

TENDER FOR

CATERING AND MAINTENANCE SERVICE

AT

INSPECTION QUARTER

DOOR SANCHAR BHAWAN, BHUBANESWAR-751022

No: G-303/Part-I/IQ/2013-14, dtd. 07/11/2013

COST OF TENDER PAPER = Rs.525/-

Sale of Tender Paper:- From 08.11.2013 to 28.11.2013

Last Date of Receipt of Tender Paper by:- 13:30 hrs on 29.11.2013

Time and Date of Opening of Tender :- 15:30 hrs on 29.11.2013

BHARAT SANCHAR NIGAM LIMITED

NOTICE INVITING TENDER

No : G-303/Part-I/IQ/2013-14

Dated at BBSR the 07/11/2013

Wax Sealed/Adhesive tape sealed open Tenders in prescribed form are invited on behalf of Bharat Sanchar Nigam Limited, from eligible bidders for Catering and Maintenance Services at Inspection Quarter of Bharat Sanchar Nigam Limited at Door Sanchar Bhawan, Unit-IX, Bhubaneswar. Details are given below.

Tender No.	Cost of the BID document	Estimated cost of tender	EMD	Last Date and Time of Receipt of BID	Date and Time of Opening of BID
G-303/ Pt-I/IQ/ 13-14	Rs.525/- including VAT 5%	Rs.4 lakhs	Rs.10000=00	29/11/2013 up to 13:30 hrs	29/11/2013 at 15:30 hrs

A. ELIGIBILITY CRITERIA FOR BIDDERS

- The bidder should have a valid Trade License & Food License from the competent authority (Self Attested copy should be produced).
- The bidder should have PAN Card. Self Attested copy should be submitted.
- The bidder should have Service Tax , EPF, ESI Registration Certificates. Self Attested copies of the same should be produced submitted along with the Bid document.
- The bidder must have at least one year experience up to 30.09.2013 during last two years in catering & maintenance work at Central Govt./State Govt./PSUs guest houses, etc. having minimum turn over Rs.2 lakhs or more than that. The certificate must be given by the competent authority not below the rank of DGM or equivalent in Central Govt./State Govt./Central PSU/State PSU/Govt. Guest House. Self Attested copy should be produced.

B. Availability and Submission of Bid Documents:

(a) **Bid documents can be had** From SDE (P/R), O/o Sr. GMTD, Door Sanchar Bhawan, BBSR-22 on written application with the copies of documents in support of their eligibility to participate in the tender along with the cost of bid document as mentioned (**Rs.525/-**) in the form of DD from any Nationalised/Scheduled bank in favour of AO (Cash), BSNL, O/o Sr. GMTD, Bhubaneswar payable at Bhubaneswar.

b) Eligible bidders can also download the entire bid document from BSNL, BBSR's website www.orissa.bsnl.co.in and submit the same within scheduled time and date along with the required cost of the bid document (**Rs.525/-**) in the form of DD from any Nationalized/Scheduled bank in favour of AO(Cash), BSNL, O/o Sr. GMTD, Bhubaneswar payable at Bhubaneswar.

c) The DDs, i.e., cost of Tender document and cost of EMD are to be kept in **Envelop-I** which should be **Wax Sealed/Adhesive tape sealed** and documents conforming to the eligibility criteria as mentioned in **clause 8** of **Section-I** are required to be kept in the **"Envelop-II" super scribed as "Qualifying Bid"** which also should be **Wax Sealed/Adhesive tape sealed**.

d) The financial bid (**Annexure-II**) should be kept in **Envelop-III** which should be **properly Wax Sealed/Adhesive tape sealed**.

e) The financial bid of those tenderers who qualify for the Tender only will be opened by the Tender Opening Committee as per schedule date and time.

f) All these three envelopes containing documents should be **Wax Sealed/Adhesive tape sealed** and must be kept in another Envelop with should be **Wax Sealed/Adhesive tape sealed**.

g) The downloaded bid document must be enclosed with the bid cost Rs.525/- in the form of DD otherwise the bid will be rejected.

h) The detailed terms and conditions, EMD particulars etc. are available in the tender documents. **Tenders without EMD will be rejected.**

i) Exemption on EMD under NSIC is permitted to the extent of monetary limit for the purpose may be allowed on production of necessary Certificates from the Competent Authority. **No exemption on cost of tender paper is allowed.**

j) The Sr. GMTD Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof. The sealed tenders can be dropped in the tender box available in the chamber of **AGM (HR&Admn), 2nd Floor, Room No.214, Door Sanchar Bhawan, O/o Sr. GMTD, Bhubaneswar**. The sealed tenders can also be sent by registered post addressed to:-

Shri J K Majhi.
Astt. General Manager (HR & Admn),
Room No. 214,
O/o Sr. GMTD, BSNL.
Door Sanchar Bhawan, Unit-IX
Bhubaneswar-751022.

Tender received through post must **reach this office before the scheduled opening date and time** of tender else it will not be accepted.

k) **Tender received through post in tampered condition will also not be accepted.**

Dy. General Manager (R&A)
O/o Sr. G.M.T.D.,BBSR-22

SECTION I

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

• DEFINITIONS

- (a) "The BSNL" means the Bharat Sanchar Nigam Limited/Sr. General Manager Telecom, Bhubaneswar acting on behalf of the BSNL.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits its bid.

• COST OF BIDDING :

The bidder shall bear all costs associated with the preparation and submission of the bid. The department will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. THE BID DOCUMENT :

• BID DOCUMENTS :

The Bid documents include :-

- a) Notice Inviting Tender
- b) Instruction to Bidders
- c) General conditions of the contract
- d) Schedule of works
- e) Bid form with price schedule

3. AMENDMENT OF BID DOCUMENTS :

- At any time prior to the date for submission of bids, BSNL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.
- The amendments shall be notified in writing or by FAX to all prospective bidders on the address intimated at the time of purchase of bid document from BSNL and these amendments will be binding on them.
- In order to afford prospective bidders reasonable time to which to take the amendments into account in preparing their bids, BSNL may at its discretion extent the deadline for the submission of bids suitably.

4. BID FORM & BID PRICES

- The bidder shall complete the bid form.
- The bidder shall give the total composite price inclusive of all levies & taxes, **except service tax. Service tax shall be paid extra.**

5. BID SECURITY

- The bidder shall furnish, as part of his bid, a bid security for an amount as an EMD (Earnest money deposit) of Rs.10000/- (Rupees Ten thousand) only in the form of demand draft or pay order drawn on any Nationalized/Scheduled Bank, in favour of AO(Cash), BSNL, O/o Sr. GMTD, Bhubaneswar, payable at Bhubaneswar. **The tender without E.M.D. shall not be entertained at any cost.**

6. PERIOD OF CONTRACT / VALIDITY OF BIDS

- Period of contract is for **one year** from the date of execution of agreement. BSNL may desire extension of period of contract if necessary and it is up to the bidder grant such extension or otherwise for a period of another six months with proportionate increase of Tender cost.
- Bid shall remain valid for a period of 90 days.
- In exceptional circumstances, BSNL may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.
- The bid security of the unsuccessful bidder will be returned promptly as early as possible after finalization of tender for which a pre- receipt should be given in **Annexure-V-II**.
- The successful bidder's EMD will be returned upon the bidder's acceptance of the work order and furnishing the **Performance Bank Guarantee (PBG)**.
- The bid security may be forfeited :
 - ⇒ If a bidder withdraws his bid during the period of bid validity specified by the bidder on the bid form or
 - ⇒ If the bidder does not sign the contract or not furnish performance security.

