



खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY
(Formerly Regional Research Laboratory)
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
(Council of Scientific & Industrial Research)
भुवनेश्वर - 751013, भारत, Bhubaneswar - 751013, INDIA

No.64(3)/2007-E.III

Date: 25th February 2010

CORRIGENDUM

Attention of all concerned are invited to the NIT Published earlier in The Indian Express, Bhubaneswar & The Samaj, Cuttack on 04-02-2010 regarding “**Providing Catering & Maintenance Services in Guest House at IMMT Campus**”, Bhubaneswar. The last date of the sale of Tender Paper has been extended up to 12-03-2010. The duly filled in tender paper along with all required documents will be received up to 3.00 P.M. on 15-03-2010 and the same will be opened at 3.30 P.M. on 15-03-2010. The tender notice can be seen in IMMT web site <http://www.immt.res.in>.

All other terms and conditions will remain unchanged.

ADMINISTRATIVE OFFICER



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No.64(6)/2007-E.III

Date:29th January 2010

NOTICE INVITING TENDER

Sealed tenders are invited for “PROVIDING CATERING & MAINTENANCE SERVICES IN GUEST HOUSE” at IMMT Campus, Bhubaneswar from reputed caterers/contractors having experience in rendering three similar services/business during the last three years preferably to Government Organizations/reputed firms and the said three work must have been carried out after obtaining labour licence from appropriate authority under the Contract Labour (Regulation & Abolition) Act, 1970. Tender papers will be issued to those who produce documentary evidence in support of the above requirements/qualifying criteria.

The Tender Papers may be obtained from the office of the undersigned on payment of **Rs.500.00 (Non-refundable)**, by paying cash at the IMMT Cash Counter or by sending a Demand Draft drawn in favour of the **Director, IMMT, Bhubaneswar** from **4th to 12th February 2010**. Tender alongwith Earnest Money Deposit (EMD) of Rs.10,000/- in the form of A/C payee Demand Draft from any nationalized bank in favour of the “Director, IMMT, Bhubaneswar” may be submitted, in a double sealed cover super scribing on the outer envelope “Tender for providing Catering Services to IMMT Guest House”, addressed to the **Administrative Officer, Institute of Minerals & Materials Technology, Bhubaneswar**. Incomplete tender or tenders received without EMD will be rejected straightaway. Last date of submission of tender is **15th February 2010 up to 3.00 PM** which will be opened on the same day at 3.30PM in the presence of Tenderers or their authorized representatives, if any.

The Director, IMMT, Bhubaneswar reserves the right to accept/ reject any or all the tenders without assigning any reason thereof.

ADMINISTRATIVE OFFICER

**Institute of Minerals and Materials Technology
(Council of Scientific & Industrial Research)
BHUBANESWAR-751013**

QUOTATION

NAME OF WORK: Tender for providing “CATERING AND MAINTENANCE SERVICES IN THE GUEST HOUSE AT IMMT BHUBANESWAR”.

1. Monthly Charges for the : _____
maintenance works at clause (“A” at pg-7)
(including statutory payments)

Certified that I/We have gone through the tender documents including the scope of work as laid down in para 1.0 of the enclosed Terms and Conditions and have fully understood the contents thereof. I/We undertake to abide to by the terms and conditions laid down in the tender documents.

Dated:

SIGNATURE OF THE TENDERER

Full address with seal,

email address:

Phone number:

Mobile number:

TERMS AND CONDITIONS

A) General:

1. Tenderer should have at least 3 years of working experience in housekeeping of Guest House.
2. The tenderer should neither be a close relative of any employee of the IMMT/CSIR (close relative- means: Father, Mother, Sister, Son, Daughter and Spouse) nor any such close relative associated with the tenderer as proprietor/partner/share holder/Director and like.
3. Successful Tenderer shall be required to enter into an agreement with the IMMT/CSIR, governing the terms and conditions of the licence on a non-judicial stamp paper.
4. The contractor should be accompanied by EMD for Rs. 10,000/- in the form of DD drawn in favour of the **Director, Institute of Minerals & Materials Technology, Bhubaneswar-751013** payable at the State Bank of India or any other nationalized bank which will be refunded to unsuccessful tenderers only.
5. The food items to be provided should be of good quality and prepared under hygienic condition. Utensils, crockeries, cutleries etc, to be used should have very neat and clean. Cracked or broken crockeries, cutleries and utensils should not be used. The contractor himself shall arrange the articles required for preparation of foodstuff etc. and cooking gas cylinder including cost of its filling from his own resources. Collection of charges relating to the food stuff, cold drinks, mineral water, snacks, refreshment etc. shall be the responsibility of the contractor and Council/IMMT shall take no responsibility whatsoever for the same.
6. The prices of all items of supply like tea, coffee, cold drinks, break fast, lunch, dinner etc. shall be as per **Annexure-A**. In addition he can quote for any other item if likes.
7. The contractor shall be responsible for the proper up-keep and maintenance of the space provided along with the equipment, gadgets fitting, fixtures and furniture etc. which should be in perfect condition and kept neat and clean always.
8. The contractor's employees should wear neat and clean uniform with identity cards and be polite to the staff members/guests. Their uniforms will be different according to their nature of job e.g. cook, room attendants, sweeper, etc. The uniform and the identity cards will be supplied by the contractor himself at his own cost. He shall supply safety garments to his employees and take such other safety measures as and when required and the Institute will not be responsible for any eventualities thereof.

