inmates on take home basis (in Tiffin carries) to members of faculty, Adm. Officers and Research Scholars staying on campus.				
	The Upkeep & Maintenance job shall be carried out with due consideration to minute aspect, of above activity. It may be note that it is not possible to list out explicitly each & every item to be inducted in scope of above work. NOTE : The qualified vender in upkeep and maintenance in Sr. No.1 technically and in price bid will be negotiated by I/C Guest House along with committee and given contract along with Sr. No.1				

	<u>FOOD</u> • Morning Tea: 06:00-07:00 Hrs. • Break Fast : 07:30 – 09:30 Hrs. <u>Type-I</u> : Bread, Butter, Jam, Omelet Or Puri Bhaji/South Indian Dishes (Idli, Wada, Uttapam/Paha Upma/Veg Sandwich etc.) Any one, with curry & chutney as may be appropriate. <u>Type-II</u> : Idly – Sambar, Wada-Chatni, Allu/Gobhi/Gazar/Muli/methi-Paratha-curd, Tea coffee <u>Type-III</u> : Fruits, Fruit, Juice, Milk – Corn flakes, Bread – Butter – Jam – Eggs, Veg Cutlet, Finger Chips, Noodles, and Tea/Coffee.				
	<u>Economy Lunch</u> : Two Vegetables, rice, dal, chapatti, salad, curd, papad, achar <u>Spl. Lunch (Veg)</u> : Rice, Dal, Curd, two Vegetables, Sweet (Gulab Jamun, Fluit Custered, Rasgulla, Chamcham – 2 pcs each item only), Roti/Paratha/Puri/Salad. <u>Evening Tea/High Tea</u> : 16:30-18:00 Hrs. Samosa/Kachori/Cutlet/Sandwich, Tea/Coffee. <u>Economy Dinner</u>: Same as Economy Lunch <u>Spl. Dinner (Veg.)</u> : Same as Spl. Lunch				
	<u>VIP Lunch / Dinner for Conference / Institutional Programme.</u> <u>VIP Lunch / VIP Dinner</u>: Starter (Hot and Sour/tomato/sweet corn, veg clear soups, veg cripty/hara bhara cabab/mung pakoda/oniun pakoda/panir pakoda, etc.) Main Course Veg: Paneer Butter Masala/Shahi Paneer/Mutter Paneer/Palak Paneer, Veg Kadai/Mix Veg/Bhendi Masala, Palak Mutter, Tava Veg/Navratan Kurma etc, Dal fry/Dal tadaka/Dal Makhani/Dal kolhapuri, rice/veg pulao/jira rice/veg biryani/muttur rice/fried rice, Puri (Masala and plain)/palak puri/methi puri, Ice cream (Butter Scotch/venila/strawberry/plain pista), ras malai, rasgulla/gajar halwa/mung halwa/fruit custered Rates for all the above items should be inclusive of all the Labour & Materials expenses.				

Break up of Wages

S. NO.	Description	Skilled Worker (Rs. Per Day)	Unskilled Worker (Rs. Per Day)
1	Basic+VDA (Minimum Wages)		
2	EPF @ 13.61%		
3	ESIC @ 4.75%		
4	Service Charge inclusive of applicable GST		
	Total		

Gross Total Cost : Rs.

We agree to undertake the work of upkeep & maintenance of Guest House in accordance with the required specification/conditions for a total work price of Rs. _____ per year.

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

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

Date:

**SIGNATURE OF BIDDER
WITH STAMP**