

Govt. of India
Ministry of Statistics & P. I.
National Sample Survey Office
Data Processing Division(HQrs)

Mahalanobis Bhavan
164, G. L. T. Road, Kolkata-700 108

Section-I

LIMITED TENDER

Tender Notice No. 45/3/Hostel/ADM.IV/2013-14

The Joint Director, National Sample Survey Office, Data Processing Division (HQ), Kolkata-700 108, on behalf of President of India, invites sealed quotations for **House keeping and Catering Services contract for Guest House(Sankhyiki Aawas)** in the premises of Mahalanobis Bhavan, 164, G.L.T.Road, Kolkata-700 108.

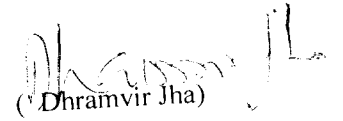
Detailed tender documents with specification for the above can be obtained from the undersigned, on any working day during 11.30 AM to 4.00 PM up to 13.1.2014. This office reserves the right to accept/reject any or all quotations without assigning any reason and will not be responsible for any postal delay.

Time & Date of submission of filled in tender:
Time & Date of opening of bid:

14.00 hrs 17.1.2014
15.00 hrs. 17.1.2014

Lowest bidder will be decided on the basis of Monthly SERVICE CHARGE for Housekeeping. The rate of food items of selected contractor/service provider is subject to further negotiation towards lower side of the rate and decision of the office will be final.

All the terms and conditions of this tender document(as per annexure-I of Section-IV) will be binding on the Bidders/Tenderers.


(Dhramvir Jha)

Joint Director & Head of Office

Date: 17 .12.2013

Place: Kolkata

Section-II

BID FORM

Reference: - Tender Notice No. 45/3/Hostel/ADM.IV/2013-14

To
The Joint Director & H.O.
Data Processing Division (HQ),
National Sample Survey Office
Mahalanobis Bhavan
164 G.L.Thakur Road ,Kolkata-108.

Dear Sir,

Having examined the terms & conditions (as per annexure-I of Section-IV) of tender and details of housekeeping required (as per annexure-II of Section-IV) specifications, including all other related documents the receipt of which is here by duly acknowledged, we the undersigned, offer to execute the work for House keeping and Catering Services contract for Guest House(Sankhyiki Aawas) in the premises of Mahalanobis Bhavan, 164, G.L.T.Road, Kolkata-700 108. in conformity with condition of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

We agree to abide by this bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and, may be accepted at any time before the expiry of the period.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alteration & replacement.

Dated this.....day of.....2013

Signature of bidder / Authorized signatory in the Capacity of

Witness.....

Address.....



Section-III

TENDERER'S PROFILE

1. Name of the bidder/firm (In block letters).....
.....
2. Name of the person submitting the quotation
S/sh.....
3. Address of the bidder :
4. Tel .No. (with STD code) (Off).....(Fax).....Mobile.....
5. PAN NO. /TAN No.VAT No..... Food License _____
6. a. Trade License for 2012-13
b. Service Tax Registration No.
c. EPF code No.
d . ESI code No.
7. Whether offered/offering service to the govt. organisation(s) in the recent past.
8. Turnover of the firm in the last 3 years.
9. Registered with:

I/We hereby declare that the information furnished above is true & correct.

Place:

Date:

Signature of bidder / Authorized signatory in the Capacity of

Name of the bidder.....

Note: Item 5,6,7&9 -Photo copies of original documents are to be enclosed.



Section-IV
ANNEXURE-I
TERMS & CONDITION

1. The guest rooms/suites will be allotted to persons duly authorized by the office through allotment in each case.
2. A complaints & suggestion book has to be maintained by the contractor and the remarks of the guests have to be recorded positively in each and all cases. This complaint book has to be put up by the contractor for perusal of the competent authority at least once in a fortnight or as and when required by the office.
3. The towels, bed sheets, pillow covers, curtains etc. have to be properly dry cleaned. Bed sheets and pillow covers have to be changed on daily uses basis and also at the time of check-in on arrival of each new guest. No additional expenditure would be incurred by the office on this account.
4. The materials for washing cloths and providing room freshener, mosquito repellent machine and oil has to be provided by the contractor/service provider at his own cost. No additional expenditure would be incurred by the office on this account.
5. Adequate (at least 3) attendants is required for House Keeping including the jobs for attending the guests at the reception round the clock. The attendants should be polite and decent in their behavior. They should have the knowledge of Bengali, Hindi and English language and be dressed with proper uniform.
6. It would be the responsibility of the contractor/service provider to arrange bed tea/coffee, light refreshment, breakfast, lunch, snacks, dinner for the guest. The rate charge for the various food items, approved by this office, would be kept at the guest house. Charges thereof may be collected from the guest. No changes in respect of rate against any item/items of the food should be done without the prior approval of this office.
7. The contractor/service provider should also adhere to the conditions given in his offer letter issued against the awarded contract., including the deployment of additional man power, as and when required, round the clock.
8. It is the responsibility of the contractor/service provider for proper maintenance of all the inventories etc. in the guest house as per the list provided to him.
9. It is the responsibility of the contractor to report any fault in respect of electrical or other equipment available in guest house immediately to the caretaker/officer in-charge of the guest house.
10. The payment of gas is to be made by the contractor/service provider .
11. It is the responsibility of the contractor/service provider to continuous and uninterrupted service. Any lapse in this regard will be considered as a breach of contract and penalty upto 10% of monthly payment may be charged.
12. Contract may be terminated either by office or by contractor by giving two months notice in advance .