7. ELIGIBILITY CRITERIA FOR BIDDERS (SHOULD BE KEPT IN ENVELOPE-II)

- The bidder should have a valid trade license & food license from the competent authority (Self Attested copy to be produced).
- PAN Card Copy(Self Attested)
- Service Tax registration certificate with up to date payment.
- The bidder must have at least one year experience as on 30/09/2013 during last two years in catering & maintenance work at Central Govt./State Govt./PSUs guest houses etc. having minimum turn over Rs.2 lakhs or more than that. The certificate must be given by the competent authority not below the rank of DGM or equivalent in Govt./PSU/St Govt. guest house.
- Contractor must have EPF/ ESI Registration certificate .

8. DOCUMENTS TO BE SUBMITTED BY THE BIDDER :

The bid prepared by the bidder shall comprise the following documents.

- (a) Valid trade license and food license from the competent authority.
- (b) PAN Card.(Self attested copy)
- (c) Declaration regarding no near relative working in BSNL as per **Annexure - III**.
- (d) EMD of Rs.10000/- in the form of Demand Draft drawn on any nationalized bank of Bhubaneswar in favour of AO(Cash), BSNL, O/o GMTD,Bhubaneswar.
- (e) Wax Sealed/Adhesive tape sealed tender document with each page signed including attached papers.
- (f) Registration No. of Service Tax/EPF/ESI. (Self attested Xerox copies to be submitted) .

“The bid will be summarily rejected if the relevant documents (a - f) are not properly enclosed”

9. FORMAT AND SIGNING OF BID :

- The Bid shall be typed or printed and numbered consecutively and shall be signed by the bidder or a person or persons, duly authorized by the bidder to sign. The letter of authorization shall be indicated by written power of attorney accompanying the bid. All pages of the original bid document except for un-amended printed literature shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- Bidder shall give item-wise cost both in words and figures
- The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

10.METHOD OF PREPARATION OF BID: -

a) Bid should be submitted in three properly Wax Sealed/Adhesive tape sealed envelopes placed inside a main cover which should also be Wax Sealed/Adhesive tape sealed. These three envelopes should contain the following:-

Inside sealed Envelope Number.	Marked on the Cover	Contents inside of Envelope
First	“Bid Security”	1) EMD(Bid Security) Rs 10,000/- 2) Cost of Bid Document Rs.525/-as per NIT (if downloaded from web site)
Second	“Qualifying or Technical Bid”	Containing all documents as per clause 8 of section-I and complete technical bid document except the EMD and cost of bid document.
Third	“Financial Bid”	Rates duly quoted in Rs(both words and in figure) by the tenderer in the format. (Annexure-II)

(b) On all these envelopes the name of the firm and whether “Bid Security” OR “Qualifying or Technical bid” OR “Financial bid” must be clearly mentioned and should be properly Wax Sealed/Adhesive tape sealed. These three envelopes are to be placed inside an outer envelope or main cover and properly Wax Sealed/Adhesive tape sealed. **The tenders or bids, which are not submitted in above, mentioned manner will be summarily rejected.**

The envelope shall be addressed to :

Shri J K Majhi.
Astt. General Manager (HR & Admn),
Room No. 214,
O/o Sr. GMTD, BSNL.
Door Sanchar Bhawan, Unit-IX
Bhubaneswar-751022.

- Cover shall bear the Tender No. and name of work.
- The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “LATE”.
- Tenders shall either be sent by registered post or delivered in person. The responsibility for ensuring that tenders are delivered in time shall rest with the bidder.
- Bids delivered in person shall be dropped in the Tender Box in chamber of **AGM(HR & Admn) at 2nd floor of the Door Sanchar Bhawan, Room No:214, O/o the Sr. GMTD, Bhubaneswar-751022** on or before 13.30 hrs of the due date. The BSNL shall not be responsible if the bids are delivered elsewhere.
- In no case more than one bid document should be put inside a cover in case more than one bid document is available the bids shall be rejected.
- The tender box will open on the same day at 15.30 hrs.

