



ITI LIMITED , MANKAPUR NOTICE INVITING TENDER

Tender ID No. EVGH310123

Dated Jan 31, 2023

On line rate tenders are invited from experienced hotels /Guest house owners, who have executed similar work in central Govt./ State Govt./ Govt. Undertaking or in any unit of ITI Limited/ Reputed Hotel or Guest House, for the under mentioned work in ITI Limited, Mankapur, Distt. Gonda (U.P.)

Sl.no.	Name Of Work	Estimated Cost (Aprox)	Cost of Tender (in Rs.)
01-	Care- taking and Catering Services of Main Guest House , at ITI Ltd. Mankapur, Gonda (U.P.)	Rs 10.73 Lacs + GST	500.00

A) Date of start sale of tender documents : 31.01.2023

B) Date of close sale of tender documents : 21.02.2023

B) Date of submission of tender thru online : 21.02.2023 up to 11.00 hrs.

C) Date and time of opening of tender : 21.02.2023 at 11.30 hrs.

Scope of Work:

1. Caretaking of main Guest House, allotment of rooms, cleaning of rooms, kitchen, Toilets , bed sheets, pillow cover linen ,housekeeping in Guest House premises, providing soap & other cleaning items in rooms ,providing service in rooms ,taking care of billing, collection for room rent & eatables from guests and onward deposition to incharge guest house etc.
2. Catering services including material, preparation & services of Tea/coffee/Breakfast/ snacks, lunch & Dinner as per MENU & instruction of I/ c guest house.

Tenders will be accepted under the two bid system:-

1 The technical bid should contain the following documents:

- (a) Satisfactory completion certificate for similar type of work done in the last 03 years for an amount 50% of tender value in single order. Affidavit for proprietary/partnership deed/Article of Association/ License under shop & establishment act including change in constitution of firm during last three years.
- (c) Latest Character Certificate not more than 01 year old issued from Deputy Commissioner or District Magistrate or District Collector, Collector (in charge of administration/ Sub Divisional Magistrate. Same is not needed for contractor working in ITI Mankapur.
- (d). Photocopy of PAN Card in the name of firm.
- (e) Bid security declaration is to be submitted by the bidder (as per annexure B) on legal stamp paper.
- (f) Tender fee and Security deposit are not required for those bidder who are registered under MSME and associated in make in India.
- (g) Photocopy of GSTIN Registration certificate along with SAC Code.
- (h) General Terms and Conditions of contracts, special terms and conditions & specification duly signed as token of acceptance



- 2 **The Price Bid** should contain the rates in our bill of quantity and the booklet containing Bill quantity.
3. The price bid of only those contractors will be opened who are found technically and commercially suitable.
4. ITI Ltd, Reserves the right to accept or reject any tender or split the tender in any number of parts without assigning any reason thereof.
5. Conditional tenders will not be accepted.
6. The work will be awarded as a whole in single package on L-1 basis.
7. ITI will not be responsible for non-receipt/late receipt of tender documents in during uploading or any reason so far.
8. Bid should be submitted on line on the above mentioned portal.
9. The detailed General Terms and conditions for submission of Tender –Inland (Annexure A) (which is an integral part of this tender enquiry) are attached. Compliance of this must be submitted with tender technical bid otherwise it will be presumed that the same are acceptable to the bidder.
10. **TERMS OF PRICE: FOR, ITI LTD WORKS, MANKAPUR, should be quoted in INR.**
11. **TERMS OF PAYMENT: Monthly running account bills.**
 - a. Payment will be made for the accepted quantity only. NO PAYMENT WILL BE MADE FOR THE REJECTED QUANTITY
12. No conditional offer is acceptable.
13. GST is implemented, Following information are mandatory to mention along with quotation
 - a. Vender Name
 - b. Address
 - c. PAN No. along with Photocopy of PAN
 - d. Copy of GSTIN Registration
14. For any clarification, e-mail to sanjibarora mkp@itiltd.co.in, Phone No: 05265 -230297/ MOB:8800552617
15. You may be present at the time of tender opening.
16. **SUBMIT YOUR OFFER ON LINE WITHIN DUE DATE.**
17. The party may indicate whether they fall under purview of MSME Act 2006 and if so the certified copy of relevant valid registration certificate as a proof may be submitted along with the tender bid. In case such certificate is not produced at the time of bid party will not be considered to be falling under this category.