Section-IV

ANNEXURE-II

Details of Housekeeping Required

1. **Laundry:** Cleaning of Bed Sheet, Bed Covers, Pillow Covers, Blankets, Towels, Quilt, Cushion, Mattress, Mosquito Net, Curtains, etc., including Iron also. It also includes Dry cleaning as necessary, complete in all aspects.
2. **Service:** Round the clock room service for all types of rooms including wake-up call etc, as per requirement.
3. **LIST OF MATERIALS**

It includes:

- i) Room freshener
- ii) Freshener(like odonil etc.) for toilets
- iii) Liquid soap for hand wash
- iv) Soap for bath
- v) Toilet napkin for suit
- vi) Pesticide chemical for mosquitoes, bug, fly, white-ants etc.
- vii) Bathroom sleeper for suit.

Note : All materials should be of standard and good quality.

4. LIST OF EQUIPMENTS

1. Vacuum Cleaner – Wet & Dry types.
2. Spray machine for pest & termite Control (pesticide).



Section-V

Monthly Service Charge and Details of Rate for Food Items

A: Monthly Service Charge for House keeping: Rs.

B: Details of rate for food items:

(1) BREAKFAST ITEM

	<u>BREAKFAST ITEM</u>	<u>Rate per unit in (Rs.)</u>
i)	1 Omelet/ Boiled Egg/ Egg. Poach, 2 pcs Bread with Butter/Jam and 1 Cup of Tea.	
ii)	Same as item (i) above with Coffee	
iii)	Cornflake with milk	
iv)	Fruit Juice-100 ml	
v)	Fruit chart per bowl (standard)	
vi)	2 Pcs Paratha (plain) ,sabji and Pickle	
vii)	2 Pcs Paratha(Stuffed) and Pickle	
viii)	Puri(4 pcs) and subji	

(2) EGG ITEM

i)	Egg Poach (Double Egg)	
ii)	Omelet (Double Egg)	
iii)	Egg Bhujia (Double Egg)	
iv)	Egg Curry (Double Egg)	

(3) VEGETABLE ITEMS

i)	Potato Fry	
ii)	Mix. Veg. Curry	
iii)	Veg. Curry	
iv)	Potato Dum(kashmiri)	
v)	Peas Paneer ,quantity of Paneer 75gms	
vi)	Potato Soyabins, quantity of Paneer 75gms	

(4) RICE AND OTHERS

i)	Plain Rice(quality supreme Miniket)	
ii)	Plain Dal	
iii)	Chapatti (Per Pc)	

iv)	Puri (Per Pc)	
v)	Paratha (plain) per Pc	
Vi)	Paratha (stuffed with vegetable/potato) per pc	
vii)	Salad	

(5)FISH

i)	Rohi Fish/Katla fish – Curry (2pcs./1 Pc.)	
----	--	--

(6)CHICKEN ITEM

i)	Chicken Curry (3 Pcs.)	
----	------------------------	--

(7)MUTTON ITEM

i)	Mutton Curry – 4 Pcs.	
----	-----------------------	--

(8)SNACKS

i)	Butter Toast/Jam Toast – (3 Pcs)	
ii)	Biscuits (4 Pcs.)	
iii)	Paneer Pakora – (4 Pcs)	
iv)	Veg.Pakora – (4 Pcs)	

(9)HOT /COLD BEVERAGES /SWEETS/DESERT

i)	Tea (Per Cup)	
ii)	Coffee (Per Cup)	
iii)	Milk(Per Glass of 200ml)	
iv)	Mineral Water (1 Ltr.)	
v)	Cold Drinks (500 ml.)	
vi)	Sweets (Per Pc.) Rasgolla ,standard size	
vii)	Ice cream Brand : Quality , Quantity: 100ml , Flavour :Vanila	
viii)	Sandesh standard size, per pc.	
ix)	Curd (sour) 100 gm	
x)	Curd(sweet) mother dairy	

(10)THALI

i)	Veg (rice, roti, sabji, bhujia, paneer,chatni,papar)	
ii)	Non- Veg (rice, roti, dal, sabji, fish,papar)	
iii)	Non- Veg (rice, roti, dal, sabji,mutton, papar)	
iv)	Non- Veg (rice, roti, dal, sabji,chicken,papar)	
v)	Non- Veg (rice, roti, dal, ,sabji, egg-curry ,papar)	

Note: i) Fish (Qty -50gms.) ii) Chicken (Qty -100gms.) iii) Mutton (Qty -100gms.) iv) Egg (Qty -2 pc.)

Signature of bidder / Authorized signatory in the Capacity of

Place .

Date: