

Tender No. Q.11011/Adm(G)/2/2016/NSSTA
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy
(NSSTA)

1.1 Notice Inviting Tenders (NIT) for award of **Outsourcing of Catering & House Keeping Services** in the Hostel of National Statistical Systems Training Academy (NSSTA), Ministry of Statistics & Programme Implementation, Plot No. 22, Knowledge Park- II, Institutional Area, Greater Noida-201310.

1.2 "Online" bids are invited under two bid Systems from reputed, experienced and financially sound Firms/ Companies for providing Catering & House Keeping Services in the Hostel of National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Institutional Area, Greater Noida-201310.

1.3 Tender documents may be downloaded from MoSPI's website: <http://www.mospi.gov.in> (for reference only) and CPPP site: <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:-

Published date	28.10.2020 (5:00 PM)
Bid Document Download Start Date	29.10.2020 (09:30 AM)
Bid Submission Start Date	29.10.2020 (11:30 AM)
Bid Document Download End Date	19.11.2020 (10:00 AM)
Bid Submission End Date	19.11.2020 (10:00 AM)
Bid Opening Date	20.11.2020 (11:00 AM)

1.4 Bids shall be submitted "online" only at CPPP website: <http://eprocure.gov.in/eprocure/apps>. Tenderers/ Contractors are advised to follow the instructions provided in the "Instructions to the Contractors/ Tenderers for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.

1.5 Tenderers who have downloaded the tender from the MoSPI's website: <http://www.mospi.gov.in> and Central Public Procurement Portal (CPPP) website: <http://eprocure.gov.in/eprocure/app>, <http://eprocure.gov.in/epublish/app> shall not tamper/ modify the tender form including downloaded price bid template in any manner.

1.6 **EMD Payment:** Earned Money Deposit (EMD) of **Rs.2,52,000/- (Rupees Two Lakh Fifty Two Thousand Only)** is to be deposited at NSSTA in the form of Demand Draft in favour of "Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi". The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

1.7 Intending tenderers are advised to visit again MoSPI website: www.mospi.gov.in and CPPP website: <http://eprocure.gov.in/eprocure/app> at least 03 days prior to closing date of submission of bid for any corrigendum/ addendum/ amendment.


(Pavan Kumar)

Deputy Director & Head of Office
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कार्यालय प्रभान/Head of Office
राष्ट्रीय सांख्यिकीय प्रणाली प्रशिक्षण अकादमी
National Statistical Systems Training Academy (NSSTA)
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & Programme Implementation
भारत सरकार/Govt. of India
ग्रेटर नोएडा/Greater Noida-201310

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GENERAL INFORMATION

The National Statistical Systems Training Academy (NSSTA), National Statistical Office (NSO), Ministry of Statistics and Programme Implementation (MoSPI) is a premier training institute of the country for imparting trainings in the field of Official Statistics. It has hostel facilities of 78 rooms comprises of 32 Double Bed Rooms, 40 Single Bed Rooms and 6 VIP Rooms in which about 100 trainees and guests could be accommodated at a time. All the Hostel Rooms are fully air-conditioned, centralised solar system in each room. In addition, the hostel has common area like Air Conditioned Common Lounge, Billiard Room and Dining Hall. The Academy is endowed with modern state of the art facilities for conducting trainings, seminars and workshops for a large number of trainees. The Academic Block has five IT equipped training/ seminar halls, with e-enabled library, an air conditioned auditorium and an assembly hall with a seating capacity of more than 150 persons. National Statistical Systems Training Academy (NSSTA) organises several training programmes for National as well as International participants throughout the year. All training programmes are either funded by (NSSTA), National Statistical Office (NSO), Ministry of Statistics and Programme Implementation, Govt. of India or financed by some National/ International Agency.

ELIGIBILITY CRITERIA

1. Minimum *five years* of experience in catering, and housekeeping activities in a large reputed educational institution such as IITs, IIMs, Central/ State Universities, or state /central government organizations/ reputed industrial houses (signed and scanned copies of work orders to be enclosed with technical bid).
2. The agency should have the experience in maintaining Hostels of reputed Organisations (Labour, Material & Service) on round-the-clock basis for a period of 3 years in the last five years (signed and scanned copies of work experience to be enclosed with technical bid).
3. The agency should possess statutory requirements such as Labour License, PF, ESIC, Good and Services Tax (GST), Shop and Establishment registration certificate, PAN card (signed and scanned copies of relevant documents to be attached with Technical bid).
4. Last *three years [i.e. 2017-18, 2018-19, 2019-20 (If same for 2019-20 is not available, details for FY 2016-17 to be provided)]* audited certificates duly certified by a Chartered Accountant with an average annual turnover of **Rs.50.00 lakhs** in Catering and housekeeping activities (signed and scanned copies of relevant documents to be attached with Technical bid).
5. Documentary performance certificate indicating that the bidder has been successfully executed/ completed services in providing Catering and House Keeping Services in the last three years to reputed organizations/ educational institutions as follows (signed and scanned copies of relevant documents to be attached with Technical bid);
 - a) Three similar completed services (i.e. Catering and Housekeeping services) costing not less than the amount of Rs.20.00 lakh each; or
 - b) Two similar completed services (i.e. Catering and Housekeeping services) costing not less than the amount of Rs.30.00 lakh each; or

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- c) One similar completed service (i.e. Catering and Housekeeping services) costing not less than the amount of Rs.45.00 lakh.
6. Neither should be case /charge under investigation/ enquiry/ trial against the agency, nor conviction by Court of law. The agency should not be suspended/ blacklisted by any organization on any ground. An undertaking in this regard should be furnished.
7. Solvency certificate from nationalized bank for up to **Rs.50 lakhs (Rupees Fifty Lakhs only)**.
8. The opinion/ decision of NSSTA regarding the bid shall be final and conclusive. NSSTA reserves the right to reject any or all the bids at any time without assigning any reason thereof.

EVALUATION CRITERIA

1. Technical Bids of tenderers will be evaluated based on the above eligibility criteria and after scrutinizing all the relevant documents by the Tender Evaluation Committee (TEC). On the basis of the preliminary evaluation of technical bids, the Committee constituted for the purpose of the Evaluation of the tenders, may find it necessary to visit the organizations where similar jobs done by the tenderer and/ or may confirm on phone the quality of performance and/ or may visit tenderer's office/ workshop. If the claim found false, the tender will be rejected summarily.
2. The Price Bid of technically qualified (responsive bid) tenders only will be opened. The decisions of the TEC will be final in this regard.
3. **The L1 will be decided by considering lowest prices quoted for Housekeeping Services and Catering Services. An index would be calculated jointly by assigning weight for each item. Accordingly, the following formula will be used to calculate the lowest:-**

$$\text{L1} = \text{Lowest Index} = X + Y$$

Where X= Total rates (monthly) quoted for Housekeeping Services

Y = Weighted average monthly rates for the food items as prescribed in the Menu in Part B of price bid under catering services. The procedure for calculating Y is given at Annexure-IV

EARNEST MONEY DEPOSIT

1. The Technical Offer must be submitted together with an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/ Pay Order/ Bank Guarantee from any of the Nationalized Bank drawn in favour of "Pay and Accounts Officer, M/o Statistics and Programme Implementation, New Delhi" for **Rs.2,52,000/- (Rupees Two Lakh Fifty Two Thousand Only)** towards Earnest Money Deposit (EMD), without which bids will be rejected. The EMD shall be valid for a period of forty-five (45) days beyond the validity period of the bid. The bid shall remain valid for acceptance for a period of 180 days after the date of bid opening, prescribed in the bid document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. The EMD received from the tenderers will be returned without any interest immediately after the process of award of contract

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is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

2. The tenderer is not entitled for any interest on EMD nor can he claim any right for award of the contract. The deposit amount of EMD shall be forfeited if the tenderer, after opening the price bid, withdraws/ modifies his offer or modifies the terms and conditions thereof or fails to take up the work within 15 days from the date of awarding the contract. The EMD will also be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/ documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the NSSTA and if fails Earnest Money Deposit shall be returned to all un-successful tenderers within 15 days from the date of acceptance of award of work by the successful tenderer. Non submission of Bid Security will be considered as major deviation and bid will not be considered.
3. In case, as per provisions of GFR/ notification of Govt of India, the bidder falls in the category of exemption of Bid Security, the bidder is required to furnish relevant notifications along with the requisite documents like valid registration certificate etc. The documents will be examined by Tender Evaluation Committee (TEC). The decision of TEC shall be final in all aspects

SECURITY DEPOSIT:

1. The Successful Tenderer shall furnish Security Deposit/ Performance Guarantee of **Rs.6.30 Lakh (Rupees Six Lakh Thirty Thousand Only)** to NSSTA. The Security Deposit should be deposited on receipt of the work order in the form of Bank Guarantee/ Pay Order/ Demand Draft in the name of **“Pay and Accounts Officer, M/o Statistics and Programme Implementation, New Delhi”**, which should be valid beyond 90 days of the completion of the contract. No interest will be paid to the Contractor for the amount of Security Deposit during the period of agreement. The Security Deposit will be returned without any interest after successfully competition of the contract. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
2. Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the EMD of the tenderer shall be forfeited. The security deposit shall be returned within a reasonable time after the date of expiry of the contract subject to the contractor carrying out all obligations/ operations as required under the contract. The successful Agency will be required to execute an agreement with NSSTA within the period specified in the award letter. In case the successful agency fails to enter into the agreement with NSSTA within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.
3. NSSTA reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by NSSTA due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation/ insolvency or change of composition. The decision of NSSTA in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

GENERAL CONDITIONS

SCOPE OF WORK AND SERVICES

1. CONDITIONS OF WORK:

- a. Efficiency, promptness, quality of food, quality service, good behaviour and politeness of the agency and its staff are the essence of the contract. The agency is required to supervise the operations at all working hours and deputed manager or supervisor shall personally supervise operations in the kitchen and dining area.
- b. Work shall be carried out by the agency as per the conditions of contract.
- c. The agency shall engage fully trained and adequately experienced staff and arrange to provide requisite training to them as and when required and as per the direction of Institute.
- d. All the personnel deployed by the contractor should be professional and well-behaved.
- e. The service personnel should be able to communicate with the users in English / Hindi.
- f. The agency will try his best to save energy by using latest technology in catering, and housekeeping service areas.
- g. Contractor shall ensure cleanliness of the entire NSSTA Hostel areas/ surrounding areas at all times.
- h. The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, and Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.

2. RECEPTION-CUM-FRONT OFFICE

To attend to phone calls, receiving messages, interacting with Participants/ Guests and NSSTA Officers, co-ordinate room allocation, bookings, check-in and check-out of guests, collect cash/ obtain signatures of guests as required, maintain proper accounting and submit the same periodically to NSSTA Officials as per the decided norms/rules of operation.

3. CATERING

- a. To render all Food and Beverage services at high standards.
- b. To render additional services like High Tea, Special Dinner etc. as may be required by NSSTA.

4. HOUSEKEEPING

To render all housekeeping services including maintenance of rooms, dining halls, cafeteria, kitchen, office rooms, reception area, toilets and all other areas in the Hostel which may not be specified here, at high standards.

5. LAUNDRY

- a. To render all laundry services at high standards for Hostel Linen items.
- b. To render all laundry services at high standards for guests.

6. GENERAL ADMINISTRATION

- a. To ensure the efficient operations of the Hostel and coordinate with General Administration of NSSTA for smooth running of the Hostel.

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- b. To maintain records as required by NSSTA.
- c. To ensure the safety of Hostel, properties belonging to the Hostel and maintain total vigil on the movement of people in the Hostel.
- d. To ensure timely action in emergencies including operation of firefighting systems, administering first aid etc.

TERMS AND CONDITIONS

1. FRONT OFFICE

- 1.1 When the guest checks-in, the Contractor/ Contractor's staff shall immediately
 - 1.1.1 Attend to him, receive him, and allot the room specified by the designated officer of NSSTA in his/ her name. NSSTA will reserve the rooms and intimate the Contractor through Reservation Slips duly signed by the designated officer. **The contractor shall neither allot rooms on his own, for any reason nor disclose information relating to availability status to the guests.**
 - 1.1.2 Verify the identity of the guest and get the guest's name entered in the Guest Register to be provided by NSSTA.
 - 1.1.3 Accompany the guest to his/ her room carrying his/ her baggage to his room, leave him/ her in the room, look for comforts, keep fresh water etc.
 - 1.1.4 When the guest checks-out, separate bills for boarding and lodging whenever required are to be prepared and signed by the guest as and when applicable.
 - 1.1.5 **The Contractor shall not collect cash from certain guests for whom NSSTA would bear the expenditure for standard foods along with other bills to be submitted by the Contractor.**
 - 1.1.6 **At the time of check-out, the Contractor shall ensure that the room occupied by the guest is in order with respect to assets of the NSSTA. A quick check to be carried out before the guest leaves the Hostel.**
 - 1.1.7 **At the time of guest moving out of the Hostel or checking out, the related keys should be collected.**
 - 1.1.8 To ensure that the guest has not left behind in the room any of his belongings, and if any such belongings are found, the contractor shall immediately inform NSSTA officials.
 - 1.1.9 The Contractor's persons shall not seek any tips or favour from the guests for the services rendered.
- 1.2 During stay, the guest's miscellaneous needs like laundry, medical etc., to be attended to. The charges for these services may be collected from the guest on actual basis, providing relevant bills. However, where these services are to be rendered at NSSTA's cost, the same will be intimated to the Contractor by the NSSTA officials.
- 1.3 To order for newspapers and magazines as advised by NSSTA, coordinating with the newspaper agents, and paying for the bills at the end of the month. This will be

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reimbursed by NSSTA along with the Contractor's bill, on production of relevant suppliers' bills.

2. CATERING

- 2.1 The Contractor shall provide the following services:
 - 2.1.1 Preparation of Tea and Coffee, Breakfast, Lunch and Dinner etc., as per the menu annexed separately in the Price Bid Format.
 - 2.1.2 The menu may be altered for specific guests/ special occasions/ programmes/ functions as desired by NSSTA, within the overall scope of the menu. For any extra item, not covered in the Annexure (i.e. Menu), the Contractor may charge additionally on the mutually agreed rates.
 - 2.1.3 The Contractor shall take orders beforehand from the staying guests regarding their food requirements. NSSTA officials may also place separate orders to Contractor for any official programmes/ functions/ special occasions.
 - 2.1.4 The Contractor shall take care to provide healthy food to the guests as per the standard menu prescribed by NSSTA. However, in exceptional cases, he may have to prepare food as specified by the guests on medical grounds.
- 2.2 The Contractor shall be responsible for procurement of raw materials and ingredients. First quality raw materials and ingredients shall be used in the preparation of food and beverages. Fresh vegetables and milk, standard beverages shall be used. **The quality of the materials should be satisfactory to the officials of NSSTA, who may carry out random inspection.**
- 2.3 The Contractor shall store sufficient quantity of high quality ingredients in the available place in the Hostel to ensure preparation of food items in time. The Contractor at his own risk shall make the procurement and storage.
- 2.4 The timings for services fixed by the NSSTA shall be strictly followed by the Contractor.
- 2.5 Every food preparation shall be used for the specific service and the left-over food shall not be carried to next meal service.
- 2.6 The Contractor shall be responsible for service of food and beverages in the Dining Hall only.
- 2.7 The Contractor shall provide efficient and prompt service to all members.
- 2.8 The food preparation is to be done in a strict hygienic environment and matching process without any compromise. The staff is also expected to be reporting for duty with good health and hygiene as well as in washed & pressed uniforms.
- 2.9 The Contractor should ensure total cleanliness and regular cleaning of facilities in the kitchen and ensure that the properties of NSSTA are well taken care of.

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- 2.10 The Contractor shall perform the Service to the satisfaction of the NSSTA officials. If any shortcoming is found then on instruction from NSSTA officials, the Contractor shall rectify the shortcoming immediately.
- 2.11 The Contractor shall appoint the well experienced cooks capable in preparation of all types of foods.
- 2.12 On special occasions, celebrations to be organised in Hostel or in any of the NSSTA-chosen place, the Contractor shall be ready to undertake all kinds of arrangements of such celebrations. The Contractor and the NSSTA shall mutually work out special menu and rates for such occasions.
- 2.13 If NSSTA asks for procurement of any outside preparations, the Contractor shall arrange for the same and claim the expenditure in his regular bills.
- 2.14 The contractor shall attend to any or all catering requirements whether covered contractually or otherwise, at a pre-determined price laid out in the contract or mutually agreed upon thereafter.
- 2.15 The Contractor may inspect the kitchen equipment, crockery and cutlery, etc. available with NSSTA. The Contractor is free to use any of the available facility in the Hostel. For any additional requirement, the Contractor may bring his own equipment.
- 2.16 Routine cleaning and proper handling of kitchen equipment required for food preparation will be the sole responsibility of contractor.
- 2.17 The contractor shall co-ordinate the booking & procurement of gas cylinders in time to avoid any embarrassing situation.**
- 2.18 The contract shall not be allowed to serve pre-cooked food items purchased from outside except items like mineral water, sweets, Ice-creams, cold drinks etc in the Mess premises, unless specific prior permission is obtained from NSSTA.
- 2.19 The contractor shall keep standard quality of plates, spoon/ fork, electric dispenser, bread toaster, cornflake machine, crockery/ cutlery, jugs, salt/ pepper container etc for the dining hall at own expenses.
- 2.20 The contractor shall ensure adequate, safe and effective insect, pest and rodent control measures in the Mess premises.

3. HOUSE KEEPING

- 3.1 The Contractor, before submitting his offer, may visit the NSSTA for own assessment.
- 3.2 The Contractor will procure all the materials required for Hostel amenities. This includes small sized soap, shampoo, coconut oil sachet in all general rooms and soaps, shampoo sachets, toothbrush, toothpaste, comb, disposable razor, shaving cream, coconut oil, shower cap etc. to be kept in all the VIP rooms.
- 3.3 All the rooms shall be kept neat and tidy always to enable NSSTA to allot the rooms at any time.

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- 3.4 Linen like towels, bed spreads, bed sheets should be changed Twice a Week in the rooms.
- 3.5 The Contractor shall be responsible for making the beds and clean all rooms daily. All rooms, bath rooms, furniture and toilets are to be cleaned with high quality disinfectants. Ceilings, Ceiling fans, windows, glasses and furniture to be cleaned at least once in seven days. All the necessary housekeeping materials for the performance of services shall be procured by the Contractor periodically and claimed from NSSTA as a part of monthly charges/ bill.
- 3.6 Room fresheners and deodorants facilities to be made available in all the rooms, toilets, lounges and all common toilets. They may be replenished immediately whenever required.
- 3.7 The contractor shall maintain high standards of cleanliness and hygiene in the entire Hostel.
- 3.8 On special occasion, the agency shall arrange for Flower Arrangement in VIP Rooms, Common Lounge etc. Expenditure towards the same may be claimed from NSSTA in his monthly bills.
- 3.9 The Contractor's men shall take care of miscellaneous requirements like replacement of batteries for clocks, remote units of TVs and ACs etc. provided in the hostel rooms and other places. Reimbursement towards the same may be claimed from NSSTA.
- 3.10 Rooms to be regularly checked for bed, hand towel, bath towel, soap, shampoo, water, functioning of TV, refrigerators, ACs, geysers and bath room fittings, bulbs etc. and maintain regular reports. Whenever required, liaison should be maintained with CPWD authorities.
- 3.11 The Contractor shall ensure the proper functioning of all systems in the Hostel such as electrical, electronics, sanitary and water supply. For any requirement of attending to emergency problems which are minor in nature, he shall arrange to call the qualified person in the respective field and get the problem solved. Expenditure, if any, towards the same may be claimed in his monthly bills.

4. LAUNDRY

- 4.1 The Contractor shall provide all management, manpower, materials and systems for efficient and timely laundry services for the Hostel Rooms and VIP Rooms.
- 4.2 Bed linen and towels should be regularly washed and kept in clean condition for use. Washing of curtains, blankets etc., are to be carried on periodically and also on need basis. Payment towards the same will be made as per the rate contract.
- 4.3 The contractor shall charge from the trainees/ guests for washing and ironing of trainees/ guest's clothes at rates approved by NSSTA.
- 4.4 NSSTA shall provide water and electricity along with adequate space.

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5. GENERAL ADMINISTRATION

- 5.1 Hostel Occupancy Register provided by NSSTA shall be kept safely. As soon as the trainee/ guest enters the Hostel necessary entries are to be obtained.
- 5.2 An attendance register to be maintained for the attendance of the staff engaged by the agency and would be supervised by NSSTA authorities.
- 5.3 Daily boarding charts are to be maintained without overwriting for the provision of food to the trainee/ guests.
- 5.4 A file to be maintained for preserving the room reservation slips.
- 5.5 Both room rent and boarding bill books are to be maintained.
- 5.6 Asset Register is to be maintained by the Contractor to ensure the safe custody of NSSTA's properties. This is subject to periodical verification by the concerned authorities of the NSSTA. Hence, the Contractor shall assume full responsibility for maintaining all movable properties of NSSTA located inside the Hostel. In case of any shortage, damage etc., the Contractor shall intimate NSSTA immediately and is liable for replacement of the same at his cost.
- 5.7 The Contractor shall get the feedback from all trainees/ guests without fail.
- 5.8 Statements of food provided, bills received and submitted etc., are to be maintained by the Contractor.
- 5.9 The Contractor shall perform all catering and housekeeping services in a thorough, efficient, professional manner with due diligence and care according to specified norms and standards, in conformity with applicable local laws and regulations and NSSTA's own procedures & instructions, shortcoming if any found, then on instruction, the Contractor shall rectify the shortcoming immediately.

6. Raw material standards: The Contractor shall ensure that high quality ingredients and variety of quality vegetables are always procured for preparation of eatables. For all food preparation, double refined cholesterol-free and Agmark oil is to be used. As far as possible for all other preparations Agmark or any other standard products are to be used. The NSSTA authorized official has the right to test the quality of food, reject any ingredient that may be found to be substandard. All raw materials used should be free from adulteration or any foreign material. The contractor should also ensure that the used edible oil is not re-used for any other cooking purpose.

7. Hygiene Standards: The Contractor should ensure the proper health and hygiene of the workers employed by him and must ensure periodical medical check-up as per the norms of the Factories Act 1948 and OHSAS norms.

8. Facility provided by NSSTA broadly include:

- Modular self-contained Kitchen with facilities like refrigerators, deep fridge etc.

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- Furniture in rooms, dining halls, lounges, office rooms, cafeteria etc.
- Appliances like TV, ACs, Fridges, Geysers, and Washing Machines etc.
- The Contractor will have full responsibility of proper upkeep, maintenance (including spares replacement of equipments) and custody of the equipments/ vessels etc., handed over to him by the NSSTA except ACs, TVs, Sound System (a list would be provided).
- All the items supplied by the academy at its expense for the purpose of running Hostel will be NSSTA's property for all intents and purposes.
- The losses due to breakage / theft / damage or loss of any such materials / equipment / fixtures / furniture or damage due to poor and reckless handling shall be recovered from the Contractor at full cost. In regard to natural wear and tear of any such item, the decision of the NSSTA shall be final and binding on the Contractor.

9. PERSONNEL

9.1 The Successful contractor shall make all appropriate arrangements for smooth running of Hostel operations. Hence, he should post a team of personnel under the leadership of one well experienced Supervisor, who will be reporting to NSSTA Supervisor in the Hostel. Apart from Supervisor, the contractor will deploy receptionists, minimum 5 safaiwala persons, two well experienced cook alongwith adequate staff to meet the day to day requirements of NSSTA. The contractor will ensure deployment of additional adequate number of persons in Catering and House Keeping services as per requirement.

9.2 The Contractor shall maintain Qualified/ trained competent catering and hospitality personnel on the job to ensure smooth operation of the services as set forth in the Scope of Work and Services. This will include but not limited to:

- a) All labour necessary to prepare and serve all meals of different cuisines including continental and to maintain the guesthouse rooms etc., in total cleanliness and hygiene condition, and
- b) All clerical, supervisory and management personnel necessary for catering and allied operations.

9.3 The Contractor, as per the Abolition of Child Labour Act 2006, shall not engage a person below the age of 18 years.

9.4 The Contractor shall be solely responsible to meet all the requirements of his labourers as per the provisions of the prevailing Rules/Acts of GOI/State Govt. in this regard, including;

- a) Payment of wages and all allowances such as PF, ESI etc.
- b) All taxes claimed and deposited with any Government Authority having jurisdiction.
- c) Prompt replacement of any personnel whose performance is unsatisfactory or whose presence is considered as detrimental to Academy's interests.

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- d) All insurance and safety aspects pertaining to Contractor's employees are the contractor's liability.
- e) The personnel employed by the Contractor shall be healthy in all respects and shall produce medical certificates to substantiate the same as required by the NSSTA.
- f) It is mandatory for the Contractor to get Police Verification of all employees engaged by him and has to submit with NSSTA.

9.5. **UNIFORM:** The Contractor shall ensure that all his employees turn out in clean, appropriate uniforms and shoes, at all times on duty. The personnel shall wear caps while serving food. The Contractor shall provide the necessary uniforms, which shall be determined in consultation with NSSTA. However, NSSTA will be at liberty to change the colour scheme when the issue of uniform is next due.

9.6. The contractor shall maintain necessary Qualified/Trained competent personnel in each category of work, in accordance with the norms of Govt. authorities. They should meet all the requirements and fulfil all the activities mentioned in the schedule. The personnel should have pleasing personality, courteous, be good in communication with guests and be experienced to serve guests of high levels. Hence, the contractor should engage personnel who are well versed in English and Hindi. The personal engaged by the Agency will not be provided with any accommodation in the NSSTA complex.

9.7. The academy has no responsibility whatsoever on the Contractor's employees and the Contractor will be solely responsible for managing his employees. In the event of any dispute between the Contractor and his employees, the Contractor alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise. The operation of NSSTA Hostel will be monitored by a designated official of the Academy. The Contractor will also ensure availability of a responsible person on round-the-clock basis for contact by the designated officials of the Academy.

9.8. The Contractor shall engage sufficient number of competent employees for running the Hostel on round-the-clock basis. Expenses on account of payment of salary/ wages/ providing of food/ eatables for contractor's employees/ Uniform/ Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday Wages, Gratuity, Bonus, etc., to the contractor's employees shall be met by the Contractors as per the norms of Govt. authorities. The Contractor shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The Contractor shall be solely responsible for any claim arising out of employment or termination of his employees and for statutory payments. The Contractor shall employ such personnel who are medically fit. The academy has the right to direct the Contractor to remove from the premises his personnel who are found to be unfit on physical, hygienic, clinical, medical or disciplinary grounds.

9.9 The Contractor shall comply with the provisions of the Factories Act 1948, Contract Labour (Regulation and Abolition) Act 1970, Abolition of Child Labour Act 2006, ESI Act 1948, Workmen's Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Catering Establishment Act, Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules where under or any

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other Laws and Rules as may be applicable to the contract workmen from time to time. The Contractor shall produce registers and records and comply with other directions issued by the academy for compliance of the statutory provisions.

- 9.10 The Contractor shall fully indemnify NSSTA for any default or non-observance by the Contractor or any of his representatives of any of the provisions of the above mentioned enactments and the rules framed there under. Even though the Contractor shall be solely liable for settlement of any claim made by any person due to the non-observance by the Contractor of any of the provisions otherwise of the enactments cited, NSSTA reserves its rights to settle directly any amount due by the Contractor as mentioned above and to recover such amounts from any of the amounts payable by NSSTA to the Contractor or in the absence of the same as debt due to NSSTA by the Contractor. **The Contractor shall, whenever required by the Academy or Govt. officials authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.**
- 9.11 The Contractor shall produce documentary evidence in proof of effecting the said statutory payments. Non-observance of the provisions will be construed as default by the Contractor to make such payment, and payment of his bill will be withheld. The Academy will not make any separate payment towards the expenses incurred by the Contractor for complying with the above or any of the statutory provisions regarding their employees. The Contractor shall comply with all operational rules and regulations, including security & disciplinary rules framed by the Academy and made applicable to the whole or part of the premises, wherein the Contractor or his employees happen to be operating/working. In the event of any of the Contractor's employees violating the said rules and regulations or in any way becoming objectionable to the Academy, the Contractor shall remove forthwith such employees from the Academy's premises and indemnify NSSTA for any loss on such violation of the rules and regulations.
- 9.13 The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law regulations or by laws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.
10. The contractor shall obtain the relevant certificate from Food Safety and Standards Authority of India (FSSAI) within 45 days of award of the contract and submit a copy of requisite certificate issued by FSSAI in the NSSTA.
11. The opinion/ decision of NSSTA regarding the bid shall be final and conclusive. NSSTA reserves the right to reject any or all the bids at any time without assigning any reason thereof.

12. ARBITRATION

In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration**

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and Reconciliation Act 1996, in Delhi/ Noida jurisdiction.

13. PERIOD OF CONTRACT

The contract shall commence from the date of awarding by NSSTA and shall remain in force for a period of **two years**. The contract may be extended for 3rd year based on satisfactory performance/ mutual agreement of the firm/ agency on one hand and NSSTA on the other hand. Either party shall be at liberty to terminate the agreement by giving two calendar months' notice in writing.