DGM –HR&MKTG.
ITI LIMITED MANKAPUR
Email ID.sanjibarora_mkp@itiltd.co.in
Phone no.05265-230297



ITI LTD MANKAPUR , DIST: GONDA-271308 (U.P.) INDIA

TENDER ID NO EVGH310123

Date: 31.01.2023

DUE Date: 21.02.2023 (11:00 Hrs IST)

Tender Opening Date: 21.02.2023 (11:30 Hrs. IST)

Venue of Tender opening:- "COMPUTER DIVISION" ITI Ltd., Mankapur

SUB: Tender enquiry for Care- taking and Catering Services of Main Guest House, at ITI Ltd. Mankapur, Gonda (U.P.)

Please quote your lowest rates in the prescribed excel format (**Annexure-C Financial / Price bid**) available on <http://www.itiltd.euniwizarde.com> for the above mentioned security services. **No hard copies / e-mail will be entertained in any manner.**

1. Offers must be submitted their quote online on or before due date. Tender will be opened on opening date after 11:30 AM at following place in ITI Ltd, Mankapur: -

**MANAGER (TENDER CELL),
COMPUTER DIVISION, ITI LTD., MANKAPUR - 271 308,
GONDA, U.P. (INDIA)**

Please refer our site <https://itilimited.euniwizarde.com/>, <http://tenders.itiltd.in/> for detailed information and for submission of bid. For any assistance please contact following-

- i. Mr. Anand Singh: - Ph No: 09355030602, e-mail: ewizardanand@gmail.com
- ii. Mr. Ankit Kumar- 9355030618
- iii. Mr. Naveen- 9560364871

2. The other documents i.e. Bid security declaration, Tender check list (in two sheets) etc are attached. Point to point compliance of detailed Terms & Conditions & Tender Check list for submission of tender is must. Otherwise, it will be presumed that the same are acceptable to the bidder.
3. Financial bid / Price bid as per **Annexure-C** is protected, you may quote the monthly wage in unprotected cell.
4. All other required documents along with technical documents may be uploaded in the web site against our tender id: EVGH310123.
5. Copy of Mandatory documents must be submitted / uploaded along with technical bid.



Please Note:

Corrigendum, if any, will be hosted on website only, before the last date of submission. Hence bidders are requested to visit the website regularly.

Sl.No	Description	Information
1	Reference No. of tender document	EVGH310123 Date: 31/01/2023
2	Availability tender document	From 31/01/2023 to 21/02/2023 (up to 11:00 hrs) The tender document can be downloaded from ITI Website: https://itilimited.euniwizarde.com/ , http://tenders.itild.in/
3	Cost of tender document	Rs 500
4	Last date & time for submission of bids	Date: 21/02/2023 Up to 11:00 Hrs.
5	Date & time of opening of technical bids	Date: 21/02/2023 Timing: 11:30 Hrs. Venue: Manager, Tender Cell, Computer Division ITI Limited Mankapur-271308, Gonda (UP).
6	Opening of Financial Bids	Will be intimated later to all technically qualified bidders.
7	Contact Person for queries (between 10AM to 15.30hrs on working days only)	DGM (HR&Mktg) ITI Limited Mankapur Phone: 05265-230297 Mail: sanjibarora_mkp@itild.co.in ;
8	Address for Bid Submission	Manager, Tender Cell, Computer Division ITI Limited Mankapur-271308, Gonda (UP).
9	Validity	The bids submitted shall remain valid for a period of 120 days from the date of opening the Technical bid.



