

**TENDER FOR PROVIDING
CARETAKING, HOUSEKEEPING
& CATERING SERVICES AT
RGIPT GUEST HOUSE**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)
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This tender document contains 29 pages and it is not transferable.

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institute of National Importance Established Under an Act of Parliament)

Ratapur Chowk, Rae Bareli- 229316, Uttar Pradesh

Notice Inviting Tender for

Providing Caretaking, Housekeeping and Catering services at RGIPT Guest House

Tender Notification No	: RGIPT/RBL/GH/02/2015
Tender notification Date	: 05-10-2015
Job	: Providing Caretaking, Housekeeping and Catering services at RGIPT Guest House
EMD Amount	: Rs 77,800/- (Rs. Seventy Seven Thousand Eight Hundred Only). No EMD for RGIPT registered vendor.
Period for contract	: Initially for a period of 2 years that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents. Up to 10% hike, ONLY on food cost and laundry charges, shall be provided in subsequent years of contract, after the successful completion of 1 st year.
Last date of tender submission	: 09-11-2015 at 3.00 PM
Address for tender submission	: The Registrar Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Ratapur Chowk, Rae Bareli- 229316 Uttar Pradesh
Opening of Technical Bid	: 09-11-2015 at 3.30 PM
Opening of Commercial Bids	: To be announced

PART-I

1. Introduction:

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Rae Bareli has been set up by Ministry of Petroleum and Natural Gas (MoPNG), Government of India, as an Institute of National Importance in lines of IITs under an Act of Parliament. The Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology.

RGIPT maintaining its Guest House on campus for top level academicians and officers in Rae Bareilly. Institute invites sealed quotations from reputed and experienced firm, in two-part bids for providing Caretaking, Housekeeping and Catering at institute's Guest House. Guesthouse is situated at ITI Colony, Doorbhash Nagar, Rae Bareilly. The crockery for serving dishes, ovens and other kitchen equipment will be provided by Institute for routine day-to-day catering. However, the caterer will be required to procure the consumables and fuel (Commercial LPG cylinder).

2. Bidding System

Interested firms may submit their quotations in two part bids:

- (a) **PART ONE:** Technical Bid (Form-I, II, III, & IV)
- (b) **PART TWO:** Financial Bid (Form- V)

3. Technical Qualification:

- (a) Minimum 2 years experience, especially providing caretaking, Housekeeping and catering services at Guest House at any reputed Educational Institute/ PSUs/ Private Companies
- (b) Annual turnover of at least Rs. 20.00 Lakhs during last 3 financial years and should be an Income Tax assessee.
- (c) Registration with Income Tax department for PAN
- (d) Registration under the EPF Act 1952 and ESI Act
- (e) Service Tax Registration
- (f) Registered under Contract Labour (Regulation and Abolition) Act, 1970
- (g) Non blacklisting declaration
- (h) EMD of Rs 77,800/- in the form of DD, issued on the name of 'Rajiv Gandhi Institute of Petroleum Technology' and payable at Rae Bareilly

Note: Those firms do not having experience in running Guest House of large organization, need not apply

4. OPENING OF TECHNICAL BIDS

The Technical Bids shall be opened on **09-11-2015 at 3:30 pm** in the presence of the bidders, who wish to remain present. The bidders attending the technical bids opening meeting should carry letter of authority from their firm/agency.

5. Enquiry regarding Tender Terms & Conditions

In case any doubt about Tender Terms & Conditions, interested bidders may contact Shri Jitendra Prasad, Officer-in-Charge for clarification on Phone No.: 0535-2704208 or Mobile No- 08574897750 on any working day between 11.00 AM to 5.30 PM.

6. OPENING OF FINANCIAL BIDS

The Financial Bids of only those firms, found technically qualified by the committee, will be opened. Shortlisted firms will be intimated by e-mail/ over phone about the date of the opening of Financial Bids to enable them to remain present on the day of opening of Financial Bids.

7. QUOTING THE PRICE

Bidders will be required to quote rates of caretaking, housekeeping and catering charges in Financial Bid Form- V.

8. CANCELLATION OF TENDER

RGIPT reserves the right to withdraw tender after floating it for public access or cancel the entire tendering process without assigning any reason thereof. In addition, institute reserves the right to select or reject any bid without assigning any reason thereof.

9. LAST DATE FOR SUBMISSION OF TENDER

Last date of Tender Submission, completed in all respect, is **09-11-2015 by 3:00 pm**. Tender shall be submitted either by Speed/Registered Post/ Courier or by hand. Tender completed in all respect should reach on the following address with all documents:

The Registrar

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

Ratapur Chowk,

Rae Bareli - 229 316 (UP)

Tender No- RGIPT/RBL/GH/02/2015 and '**Tender for running RGIPT Guest House**' should be clearly be super scribed on the top of envelope.