14. RISK CLAUSE

Notwithstanding anything contained in any other clause, NSSTA reserves the right to terminate the contract due to any failure on the part of the Contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the NSSTA about the failure on the part of the Contractor shall be final and binding on the Contractor.

If there is any stoppage of service in any area of the Hostel operation, for any reason, the Contractor is liable for penalty action as decided by NSSTA. In the event of any failure on the part of the Contractor, NSSTA shall have the right, without any prejudice, to get the work done through any other alternate agency at the risk and cost of the Contractor. The additional cost, loss, if any incurred by NSSTA will be recovered from the Contractor.

15. ACCOUNTING AND PAYMENT TERMS

The Contractor is fully responsible for the Cash Inflow in terms of money collected from the trainees/ guests. The same has to be properly accounted with necessary paper work and money regularly deposited with the NSSTA Officials in the Hostel to be determined by NSSTA. The Contractor should properly account for the food items served which may be counter checked as per the systems enforced by NSSTA. Necessary records are to be maintained by the responsible person appointed by the Contractor which is to be audited from time to time by the NSSTA officials or the auditor appointed by NSSTA. The payment will be admitted and cleared for the quantity of food items served only and not on the quantity prepared. The Contractor is fully responsible for the wastages of food items prepared at the Hostel. So, any wastage of food items will have to be borne by the Contractor.

16. PAYMENT TO THE CONTRACTOR

The Contractor shall raise the bill on completion of every month, which should be duly certified by the NSSTA's official and the payment shall be made through ECS within 30 days from the date of submission of complete bill with supporting documents. The Academy shall not pay any amount in cash and no advance money shall be paid to Contractor in any case.

17. SUBLETTING

The contractor shall not sublet, transfer or assign the contract or any part thereof.

18. PENALTY CLAUSE

The Time schedule should be strictly followed by the agency. If work is not completed on stipulated dates, penalty will be applied as mentioned below.

- In case of any abnormal irregularity noticed the penalty will be levied by NSSTA up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause and considering the explanation of the agency, if submitted within stipulated time. Repeated irregularity will make the agency liable for cancellation and forfeiture of the Security Deposit.

HOW TO QUOTE: Tender documents consist of Part “A” and Part “B” as detailed below:

- 1) **Part “A”: Pre-qualification Bid (Technical Bid)** must be “online” along with the copies of documents as specified above in the “Eligibility conditions”. The tenderer shall expressly accept all the terms and conditions of the tender. Alternatively, the tenderer should list out deviations from the terms and conditions given in the tender documents. The tender which does not comply with NSSTA’s terms and conditions will be rejected.

- 2) **Part “B”: Price Bid** must be duly completed should also be submitted “online” in the format given by NSSTA. **Part “B” - price bids** will be opened only in respect of those tenderers who are qualified in the pre-qualification bid. **The tenderers are required to submit their quotation for the items listed in Part “B”. The labour cost will include the wages payable to the employees by the Contractor, and also statutory payments such as ESI, PF, Bonus, EL, and Incidentals like cost of food supplied to the workmen, uniform and all other statutory and non-statutory benefits to the persons employed by him.** Catering charges - the rate for each unit of food item shall include material and fuel cost only. The labour cost for food preparation shall be covered under fixed service charges for providing man power.

The Academy also reserves the right to accept any or reject any/ all the tenders or any part thereof at any stage of process without assigning any reason thereof. The Academy has no obligation to accept the lowest tender. NSSTA’s decision in this regard shall be final and binding.

VALIDITY OF RATES:

The rates quoted should be valid for 180 days initially from the date of opening of the price bid. The rates of successful bidder should be valid for two years from the date of commencement of the contract.

I/We have read the General Information, Scope of Work, Terms & Conditions explicitly mentioned and accept the same to execute the contract, if awarded.

(Please sign at the bottom of all pages)



Signature & seal of the tenderer

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PART – A

**National Statistical Systems Training Academy (NSSTA)
Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (U.P.)**

Phone: 0120-2328910

Fax: 0120-2328905

PART “A” - PRE-QUALIFICATION BID (TECHNICAL BID)

IMPORTANT NOTE:

1. Please read “Scope and general terms & conditions” before filling up this form.
2. Attach documentary evidence wherever asked for.
3. Attach the complete set of Scope, Terms & Conditions, duly signed by you.
4. Complete the format in all respects with signature on each page.
5. If space provided in the format is not sufficient, please provide the information in a separate sheet.
- 6. Those who are qualified for “Pre-qualification Bid” alone will be considered for opening of Part “B”: Price Bid.**

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PART "A" - PRE-QUALIFICATION BID (TECHNICAL BID)

(A) Name & Address of the Tenderer:

(B) Whether Individual or Company or Partnership Firm?

(C) Name & address of Directors and / or Partners (in case of Partnership firm) or name & address of the Proprietor(s) in the case of sole proprietorship firm. (Documentary evidence to be enclosed).

(D) Experience: (Use separate sheets wherever necessary)

- Hostel General & catering services (particulars to be given with reference). Documentary evidence to be enclosed.
- Hostel House Keeping services (particulars to be furnished with documentary evidence. Quotation without documentary evidence for required experience shall be rejected).

(E) No. of employees proposed to be employed with break up details for the following:

SERVICE AREA

HOSTEL

(Proposed to be employed/ engaged)

-
- a. Supervisor
 - b. Head cook
 - c. Asst. cook
 - d. Housekeeping boys
 - e. Servant for cleaning the vessels, sweeping & swapping
 - f. Waiter/room boy
 - g. Clerks/Assistant for managing reception and gen. Admn.
 - h. Laundry

(F) Total number of employees presently employed by the tenderer in the Hostel maintenance and catering contracts in the format given below:-

Sl. No.	Institute/ Organisation	Total

(G) Name of Agency's Bankers and details of solvency certificate:

(H) Scanned and signed copies of the following documents to be attached;

Provident Fund Code No (signed and scanned copy to be attached)	
ESI Code No	

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(signed and scanned copy to be attached)	
PAN No/ TAN No (signed and scanned copy to be attached)	
Goods and Service Tax (GST) No. (signed and scanned copy to be attached)	
Shop and Establishment registration certificate (signed and scanned copy to be attached)	

(I) Whether the tenderer has been issued with a license under the Contract Labour Regulation & Abolition Act? If so, furnish the details.