11. EXAMINATION OF DOCUMENTS :

The Bidder is expected to examine all instructions, forms, terms and specification in the Bid Documents. Failure to furnish all information required as per the bid documents or submission of bids not substantially responsive to bid documents in every respect will be treated at the bidder’s risk and shall result in rejection of the bid.

12. **BID OPENING :**

• **OPENING OF BIDS :**

- ⇒ The BSNL shall open bids in the presence of bidder or his authorized representative. The bidders representatives who are present shall sign a attendance register. He should also produce a letter of Authorization in **Annexure-VI**
- ⇒ One representative for any bidder shall be permitted to attend the bid opening.
- ⇒ The bidder's names, Bid prices, modification, bid withdrawals and such other details as BSNL at its discretion may consider appropriate will be announced at the opening.
- ⇒ Though the main envelope is not properly sealed it will be opened by the TOC to take out the **Envelope-I** containing DDs which will be refunded to the party. All Envelopes will be opened on the same day as it is a single bid system.

13. **CLARIFICATION OF BIDS :**

To assist in the examination, evaluation and comparison of bids, the department may, at its discretion, ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

14. **PRELIMINARY EVALUATION :**

- BSNL shall evaluate the bids to determine whether they are complete, whether any computational errors have made, whether required securities have been furnished. Whether the documents have been properly signed and whether the bids are generally in order.
- Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the words & figures the amount in words shall prevail if the bidder does not accept the correction of the errors his bid shall be rejected.
- Prior to the detailed evaluation, the department will determine the substantial responsiveness of each bid to the bid documents. For purpose of these clauses a substantially responsive bid is one which conforms to all the terms and conditions of the bid documents without material deviations. The department's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- A bid, determined as substantially non-responsive will be rejected by BSNL and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

15. **EVALUATION & COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS :**

The department shall evaluate basing only on quoted price at **Annexure-II**.

16. **POST TENDER OFFER AND/OR CONTACTING THE DEPARTMENT**

- No post tender offer by any bidder will be entertained.
- No bidder shall try to influence the department on any matter relating to its bid from the time of bid opening till the time the contract is awarded.
- Any effort by a bidder to influence the department in the department's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

17. AWARD OF CONTRACT :

- The department shall consider issue of orders for execution of the work on those bidders whose offers have been found technically & financially acceptable.
- The department reserves the right to award the work to one or more than one contractors at the approved rate.

18. BSNL's RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS:

- The department reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the department's action.
- Conditional bid will be rejected by the department.

19. SIGNING OF CONTRACT :

- The issue of work order shall constitute the award of contract on the bidder.
- Upon the successful bidder furnishing performance security, the department shall discharge its bid security.

20. ANNULMENT OF AWARD :

- Failure of the successful bidder to sign the Agreement for execution of the work shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the department may make the award to any other bidder at the discretion of the department or call for new bids.

SECTION II

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Period of contract is for **one year** from the date of execution of agreement. BSNL may desire extension of period of contract if necessary and it is up to the bidder grant such extension or otherwise for a period of another six months with proportionate increase in Tender Cost.
2. The contract is revocable by giving one month notice to the Agency by the BSNL if the said service provided is not satisfactory, in which case the decision of the telecom Authority shall be final and binding.
3. Failure to provide service will lead to full or partial forfeiture of monthly bills as well as security deposit and in that case the decision of the Sr. GMTD, BBSR shall be final. For absence/misbehavior/service complaints a minimum of 5% to 10% of monthly charge are recoverable from monthly bills/charges. For misutilisation of assets of I/Q, in the Rooms, sleeping on sofa, allowing unknown/unauthorized persons to I/Q will attract Rs.100/- (min) deduction in each case and the above recoveries are applicable in the bill of same month.
4. The contractor shall be liable to provide smooth & satisfactory housekeeping, cooking and catering services as per the schedule of works.
5. The approved contractor shall be liable for all fittings/features and inventories (AC unit, Cutlery, Cooking and Catering utensils, refrigerator, sofa sets and all other linens etc.) of the inspection quarters. He has to ensure that none of his staff misuses/utilizes the facilities provided for the guests.
6. All the instructions given to the contractor from time to time by the Telecom Department shall be binding on the contractor.
7. The rent chart for the room rent/AC charges shall be provided by the department. The collection of room rent & remittance to the officer-in-charge shall be done on monthly basis by the contractor.
8. The department does not in any way take the responsibility for any future absorption or paying compensation or any other benefit to the employees of the contractor.
9. The menu with the approved rate chart duly typed will be provided in each suite (after verification & signature by the Telecom Authority) by the agency.
10. In the matter of any dispute arising out of the contract, the decision of the Sr. General Manager Telecom District, BBSR will be final and binding on the contractor.
11. The contractor shall maintain stock of linen and other things issued to him from the BSNL. 10% less will be considered for damage per year only for breakable items. If the damage is more than this, the cost of damaged items will be recovered from the contractor considering 10% depreciation cost per year.

