

**GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
KHANAPARA: GUWAHATI**

NOTICE INVITING TENDER

No. AASC (A/E) 12/2013/Pt-II/5

Dated Guwahati the 29th of April, 2016

Sealed tenders in a two- bid system, i.e. (i) **Technical Bid** and (ii) **Financial Bid** affixed with non-refundable court fee stamps of Rs 8.25/- (Rupees eight and paise twenty five only) are invited from experienced firms/parties/private limited agencies for providing (a) ***cleaning and maintenance*** and (b) ***catering services*** at the hostel of the Assam Administrative Staff College, Jawaharnagar, Khanapara, Guwahati – 781022.

Interested tenderers may submit a written request on their company's letter head indicating the tender number and work description for issue of tender documents which should be addressed to the Administrative Officer, Assam Administrative Staff College. The cost of the tender documents is Rs 500/- (Rupees five hundred only), which is non-refundable and is to be paid in cash.

The sale of tender documents will start on **May 2, 2016** from 10.00 am and close at 2 p.m. of **May 18, 2016** and the last date of submission is **May 20, 2016**, upto 3 p.m and the technical bid will be opened on the same day at 3 p.m. Tenders received after the stipulated date and time are liable to be rejected. Tenders can also be downloaded from the website, www.aasc.gov.in. In all cases, tenders must be accompanied by the receipt of Rs 500/- (Rupees five hundred only) issued by this Directorate against the sale of tender documents.

The Director of Training, Assam Administrative Staff College, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons thereof. Assam Administrative Staff College, Guwahati neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken.

**Sd/-
Director of Training
Assam Administrative Staff College,**

No. AASC (A/E) 12/2013/Pt-II/5-A

Dated Guwahati the 29th of April, 2016

Copy to:

1. Notice Board, AASC.
2. Notice Board of the DC, Kamrup (M) for information.
3. Shri L.N. Thakur, Deputy Director (Computer), Assam Administrative Staff College with a request to upload the tender notice in the Assam Administrative Staff College website.

**Sd/-
Director of Training
Assam Administrative Staff College**

Terms and conditions:

1. The rates for cleaning and maintenance and housekeeping for (a) Hostel Block B (ground, first and second floors), (b) Hostel Block C (ground and first floors), (c) Hostel Block C (for VIP suites in the second floor) (d) Dining Hall and (e) Reception areas.
2. For catering services, the rate of breakfast is Rs 30/- per plate and rates for working lunch/dinner are Rs 100/- .The rate of classroom tea and snacks is Rs 10/- per person and the rate of special tea and snacks (for inauguration and valedictory) is Rs 20/- per person. There are two other rates for special lunch/dinner organized either by AASC or any other organization to whom AASC lets out its conference halls – Rs 350/- per person and Rs 500/- per person. These rates are inclusive of all taxes. Apart from these two rates, if the organizers seek changes in menus leading to lesser items, the rates may vary accordingly.
3. Breakfast would be served from 8 am to 8.45 am, lunch from 12.45 pm to 1.15 pm and dinner from 8.15 pm to 9 pm.
4. The service of all food items will be on buffet-type basis.
5. The tenderers should state clearly the menu and types of food which will be provided for each of the rates as mentioned above and as per the format enclosed with the tender papers.
6. AASC lets out its conference halls to other departments/organizations from time to time. The catering for these organizations/departments will be done by the AASC caterer only. However, the contractor will have to share 10% of the total cost of the work order with AASC.
7. The tenderers are advised to inspect and survey the hostel and familiarize themselves with its layout, room sizes, manner of management etc before submitting the tenders. The tenderers shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may affect or influence their tender. He or she shall be deemed to have full knowledge of the site and work, whether he/she inspects it or not.
8. Submission of a tender by a tenderer implies that he/she has read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and local conditions and other factors bearing on the execution of the works.
9. The rates for the cleaning and maintenance of the hostel and catering services should be quoted both in words and in figures, and should be inclusive of all taxes and any other applicable charges
10. The tenderer should quote the rates for cleaning and maintenance of Block B, Block C, kitchen, and reception area separately.
11. The rates quoted should be inclusive of all taxes and any other applicable charges.