(J) Turnover in the last 3 years i.e. 2017-18, 2018-19 and 2019-20 (if same for 2019-20 is not available, details for FY 2016-17 to be provided) [scanned and signed copies of duly verified audited certificates issued by the registered Chartered Accountant to be attached)

(K) Is the contractor/proprietor/partner(s) an Income-Tax Assesse? If so, Income-Tax clearance certificate for the last three years has to be produced.

(L) Scanned copies of documentary performance certificates indicating that the bidder has been successfully executed/ completed services in providing Catering and House Keeping Services in the last three years to reputed organizations/ educational institutions as follows;

- a) Three similar completed services (i.e. Catering and Housekeeping services) costing not less than the amount of Rs.20.00 lakh each; or
- b) Two similar completed services (i.e. Catering and Housekeeping services) costing not less than the amount of Rs.30.00 lakh each; or
- c) One similar completed service (i.e. Catering and Housekeeping services) costing not less than the amount of Rs.45.00 lakh.

(M) Have the accounts of the Firm/ Company been audited for the previous year. If so, furnish a copy of audited accounts of the previous three years.

(N) Whether the Part B "Price Bid" is submitted

(O) DD No:, Date, Name of the Bank and amount towards Earnest Money Deposit

(O) Scanned and signed copies of Annexure I, II and III to be attached.

(P) Any other information the tenderer may like to furnish.

(Q) If the contract is awarded, by what means do you propose to furnish the Security Deposit as explained above in the General Information sheet.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date:

Tender No.Q.11011/Adm(G)/2/2016/NSSTA

PART “B” - PRICE BID

NSSTA HOSTEL, Greater Noida

IMPORTANT NOTE

1. Please read carefully “Scope and General Terms & Conditions” before filling up this form.
2. Complete the format in all respects with signature on each page.
3. The labour cost will include the wages payable to the employees by the Contractor, and also statutory payments such as ESI, PF, Bonus, EL, and incidentals like cost of food supplied to the workmen, uniform and all other statutory and non-statutory benefits to the persons employed by him.
4. The rate quoted for catering charges should be as per the menu. The rate for each unit of food item shall include material cost, fuel cost, labour cost, charges for deployed cooks and any other cost for catering.
5. The rates quoted should be valid for 180 days initially from the date of opening of the Price Bid. The rates of successful bidder should be valid for two years from the date of commencement of the contract.
6. Standard methods, quality ingredients, fresh seasonal vegetables etc., for preparation of items and standard weight for each item should be taken into consideration while quoting the rates.
7. The rates quoted will be exclusive of the taxes/ GST, as applicable.
8. **Part “B” (Price Bid)** in BOQ format should be submitted on or before the due date.
9. If space provided in the format is not sufficient, please provide the information in a separate sheet, duly signing the same.

PART “B” - PRICE BID

NSSTA HOSTEL, Greater Noida, UP

LOCATION AND DETAILS OF THE NSSTA HOSTEL

Address & the location	: National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, (Behind Expo Mart) Greater Noida – 201310, (U.P.), Phone: 0120-2328910, 2328905 (Fax)
Number of Beds	: 112
No. of Rooms & attached bathrooms	: 30 Double Bed Rooms : 42 Single Bed Rooms : 6 VIP Rooms
Dining Hall	: One in Hostel
Kitchen	: One
Cafeteria in Admn. Block	: One
Reception	: One
Lounge Area	: One
Common Toilet in Hostel	: One
Laundry Area	: Two
Gas Cylinder Shed	: One
All indoor Games	: Three

The contractor is advised to visit the Hostel before submitting his tender.

PART B-PRICE BID
HOUSEKEEPING of NSSTA HOSTEL
ANNEXURE OF RATES

Sr. No.	Description	Rates (Rs)
01.	House Keeping Material Charges per month for cleaning the hostel premises including manpower and material - Room Fresheners, Mosquito Repellents, battery in wall clock and other cleaning materials etc. (break up details of material proposed to be used to be furnished)	
02.	Guest Amenities per month (small size soap pieces, shampoo, coconut oil sachet in all general rooms and soaps, shampoo sachets, toothbrush, toothpaste, comb, disposable razor, shaving cream, coconut oil, shower cap, etc. to be kept in all the VIP rooms. The contractor shall provide two seasonal fruits/ Juice & Biscuits in all rooms at the time of entering of the Guests. (Quality & rate of material proposed to be provided to the guest may be furnished)	
03.	<u>Laundry Services costs</u> (QUOTE PER PIECE): a. Duster b. Hand towel (small)* c. Bath towel (big)* d. Bed spread (single) e. Quilt with cover (winter) f. Blanket g. Bed cover h. Pillow cover i. Curtain	<u>Frequency of Washing/Dry clean</u> Twice a Week/ After Check Out Daily Daily Twice a Week Fortnightly Once in Three Months Once in Fortnight/After Check Out Twice a Week Once in a Quarter
TOTAL		

* To be changed everyday

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date:

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PART B- PRICE BID
CATERING CHARGES, NSSTA HOSTEL
ANNEXURE OF RATES

Sr. No.	MENU		Rate (Rs.)
1.	Bed Tea/Coffee	Tea/coffee	
2.	Breakfast	Corn flakes/porridge with milk, Two egg's to order, bread plain/ brown OR cornflakes with milk, toast, butter, jam, sauce OR cornflakes with milk, medium size puri with bhaji /aloo dam OR cornflakes with milk, stuffed paratha with curd OR cornflakes with milk, vada / masala dosa / idli / upma / uttapam with sambar and chutney OR cornflakes with milk vegetable cutlet with chutney Or cornflakes with milk, Chhole Bhature, Seasonal fruit.	
3.	Mid-Morning Tea	Tea/coffee, Sugar Cubes or sugar sachet, Two types of biscuits (Sweet & Salty)	
4.	Afternoon Tea	Tea/coffee, Sugar Cubes or sugar sachet, Two types of biscuits (Sweet & Salty)	
5.	Evening Tea	Tea/coffee, Sugar Cubes or sugar sachet, Fried Snacks (Samosa or Veg Cutlet or Pakora or Bread Roll or Bread Pakora) with sauce.	
6.	Lunch Menu I (Buffet)	Rice- Plain/ jeera / biryani / pulao (or Equivalent) Roti –Plain/Tandoori/ Parantha One Seasonal vegetable Dry, One Vegetable preparation with gravy., Dal, Curd/Raita, One type Salad One sweet dish, Fresh fruit, Ice Cream.	
7.	Dinner Menu I (Buffet)	One Non-veg Dish, Paneer Dish/Kofta/Mushroom Seasonal Vegetable, Dal, Curd/Raita, Basmati Rice/Pulao Chapatti/Tandori Roti as per requirement, One type Salad One sweet dish, Fresh fruits, Ice Cream	
8.	Lunch & Dinner Menu II (Buffet)	Service in Bone China crockery and with cloth napkin Two soups, Two Non veg dish, Paneer Dish/Kofta/Mushroom Two Seasonal Vegetable, Dal, Curd/Raita, Basmati Rice/Pulao, Assorted Tandoori Roti, Papad, Pickle, Two Sweet dish, Fresh fruits.	
9.	High Tea	Pastry, Sweets Paneer Pakoda and Kachori or Samosa or Veg Cutlet Biscuits(two types), Wafers Tea (readymade/tea bag)/Coffee (Bru/Nescafe)	
10.	General Thali (per unit)	4 Roti (Approx. 100g), Plain Rice 100g. One Seasonal Vegetable, Dal, Raita, onion/green chilli	
11.	Ala Carta	<ul style="list-style-type: none">• Chicken/ Mutton (Per Plate – Two Pcs.)- 150 gm• Mater Paneer/ Shahi Paneer (Per Plate)- 150 gm• Dal Tadka/ Dal Makhni (Per Plate)- 150 gm• Stuffed Paratha (Qty-2)• Egg Omlet (Double egg)• Rice (Per Plate)- 100 gm	

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:
Date:

Annexure-I

DECLARATION

I,.....Son/ Daughter/ Wife of Shri.....Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. We are not involved in any major litigation that may have impact of affecting or compromising the delivery of the services as required under this tender.

3. I /We hereby declare that the information furnished above are true to the best of our knowledge. We have enclosed necessary documentary evidence in support of the same. I/We have not been banned and black listed by any Government Department /Financial Institution / have not been convicted by any Court of Law.

4. The information/documents furnished along with the above are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date:

UNDERTAKING BY THE AGENCY

I/ We have read and understood the instructions and the terms and conditions contained in the document.

I/ We accordingly accept all terms and conditions of the tender enquiry document including the essential conditions specially incorporated in the tender enquiry like terms of terms of payment, dispute resolution mechanism applicable law.

I/ We confirm that we do not stand deregistered/ debarred/ banned/ blacklisted by any Govt. Authorities etc during the last 3 years.

I/ We hereby declare that there is no legal suit/ criminal case pending or contemplated of legal notice having been served to this effect against the firm on grounds of moral turpitude or for violation of any of the laws in force.

I/ We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief.

I/ We also hereby certify that if at any time, information furnished by us is proved to be false or incorrect. I/ We are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.

**Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)**

Place:

Date:

DISCLOSURE OF CODE OF INTEGRITY

Bid Reference No-

It is hereby disclosed that we _____ shall not act in contravention of the codes as under:-

1. Prohibition of:-

- a. Making offer, either directly or indirectly in exchange, for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- b. Any omission, or misrepresentation that may mislead or attempt to mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided;
- c. Any collusion, bid rigging or anti-competitive behaviour that may impair the transparency, fairness and the progress of the procurement process;
- d. Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain,
- e. Any financial or business transactions between the bidders and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- f. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process;
- g. Obstruction of any investigation or auditing of a procurement process;
- h. Making false declaration or providing false information for participation in a tender process or to secure a contract;

2. It is also disclosed that no previous transgressions have been made in respect of the provisions of Sub Clause (i) of Rule 175 of GFR with any entity in any country during the last three year or of being debarred by any other procuring entity.

(Authorized Signatory)
Stamp

Place:

Date:

Procedure for calculation of weighted average monthly rates for the food items i.e. Y

S No	Item	Weight (W _i)	Price (P _i)	W _i P _i	
1	Bed Tea/ Coffee	1	P ₁	1x P ₁	
2	Breakfast	14	P ₂	14xP ₂	
3	Mid-Morning Tea	3	P ₃	3xP ₃	
4	Afternoon Tea	3	P ₄	3xP ₄	
5	Evening Tea	5	P ₅	5xP ₅	
6	Lunch Menu I (Buffet)	25	P ₆	25xP ₆	
7	Dinner Menu I (Buffet)	29	P ₇	29xP ₇	
8	Lunch & Dinner Menu II (Buffet)	12	P ₈	12xP ₈	
9	High Tea	3	P ₉	3xP ₉	
10	General Thali (Per unit)	2	P ₁₀	2xP ₁₀	
11	Ala Carta	Chicken/ Mutton	0.5	P ₁₁	0.5xP ₁₁
		Mater Paneer/ Shahi Paneer	0.5	P ₁₂	0.5xP ₁₂
		Dal Tadka/ Dal Makhni	0.5	P ₁₃	0.5xP ₁₃
		Stuffed Paratha	0.5	P ₁₄	0.5xP ₁₄
		Egg Omlet	0.5	P ₁₅	0.5xP ₁₅
		Rice	0.5	P ₁₆	0.5xP ₁₆
Total		100	∑P _i	∑W _i P _i	
Total monthly rates i.e. Y = 30 x ∑W_iP_i					