13. For non breakable items those supplied by BSNL to the contractor, if damaged or lost a committee comprising AGM(HR & Admn), AO(PLG), SDE(PR) will decide the amount that to be recovered from the contractor after verification of stock register at the end of the year (counted from date of signing of agreement).
14. If the contractor discontinues himself or is told to discontinue due to unsatisfactory performance during any other time of the contract period he has to pay damarage charges of goods provided by BSNL proportionately as per the above guidelines (Sl.No.13 & Sl.No.14).

SECURITY DEPOSIT / AND PERFORMANCE BANK GUARANTEE:

- 1 **Security Deposit:-** The successful bidder shall submit a Performance Bank Guarantee from Nationalized/Scheduled Bank equal to 10% of the estimated Tender cost i.e., Rs.40,000/- before taking over work of the inspection quarters.
2. Correspondence Address of Contractor and Bank Current A/C Number, Branch Name, IFSC Code of the Bank are to be informed separately.
3. The bill should be submitted by the contractor along with the following details in duplicate (1) Receipt of laundry charges (As per market rate) (2) Proof of claiming consumables etc. (3) Receipt of cable T.V. charges (4) Receipt & News Paper charges. (5) A copy of complaint/suggestion register of that month.

The controlling authority is to verify the correctness of the bill as per the agreed and approved rates and the calculation thereof. The controlling authority is to give a certificate to this effect that the service provided by the contractor during the month of billing is satisfactory and no complaint has so far been received.
4. The controlling authority has to forward the bill in duplicate along with his certificate to the competent authority for necessary pass order and effecting payment.
5. Payment shall be made through NEFT, RTGS or by the A/C Payee Cheque .
6. No advance payment is admissible.
7. The security deposit of the approved contractor will be forfeited if the contractor discontinues himself during contract period.

