

**ITI LIMITED , MANKAPUR
NOTICE INVITING TENDER**

Tender ID No. VGH 2001

Dated March 5, 2020

Sealed item 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, for the under mentioned work in ITI Limited, Mankapur, Distt. Gonda (U.P.)

Sl. no.	Name Of Work	Estimated Cost (Aprox)	Earnest Money (in Rs.)	Cost of Tender (in Rs.)
01-	Care- taking and Catering Services of Main & Annexe Guest House , at ITI Ltd. Mankapur, Gonda (U.P.)	Rs 20.17 Lacs Plus GST	40000.00	500.00

- A) Date of start sale of tender documents : 05.03.2020**
B) Date of close sale of tender documents : 19.03.2020
B) Date of submission of tender at Tender cell : 20.03.2020 up to 13.00 hrs.
C) Date and time of opening of tender : 20.03.2020 at 15.30 hrs.

Tenders will be accepted under the two bid system:-

- 1 The technical-cum-commercial bid in Envelope No.1** should contain the following documents:
- Satisfactory completion certificate, copy of work order from competent authority not below the rank of Executive Engineer for similar type of work done in the last five years for an equal amount in single order. However working contractors of ITI Limited will be eligible to participate in the bid if the cost of single tender executed by them is 50% of this NIT being called for.
 - Affidavit for proprietary/partnership deed/Article of Association/ License under shop & establishment act including change in constitution of firm during last three years.
 - Latest Character Certificate not more than 01 year old issued from Deputy Commissioner or District Magistrate or District Collector, Collector (in charge of administration). Same is not needed for contractor working in ITI Mankapur.
 - Photocopy of PAN Card in the name of firm.
 - Earnest money of Rs. 40,000.00 only shall be deposited along with the tender by way of Demand Draft from State Nationalised Bank payable in favour of ITI Limited Mankapur payable at SBI ITI Township branch Mankapur code no. 08549 or PNB Branch Code 01730. In case of other Bank the DD shall be payable at Lucknow. Tender without earnest money deposit shall be rejected.
 - Photocopy of GSTIN Registration certificate along with SAC Code.
- 2 The Price Bid in Envelope No.2** should contain the rates in our bill of quantity and the booklet containing
- General Terms and Conditions of contracts, special terms and conditions & specification duly signed as token of acceptance.
 - Bill of 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. Tenders may be submitted in the tender box kept in Tender Cell Technical building, office of Computer Division factory area.
8. Tenders can be obtained from the office of undersigned on payment of tender fee of Rs.500/- (rupees Five Hundred only) through demand draft/postal order drawn in favour of ITI Limited, Mankapur payable at Mankapur after showing the document mentioned in para 1 above. The issuance of tender documents does not mean that the contractor is technically suitable.
9. ITI will not be responsible for non-receipt/late receipt of loss of tender documents in postal transit.
10. The Tenderers are requested to bring, original documents of Certificates at the time of opening of technical bid of tenders for verification purpose. In case original documents mentioned in above para 1(a to f) are not shown during opening of technical bid on Dated 20.03.2020 and or technical bid is not found suitable, the commercial bid (Part-2) of same Tenderer will not be accepted or opened at all.
11. For more details, tenderers may visit our web site **www.italtd-india.com** & **<https://tenders.gov.in>**. The complete tender documents can also be down-loaded from our web site in that case the tender fee, as above is to be submitted in Envelope No.1

Chief Manager (CS)
ITI LIMITED MANKAPUR
Email ID. mkdas@italtd.co.in
Phone no.05265-230184

Name of work :- Estimate For Care taking and Catering services of Main and Annexe Guest House at ITI Ltd.
Mankapur Unit, Distt. Gonda. (U.P.)