9. Rs.1,000/- (Per Month) will be charged for the kitchen and other areas used by the contractor and all required utensils (except cooking wares) would be provided by the Institute.
10. He should ensure that only authorized persons are allowed in the Guest House, who shall be subjected to the security checks and restrictions as stipulated by IMMT's Security Staff.
11. The successful tenderer shall have to deposit a sum of Rs.20,000/-, towards security deposit in the form of a Bank Draft in favour of the Director, IMMT, Bhubaneswar – 751013 which will be returned after completion of the contract.
12. The tenderer if wants can visit and inspect the IMMT Guest House before tendering..
13. The Contractor shall comply with the requirements of labour laws, viz. Contract Labour (Regulation and Abolition) Act-1970, Minimum Wages Act, ESI, EPF, etc. to the workers employed by him
14. The successful tenderer shall submit the following documents and payments within 15 (fifteen) days from the date of placement of the work order.
 - a) Duplicate copy of the work order shall be duly signed and stamped by the tenderer as a token of acceptance of the service contract.
 - b) Execute an agreement governing the terms and condition of the contract on non-judicial stamp paper.
 - c) The Agreement governing the term and condition of the contract on non-judicial stamp paper.
15. Validity of the tender and EMD will be governed by the rules on the subject.
16. The tenderer shall enclose a copy of the valid food license issued by the competent Licensing Authority. He shall also furnish EPF, ESI and Service Tax registration number along with the tender.
17. Income tax at the prevailing rate, including surcharge will be deducted from the monthly bill of the contractor.

B. CATERING SERVICES:

- i) The contract is for providing services to the guests staying in the Guest House and Trainees Hostel (located in Scientist Apartment). Tea/Coffee/Breakfast/Lunch/Dinner etc. should be served to them at the time/rate mentioned in the **Annexure-‘A’**.
- ii) The lowest bidder will be determined from “the monthly charges for maintenance work as per the following Clause-B of the schedule and scope of work of the Guest House. The bidder has to include all statutory payment in the monthly charges besides minimum wages as applicable under the existing labour law to the required man power as contained clauses ‘B’ of the said schedule. Thereafter the lowest bidder will be called for negotiation for prices of all items as quoted by firm for the Guest House.

C. MAINTENANCE SERVICES :

The contract is for proper maintenance and up-keep of Guesthouse, Trainees Hostel and its surroundings including lawn and entire open area of guesthouse. This will cover as follows.:

- i) Rooms to be cleaned immediately after vacation and before occupation of the guests. Changing of bed and pillow covers, towels just before the occupation and after certain intervals as per the instruction of Guest House In-charge.
- ii) Regular cleaning/sweeping of floors, walls and ceiling of entire guesthouse building.
- iii) Regular cleaning/de-dusting of carpeted area with vacuum cleaner.
- iv) Regular cleaning/sweeping of all the furniture’s and fixtures (eg. Beds, tables, chairs, cupboards, doors, windows, glass panes, etc) bath rooms, floors, walls, toilets, WC pans, wash basins, mirrors, etc. by using good quality chemicals/detergents/sanitary items/phenyl, sanifresh/harpic, naphthalene balls and odonil etc, for maintaining proper sanitation entire area of the guesthouse for keeping the rooms & the toilets clean & fresh daily.
- v) Attending and assisting the guests as and when required.
- vi) Keeping record of guests (proper entry in the allotment register and check out), preparing lodging bills and other records as per requirement.
- vii) Provide service in rooms and attending the reception counter round the clock without interruption.
- viii) Proper cleanliness and beautification of the entire open area of the Guest House premises.
- ix) The Front Office Supervisor deployed by the contractor will overall supervise for the smooth and efficient performance of the entire activities of the Guest House – coordinating with the Guest House in charge.
- x) The Tenderers shall furnish a list of clients for whom they have executed similar type works and submit copies of orders and other details of completion.

D. SCHEDULE AND SCOPE OF WORK

The contractor is required to provide Catering services and house keeping & maintenance of the Guest House, which include its rooms, dining halls, corridors, common area and surrounding areas on turnkey basis. He shall provide all necessary services during the stay of the guests from the time of arrival till their departure.