SECTION III

SCHEDULE OF WORKS

- 1) **HOUSE KEEPING AND RECEPTION :**
- (I) Receiving guest in a dignified manner by waiting for the guests round the clock, checking him in as per reservation memo issued by the department. (The Telephone confirmation from the Telecom Authority against vacant suits if any) and after completion of reservation to check him out in a dignified manner. Entries and signatures in the register are to be obtained as per departmental rules.
 - (II) Setting bed, cleaning suits, toilet, replacing soap, cleaning toilet equipment, changing linen, and making room tip top in all respects immediately after departure of guests to receive the new guest. Doing these jobs daily if occupancy is for more than a day, providing odonil in the toilets and Cup Boards, Room fresheners, mosquito mats free of cost as per requirements.
 - (III) Polishing and dusting doors, windows, furniture, all the equipment in guest house, taking all the linens to laundry and getting it back as and when required, maintaining all equipment in kitchen, lounge and suits(regular maintenance only) in excellent condition.
 - (IV) Providing maintaining, watering manuring and trimming the pot plants if any to be done in the guest house.
 - (V) Performing other housekeeping functions for smooth running of guest house in excellent conditions at par with a Star Hotel as per direction of authority. He has to supply liquid soap, toilet paper, shoe polish, air purifier in toilet, and lighting room, two news papers in the lounge (One English, one local language to be paid extra). Battery for wall clock, etc. Shampooing carpet every 45 days to maintain the same stain free and odour free. In case of any moth presence, necessary disinfectants are to be used as per manufacturer's manual. (No extra charges will be paid to the agency if the number of suits increases with the same floor area).
 - (VI) Maintenance of A/C replacement of electrical fittings, fixtures and consumables, electrical maintenance and civil maintenance shall be done by the department. However the complaint are to be intimated by the house keeper time to time for necessary attendance.
 - (VII) The contractor shall maintain stock of linen and other things issued to him from the BSNL. 10% less will be considered for damage per year only for breakable items. If the damage is more than this, the cost of damaged items will be recovered from the contractor considering 10% depreciation cost per year from his bill.
 - (VIII) For non breakable items those supplied by BSNL to the contractor, if damaged or lost a committee comprising AGM(HR & Admn), AO(PLG), SDE(PR) will decide the amount that to be recovered from the contractor after verification & stock register at the end of the year (counted from date of signing of agreement).
 - (IX) If the contractor discontinues himself or is told to discontinue due to unsatisfactory performance during any other time of the contract period he has to pay damage charges of goods provided by BSNL proportionately as per the above guidelines (Page No-8, Sl.No.13 & Sl.No.14).

- (X) The material as is where it is will be handed over to the agency. If any items/utensils are required those are to be managed by the Agency on his own without any extra expenditure to the department.
- (XI) Entertaining unauthorized persons in the IQ is not allowed.
- (XII) For Night staff staying and storing of grocery a room with attached bath will be provided to the agency free of cost. Taking rest in IQ or lounge is prohibited.
- (XIV) He has to maintain the occupancy chart decently.
- (XV) The contractor has to maintain a complaints/suggestions/book. This should be available at a prominent place. He should produce the book along with bill for verification.
- (XVI) The contractor should display the rate chart under the signature of the Sr. GMTD and the charges have to be collected accordingly. No deviation in this regard is allowed. If any such instances comes to the notice, the contract may be terminated.

2. COOKING AND CATERING :

- (I) Supplying food and beverage for breakfast, lunch, snacks and dishes as per al-a-carte, de-hotel menu to be prescribed as an agreed rate and catering in a dignified table manner, maintaining over all hygienic conditions of kitchen and dining.
- (II) The food charges/beverage charges etc. should be collected directly by the agency as per the prescribed rate (which inclusive of all taxes etc.)
- (III) Maintaining good decorum, hospitality is the prime responsibility of the contractor.
- (IV) The items mentioned above are only indicative and not exhaustive.

3. The contractor must ensure supply of items as per the timing below :

- (a) Supply of tea Within 15 minutes(Approx.)
- (b) Supply of Breakfast Within 30 minutes(Approx.)
- (c) Supply of lunch/Dinner Within 60 minutes(Approx)

ITEMS TO BE SUPPLIED BY BSNL

- | | | |
|------|--|-------------|
| I) | Utensils/Corckeries (as per stock register) | |
| II) | All room furnishing, electrical fittings, AC, wooden furniture, Table lamps and Telephone instruments. | |
| III) | Gas Stoves (Two burners) with cylinder : 2 nos.(HP) (Refilling cost to be borne by the contractor). | |
| IV) | Refrigerator 230 Lit. 1 No. & 100 Lit. 2 nos. | |
| V) | Vacuum cleaner : | 1 (one) No. |
| VI) | Philips 3 jar Mixi : | 1 (one) No. |

DETAILED SPECIFICATION OF I/Q

DOOR SANCHAR BHAWAN , BHUBANESWAR.