SL.No.	ITEM	UNIT	QTY PROPOSED FOR 12 MONTHS	RATE (Rs.)	AMOUNT (Rs.)
1	Tea or Coffee	Per cup	6000		
2	BREAK FAST NORMAL :- Four toasts, 10gm. butter, omelet (two eggs), corn flacks with milk (one cup) and tea / coffee	Per Head	1500		
	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		
4	LUNCH / DINNER VEG NORMAL :- One veg curry, one dry veg, dal, dahi / Raita /Kheer, salad, achar, rice and chapatis.	Per Head	3000		
5	LUNCH / DINNER (SPECIAL VEG) :-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, cordonom, saunfe(Note :- Tawa veg with four green vegetable. in place of one veg.)	Per	500		
6	LUNCH / DINNER (SPECIAL WITH ONE NON VEG) :- Menu same as per special veg and one extra chicken curry as per direction of Guest House in-charge.	Per Head	10		
7	LUNCH / DINNER (SPECIAL WITH TWO NONVEG) :- Menu same as per special veg, two extra nonveg chicken /mutton and fish as per direction of Guest House incharge.	Per Head	10		
8	PACKED BREAKFAST :- 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		
9	MIDWAY LUNCH / DINNER :- Dal, dry veg, paneer curry, veg. curry, pulao, dahi / raita, sweet one piece, salad, achar, roti and papar.	Per Head	200		
10	SNACKS :- Sandwich 02 pieces, cutlet 02 pieces, sweet 01 piece, Biscuit, 02 pieces, tea/coffee	Per	100		
11	PACKED LUNCH / DINNER :-Consists of :Sandwich 4pieces / poori 5 pieces, dry veg, rice pulao, salad, anchar, nepkins with packing box, chhola / rajma 50gm, plastic spoon.	Per	50		
12	MISCELLANEOUS :-				
	1. Kaju (Fried salted)	Per kg	1		
	2. Uncle Chips	Per kg	2.5		
	3. Ground nut (Fried salted)	Per kg	6		
	4. Soda - Per bottle (300ml)	Per bottle	20		
	5. Cold drink (300 ml)	Per bottle	200		
	6. Cheese pineapple sticks	Per piece	10		
	7. Paneer Pakora – 5 pieces	Per plate	100		
	8. Egg Curry – 02 eggs	Per plate	15		
	9. Veg. Pakora - 10pieces	Per plate	300		
	10. Omelet – 02 Eggs	Per plate	10		
	11. Egg Bhujia – 02 Eggs	Per plate	15		
	12. Boiled Eggs – 02 Eggs	Per plate	5		
	13. Mutton Curry(02 Pieces)	Per plate	5		
	14. Chicken Curry(02 Pies)	Per plate	10		
	15. Biscuits(minimum 100 gm standard make)	Per pkt	700		
	16. Milk with sugar (200ml)	Per glass	10		
	17.Potato finger chips-12pcs	Per plate	10		
	18. Fruit basket with three types of seasonal fruits (approx. 01 kg.)	Per Basket	5		
	19. Cheese Cutlet	Per Piece	10		
	20. Veg. Sandwich(4 pieces)	Per plate	50		
	21. Cheese Sandwich(4pcs.)	Per plate	10		
	22. Fish fry (04 pieces)	Per plate	10		
	23. Bread Roll – 02 pieces	Per plate	10		
	24. Fresh Fruit Juice	Per glass	10		
	25. Mutton Kabab (4 pieces)	Per plate	5		

	26. Chicken Kabab(4 pcs)	Per plate	5		
	27. Tangary Kabab (02 pcs.)	Per plate	5		
	28. Mineral Water	Per bottle	500		
	29. Veg Cutlet (02 pieces)	Per plate	100		
	30. Pappad – 02 pieces	Per plate	15		
	31. Salad	Per plate	15		
	32. Paneer Chilly (10 pcs.)	Per plate	20		
	33. Veg. Soup	Per Bowl	50		
	34. Sweet - Chhaina (good quality)	Per piece	100		
	35. Ice cream (Butter scotch) 50 gms.	Per plate	20		
13	Care-taking & Up keeping of Guest House as per terms & conditions attached here -with at Annexure – A'	Per month	12		
14	ADD GST				

TOTAL IN Rs.-----

TOTAL IN WORDS -----

Signature of Tenderer

Name Of Firm:-

Date:-

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

TENDER DOCUMENT

Tender No._ VGH 2001

Dated March 5, 2020

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

Details of documents:-

- 1) Terms and Conditions: Annexure (A) from page 01 to 03
- 2) Bill of Quantity : Annexure (B) from page 01 to 03

Date of Issue:

Signature of Tenderer:

Name of Firm:

CHIEF MANAGER (CS)

Tender No. _VGH 2001

Dated March 5, 2020

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, 16 rooms in Annexe 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 90 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 level) 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 deposit Rs.50,000/- (Rupees Fifty Thousand only) as Security in favour of ITI Mankapur before entering in to agreement OR 1st RA bill which shall be refunded back without interest to Tenderer on successful completion of contract period. The earnest money deposited will be converted in security money.
- 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 | 03 nos. |
| c) Dish cleaner | 01 nos. |
| d) Sweeper | 03 nos. |
| e) Reception Counter Receptionist. | 02 nos. |
| f) Service Boy | 04 nos. |
| g) Supervisor | 02 nos. |

Total 17 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 from the office of PF Commissioner within months from start of work.

30. The 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.500/- (Rupees Five hundred 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.
The Tenderer shall deposit Earnest money of Rs. 40,000.00 only along with the tender by way of Demand Draft from State Nationalised Bank payable in favour of ITI Limited Mankapur payable at SBI ITI Township branch Mankapur code no. 08549 or PNB Branch Code 01730. In case of other Bank DD, should be payable at Lucknow. Without deposit of earnest money the tender shall be rejected.
38. If the tender is accepted and Tenderer fail to commence the execution of services of Guest House as provided in the condition, the company shall forfeit the said Earnest Money absolutely. The above amount of Earnest Money will be converted into security deposit. Balance amount of Security be deducted from the bill of contractor.

SIGNATURE & SEAL OF TENDERER

CHIEF MANAGER (CS)