PART- II

1. SCOPE OF WORK

The contractor will be required to perform all the services pertaining to care taking, housekeeping and catering of the Guest House on behalf of RGIPT located at Block No. 4, SOH quarters, Doorbhash Nagar, ITI Township, Rae Bareli- 229316 consisting of 12 rooms, toilets, dining room, reception, kitchen, corridor and store. The contractor will supply all consumables, tools & tackles required for the job. The contractor shall be responsible for performance of the following duties:

- (i) Caretaking of Guest House, facilitating accommodation and its allied services for comfortable stay of guests of RGIPT. The Guest House comprises two suites with attached toilets, Nine double-occupancy rooms with attached toilets, one dining hall, one meeting room, a reception room, one staffroom for the caretaker and corridors connecting the rooms
- (ii) Regular maintenance and cleaning of the area under the scope of this contract by using proper tools, tackles & equipments. Cleaning of Kitchen, Guest House accommodation rooms, all the toilets, bathrooms, washbasins etc. attached to it (Twice Daily). Cleaning has to be carried out with approved material manually or by using Mechanized equipments like vacuum cleaners, scrubbing machine and carpet shampooing machine etc. or both.
- (iii) Furniture, fixtures, sofa sets, cushion chairs, LCD-TV, kitchen equipments, exhausts fans and other electronic gadgets are required to be cleaned DAILY.
- (iv) Cleaning and dusting of all the doors and windows, glass panes etc in the guest house accommodation rooms ONCE DAILY
- (v) Proper regular care for the safe maintenance of fittings, fixtures, LCD-LED-TV, equipments and furniture shall be sole responsibility of the contractor. Any damage and or loss caused to the above either by the contractor himself or by any of his employees shall be rectified by the contractor at his own cost immediately

- (vi) The contractor shall exclusively manage catering arrangements like supply of tea/snacks, meals, lunch, dinner etc. as and when required by the guests on payment basis at the specified rates fixed by the RGIPT (Price list enclosed- Annexure-I). Caretaker should be well mannered and well versed in cooking and preparation of food and serve Indian food/tea/snacks etc. to the guests & collect the approved rates only from the Guests/Visitors before they leave the Guest House. Contractor will arrange all the food items, which are required in Guest House for serving the Guest, and collect the charges from Guests.
- (vii) All eatables, soft drink, etc. shall be served only in the Dining Hall/Rooms. Used crockery, empty bottles etc. shall be collected back from the tables/rooms immediately.
- (viii) Sufficient stock of items such as consumable raw materials, packed and bottled items shall always be maintained so as to meet normal requirement and any immediate needs of Guests. The contractor shall not be permitted to stop supply of any item for any reason whatsoever
- (ix) Raw materials like tea, coffee, masalas, ghee, refined oils (loose oil shall not be used) and eatables like bread, butter jam etc. to be served to the guests shall be fresh and of good quality and manufactured by well-know manufactures. Lists of few branded items have been mentioned at Annexure "II"
- (x) The eatables served by the contractor to the Guests shall be completely hygienic, free from any sort of adulteration and unwanted ingredients such as stones, soil, egg-shell, human hair, glass or crockery chips, paper, wood insects, fillies or non-usable liquid etc. Dishes containing such things shall be rejected. Any item found sub-standard or of poor quality shall be rejected.
- (xi) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The contractor shall be responsible for their hygienic fitness. Milk and milk product such as curd, yoghurt, chesses etc. shall be of good standard and should be prepares and served fresh
- (xii) If any of the above mentioned items are found to be of substandard quality the same shall be rejected out rightly. An authorized representative of RGIPT has the right to destroy such items on the spot without any compensation to the contractor, whatsoever. The contractor shall ensure that beverages and eatable prepared in the Guest House are not sub-standard. RGIPT reserves the right to reduce the prices or refuse the payment of such items already served/supplied
- (xiii) The used cups, saucers, tea pots, utensils are washed with good quality utensils cleaning powders. Used utensils/bowls are to be additionally washed in hot water.
- (xiv) RGIPT shall not be responsible for any amount/due of the contractor arising out of supply of foodstuffs supplied by him to any person/individuals.
- (xv) The contractor shall maintain the premises in proper; and hygienic condition as per the satisfaction of RGIPT representative.

- (xvi) The total manpower for Guest House shall be four comprising Guest House Manager-1, Cook-2, Attendant-2, Utensil cleaner-1 and housekeeping staff-1.
- (xvii) The Guest House Supervisor and the Caretakers should be present in the Guest House all the days including Sundays & Holidays round the clock on shift basis and collect requests for accommodation from Guest House-In-charge, daily.
- (xviii) The contractor should provide appropriate uniforms to the staff deputed in the guesthouse at his own expense and the contractor should ensure that his staff are in uniform while working and specially while serving coffee/tea, lunch, snacks, dinner etc.
- (xix) The Contractor or his representatives will collect the payment from the guest for the stay, as per applicable rate, by issuing proper receipt on behalf of RGIPT and the collected amount will have to be deposited by the contractor to RGIPT on weekly basis.
- (xx) In this regard the contractor is required to maintain a proper room rent register or/and computer generated report.
- (xxi) Guest House Catering will not be closed or the contractor will not suspend service for any reason, whatsoever. The services should be as per menu.

(b) Provision of toiletries:

- (i) The contractor will provide one small soap, one shampoo pouch per day per guest at its cost. In addition, naphthalene balls in all washbasins, toilet paper, liquid soap, paper napkins, Mosquito repellent liquid, room freshener and Hit spray etc. of standard brands shall be made available by the contractor at its cost. Selection of brand will be done with the approval of RGIPT Guest house in-charge. A list for quality of material supply is attached herewith at Annexure-II
- (ii) Any other work that is incidental and essential to keep the Guest House clean and hygienic.

(c) Readiness of room for guests:

- (i) The Contractor shall be responsible to keep room ready in all respect within 01 hour of the vacation of the room by the guest.
- (ii) Filling drinking water in jugs in all the rooms and keeping the cleaned glass in every room at the time of arrival of guest and the same should be changed daily or on request of the guest.
- (iii) Making of the beds of guests i.e. spreading the bed sheets, quilts/ blankets, bed covers, inserting pillow covers, beds shall be made at the time just before the occupation of the room by guest.
- (iv) The Contractor shall ensure that linen of rooms during the stay of guests is changed every alternate day.
- (v) The contractor shall be responsible to replace linen of rooms in case room remains vacant for more than 03 days.

