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Institute for Plasma Research
(An Aided Institute of Dept. of Atomic Energy, Govt of India)
Bhat, Gandhinagar

COMMERCIAL TERMS & CONDITIONS - Annexure-K

ITEM DESCRIPTION	Tender for Managing Guest House On Contract Basis	
Sl. No.	PARTICULARS	REMARKS
I	Name of the Bidder	
II	IPR Tender Notice NO & Date	IPR/TN/Admin-4/TPT/ET/01/2018 Dated : 07/06/2018
III	Vendor Offer No & Date	
IV	Postal address	
V	Contact with STD code	
VI	Fax with STD code	
VII	Name of Contact person	
VIII	Mobile No.	
IX	e-mail ID	
X	Currency of offer/quotation	INR
	SCANNED COPY OF THE BELOW MENTIONED DOCUMENTS NEED TO UPLOAD AT www.tenderwizard.com/DAE AT THE TIME OF PARTICIPATION OF TENDER WITHIN THE PERIOD OF SUBMISSION.	"YES" OR "NO"
XI	Certificates:	
	i) PAN (Permanent Account Number) Registration	
	ii) Certificates of Registration for GST	
	III) Certificate of EPF	
XII	Penalty:- as per Clause No.9 under Section-B	
XIII	Terms of Payment:- as per Clause No.21 under Section-A	
XIV	Goods and Services Tax (GST): Have you specified the applicable GST in Price Bid	
XV	Validity of offer/quotation:- 120 days from the date of opening of tender	
	QUESTIONNAIRE TO BE FILLED BY BIDDER IN AND SENT ALONG WITH OFFER DULY SIGNED	
XVI	In the event of a purchase order/contract vendor has to provide Security Deposit in the form of Demand Draft/Pay Order/Bank Guarantee as per Clause No.19.1 under Section-A of our tender document.	
XVII	I/We hereby offer to supply/service detailed in the schedule hereto at the price given in the Price Bid and agree to hold this offer open till expiry of quotation. I/We shall be bound to supply the stores hereby offered upon issue of Contract communicating the acceptance thereof on or before the expiry of the last mentioned date. You will be at liberty to accept any one or more of the items of stores tendered for or portion of any or more of the items of such stores and I/We notwithstanding that the offer in the tender has not been accepted in whole shall be bound to provide service to you- such item or items and such portion or portions of one or more of the items as may be specified in the said Contract communicating the acceptance.	
XVIII	I/we have understood the General Conditions and special conditions of this contract governing tender notice no. IPR/TN/Admin-4/TPT/ET/01/2018 dated 07/06/2018 placed by the Institute for Plasma Research and the instructions to Tenderer annexed to the invitation to tender Form and have thoroughly examined the scope of work and have quoted my/our rate(s) in the Rate Schedule hereto. I/We am/are fully aware of the nature of the works to be carried out in accordance with subject tender as per the terms and conditions stipulated in your tender document.	
XIX	Whether All Documents Related to tender Viewed?	
XX	Whether uploaded the signed copy of Annexure-F,G,H & I of the tender ?	
XXI	Whether uploaded the details of staff as per the Clause No.5.6.1 under Section-B of the tender document ?	

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Eligibility Criteria (Annexure-J)

ITEM DESCRIPTION	TENDER FOR MANAGING GUESTHOUSE ON CONTRACT BASIS		
Sl. No.	PARTICULARS	REMARKS	
I	Name of the Vendor		
II	IPR Enquiry NO & Date	IPR/TN/Admin-4/TPT/ET/01/2018 Dated : 07/06/2018	
III	Vendor Offer No & Date		
Sr. No.	Criteria	Documents required to upload	Status of Documents (Uploaded/ Not-Uploaded in e-Tender Portal)
1	An office set up in Ahmedabad or Gandhinagar as on date of publication of tender notice.	Valid shops and establishment certificate/ Memorandum of Association/Electricity bill/Rent agreement, etc.	
2	Minimum 5 years of experience of running a guest house of Corporate/PSU/Govt.Organisation.	Copies of work orders & completion certificates issued by clients.	
3	Should have registered with local bodies	Shops and Establishments registration certificate.	
4	Should have Registered with EPFO, ESIC & GST	Copies of valid relevant certificates	
5	Should have successfully executed one contract of providing guest house (atleast 10 rooms) services for atleast one year during last 3 years as on the date of publication of tender.	Copy of past work order / agreement of contract which have been successfully executed/Experience certificate issued by clients.	
6	Contractor should have an average turnover of Rs.100 lacs per annum for the last 3 financial years, i.e. 2014-15, 2015-16 and 2016-17.	Audited balance sheet / certificate issued by Chartered Accountant for last 3 financial years.	