**ITI LIMITED, MANKAPUR
DISTT. : GONDA (U.P.)**

TENDER DOCUMENT

Tender No._ EVGH310123

Dated Jan 31, 2023

**Name Of Work:- Care- taking and Catering Services of Main Guest House, at
ITI Ltd. Mankapur, Gonda (U.P.)**

Details of documents:-

- 1) Terms and Conditions: Annexure- A
- 2) Bid security declaration form on Rs. 10.00 stamp paper : Annexure- B
- 3) Financial bid/ Bill of Quantity : Annexure -C

Name of Firm:

DGM-HR &MKTG



ITI LIMITED, MANKAPUR

ANNEXURE-A

Tender No._EVGH310123

Dated Jan 31, 2023

TERMS AND CONDITIONS FOR MANKAPUR GUEST HOUSE

GENERAL INFORMATION:-

Mankapur is about 35 Kms. from Gonda District and it is on the rail route from Lucknow to Gorakhpur. The ITI factory is about 3.5 Kms from Mankapur railway Station. The ITI Ltd., Mankapur is also connected to the Faizabad route which is about 55 Kms. from Faizabad.

- 1- The tenderers are requested to visit site to acquaint with site condition / Guest house. No further claim shall be accepted for lack of knowledge of site / Guest house.
- 2- There are 22 rooms in Main Guest House and dining hall etc. for which agency has to quote his rates for care-taking. The occupancy in Guest House varies from 4—60 persons per day.
- 3- Catering value will vary depending on inflow of guest hence order for catering will be given on unit basis.
- 4- Tenderer has to tender for above services for the period of 12 months.
- 5- The offer should be valid for the period of 120 days from the date of opening of Tender.
- 6- The tender will be opened in presence of tenderer or their authorized representative who may like to be present.
- 7- The rate should be firm till completion of contract. The rate should be inclusive of all taxes & duties as applicable and FOR Mankapur.
- 8- Contract may be extended for one more year on mutual consent basis on same rates, terms and conditions.
- 9- Tenderer shall manage courtesy lunch and dinner (Bill of Quantities Sl. No.4 to 7) in time as usual information of two hours in advance.
- 10- Monthly bill in duplicate shall be submitted by Tenderer.
- 11- Tenderer shall keep inside as well as outside of the Guest house building premises (up to plinth protection) neat and clean and also treat the room with approved room fresheners. Necessary precautions shall have to be taken for cleaning and disinfection of the toilets to avoid any damage. In case of damage of fixtures / fittings, the rectification/replacement shall be made at the risk and cost of Tenderer.
- 12- Menu will be fixed by Guest house in- charge.
- 13- ITI shall supply cooking utensil, cutlery, crockery, refrigerator, empty gas cylinder (04 nos.) and furniture free of cost. Same are to be handled very carefully to avoid any damage.
- 14- Bed sheet, Pillow Covers, Towels, and Blankets shall be supplied by ITI. These are to be maintained neat & clean daily to the satisfaction of the Guest House Incharge. However, approved Soap, Toilet Refreshner, Shampoo pouch, Phenol, Odonils, Acid, naphthalene ball, refill to room's all out (Mosquito repellent machine) & room freshener are to be provided by Tenderer daily at his cost and as per demand for Guests in the occupied rooms.
- 15- Allotment of room will be done by Tenderer as per guidelines supplied to Tenderer from time to time and daily occupancy status at 10.00 AM shall be submitted to Guest House In-charge.
- 16- It is the responsibility of Tenderer to maintain a remark / suggestion / complaint Register. A summary of this register will also be put up to the Guest House In-charge on weekly basis.
- 17- Tenderer will submit Bid security declaration (as per annexure B) on legal stamp paper. The security deposit @ 3% of tender value will be deducted from the successful bidder in his 1st RA Bill which will be refunded back after successful completion of defect liability period.



18- Trade tax will not be charged by ITI for catering and care taking services. However TDS will be deducted as per income tax rules.