(vi) The contractor will also ensure that linen is changed as & when requested by the guest. However, the charges for cleaning to the linen are directly borne by RGIPT.

(vii) The bed sheet , bed spreads, pillow covers, bed covers shall be got washed by the caretaker only from the washer man approved by the RGIPT and charges thereof shall be paid by RGIPT at the rates decided from time to time.

(viii) The total stock of bed covers, bed sheets, bedspreads, pillow covers, blankets, towels, curtains etc. handed over in bulk against acknowledgement of the caretaker shall be under the custody of the caretaker and caretaker shall take general care of these items. While torn/ worn out bed sheets, bedcovers/ spreads/ curtains/ pillow covers/towels etc shall be replaced by RGIPT, any loss due to any reason would be recovered from contractor.

(d) Disposal of garbage:

(i) Tea leaves, leftover food shall be collected in proper refuse bins and disposed of immediately. It shall be the responsibility of the contractor to dispose of garbage, accumulated during the operation of this contract, as per rules and regulations of the Corporation, at least twice in a day and/or at any time when garbage is accumulated in a larger quantity than the capacity of dustbin/garbage drum. The contractor shall ensure that garbage should never be kept overnight in the premises of RGIPT Guest House.

(e) Food Menu:

(i) A sample menu has been provided as per Annexure-I. RGIPT shall in its discretion order for any of the menus.

(f) Cost of Fuel:

(i) Contractor will be required to procure the commercial cylinder on his own cost. However, electrical oven/hot plates/microwave ovens supplied by RGIPT can be used with the permission of Officer in charge.

(ii) RGIPT will provide water supply and electricity free of charge but power should not be used for cooking. Necessary fans, fixtures, fittings, refrigerator and furniture items for the dining hall as well as in other rooms will be provided by RGIPT and the contractor is solely responsible for the proper care and general maintenance of these systems.

(g) RECORD KEEPING:

(i) The supervisor/caretaker will record in the register maintained for the purpose the names of the guest, rooms allotted, issue and collect back room keys and almirah keys, collection of tariffs, issues of receipts to guest, maintain the account and the collected tariffs shall be deposited with RGIPT office on weekly basis.

(h) MISCELLANEOUS:

(i) Special Events' Arrangements: There may be special arrangements organized besides regular activities in which the contractor may be asked to provide the services. The contractor has to supply caretakers/cooks/service boys etc. under this contract as and when required. For such arrangements if any of food menu is different or in addition, the rates shall be mutually decided prior to the event takes place.

(ii) The contractor will charge for laundry services from guests, as per rate quoted by them in **Price Bid Form-V**.

(a) Food (Tea, Breakfast, Lunch and Dinner) will be served as per following schedule:

S. No.	Heads	Timing
1	Bed Tea	5:00 AM to 7:00 AM or as per order
2	Breakfast	7:30 AM to 9:30 AM
3	Lunch	12:30 Noon to 2:30 PM
4	Evening Tea	5:00 PM to 5:30 PM or as per order
5	Dinner	7:30 PM to 9:30 PM

(b) Sample Menu

The contractor will provide normal daily food as per basic menu decided in consultation with RGIPT Authority. However, on special occasion or the need of guest, food shall be provided accordingly on agreed rates. RGIPT reserves the right to change the menu time to time and that shall be communicated in writing, adequately in advance, to the contractor.

(c) In addition to above, the contractor will be required to provide extra food facilities against additional payment basis to the residents of guesthouse in respect of items not covered under the Basic Meal Plan.

(d) Maintenance of Inventory

The inventory of articles will be handed over to the contractor in good and working condition at the commencement of the contract. The contractor will be the custodian of this Institute's properties and Guest House inventory during the period of contract and shall make good any loss to the inventory by way of misuse, breakage, theft, etc., at his own cost.

(e) **Maintenance of kitchen equipment:** Maintenance of kitchen equipment will be covered to the scope of maintenance service contract entered into by RGIPT Rae Bareli with equipment suppliers, but catering contractor should inform service contractor of maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.

(f) Kitchen equipments, cooking utensils, crockery, cutlery, Dining hall furniture and service counters will be provided by RGIPT Rae Bareli. Upkeep of all items provided by RGIPT Rae Bareli will be the sole responsibility of the caterer.

(g) Any equipment required other than what is available in the Institute for the cooking and servicing is to be procured by the Caterer. Any new equipment purchased would remain the property of the Caterer and can be taken away at the termination of this contract.

(h) **Use of Electricity:** The contractor shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, water coolers, mixer/ grinder, oven and other equipments for cutting/grilling vegetables, etc.

(i) **Storage of Food:** The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served to guests and stale food

is not recycled. Stale food shall be removed from the guesthouse premises as soon as possible. Wastage of food should be avoided.

- (j) **Quality of Food:** The contractor shall procure only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than 1 (one) day in summer and 3 (three) days in winter at a stretch. However, the contractor shall ensure that a sufficient stock of other raw materials are stocked in the store for consumption for a minimum period of 15 (fifteen) days. RGIPT will have the right to check the quality of food articles and vegetables from time to time.