12. Banker's certificate, along with profit and loss account and balance sheet duly certified by a Chartered Accountant must be submitted for the last 3 (three) years, ie 2013-14, 2014-15 and 2015-16.
13. Only firms with an annual turnover of not less than Rs 10 lakh in any one year during the last three years need apply.
14. Both the technical and financial bids have to be submitted in separate sealed envelopes, which should be super scribed "Technical Bid" and "Financial Bid" as the case may be and these have to be submitted together in one sealed envelope.
15. The technical bids would be opened on **May 20, 2016 at 3 p.m.** in the chamber of the Administrative Officer, Assam Administrative Staff College in the presence of the tenderers who would like to be present. In case it happens to be a holiday, these would be opened on the next working day at the same time.
16. Those firms which are found to have qualified on evaluation shall be invited to send one representative to be present during the opening of the financial bids, the date of which would be intimated later on.
17. The evaluation of the technical bids would be made on the basis of
 - (a) Experience in providing cleaning and maintenance and catering services in guest houses/hotels/hostels etc. Lists of clients with years of service experience and performance certificates/testimonials/reports from these clients should be enclosed.
 - (b) Capabilities/detailed strength of manpower – cleaning and maintenance supervisor, chef and other skilled staff – proposed to be engaged along with details of their qualification, experience and expertise in their relevant fields along with their bio-data.
 - (c) Annual turn over for the last three years ie 2013-14, 2014-15 and 2015-16 and certificate of upto-date sales tax and income tax clearance certificate.
 - (d) Technical inputs and work plan. The tenderer should clearly mention the method of cleaning and maintenance, supervision methodology, newness and creativity in cleaning and maintenance and catering services.
 - (e) EPF and ESI registration
 - (f) Menu and type of food (eg, Indian, Chinese, Continental, ethnic etc) against the rates for which tenders have been called and tender submitted by the tenderer.
 - (g) Rates of food, beverages, laundry, welcome kit, cleaning and maintenance, pest control
18. The evaluation of the financial bids would be made on the basis of the monthly fixed amount to be charged by the tenderer for providing cleaning and maintenance services to the hostel, where the cost of manpower – salaries, uniform, EPF, ESI etc – and cost of pest control service are involved.

19. The tenderer should clearly indicate the number of workers/supervisors etc to be engaged for the works category-wise.
20. The tender should be accompanied by a banker's cheque/NSC for Rs 30,000/- in favour of "Director, Assam Administrative Staff College Society, Guwahati" as earnest money. ***It should be attached with the technical bid, failing which the tender will be rejected.*** No interest would be payable by the Assam Administrative Staff College on the earnest money deposited, which will be refunded to the unsuccessful tenderers after awarding of the service contract to the successful tenderer.
21. The firm would forfeit its earnest money in case of failure to undertake the work upon final selection and receipt of work order.
22. The period of execution of the work will be 1 (one) year from the date of issue of work order, which may be extended for a further period of 1 (one) year, subject to satisfactory performance along with same rates and terms of conditions. A final decision in this regard will be taken by the competent authority.
23. The tenderer shall have to sign each and every page of the tender document (technical and financial bids). In case all pages are not signed, the tender may not even be considered for evaluation.
24. The tenderer has to furnish upto-date sales tax and income tax clearance certificates from the concerned tax authorities.
25. The Director of Training, Assam Administrative Staff College, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons thereof. Assam Administrative Staff College, Guwahati neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken.

SPECIAL INSTRUCTIONS TO TENDERERS

Visitors:

- The Assam Administrative Staff College provides accommodation to the following categories of people:
 - (a) Trainees of various courses organized by it
 - (b) Faculty of various courses organized by it
 - (c) To other government organizations/institutions after government approval
- No guests are allowed to stay in the hostel without prior approval of the competent authority.
- Room rent is charged from the guests on the basis of rates fixed by the Assam Administrative Staff College Society.