19- Contractor has to deploy minimum workmen for care-taking and catering services of Guest House as below.

a) Cook	02 nos.
b) Helper	01 nos.
c) Dish cleaner	01 nos.
d) Sweeper	01 nos.
e) Reception Counter Receptionist.	02 nos.
f) Service Boy	02 nos.

Total 09 Nos.

20. All above workmen should wear the specified uniform provided by the tenderer with their identifications name plate.

21. Boarding and lodging charges from Guest in Guest House will be taken by Tenderer according to guidelines issued by ITI from time to time and shall be handed over to Guest House in –charge for depositing in ITI account.

22. Photo passes for all the employees/staff to be deployed for care-taking or catering services are to be got made as per ITI's norm.

23. Quantity of food and food stuff must be standard as per the relevant Specifications. Only packed and good quality consumable shall be allowed for use.

24. Contractor will use only fresh raw materials for all preparations.

25. In case of any dispute regarding the quality of food and other services, decision of Guest House In charge will be full and final. The court of Gonda only shall have jurisdiction in case matter goes to a court of law. All the cases will be resolved though IACDR Rules 1996.

26 Cleanliness of rooms, kitchen, dining halls, toilets etc. on regular basis will be sole responsibility of the Tenderer.

27 The tenderer must attach with tender, all the documents as mentioned in NIT at serial no.01 of NIT.

28 The Tenderer shall abide by labour laws, rules and regulation, especially contract labour (Regulation and Abolition) Act 1970, Minimum Act 1948, payment of wages Act 1936, EPF & MP Act 1952 and other relevant Acts.

29. The Tenderer shall have to submit PF code number (if applicable) from the office of PF Commissioner within months from start of work.

30. ITI reserves the right to terminate the contract at any stage, if the contractor does not improve the performance after giving three notices.

31. The Guest House In-charge shall have the right to recommend for removal of any worker deployed by the contractor if performance not found suitable.

32. If desired by Tenderer, the residential accommodation will be provided in our Annexe Guest House at the rate of Rs.1200/- (Rupees One thousand two hundred only) per month as room rent plus electricity charges on actual basis as per meter reading and applicable rates which shall be recovered from the running bills.

33. Tenderer or his authorised representative shall visit guest house twice a week failing which a penalty of Rs.550/- (Rupees Five hundred and fifty only) per week shall be recovered from the running bills.

34. In case if front office is taken over by the ITI Management a discount of Rs.10,000/- (Rupees Ten thousand only) will be deducted from care-taking charges.

35. Tenderer shall provide flower basket in VIP suits free of cost whenever any distinguished guest visit in guest house. The information to the same will be given in one day advance.



36. Tenderer is required to issue bills of ITI Ltd of each and every item like rent, breakfast, lunch, dinner, snacks or any item mentioned in the Bill of quantity failing which a heavy penalty will be imposed by the management.
37. Taxes as per Govt. Rules will be borne by Tenderer. He has to deposit GST with the Govt. agency and the proof of same shall be submitted in our office.

SIGNATURE & SEAL OF TENDERER

DGM-HR &MKTG.
ITI LIMITED MANKAPUR
Email ID. sanjibarora_mkp@itiltd.co.in
Phone no.05265-230297



ANNEXURE– B

Bid-Security Declaration
(to be submitted by the bidders)

We, the undersigned, declare that:

We accept that in case we are in breach of our obligation(s) under the following term and conditions against Tender ID- EVGH310123 Date 31.01.2023, Due on 21.02.2023 we will automatically be excluded from being eligible for Bidding or submitting Bid in any contract with ITI LIMITED for the period of two years from the date of signing this Bid-Security Declaration: -

- (a) have withdrawn or modify our Bid after tender opening during the period of Bid validity specified in the tender.
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders or
- (c) having been notified of the acceptance of our Bid by ITI Limited during the period of Bid validity (i) fail or refuse to furnish the performance security in accordance with the NIT, or (ii) fail or refuse to execute the Contract in accordance with the ITI LIMITED.

We understand this Bid-Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of
C(i) our receipt of your notification to us of the name of the successful Bidder; or
C(ii), thirty (30) days after the expiration of Bid Validity specified in the tender.