1. The schedule of work to be performed by the Contractor is as follows:

- a) Preparing and serving Tea/Coffee/Breakfast/Lunch/Dinner etc. to the Guests.
- b) Kitchen works-cooking, cleaning and wiping the crockery/cutleries etc. and maintaining the kitchen neat and tidy.
- c) Room service and dining hall/Lounge service.
- d) Wakeup call and serving of early morning bed tea/coffee etc. to the Guests.
- e) Arranging catering services from outside to Guests whenever required.
- f) Maintenance of Guest House lawns including cleaning of plantation area including trimming of the tree as directed.
- g) The contractor's representative shall inspect as a part of the housekeeping and maintenance work; the water supply points and maintenance work, installations, toilets, electrical light, fan points, tower bolts, locks and keys of the wooden cupboards of the rooms and also room air conditioners, battery of the wall clock in the Guest Houses and report to the I/C Guest house in the event of any defects/damages so that the same could be attended to immediately by IMMT.
- h) The contractor shall ensure that pest control in all rooms, dining hall, stores, kitchen of guesthouses etc. is done once in 15 days interval at his own cost.
- i) He shall ensure that toilet papers, soap, odonil packets, Naphthalene balls, Homecol, candle and matchbox are invariably available in every occupied room.
- j) He shall use room fresheners in all occupied rooms of guesthouse, Annex, trainees hostel, Television lounge & recreation room as per requirement.

E. Personnel to be engaged by Contractor:**a) For Catering Services :**

Minimum numbers of persons are to be engaged for Catering Services at his own cost as detailed below:

SI No.	Category	Person/shift	Working hours
1.	HEAD COOK (Skilled)	1 Person	Three shifts a day
2.	KITCHEN ASSISTANT (Semi Skilled)	1 Person	Three shifts a day
3.	WAITER (Un- skilled)	2 Persons	Three shifts a day

- ◆ The Head Cook and Kitchen Assistants should be proficient in different cuisine (South Indian/North Indian/Chinese/Continental, etc.,)

The Head cook should be available till completion of the breakfast/lunch/dinner/special lunch/dinner as and when required.

b) For maintenance works

Minimum number of persons to be engaged by the contractor for up keeping out side area, rooms and allied works relating to over all maintenance is as detailed below:

SI No.	Category of staff	Person/shift	Working hours
1.	FRONT OFFICE SUPERVISOR (Skilled)	1 person	One shift from 10.00 AM to 6.00 PM
2.	ROOM ASSISTANT (Semi Skilled)	1 person in each shift	Three shifts a day
3.	CLEANING STAFF (Un- skilled)	1 Person in each shift	Two shifts a day
4.	GARDENER CUM HELPER (Un-skilled)	2 Persons in each shift	One shift

F. The contractor has to bear the following cost :

- i. Salary of the staff appointed for catering services. The charge of meals etc. to be collected by him with proper bill as per the fixed menu and rate.
- ii. Vacuum cleaner will be provided by IMMT but expenditure in repairing to be borne by the contractor.
- iii. Cost of cooking gas.
- iv. Tools for gardening.

G. IMMT will provide to the contractor as follows:

- i. Utensil for cooking, crockery's & cutleries for serving and gas stoves.
- ii. Washed bed sheet, bedcover, pillow cover, towel – for regular replacement.
- iii. Plants for gardening, seeds, manure, etc.
- iv. Chemicals, sanitary items, odonil, candles, detergents, soap etc for the use of guests.

MENU AND RATE CHART

<u>Menu</u>	<u>Time</u>	<u>Rate</u>
Tea	6.00 AM to 7.00 PM	Rs. 4.00 per cup
Coffee	-do-	Rs. 6.00 per cup
Breakfast	7.30 AM to 9.00 AM	Rs. 20/- per head

[Menu: (a) Bread, jam and butter, or Egg (1 pc boiled/poach/omlet), jam and butter or cornflake with milk, and Tea/Coffee or Alu paratha with curd, pickle and Tea/Coffee].

NB: Extra Milk/Coffee/Tea shall be served on payment @ Milk-1 cup Rs.6/-, Coffee @ Rs. 6/- per tea @Rs. 4.00 per cup.

Lunch/dinner **Rs.35/-each** Lunch timing - 1.00 PM to 2.00 PM
(Veg.) Dinner timing - 8.30PM to 10.00 PM

[Menu : (a) Rice (fine quality like 1014 or Basmati) (b) Chapatti (c) Dal (d) Fried Vegetable (e) Vegetable curry (f) Curd (g) Salad papad and pickle]

(a) **Lunch/dinner** Rs. 60/- [Menu: All the menu of Veg. + Fish (two pieces)(Rohi/Bhakur)]
(Non.Veg.) Rs..50/- [Menu: All the menu of Veg. + Fish (one piece))(Rohi/Bhakur]

-do- Rs.75/-[Menu: All the menu of Veg.+ chicken (150 gms)]

-do- Rs.125/-[Menu: All the menu of Veg. +Mutton (150 gms)]

NB: Order for the above should be booked in advance.

(d) Special lunch / Dinner - Rs.125/-per head (Order should be booked for minimum 8 persons well in advance)
(All buffet)

[Menu : (a) Veg.soup (b) Fried Rice & plane rice (c) Chapatti/puri,(d) Dal Fry/Rajma /Chole (e) Fried Veg. (f) Veg. curry(g) salad (h) papad (i) curd (j) pickle and sweets (big size Rasagola01 pc or Golabjaman big size 01 pc or Chhena Poda 50 gm +Fish and Chicken or Paneer and Musroom.

(e) Mutton with all the above menu and Fish or Paneer **Rs.125/- per dish**

Cold Drink / Mineral water : As per MRP Rate.

In addition to above rates for Chinese / Continental menu may also be quoted.