- | | | |
|------|-----------------------------|--------------|
| I) | of Suites | 9 (Nine) |
| ii) | Total Carpet area of Suites | 2615.2 Sqft. |
| iii) | of Drawing Room(Lounge) | 754.1 sqft. |
| iv) | Area of Dining Kitchen | 611.2 sqft. |
| v) | No. of Toilets | 9(Seven) |

FOOD CHARGES

- A)
- i. Tea (per cup of 150ml.) : Rs.4/- per cup of 150ml.
 - ii. Coffee (per cup of 150ml.) : Rs.5/- per cup of 150ml.
 - iii. Milk (per cup of 150ml.) : Rs.8/- per cup of 150ml.
 - iv. Bournvita(per cup of 150ml.) : Rs.10/- per cup of 150ml.
 - v. Cold Drinks(each) : Rs.(Printed price) each
- B)
- i. Bread 4 pieces : Rs.12/-
(with Butter, Jam or Ketchup)
 - ii. Omelette Single : Rs.8/-
Omelette Double : Rs.16/-
 - iii. Puri(4 nos. & Curry) : Rs.16/-
 - iv. Idli(2 pcs.) & Sambhar : Rs.8/-
 - v. Paratha(2 nos.) & Curry or curd : Rs.15/-
 - vi. Dosa with Sambhar & chatni- Plain : Rs.13/-
Dosa with Sambhar & chatni-- Onion : Rs.15/-
Dosa with Sambhar & chatni- Masala : Rs.18/- per plate.
 - vii. Vada/Samosa/Alu Chop(2 pcs) : Rs.10/-
 - viii. Pakoda with Ketchup(150gm) : Rs.12/-
 - ix. Fried Ground Nut(100gm) : Rs.7/- per plate.
 - x. Fried Kaju(100 gm) : Rs.50/- per plate
 - xi. Fruit Basket : Rs.50/- per each
- C)
- i. One Vegetable Thali(Rice & Roti) : Rs.40/-
 - ii. Special Vegetable Thali : Rs.60/-
 - iii. Non-Vegetable Thali : Rs.70/-
 - iv. Special Non-Vegetable Thali : Rs.80/-

NOTE : Each Vegetable Thali contains limited Rice, Roti, Dal with Fried Curry, Curry, Papad and Salad or Dahi/Curd as prescribed.

Special vegetable Thali - Besides normal vegetable Thali this will contain one of the following.

1) Mutter Panir 2) Musroom capsicum 3) Aloo mutter.

Non-Vegetable Thali – Besides normal vegetable Thali this will contain 2 pcs fish.

Special Non-Vegetable Thali – Besides Non-vegetable Thali this will contain limited quantity of chicken.

D) Charges for other items/Dishes/Ice creams/Deserts (Separate detailed typed sheet to be enclosed).

E) Laundry Charges.

a. Blankets (Dry Cleaning)	Single	: Rs.50/- per piece
	Double	: Rs.50/- per piece
b. Bed covers		: Rs.10/- single per piece Rs.12/- double per piece
c. Bed sheets with ironing		: Rs.8/- single per piece Rs.10/- double per piece
d. Towels with ironing		: Rs.10/- per piece (big) : Rs.5/- per piece (small)
e. Pillow cover with ironing		: Rs.3/- per piece
f. Curtain piece/sofa cover with ironing		: Rs.8/- per piece
g. Mosquito nets		: Rs.15/- per piece
h. Blanket cover with ironing		: Rs.10/- per piece

CHECK LIST

1. Whether EMD Furnished? [Y/N]
 - a) If yes, DD NO : _____ date _____ Rs. _____ .
 - b) If no, whether exemption is available?(Y/N)
 - c) If exemption available, the monetary limit is Rs. _____
 - d) Whether DD for Cost of Tender Paper (If downloaded) furnished? (Y/N)
2. Whether each page of the tender document is signed with stamp? (Y/N)
3. Whether corrections if any have been duly attested? (Y/N)
4. Whether proof of work with any Govt. Dept./PSU if any is furnished?(Y/N)
5. Whether all Technical conditions have been fulfilled (Y/N)
6. Whether commercial bid has been filled in? (Y/N)
7. Service Tax Registration. (Y/N)
8. EPF Registration number (Y/N)
9. ESI Registration number (Y/N)
10. PAN Card. (Y/N)
11. Whether **Annexure-I** to **Annexure-VII** duly filled in and submitted (Y/N)
12. Whether **Envelope-I** to **III** are put in one separate envelope with sealed. (Y/N)