Sign and seal

Name of authorized Official

Legal Stamp

ITI LIMITED MANKAPUR, GONDA,U.P. -271308					
Price BID Annexure -C					
Name of work			Estimate For Care taking and Catering Service of Main Guest House		
TENDER ID			EVGH310123		
NAME OF BIDDER					
SL.N o.	ITEM	UNIT	QTY PROPOSED FOR 12 MONTHS	RATE / qty. (Rs.)	AMOUNT (Rs.)
1	Tea or Coffee	Per cup	6000		0.00
2	BREAK FAST NORMAL :- Four toasts, 10gm. butter, omelet (two eggs), corn flacks with milk (one cup) and tea / coffee	Per Head	1500		0.00
	OR Four toasts. 10gm of butter, vegetable Cutlet (02 pieces), jam, cornflacks with milk (one cup) and tea / coffee.				
3	BREAK FAST SPECIAL :- Four toasts, 20gm. of butter, omelet (two eggs) cornflacks with milk (one cup), tea /coffee, veg. cutlet (02 pieces), fruit, fruit juice (02 pieces)	Per Head	10		0.00
4	<u>LUNCH / DINNER VEG NORMAL</u> :- One veg curry, one dry veg, dal, dahi / Raita /Kheer, salad, achar, rice and chapatis.	Per Head	3000		0.00
5	<u>LUNCH / DINNER (SPECIAL VEG)</u> :-Veg.Soup, one veg curry, one dry veg, paneer curry, kofta curry,dal, two type of tandoori roti, pulao, pappad, salad, achar, sweet dish 2 pieces or ice cream (in summer), pan masala, tobacco, cigrate, cordonomom, saunfe(Note :- Tawa veg with four green vegetable. in place of one veg.)	Per	500		0.00
6	<u>LUNCH / DINNER (SPECIAL WITH ONE NON VEG)</u> :- Menu same as per special veg and one extra chicken curry as per direction of Guest House in-charge.	Per Head	10		0.00
7	<u>LUNCH / DINNER (SPECIAL WITH TWO NONVEG)</u> :- Menu same as per special veg, two extra nonveg chicken /mutton and fish as per direction of Guest House incharge.	Per Head	10		0.00
8	<u>PACKED BREAKFAST</u> :- Consists of Cutlet 01 Piece, Toasts/Sandwiches-4 nos, Omlet (02 Eggs)- 01 no, Fruit 01 Piece, Fruit Cake/Sweet - 01 no.	Per Head	20		0.00
9	<u>MIDWAY LUNCH / DINNER</u> :- Dal, dry veg, paneer curry, veg. curry, pulao, dahi / raita, sweet one piece, salad, achar, roti and papar.	Per Head	200		0.00
10	<u>SNACKS</u> :- Sandwich 02 pieces, cutlet 02 pieces, sweet 01 piece, Biscuit, 02 pieces, tea/coffee	Per	100		0.00
11	<u>PACKED LUNCH / DINNER</u> :-Consists of :Sandwich 4pieces / poori 5 pieces, dry veg, rice pulao, salad, anchar, nepkins with packing box, chhola / rajma 50gm, plastic spoon.	Per	50		0.00
12	<u>MISCELLANEOUS :-</u>				
	1. Kaju (Fried salted	Per kg	1		0.00
	2. Uncle Chips	Per kg	2.5		0.00
	3. Ground nut (Fried salted)	Per kg	6		0.00
	4. Soda - Per bottle (300ml)	Per bottle	20		0.00
	5. Cold drink (300 ml)	Per bottle	200		0.00
	6. Cheese pineapple sticks	Per piece	10		0.00
	7. Paneer Pakora – 5 pieces	Per plate	100		0.00
	8. Egg Curry – 02 eggs	Per plate	15		0.00
	9. Veg. Pakora - 10pieces	Per plate	300		0.00
	10. Omelet – 02 Eggs	Per plate	10		0.00
	11. Egg Bhujia – 02 Eggs	Per plate	15		0.00
	12. Boiled Eggs – 02 Eggs	Per plate	5		0.00
	13. Mutton Curry(02 Pieces)	Per plate	5		0.00
	14. Chicken Curry(02 Pieces)	Per plate	10		0.00
	15. Biscuits(minimum 100 gm standard make)	Per pkt	700		0.00
	16. Milk with sugar (200ml)	Per glass	10		0.00
	17.Potato finger chips-12pcs	Per plate	10		0.00
	18. Fruit basket with three types of seasonal fruits (approx. 01 kg.)	Per Basket	5		0.00