Security:

- The contractor will have to follow all rules as may be framed by the Assam Administrative Staff College from time to time regarding movement of materials and equipment to and from the campus, issue of identity cards, control of entry of personnel and all such matters.
- The contractor will have to ensure that he/she and the personnel deployed by him/her abide by all security measures imposed by the competent authority from time to time.

Rates:

- The tenderers shall have to quote the rates for providing round-the-clock hospitality, house-keeping and catering services at the Assam Administrative Staff College hostel separately. The manpower deployed by him will be required to work beyond office hours and even on holidays, including second and fourth Saturdays and Sundays.
- The contractor will quote the schedule of rate of the financial bid for the monthly fixed maintenance charge for providing house-keeping, general upkeep and maintenance, routine cleaning of the hostel, laundry charges separately
- The contractor will have to provide the laundry service (washing and ironing) for the Assam Administrative Staff College's linen items used in the hostel like bedsheets, bedcovers, pillow covers, towels, blankets, mosquito nets etc as per the quoted rates, which will be reimbursed upon the submission of bills.
- Rates should be quoted inclusive of all taxes.

Terms of payment:

- The contractor will submit the bills every month to the Director of Training, Assam Administrative Staff College, in triplicate
- The following registers will have to be maintained by the contractor:
 - (a) attendance register
 - (b) wages payment register
 - (c) supply/use of cleaning materials/agents
- These registers will have to be signed by the contractor, who will place them before the Administrative Officer of Assam Administrative Staff College every day. If this is not done, monthly bills/payments will not be released.

Termination of contract:

- If the contractor shows lack of sincerity or negligence to the work or his performance is unsatisfactory in the opinion of the competent authority, the contract may be terminated

at any stage without prejudice to the right by action under any other relevant clause of the contract by giving one month's notice.

- In case the tenderer/contractor desires an earlier termination of the contract, he/she shall have to give three months advance notice to the Director of Training, Assam Administrative Staff College. In case the contractor withdraws from his/her work without giving the three months notice, his/her security deposit would be forfeited

Safety rules

- The contractor shall carry out the work in accordance with the statutory requirements of safety regulations and other rules/Acts as may be applicable.
- The contractor or his representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.
- The contractor or his representative will report any accident to the competent authority of the Directorate. The cause of all minor or major accidents that occurs in their job shall be reported and immediate remedial measures taken to prevent reoccurrence of such accidents. This responsibility lies solely on the contractor.
- Any person found under the influence of alcohol or any intoxicating drugs on duty is unfit for duty and should not be allowed to work. His work permit should be withdrawn and he should be expelled from the work premises forthwith.

Labour laws:

- The contractor shall abide by the provisions of various labour laws as may be applicable from time to time.

Technical specification:

Scope of work

a) Hostel capacity (Block B, Block C, reception, lounge, dining areas, VIP suites)

- Single rooms (including faculty rooms): 76
- VIP suites: 8
- Dining hall (inner and outer): 2
- Kitchen: 2
- Lounge: 2
- Reception area

Note: *The tenderers should visit the hostel to understand the full scope of work before quoting their rates.*

b) Reception services (round-the-clock)

- Manning of the reception counter, attending to guests, telephone calls and various queries
- Attending to the checking in and checking out of guests

- Cash handling, receiving the cash against various services provided and depositing of room rent to the Superintendent (Hostel), AASC on a daily basis
- Maintaining of register for recording feedback from the guests and taking corrective measures, whenever necessary
- Ensuring that the vacated rooms are handed over to the housekeeping staff for cleaning
- Maintaining the list of vacant rooms for incoming guests
- Ensuring that the readied rooms have all amenities necessary
- Keeping the newspapers in the lobby in the morning
- All other jobs related to reception

Note: *The AASC is physically represented in the hostel by the Superintendent (Hostel), AASC between 10 a.m. to 5 p.m. on all working days*

c) Housekeeping services

As at (a) above.

i) Daily cleaning (three times)