2. TERMS AND CONDITIONS: (GENERAL)

- (a) The bidder must have the required and valid statutory registration for rendering the catering and its allied services.
- (b) No legal proceedings(s) and/or Industrial dispute(s) claiming wages or any other payment from or employments with the principal Employers have been initiated by any present employee or previous employee of the bidder (if a company or proprietorship however previously designated) or of any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate declaration in the form of an affidavit which if found to be false could not only lead to criminal prosecution but could be attended by termination of the contract and award of the work to another caterer at the caterer's risk and cost.
- (c) Food Waste, unwashed food plates and other rubbish is required to be cleaned /cleared immediately.
- (d) **Pest-Control:** The contractor at all times will keep the cook house/dining hall/washing area free from flies/cockroaches/mosquitoes/rats and other pests. Frequent pest control and scientific pest control measures are required to be adopted by the contractor at all times.
- (e) The contractor would ensure clearance of all the drains in and around the kitchen and dining hall at all times and will ensure disposal of waste food articles & other garbage from the campus premises frequently & regularly at his own cost. The institute will not pay any extra amount for the same.
- (f) The contractor will arrange for any additional facilities, utilities, equipment and inputs required for the production and service of various items of food. The Contractor shall be responsible to ensure the proper utilization of the facilities, equipment, furniture and utilities provided by RGIPT Rae Bareli without any manner of abuse or excess use. And, also keep the kitchen and surrounding area absolutely tidy and free from any damage. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be effected from the contractor's bill and the material/item repaired or replaced at his cost.
- (g) Notwithstanding anything elsewhere provided herein, the firm may be penalized if the contractor does not rectify any defect in the maintenance, upkeep, hygiene and cleanliness of the kitchen and/or equipment to a state satisfactory to the Officer-in-charge within 10 (Ten) days of notice in writing.

(h) The contractor will be responsible for any major or minor repairs and will arrange for regular maintenance of the equipment provided by the Institute at his cost.

6. Conditions of Work

- a. Efficiency, promptness, quality of food, quality service, good behaviour and politeness of the caterer and his staff are the essence of the contract. The caterer is required to supervise the operations at all working hours and his manager or supervisor shall personally supervise operations in the kitchen and dining area.
- b. Work shall be carried out by the caterer as per the conditions of contract.
- c. The caterer shall engage fully trained and adequately experienced staff and arrange to provide refresher-training course for them as and when required and as per the direction of Institute.
- d. The caterer will try his best to save energy by using latest technology in catering service areas.
- e. All the catering staff should be medically fit. They should be free from any contagious diseases. The caterer shall get his employees medically examined once in three months and submit fitness certificate to the officer-in-charge.
- f. The contractor will require submitting of medical report and police verification of the newly joined employees within 10 days of their joining.
- g. Contractor shall ensure cleanliness of the cook house/dining halls/ stores/washing areas/ surrounding areas at all times.
- h. The caterer shall provide appropriate uniform to all their staff engaged by them and deployed on RGIPT Rae Bareilly duty in sufficient quantity. The uniforms worn should be cleaned & used at all times.
- i. Entry into RGIPT Rae Bareilly by caterer's personnel will be subject to issue of gate passes to such personnel for the purpose. Gate passes shall be for a fixed period and shall be issued at the joint request of the caterer and the personnel of the caterer with respect to whom gate passes are sought, in the format prescribed by RGIPT Rae Bareilly in this behalf to be jointly signed by the caterer and the concerned personnel.
- j. The gate pass may be withdrawn without assigning any reason.
- k. The gate passes issued to the caterer's personnel shall not ordinarily exceed the number which will be communicated to him by the Institute from time to time except to meet emergent, casual or temporary requirements.
- l. The caterer's personnel shall not indulge in entertaining their guests/outside in the RGIPT premise, and shall not loiter in the Institute premises and shall not normally move out of their specified area of operation.

- m. The caterer shall make necessary arrangements for regular and prompt collection and disposal of waste generated in the kitchen on day-to-day basis.

7. Intimation to Caterer

Institute shall inform the caterer of its requirements regarding catering for guests at least one day in advance for planned event and in urgent and exceptional cases 6 hours in advance.

8. Period of contract and Cost Escalation Clause

- a. The period of contract will be **Two years** with a built-in scheme for review of the performance at the end of each year along with a provision for annual price escalation of up to 10% per annum ONLY on Food Items and Laundry Charges to absorb the increase in the input costs. However, the rates quoted shall remain firm during the first year of the contract. The contract may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents by mutual consent on the basis of satisfactory performance of the contractor..
- b. The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.
- c. Notwithstanding anything contained in other clauses of the Tender document, the contract will automatically terminate if and to the extent that the continuation of the contract or any part thereof become illegal or legally void / untenable for any cause.
- d. Upon the termination of the contract (except termination due to illegality) the Institute shall be entitled, at the risk and cost of the contractor, to arrange for the meals and/or carry on the room services for the balance period of the contract as contemplated in the scope of the work through an independent agency or agencies and to adjust any differential amount thus incurred from the contractor (in addition to any other amounts, compensation and damage that the Institute is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the contractor.

9. Payment of Bills

- a. The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work and Job Specifications and as per actual manpower supplied. In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages. The bill should be submitted on 5th of succeeding month and payment will be made within 30 days from the certification of bill by Officer-in-charge, Guest House.
- b. Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled

to recover such sum by appropriating in part or completely, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.

- c. Food charges are billed on actual expenses incurred on the food consumed by guest.

10. Earnest Money

- (a) Earnest money by means of Demand Draft in favour of '**Rajiv Gandhi Institute of Petroleum Technology**' (RGIPT) payable at Rae Bareli and must be enclosed along with the Tender. Tenders submitted without earnest money will not be considered. The earnest money of the unsuccessful bidders will be refunded without any interest after the award of the contract to the successful bidder. The earnest money of the bidder is liable to be forfeited, if the bidder prematurely withdraws his bid or the successful bidder fails to take up the job or fails to deposit the initial security deposit.