	19. Cheese Cutlet	Per Piece	10		0.00
	20. Veg. Sandwich(4 pieces)	Per plate	50		0.00
	21. Cheese Sandwich(4pcs.)	Per plate	10		0.00
	22. Fish fry (04 pieces)	Per plate	10		0.00
	23. Bread Roll – 02 pieces	Per plate	10		0.00
	24. Fresh Fruit Juice	Per glass	10		0.00
	25. Mutton Kabab (4 pieces)	Per plate	5		0.00
	26. Chicken Kabab(4 pcs)	Per plate	5		0.00
	27. Tangary Kabab (02 pcs.)	Per plate	5		0.00
	28. Mineral Water	Per bottle	500		0.00
	29. Veg Cutlet (02 pieces)	Per plate	100		0.00
	30. Pappad – 02 pieces	Per plate	15		0.00
	31. Salad	Per plate	15		0.00
	32. Paneer Chilly (10 pcs.)	Per plate	20		0.00
	33. Veg. Soup	Per Bowl	50		0.00
	34. Sweet - Chhaina (good quality)	Per piece	100		0.00
	35. Ice cream (Butter scotch) 50 gms.	Per plate	20		0.00
13	Care-taking & Up keeping of Guest House as per terms & conditions attached here -with at Annexure – A'	Per month	12		0.00
14	Total amount				0.00
15	GST @18%				0.00
16	GRAND TOTAL				0.00
17	Discount if any				
18	Amount after discount				0.00
	TOTAL Value				0.00
	TOTAL Value in words				

ITI LTD MANKAPUR

Check-list		
Etender No		EVGH310123
Name of Work		Tender Enquiry for Care- taking and Catering Services of Main Guest House , at ITI Ltd. Mankapur, Gonda (U.P.)
Name of Bidder		
S. NO.	PARTICULARS	REMARKS (Yes,No)
1	Whether Offer/ Quotation has been submitted in 02 bids i.e. Technical Bids & Price Bids/Commercial Bids separately.	
2	Whether point to point compliance of ITI technical documents General terms and conditions & eligibility creteria is attached along with Technical Bid.	
3	Whether Technical documents of quoted service along with compliance sheet etc as mentioned in NIT is attached with Technical Bid.	
4	Whether price of services quoted in financial bid includes cost of for Mankapur for two years in on descrition of ITI Management	
5	Whether list of recommended items and their Qty required for running of services for two years	
6	Whether price of above items and services belongs to ITI Limited , Guest House is included in quoted price	
7	Whether complied with Onsite services from the date of work order as quoted .	

8	Whether Validity of offer has been quoted for 120 days	
9	Whether price bid is submitted by vendor as per the format attached at (Price Bid / Commercial Bid) Bill of quantity .	
10	Whether Un Priced Copy of Price / Commercial Bid is submitted with Technical Bid.	
11	Whether duly signed in Bid Security Declaration (as mentioned in NIT and General terms and conditions) is attached with Technical Bid	
12	Whether bidder confirm to submit Security deposit (in case an order on the bidder) as mentioned in NIT and General terms and conditions	
13	Whether offer is submitted through their Indian agent and valid authorization letter has been enclosed with Technical bid	
Note	Important Note: Bid must be prepared in such a way that answer to point from SL No.1 to 11 &,13 are 'YES' only.	
	Incomplete offers are liable to be rejected.	