- Cleaning of glass doors, windows using glass cleaner
- Wiping of window panels, door panels, staircase railings with damp cloth.
- Brooming of the floors and mopping using disinfectants
- Toilet cleaning:
 - Cleaning of the toilet seats by applying toilet cleaner and scrubbing with toilet brush and then washing it with disinfectants
 - Scrubbing of urinal pots with brush and cleaning agent and then disinfecting it
 - Scrubbing of wash basins with brush and cleaning agent and then disinfecting it
 - All SS taps to be wiped dry with dry duster
 - Wiping of mirrors with cleaning agent
 - Replenishment of liquid soap in the soap dispensers
 - Clean mugs to be made available in the toilets
 - Naptholene balls should be provided in basins and urinals everyday
- Wiping of telephones, table tops with disinfectants
- Mosquito repellants should be ready in every room
- Bedsheets, bedcovers, pillow covers, towels etc should be changed every day
- Mosquito nets should be washed once every month.
- Wiping of chairs
- Vacuum cleaning of sofa sets, carpets
- Wiping of AC grills from outside

ii) General cleaning (daily)

- Collection of garbage/waste papers from the guests' rooms and disposing of it in the specified manner

- Bedsheets and other linen should be changed daily in occupied rooms or upon check out
- The garbage should be disposed of in the designated place
- All toilets should have toilet freshners (odonil etc), toilet rolls, and naphthalene balls must be put in the urinals, nanny traps and washbasins.
- Mugs and buckets in the bathroom should be clean

iii) Weekly cleaning

- Special cleaning of the floors by scrubbing it with soap solution and then mopping.
- Cleaning of under tables, corners of corridors, staircases
- Cleaning of window and door panels with damp cloth
- Removal of cobwebs from all areas

iv) Periodic jobs

- Arrangements for the control of cockroaches, insects etc

v) Food production and food service (with all consumables, perishables, raw materials etc for cooking)

a) Breakfast and lunch

- The bed-tea, breakfast, lunch, dinner etc will be charged as per the rates quoted
- All items should be freshly prepared in the kitchen using good quality ingredients. The contractor will provide grocery, vegetables, oil, masala etc required for the preparation of food. He will get the samples approved by the Superintendent (Hostel) before procurement.
- The lentils and rice should be free from stones etc.
- The vegetables should be soaked in salted water to ensure that there are no traces of pesticides. These should be washed thoroughly thereafter.
- The medium of cooking should be a reputed brand of refined groundnut oil bearing the 'Agmark' mark.
- The food should be prepared under hygienic conditions
- The food should not have excessive oil, spices, chillies and salt.
- The sweets etc served should not be artificially coloured and should be free of silver foil.
- Special care should be taken in the preparation of chappatis. These should be prepared fresh just prior to the meal time to ensure these are hot and fresh.
- The curd served should be fresh.
- Leftovers of the food cooked and served once should not be used/served again under any circumstances. Any violation will be viewed seriously and lead to punitive action, including termination of the contract
- AASC will provide only cooking gas equipment and the cost of the fuel/gas for cooking purpose should be borne by the caterer/contractor. Cooking accessories such as utensils, cooking vessels and other items and equipment used for cooking will be provided by AASC and the contractor will ensure that these shall be maintained accordingly.

- The Institute shall provide the crockery and cutlery items.
- The caterer/contractor has to keep ready towels and liquid soaps in the wash basins of the dining hall. The wash basins have to be cleaned before and after every meal
- The guest (s) occupying the VIP rooms have to be provided all services in the room. Except otherwise specified, only bed tea will be served to guests/participants occupying the other rooms of the hostel
- ***Mineral water, soft drinks etc including fresh fruit juice are to be kept available for service at all times. The cost of these items would be borne by the guests/participants who consume these items except when directed otherwise. The rates for these items would also have to be quoted separately. SERVING AND CONSUMPTION OF ALCOHOL IN THE HOSTEL PREMISES IS STRICTLY PROHIBITED***