11. Security Deposit

The security deposit consists of two elements:

- (i) Earnest Money deposit to be paid in the form of demand draft along with the Tender document.
 - (ii) Initial Security Deposit of the successful contractor shall be Rs. 1.00 lakh (which includes EMD amount i.e., Rs 77,800/- also)
- (a) Release of final payment and retention money (if any) outstanding on expiry or completion of the contract including extended period shall be subject to the contractor furnishing satisfactory proof of re-deployment or retrenchment, as the case may be, of employees who were deployed by the contractor pursuant to the contracts to work within the premises of RGIPT Rae Bareli.
 - (b) Release of initial security deposit shall be on completion of the contract period. The security deposit will be released three months after successful completion of the contract.
 - (c) No interest will be paid on any deposit or withheld amount.
 - (d) The security deposit may be in the form of Account Payee Demand Draft or Fixed Deposit Receipt from scheduled or nationalized bank issued in favour of '**Rajiv Gandhi Institute of Petroleum Technology**' and payable at Rae Bareli valid for the entire contract period.
 - (e) If the contractor fails to carry out the entrusted job, contract services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. RGIPT reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else on the cost of Contractor.

12. Taxes, Labour Laws and Other Regulations

- (a) The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- (b) The contractor will be exclusively responsible to meet and comply with all legal requirements with respect to the food items prepared and sold by him to RGIPT Rae Bareli, including with respect to raw material and ingredients incorporated therein, and shall be exclusively responsible for any infraction of the provisions of any applicable law with regard to the preparation, storage and sale of food, including the provisions of the Prevention of Food Adulteration Act, The Essential Commodities Act, and weights and Measures Act and all rules, regulations and orders framed there under.
- (c) The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
- (d) The contractor shall fully comply with all applicable laws, and regulations relating to P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority.
- (e) The Contractor shall be responsible for proper maintenance of all registers, records and accounts as far as it relates to compliance of any statutory provisions/ obligations. The contractor shall be responsible for making the records pertaining to Payment of Wages Act and for depositing the P.F. and ESI contributions, with the authorities concerned.
- (f) The contractor shall be responsible and liable for all the claims of his employees.
- (g) The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Assistant Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
- (h) The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work and submit a copy to Officer-in-charge within 30 days.

13. Misconduct

The contractor shall keep the Institute indemnified from and against all personal and third party, misconduct and claims whatsoever arising out of any commission or omission by contractor or his employees, or representative as the case may be.

14. Inspection and Testing by the Institute

- (a) The Institute shall be entitled to inspect and/or test by itself or through any of its representative or an independent agency, premises of the contractor and materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision or sale pursuant to the contract.
- (b) If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Institute or his authorized representative shall be final) the contractor shall not use such material, and shall keep the Institute indemnified from and against any claim of infection, poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.

15. Interpretation

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

16. Vacation of Premises

The contractor shall give vacant possession of the facilities/ premises made available to the contractor by RGIPT Rae Bareli and return all furniture, fixture, equipments and other items made available by RGIPT Rae Bareli in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises etc shall be effected within 5 days of the completion of the period of contract or termination of the contract. If the contractor fails to do so, the Institute shall be free to take possession of the premises by opening the lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the contractor's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the contractor by the institute.

17. Assignment and Sub- Contracting

The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

18. Quantum of Work

The scope of work given is approximate only and may vary in actual course of execution. The contractor is therefore, advised to quote very carefully. No claim for the compensation from the contractor shall be entertained due to any variation in quantities (irrespective to the quantum of variation) of the various items of food or deletion of any item(s) of food. The rates shall be firm during the first year of the contract.

19. Services for Special Occasion

If at any time during the existence of the contract the Institute desires to utilize the services of the contractor for any special occasion or otherwise, the contractor will arrange the same at the rates to be mutually agreed upon (provided the items are outside the rates of the items already included in the Tender). Similarly, in case the Institute desires to include any new items in the contract for food the same will be negotiated with the contractor.

20. Exit Clause

The contract can be terminated by giving two-month notice period by the institute and **three-month notice** by the contractor.

21. Force Majeure

The contractor shall not be entitled to claim any compensation from RGIPT Rae Bareli for the loss suffered by him on account of delay by RGIPT Rae Bareli in the supply of useable water, electricity etc. where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of God, acts of enemies of the state/ country or any reasonable cause beyond the control of the Institute.

22. Standard of food and caretaking:

RGIPT Rae Bareli expects the Guest House to be maintained as a high end facility for our visiting academic community, ensuring state-of-the-art hospitality and service management at the level of a **Three Star standard**.

23. Penalty

Any member of the designated student committee or officer-in-charge or any authorized person can inspect the mess, kitchen or any process without any prior notice to caterer. In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken. The caterer will be fined in case of violation rules.

24. Contract Agreement

The successful Bidder shall be required to execute a Contract Agreement with RGIPT Rae Bareli on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder.

RGIPT Rae Bareli reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

25. Work at Risk and Cost

The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

26. Insurance

The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for this type of work against damage /loss/ injury to property or person or loss of life during the complete period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before starting date of the work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.

27. Indemnity

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, Octroi, 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 Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Central Minimum Wages Act.

28. Compliance with the Institute rules and Regulations

The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.

29. Arbitration

In the event of any question, dispute or difference arising under this Agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator appointed by the Director, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Ratapur Chowk, Rae Bareilly-229316, Uttar Pradesh and the decision of the Arbitration will be binding on both parties of this agreement.

30. Jurisdiction

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Rae Bareilly alone shall have jurisdiction to the exclusion of all other courts in anyplace in the Union of India so that none

of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Rae Bareli.