Note:

The response to tender without submission of proof of above points will summarily be rejected without further communication
The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies
Original documents shall be produced for verifications, if required.

RATE SCHEDULE : SECTION - C	
IPR Tender No & Date:	IPR/TN/Admin-4/TPT/ET/01/2018 Dated : 07/06/2018
Tender Description :	Tender for Managing Guest House On Contract Basis
NAME OF THE BIDDER :	
Offer no & date:	

ANNEXURE- A RATE SCHEDULE FOR FRONT OFFICE MANAGEMENT			
Sr. No	Task to be Performed	Rate per month (In Rs.)	Remarks
1	<p>The Front Office Task will include:</p> <p>a) Maintenance of record of the availability of rooms, room blocking, room allocation, maintaining updated guest reservation register, ensuring proper entry of the guests.</p> <p>b) On arrival, a proper reception to be given to the guests, check in formalities should be done immediately, a person should escort the guest to the room and the luggage of the guests is to be transferred to the room. The guest is to be given information about the guest house and its system.</p> <p>c) Guest Complain Register is to be maintained.</p> <p>d) Telephone calls to be attended and transferred to the guests</p> <p>e) The front office should be manned 24x7</p> <p>f) To ensure the proper care of guests and his official requirements.</p> <p>g) To collect cash / make bills for the stay of the guests and deposit the same to IPR Accounts through Administration.</p> <p>h) To regularly liaise with IPR administration for instructions/information.</p>		
	Applicable GST (in %)		

**ANNEXURE- B
RATE SCHEDULE FOR**

A thorough cleaning is to be done to ensure that the entire guest house remains spik and span at all times. The rates quoted should include house keeping material in necessary & adequate quantity and of good quality duly approved by the IPR administration. It includes all types of brooms, mops, naphthalene balls, air perfumes/ purifier tablets, liquid soap, cleaning powder, phenyl, odonil, buckets, big dustbins, PVC brush, Nylon scrubber, Baygon spray, Room Freshener, Rubber buch with handle for toilet pumping, scratch brush, floor cleaner, mosquito repellent, bathroom cleaner, disinfectant, toilet bowl cleaner, tissue roll, soap, shampoo, Gamaxin powder and any such item which may be necessary. The cost also includes the necessary adequate trained manpower, supervision and use of modern gadgets to carry out house keeping work as indicated at (1) below.

Sr. No	Description of work	Area in Sq. Mt.	Rate per month (In Rs.)	Remarks
1	a) To carry out sweeping, moping, cleaning and dusting (using modern equipment/Gadgets) including all as stated in scope of work, supervising and general upkeep of complete guest house. b) Complete cleaning of rooms, toilets balcony, store, computer room, pantry, recreation room, terrace etc; c) Cleaning of Dinning hall, Reception, Conference Room, Verandah, corridor & staircase etc; d) Once in a day and need based cleaning of court yard, periphery of building, back side paved etc; e) One time in a day for installations inside the buildings including cleaning, washing, moping of the floor, dado, plumbing and sanitary installations, electric fittings and fixtures including using sufficient quantity of materials as directed. f) Housekeeping material as mentioned above. (50% occupancy may be considered)	1635 sqm		
Applicable GST (in %)				

Sr. No	Description of work		Rate per cleaning (In Rs.)	Remarks
2	AS AND WHEN REQUIRED Water Tanks: To carry out sweeping, washing, moping, cleaning, dusting and removing of the balance water from the water tanks (using modern equipment/Gadgets) including all as stated in scope work, supervising and general upkeep of: a) 7,000 Liter capacity RCC Over head tank - 1 No.			
Applicable GST (in %)				

**ANNEXURE- C
RATE SCHEDULE FOR FOOD & BEVERAGE AND BREAKFAST:**

Sr. No	Type/ Item Details (Breakfast)	Rate (In Rs.)	Remarks
1	Continental Juice, Bread Basket, Jam / Butter / Marmalades, Eggs to Order, Cereals (cornflakes/porridge), Fresh fruit & Tea/coffee		
2	Indian Bread, butter, Jam and one hot snack like Puri / Bhaji / Stuffed Paratha/ Cutlets / Samosa etc. and Tea / Coffee		
	Applicable GST (in %)		

• Break up of rates to be given below:

**RATE SCHEDULE FOR FOOD & BEVERAGE
Break-up of rate of items**

Si. No	Items	Rate per plate (in Rs.)	Remarks
3	Bread Butter		
4	Bread butter Jam		
5	Single Omelet		
6	Double Omelet		
7	Boiled Egg		
8	Cornflakes		
9	Fresh Fruit Dish		
10	Stuffed Paratha		
11	Cutlets		
12	Samosa		
13	Spring Rolls		
14	Idli Sambhar		
15	Medu Vada		
16	Masala Dosa		
17	Uttapam		
18	Upma		
19	Khaman / Dhokla		
20	Kachori		
21	Bataka Poha		
22	Paratha -Shak		
23	Vegetable S/W / Cheese S/W		
24	Pasta/Noodles		

BEVERAGE			
Si. No	Item	Rate per cup / glass (in Rs.)	Remarks
25	Tea		
26	Coffee		
27	Milk		
28	Juice		
29	Shakes		
30	Butter Milk		
LUNCH / DINNER			
Type	Item Details	Rate per Plate (in Rs.)	Remarks
31	Continental Veg. Soup with bread stick with veg accompaniments, Rice Preparation, Salad and Dessert		
	Continental Non Veg. Soup with bread stick, One non veg dish with veg. accompaniments, Rice Preparation, Salad and Dessert		
32	Indian Veg. Soup, Chapati / Puri, One Vegetable, One Special Veg. item, Dal –Rice, Salad/Kachumber, Papad, Curd/Raita, Sweet		
	Indian Non. Veg. Soup, Chapati / Puri, One Vegetable, One Special Veg. item / Non Veg, Dal –Rice, Salad/Kachumber, Papad, Curd/Raita, Sweet		
Applicable GST (in %)			
<ul style="list-style-type: none"> • Aerated water, cold drinks, ice creams, namkeens, biscuits and other such items should be made available and charged not exceeding the MRP. • The above mentioned items may be required to be served in dinning hall or the rooms or the conference room. 			

**ANNEXURE- D
SPECIAL LUNCH**

Sr. No	Item Description	Rate per Plate (in Rs.)	Remarks
1	Special Lunch consisting of the following: i) Soup ii) Sweet (in-house made sweets) iii) Green Salad iv) Farsan v) Raita / Curd Preparation vi) Green Vegetable vii) Paneer Preparation viii) Dal (different varieties) / Kadhi etc. ix) Rice (different varieties) x) Roti / Puri xi) Papad xii) Pickle		
Rate of Non veg. items, if taken extra:			
2	Mutton		
3	Chicken		
4	Fish		
5	Boneless chicken		
6	Egg.Curry		
Applicable GST (in %)			

Note: * The food will be served unlimited
 * Ice-cream if ordered will be charged extra but it should not exceed the MRP.
 * Non-veg. items as given in sr. no. 2,3,4,5 & 6 if ordered will be charged extra at approved rates.

**ANNEXURE- E
RATE SCHEDULE FOR PANTRY SERVICE**

Si No	Task to be Performed	Rate per month (In Rs.)	Remarks
1	Pantry services to be provided at IPR Additional Office Building. The contractor will be required to deploy adequate manpower for the same and provide services like tea/coffee, cookies etc. to Director's Office, rooms of Deans, Committee rooms, Board Rooms and other places.		
	Applicable GST (in %)		
Rates for F& B Service at Additional Office Building			
Sr. No.	Item	Rates (In Rs.)	Remarks
2	Tea		
3	Coffee		
4	Lemon Water		
5	Fresh Fruit Juice (150ml)		
6	Mineral Water		
7	Bread Butter		
8	Toast Butter		
9	Bread Butter Jam		
10	Vegetable S/W / Cheese S/W		
11	Veg. Grilled S/W / Cheese Grilled S/W		
12	Club S/W		
13	Cookies Platter with wafers (4nos. Cookies & 30 grms. Wafers)		
14	Assorted Biscuits - Per pax		
15	Fruit Platter(100gm)		
16	French Fries		
17	Snacks (100 gm)		
	Applicable GST (in %)		

- Note:**
- a) Bidders should offer their quotes in INR only
 - b) Prices in this bid format alone are acceptable
 - c) Details specifications and scope of work are as per Attached Annexure
 - d) Kindly enable the Macros if you receive the "Security Warning" message. (Click on options in "Security Warning" and select "Enable this content")
 - e) "GST should not be included in the rate for either goods or services"