b) Dining hall

- The dining area should be ready 15 minutes before every meal.
- The tables and chairs should be arranged properly
- There should be enough jugs with drinking water on the tables
- The dining tables, chairs, utensils, floors etc should be kept clean and arranged properly
- The timing of the dining hall would be intimated by the Administrative Officer, AASC
- The contractor will maintain a complaint register
- The serving of the food will be as per the directions of the Superintendent (Hostel), AASC
- It should be ensured that the food is piping hot at the time of service
- The contractor will get the food served and also take care of the other related requirements of the guests

c) Kitchen

- The kitchen, including the floors, tiles, drainages etc should be thoroughly cleaned every day
- The chopping boards, knives etc should be cleaned properly daily
- The dishes, utensils etc should be properly cleaned and it should be ensured that these are kept sparkling clean.
- Special cleaning of the kitchen area, including equipment and utensils, may be done every week or as and when directed by the Superintendent (Hostel), AASC
- The kitchen staff will wash their hands at the time of entering the kitchen.
- The storage of the raw food will be done properly and at the correct temperature
- The cleaning of the stores will be done every week and also as and when directed by the Superintendent (Hostel) to ensure that there are no pests and rodents.
- Perishable food items like pickles, jam, sauce etc will not be stored beyond their expiry dates.

d) Uniforms

- All the staff should be always in uniform and be neat and clean with hair and nails etc kept trimmed
- The kitchen staff should wear proper uniforms with gloves, headgear and protective gears to ensure that no accident takes place
- The contractor will provide all the uniforms, protective gears etc as needed.

e) Laundry services

- Providing in-house laundry facilities for the lodgers using premium quality washing agents
- The contractor will provide the materials required for running the laundry services while the washing machine will be provided by the AASC

f) Room services

- **Upon arrival, each guest, unless otherwise directed, has to be provided with a kit consisting of one toothbrush, one small toothpaste, one small bottle of hair oil, one standard-size soap, one small bottle of talcum powder and one sachet of shampoo. The items included in the kit should be of well-known brands. The rate for this kit should be quoted separately. All individual items in the kit should also be quoted separately and should be inclusive of all taxes. The cost of the kit will be borne by AASC.**
- **The contractor should also ensure that prior to arrival of guests, the rooms should have adequate quantity of tea/coffee/milk/sugar sachets. The rates of these items should also be quoted inclusive of all taxes and the cost will be borne by AASC**
- Daily bed setting/room services of all rooms in the AASC hostel
- Maintaining sufficient stock of linen, mattresses, pillows, towels, beds, tables and other furniture etc provided by AASC in a proper condition and in safe custody. All these are to be handed back to AASC after the expiry of the contract period.
- Changing and providing soaps, tissue papers, naphthalene balls etc as required and on inmates' demand
- Providing fresh/washed bath towels and hand towels daily, and changing of bedsheets and pillow covers daily.
- Change of complete set by freshly-washed bedsheets, pillow covers and towels immediately when a new person occupies the room
- Allotment of rooms would be done as per the instructions of the Superintendent (Hostel), AASC
- Room rent will be collected and deposited to the Superintendent (Hostel) who will deposit the same to the Cashier. Registers are to be maintained for the purpose
- Maintenance of excellent front office management and providing of services to guests, most of whom would be senior government officers

- Attending on guests promptly with well-trained staff
- Maintaining sufficient staff to cater to the above requirements.
- The Manager besides other duties has to receive the guests and also supervise the placement of the guests in the room as per instruction of the authority. To perform night duty (after dinner) in the hostel for service purpose, there has to be one worker (bearer) in every floor of the hostel particularly during training or any other programme.
- The contractor will have to make necessary arrangement for accommodation of his staff. AASC will provide to the contractor only the store room.

g) General

- The staff engaged should be disciplined and should remain in their area of work. They should not loiter around
- The staff should be briefed to conserve electricity, water and other precious resources
- The garbage should be disposed of in the designated area or as directed
- The contractor should have the character and antecedents of the staff verified before employing them
- Any change in the employment of staff should be done with the prior permission of the authorized representative of AASC and after verification as above

h) Equipment/utensils

- AASC will provide the required utensils, equipment etc for the kitchen to the contractor after the award of the contract.