31. Authorization

The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.

32. Access to site

The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.

33. Safety and Security

Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

34. Visit to Site of Bidder

The Institute reserves the right to visit the sites managed by the bidders to evaluate its competence during any stage of the tendering process. The report submitted by the inspecting committee will be considered for finalizing the successful bidder.

35. Mobilization Time -

(a) The contractor shall have to mobilize his resources to commence the work within 15 (fifteen) days from the date of award of contract.

(b) RGIPT own state-of-the-art campus is coming up at 47 acres of land at Jais, Amethi (27 km from Rae Bareli) and institute may start operating its activities from new campus during the contract period. In that case, contractor will be required to relocate.

36. MANPOWER: Contractor will be required to deploy workers as per following schedule:

S. No.	Manpower Type	Required Number	Category
1	Guest House Manager	1	Highly Skilled
2	Cook	2	Highly Skilled
3	Attendants	2	Semi skilled
4	Utensil Cleaners	1	Unskilled
5	Sweeper	1	Unskilled

- a. The books of accounts regarding attendance, acquaintance, wages paid, PF Accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.
- b. The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.
- c. The contractor shall be responsible for the discipline of his workers.
- d. The list of workers profile has to be submitted to Officer-in-Charge for approval and should be employed only on the approval by them.
- e. All the required quantity of materials and labourers for Job Contract Services and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed by him.
- f. It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule append to this and at no stage this should be interpreted as a LABOUR CONTRACT.
- g. The workers employed by the contractor shall not act in any way detrimental the interest of the Institute and they shall not be employees of the Institute and shall not have any claim whatsoever on the Institute
- h. The Contractor shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- i. The workers employed by the Contractor shall wear uniform and name badge, which is provided by the Contractor. The Contractor will be responsible for the discipline of his workers. The workers are not the employees of the Institute, shall not have any claim whatsoever on the Institute, and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and fire fighting of the Institute. Workers shall not form union or carry out trade union activities in the campus. They shall not participate in any strike or protest in any form.
- j. The contractor shall provide ID Cards to the staff. It will be verified and certified by RGIPT Security Officers
- k. All Contract workers are required to do their duty maintaining hygienic, cleaning and safety.

PART-IV

1. SUBMISSION OF TENDER:

- (a) This Tender Document contains 29 Pages.
- (b) Read the tender documents carefully before filling.
- (c) Sign each page with seal.
- (d) The tender should be submitted under "Two Cover System". The first cover is termed as part 'A' with Tender documents, profile of the tenderer, EMD of Rs. 77,800.00 Lakh (Rupees Seventy Seven Thousand Eight Hundred only) with superscription on the cover as "TENDER FOR JOB CONTRACT SERVICES AT RGIPT GUEST HOUSE AT RAE BARELI" PART 'A'. The second cover is termed as Part 'B', sealed with "COMMERCIAL BID FOR JOB CONTRACT SERVICES AT RGIPT GUEST HOUSE AT RAE BARELI" PART 'B'. Both covers should be placed in a bigger cover with superscription "TENDER FOR JOB CONTRACT SERVICES AT RGIPT GUEST HOUSE" addressed to 'The Registrar, Rajiv Gandhi Institute of Petroleum Technology, Ratapur Chowk, Rae Bareli-229316, Uttar Pradesh and submitted before the last date.
- (e) All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
- (f) **Pre-bid meeting:** A pre-bid meeting would be held on 26-10-2015. The tenderers who require any clarifications of the tender documents are invited for the meeting.
- (g) **Place and Address for submission of Bids:** The completed tenders should reach the The Registrar, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Ratapur Chowk, Rae Bareli- 229316, Uttar Pradesh, India on or before 09-11-2015 by 3.00 p.m.
- (h) **Opening of Technical Bids:** The Tenders will be opened at 3.30 PM on 09-11-2015 at the RGIPT Academic Office, Ratapur Chowk, Rae Bareli-229316, U.P. Representatives of the tenderers are welcome.
- (i) On the above date, only Part-A, i.e., the Profile of the tenderer will be opened. Tenders will be short-listed based on the information provided in Part-A. Part-B submitted by the short listed tenderers will be opened later under intimation to such tenderers.
- (j) RGIPT reserves right to withdraw tender after floating it or cancel the entire tendering process without assigning any reason whatsoever at any stage.
- (k) RGIPT reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli, shall be final and binding on tenderers.
- (l) Where counter terms and conditions, printed or cyclostyled conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.

- (m) If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in addition to penalty.
- (n) The Institute reserves the right to terminate the contract on 2 months' notice, if the performance is not satisfactory. The Contractor can also terminate the contract by giving 3 months notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
- (o) All the documentation in the tender should be in English.

(p) Expenses to be borne by bidder

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. RGIPT Rae Bareilly in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

(q) Prices, Taxes, Duties

The bidder should quote firm prices/ rates taking into account of all taxes. Duties, Levies, personal tax, corporate tax and all other expenditure required to be incurred by him/ her for providing required services etc. during the contract period as indicated under this contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed.

(r) Bid Validity

Bid submitted by bidder shall remain valid for a period of 60 days from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED" and EMD shall be forfeited without any reference to the bidder.

(s) Evaluation of Bids and Award of Work

- (i) All received quotations shall be initially evaluated on technical parameters, being described in Clause-3 of Part-I of Tender Document
- (ii) It is mandatory for all bidders to fulfill all specified criteria. Therefore, bidders are required to read the tender document carefully and submit quotations along with all necessary documents to avoid any chance of rejection.

(t) Award of Job

- (a) Merely quoting low price doesn't make a bidder, L-1/ successful bidder. Quoted Price MUST be justified and commensurate with existing market rate.
- (b) If it found that rate quoted by L-1 party is not justified, Tender Evaluation Committee (TEC) reserves right to reject the offer of L-1 party and consider the genuine rate of L-2 party.

FORM- I

TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:-----

To
The Registrar
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk,
Rae Bareli-229316, U. P.

Subject: Acceptance of Terms & Conditions of Tender

Tender Reference No: RGIPT/RBL/GH/02/2015

Job: Providing Caretaking, Housekeeping and Catering Services at RGIPT Guest House

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the RGIPT website- **www.rgipt.ac.in** as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has 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 its totality / entirely.
5. In case any provisions of this tender are found violated, your organization 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 organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORM- II

CERTIFICATE OF ETHICAL PRACTICES

(This document shall be duly signed by the tenderer and to be attached with Technical Bid)

1. I/We assure the RGIPT, Rae Bareli that neither I/We nor any of my /our workers will do any act/s, which is improper / illegal during the execution of the contract awarded to us.
2. Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities /practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. We will keep the messes and its surroundings hygienic, neat & clean.

Place :-----

Date :-----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORM- III
FORMAT FOR TECHNICAL BID

(Tender Reference No.:_RGIPT/RBL/GH/02/2015)

(Technical Bid should be kept in separate sealed cover without stating any price or schedule of rates)

To be filled in ink by BLUE BALL PEN.

From:

.....
.....
.....

The Registrar,
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareli – 229316 (UP)

Details E.M.D. (Rs. 77,800/-)

Draft No.....Issuing Bank.....Date

S. No.	Particulars	Details to be filled in by the Agency/ Firm
1.	Name of the Entity/ Firm/ Consortium/ & Contact Person	
2.	Regd. Office/ Business Address/ Contact of the Entity	
3.	Date of incorporation of the Entity. State whether it is Partnership/ or Proprietorship or others (Specified)	
4.	PAN No of the Entity	
5.	Service Tax Registration No (Attach Copy of Registration Certificate)	
6.	Whether the Entity has minimum 2 years of experience in providing caretaking, housekeeping and catering services to reputed organizations/ institutions (Attach copies of work Orders and relevant certificates of works executed)	
7.	Whether the Entity is registered with Sales Tax Department? Mention TIN No. and Attach copy of Registration	

8.	Whether the Entity is registered with ESIC? Please state the Registration No. (Attach copy of Registration)	
9.	Whether the Entity registered with EPF? Please state the Registration No. (Attach copy of Registration)	
10.	Whether the Entity has achieved annual sales turnover of Rs. 20.00 Lakhs in last three financial years (Attach copy of Income tax returns for last 3 years from same nature of business and other supporting document)	YES/ NO Turnover in Rs. (as per Income Tax Return): 2014 - 15: 2013 -14: 2012 - 13:
11.	Whether the Entity is an Income Tax Assesse and have filed its income tax returns for the last three assessment years (Attach copy of IT Returns)	
12.	Number of Manpower working with the Entity	
13.	Whether the caterer agrees to properly handle the various gadgets and utensils, crockery etc provided by the institute?	
14	Whether registered under Contract Labour (Regulation and Abolition) Act, 1970. Attach copy.	

DECLARATION

1. I/we agree that the decision of RGIPT, Rae Bareli in selection of Bidders will be final and binding to me/us.
2. I/we agree that we have no objection if inquiries are made about our works and experience, its related areas and any other inquiry regarding all contracts listed by us in the bid.
3. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGIPT, Rae Bareli.
4. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place/Date:

**(Name, Designation & Signature
with Seal of the Company)**

Contact details of establishment where caterer has done the work in the past or present:

S. No.	Name of the Organization	Contract value per year	Name of the Officer-in-Charge & his Mobile/ Phone No.	Period of contract	Total contract period (in months)
1					
2					
3					
4					
5					
6					

Date: -----

(Signature and Stamp of the contractor)

FORM- V

FINANCIAL BID For meals

(Form- V should be kept in a separate sealed cover- To be filled in BLUE INK)

Name of Firm/Agency:

S. No.	Heads	Total Cost Per Month (In Rupees)
1	Caretaking, Housekeeping and Catering charges	
2	Service Tax/ VAT (In %), if applicable	
3	Total (1+2)	
4	Rates (As per Central Minimum Wages Rate) for the supply of specialized manpower for above services	
5	Service Tax (In %), if applicable	
6	Total (4+5)	
	Total Cost (3+5)	

* Charges include all kind of material cost required for caretaking and housekeeping services and items mentioned in Annexure-I.

Note: The rule TDS will be applicable as per Government of India guideline.

(Signature and Stamp of the contractor)