i) Menu and rates of catering

- AASC has fixed the rates of meals in the AASC. Within these fixed rates, the tenderer has to specify the items of menus in a separate sheet, specifying at least 4 (four) types of menus for each category, ie, breakfast, lunch and dinner
- While evaluating the technical bids, the items specified in the menus by the tenderer will be taken into account.

j) Pest control services

- The tenderer shall have to do pest control through third party agencies (TPA) who specialize in pest control services
- Pest control services are required at least four times a year to control insects like cockroaches, ants, spiders, flies, mosquitoes, etc so that germs are not spread

k) Levy of liquidated damages

- AASC shall have the right to levy on the contractor compensation for liquidated damages to cover the total cost incurred by it for making alternative arrangements for delays attributable to the contractor, poor quality of services, non-deployment of adequate and sufficient number of worker (s) and supervisor (s) etc.

- The decision of the competent authority of AASC shall be final and binding in assessing the compensation as liquidated damages
- The amount of liquidated damages shall be adjusted and set against the sum of money payable to the contractor under this contract or any other contract with AASC

l) Termination

- AASC shall have the right, any time during the duration of the contract, to suspend, terminate or cancel the services of the contractor by issuing a month's notice to the contractor
- In case AASC terminates the contract in whole or in part, AASC shall not pay any compensation in any form to the contractor for the balance work.

m) Foreclosure of the contract

- It shall be within the authority of AASC at any time after the acceptance of the bid or during the execution of the work, to foreclose or reduce the scope of the work, for any reason whatsoever, either wholly or in part, by issuing a notice (not less than 30 days) to the contractor. The contractor shall then have no claim whatsoever on account of any profit(s) or advantage(s) which he might have derived from the execution of work in full but for the reasons of the foreclosure of the contract either in whole or in part
- The decision of the competent authority of AASC regarding the foreclosure of the contract and /or reduction in the scope of the work shall be final and binding for which no disputes whatsoever shall be raised by either of the parties to this contract

n) Subletting or assignment of contract

- No subletting or assignment of the contract is permitted
- However, if under special circumstances, if any request is made, it may be considered by AASC and decision taken by AASC subsequently would be final.

Annexure – I

From:

To: Director of Training
Assam Administrative Staff College
Khanapara, Guwahati – 781022

1. I/We hereby tender for the execution of the work of providing (a) round-the-clock *cleaning, maintenance and housekeeping services in the AASC Hostel Block B, C, Dining Hall and Reception* (b) for catering services in the hostel of Assam Administrative Staff College as per tender document and accepted by me/us for the work in accordance with the terms and conditions in the tender document.
2. I/We agree to pay the earnest money and accept the terms and conditions laid down in the memorandum below.

MEMORANDUM

- | | |
|--|--|
| (A) General description of work | Providing (a) round-the-clock <i>cleaning, maintenance and housekeeping services</i> in the AASC Hostel Block B, C, Dining Hall and Reception areas and (b) Catering Services. |
| (B) Earnest money | Rs 30,000/- (Rupees thirty thousand only), payable in the manner described in the tender document. If the tender is accepted, the earnest money will be retained against the security deposit. |
| (C) Time allowed for execution of work | 10 (ten) days from the date of issue of work order |

I/We hereby pay the earnest money of Rs 30,000/- (Rupees thirty thousand only) in the form of banker's cheque/demand draft in favour of the "Director, Assam Administrative Staff College Society, Guwahati – 781022"

3. If I/we fail to commence the work specified in the Memorandum in para (2) above or as mentioned in the tender document, or fail to deposit security amount specified in the Memorandum in para (2) above, I/we agree that the said owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full otherwise the said money shall be retained by the owner, towards the security deposit specified in para (2) above. The said owner shall also be at liberty to cancel the notice of acceptance of tender if I/we fail to deposit the said security

amount as aforesaid or to execute an agreement or start work as stipulated in the tender documents.