SCHEDULE OF RATES TO PROVIDE FOOD SERVICES TO GUEST

S. No.	Menu	Rate (Rs.)
1	Tea (Per cup) 120 ml	5.00
2	Bed Tea in Tea Pot with milk, Tea bag & Sugar Separately	7.00
3	Black Tea (With / Without Lemon) 120 ml	3.00
4	Coffee 120 ml	7.00
5	Plain boiled milk 200 ml (With or without sugar)	11.00
6	Milk (200 ml) with 2 tea spoons Horlicks/ Complian/ Bournvita	15.00
7	Corn flakes with Milk (200 ml)	13.00
8	Chocos with Milk (200 ml)	15.00
9	Omelet (2 eggs) with sauce and Bread	18.00
10	Sealed mineral water	On MRP
11	Ice cream	On MRP
12	Soft drink	On MRP
13	Packaged fruit juice	On MRP
14	Gulab Jamun- 2 pieces (100 gm)	14.00
15	Fruit Juice (250 ml)	20.00
16	Lassi (250 ml)	15.00
17	Veg Pakoda (100 gm)	10.00
18	Bread Pakoda (2 pieces) with green chutney or tomato sauce	8.00
19	Samosa (2 pieces) with green chutney or tomato sauce	10.00
20	Bread with Butter & Jam (Full plate for adult)	15.00
21	Idli, Vada with Sambhar and coconut chutney (Full plate for adult)	35.00
22	Poori, Sabji and Jalebi (Full plate for adult)	30.00
23	Upma/Poha (Full plate for adult)	25.00
24	Plain Dosa with Sambhar and coconut chutney (Full plate for adult))- 2 pieces	35.00
25	Masala Dosa with Sambhar & coconut chutney (Full plate for adult))- 2 pieces	40.00
26	Chole, Bhature (Full plate for adult)	30.00
27	Plain Paratha Pickles and Curd (Full plate for adult)- 2 pieces	25.00
28	Aaloo Paratha, Pickles and Curd (Full plate for adult) - 2 pieces	30.00
29	Veg Choumin (Full plate for adult)	35.00
30	Special Veg Food: Soup (One Bowl), Basmati Rice/Pulao/ Veg Biryani, Poori/ Chapati/ Tandoori/ Butter Nan, Arhar Dal/ Kadhi Pakaudi/ Dal tadaka, Seasonal vegetables-2/ Paneer (Shahi/ Palak/ Matar), Fried Vegetable-1, Papad, Green salad, Pickles, Raita, Sweet/Ice cream/ Lassi/Fruits/ Fruit Juice (Full plate for adult)- Unlimited	100.00
31	Special Non-Veg Food: All items mentioned in point no-23 plus Chicken/Fish/Mutton 150 gms (Full plate for adult))- Unlimited	140.00
32	Normal Food: Basmati Rice/Pulao/ Veg Biryani, Poori/ Chapati/ Tandoori/ Butter Nan, Arhar Dal/ Kadhi Pakaudi/ Dal tadaka, Seasonal vegetable-1, Fried Vegetable-1, Papad, Green salad, Pickles, Raita (Full plate for adult)	50.00

Note: Above prices include all kind of material cost and taxes

(Signature and Stamp of the contractor)

Annexure-II**SCHEDULE OF RATES TO PROVIDE LAUNDRY SERVICES TO GUEST**

S. No.	Items	Only Washing (Rs.)	Only Ironing (Rs.)	Washing & Ironing (Rs.)
1	Trousers	3.00	3.00	5.00
2	Shirt/T-Shirt	3.00	3.00	5.00
3	Towel	5.00	5.00	10.00
4	Hand Towel	5.00	3.00	8.00
5	Saree	5.00	5.00	10.00
6	Under Wear	5.00	5.00	10.00
7	Socks/Handkerchief	5.00	2.00	6.00
8	Shorts	3.00	3.00	6.00
9	Jeans	5.00	5.00	10.00
10	Salwar-Kameez	5.00	5.00	10.00

Signature with stamp of the Contractor

BRAND OF ITEMS

1. The contractor will use food articles as per following schedule:

S. No.	Items	Brands
1	Mustard Oil	Dhara, Fortune, Nature fresh, Patanjali
2	Refined Oil (Sunflower)	Fortune, Nutrela
3	Tea leaves/ Chaipatti	Tata gold, Brook bond, Lipton
4	Coffee Powder	Nescafe, Bru, Tata Cafe
5	Pickles (Mango/ Mix)	Mother, Priya,
6	Instant Noodles	Yippee, Surya
7	Wheat flour	Shakti Bhog, Aashirvad, Annapurna
8	Papad	Lijjat, MTR
9	Bread	Modern, Kalorie, Britannia, Gomti
10	Jam	Kissan, Patanjali
11	Butter, Cheese	Amul, Britannia, Mother Dairy
12	Tomato Sauce/ Ketchup	Kissan, Maggi
13	Milk for drink and curd	Amul, Parag (Full cream)
14	Spices	Ashok, M.D.H., Everest
15	Biscuit	Marie gold, Good Day, Fifty-Fifty, Horlicks, etc.
16	Salt	Tata, Annapurna
17	Cornflakes	Kellog's, Patanjali
18	Ghee	Amul, Everyday, Anik
19	Ice Cream	Amul, Kwality
20	Frozen Peas	Safal (off season), Mother Dairy
21	Liquid soap	Dettol or Lifebuoy
22	Phenyl	Domex or Lizol
23	Rice for Meal/ Pulao/ Biryani	Basmati
24	Bombay Rawa/ Suji	High quality
25	Pulses (Red gram/Bengal gram/ etc.	High quality
26	Paper Napkin	Standard quality
27	Towel	Standard quality
28	Room Freshner, etc.	Standard quality
29	Chilli sauce/ Soya Sauce	Standard quality
30	Cookies	Standard quality
31	Toilet Freshener	Odonil
32	Mosquito Repellant/ Fast card	All Out, Goodnight or Mortien
33	Washing Powder - for utensils	Nirma/Vim bar
34	Washing Powder - For clothes	Surf Excel/Ariel
35	Glass Cleaner, Floor Cleaner	Super X or Good Brand
36	Surface Retainer, Tile Cleaner	Good Brand
37	Urinal Cube	Odonil
38	Toilet Seat cleaner	Harpik
39	Duster /Broom	Good Brand
40	Brasso	Good Brand
41	Acid	Good Brand
42	Garbage Bags	Good Brand
43	Cleaning Brush	Good Brand