I/we enclose herewith the evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us and also all the essential/relevant documents mentioned in the tender document.

Date:

Signature of witness:

Name in block letters:

Address:

Signature of the tenderer with seal

Name in block letters:

Address:

Annexure – III

Rates for Hostel Block B, C (for ground and first floors), C (for 8 VIP suites in the second floor), dining hall and reception areas are to be shown separately

<u>Particulars</u>	<u>Rates quoted (in Indian Rupees)</u>
Hostel Block C (Ground Floor)	
Hostel Block C (1st Floor)	
Hostel Block C (2 nd floor, VIP suites)	
Dining Hall, Lounge, Reception Area, Kitchen	
Hostel Block B (1st Floor)	
Hostel Block B (2nd Floor)	
Hostel Block B (Ground Floor)	
Drains & Pathways	
Total	
In words	

Annexure – IV

(Please use a separate worksheet duly signed and sealed in the given format)

Sl No.	Full postal address of clients (past and present and name of the officer-in-charge)	Nature of works	Duration of the contract	Amount of contract	Remarks (if any)

Note: (1) Original/attested copies of work order and completion and performance certificates from the client.
(2) Any other information in support of professional capability with documentary evidence

Date:

Signature of the tenderer

Annexure – V

Details of manpower to be deployed for the work, category wise as specified:
(Please use a separate worksheet duly signed and sealed in the given format)

Sl No.	Name of the person	Designation	qualifications	experience	Place where he/she is to be engaged

Date:

Signature of the tenderer

Annexure – VI

Turnover during the last 3 (three) years:

1. Year 2013-14:
2. Year 2014-15:
3. Year 2015-16:
4. Audited balance sheets during the last three years: submitted/not submitted

The profit and loss statements have been certified by:

Note: (1) Original or attested/notarized copies of work order and completion certificates from the client should be attached by the tenderer

(2) Please strike out whatever is not applicable

Date:

Signature of the tenderer

Annexure – VII

Self declaration by the tenderer on EPF (Employees Provident Fund) and ESI (Employees State Insurance) regarding registration, number of manpower required, its regular subscriptions:-

(i) On EPF

(ii) On ESI

Signature of the tenderer

Annexure – VIII

Certificate regarding upto date clearance of sales tax and income tax from the concerned tax authorities

Annexure – IX

Technical inputs and work plan mentioning clearly the details regarding the methods of cleaning, supervision methodology, newness and creativity in cleaning and maintenance (a separate sheet, duly signed and sealed, may be used , if necessary)

Annexure – X

Menu for breakfast, lunch and dinner (for all days of the week and at all rates mentioned in the tender documents to be shown)

(Please use a separate worksheet duly signed and sealed in the given format)

Sl No.	Days	Breakfast Menu	Lunch Menu	Dinner Menu
1	Monday			
2	Tuesday			
3	Wednesday			
4	Thursday			
5	Friday			
6	Saturday			
7	Sunday			

Annexure – XI

Rates of kit (toothpaste, toothbrush etc)

(Please use a separate worksheet duly signed and sealed in the given format if needed or if items need to be added)

Sl No.	Items in kit	Rate in Rs.
1		
2		
3		
4		
5		
6		
Total		

Annexure – XII

Rates of juices, mineral water, beverages etc

(Please use a separate worksheet duly signed and sealed in the given format if needed or if items need to be added)

Sl No.	Items	Rate in Rs.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Annexure – XIII

Laundry charges

(Please use a separate worksheet duly signed and sealed in the given format if needed)

Sl No.	Items	Rate in Rs.
1	Bedsheet	
2	Bedcover	
3	Pillow cover	
4	Towel	
5	Mosquito net	
6	Blanket	
7	Blanket cover	
8	Table cloth	
9	Curtains	
10	Trouser	
11	Shirt	
12	T-shirt	
13	Saree	
14	Salwar kameez	
15	Mekhela chaddar	
16	Kurta	
17	Pyjama	
18	Undergarments	