ANNEXURE – I

PROFORMA FOR AGREEMENT

OFFICE OF THE SENIOR GMTD, BHUBANESWAR

This contract is made between the Sr. GMTD, BSNL, BHUBANESAR party on the first part & Sri _____, S/O _____ address _____ (hereinafter called as the contractor) party on the second part.

The period of contract will be one year with effect from date ----- to ----- . In case the tender is further extended as per the terms & condition of the tender, the contract shall remain valid till the expiry of the extended period of the tender on the same terms & conditions.

This contract is entered into by the BSNL, with the contractor for (Name of work): _____ The scope, terms & conditions/specification etc. of this contract will be as pr original tender document & those modified by the BSNL from time to time.

I assure that I shall undertake the said work as per the terms & conditions of contract during the tenure of the contract.

Witness -

Party of the first part

1. Signature
Name & Address

Dy. G. M. (R&A.)
O/O GMTD,Bhubaneswar

Party on the second part

2. Signature
Name & Address

Name, Address & Signature of the
Contractor with seal of the company

ANNEXURE - II

FINANCIAL BID (PRICES QUOTED)

Expenses on catering, housekeeping, cleaning with supply of cleaning materials/consumables and attending to guest in the Inspection quarter consisting of suites, lounge, kitchen room, dining space, corridor etc. (As detailed in Page No-14-15)

(Rate to be quoted in Rupees in figures & words per calendar month)

SI No.	Description	Quoted Rate (In Rupees)	
		In figure	In words
1	House Keeping & reception		
2	Cooking & Catering		
	ALL Total		

ANNEXURE - III

DECLARATION FOR NO NEAR RELATIVES IN BSNL

I, Son of/Daughter of
Sri hereby declare that none of my
relative is/are employed in BSNL unit. In case at any stage, it is found that the
information given by me is false/incorrect, BSNL shall have the absolute right
to take any action as deemed fit without any prior intimation to me.

ANNEXURE-IV

CONTRACTOR/FIRM/AGENCY DETAILS

1. Name of the Firm/Agency with registration No. _____
2. Registration No of PAN Card . _____
3. Registration No of EPF . _____
4. Registration No of ESI . _____
5. Amount of Income Tax paid in Last Financial year Rs. _____
6. Telephone No. _____ Mobile No. _____
7. Office/Residential address: _____
8. Bankers name & address _____
9. Experience in years _____
10. List the clients where similar jobs are taken up. (Separate sheet to be enclosed)
(Enclose copy of order/contractors agreement copy).
11. Any of the Information/Documents in support of the job _____

ANNEXURE – V

LETTER OF FORWARDING/ACCEPTANCE.

To

The Senior General Manager Telecom District.

Door Sanchar Bhawan, Unit-IX, Bhubaneswar-22

Sub : Regarding tender for cleaning, sweeping & its related operational jobs in Door Sanchar Bhawan, Unit-IX, Bhubaneswar.

Dear Sir,

I have gone through the terms & conditions of the contract and accept the same. I here with enclose Bank Draft no. _____ dtd _____ Drawn on bank _____ for Rs. _____ (Rupees _____) along with the tender as Earnest money Deposit and Draft no. _____ dtd _____ Drawn on bank _____ for Rs. _____ (Rupees _____) along with the tender towards the cost of tender paper.

Place :

Signature of Contractor

Date :

Name _____

Address _____

Phone no. _____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before date of bid opening)

The AGM HR & Admin
O/o GM Telecom
Bhubaneswar Telecom District
Bhubaneswar 751 022

Sub: Authorisation for attending bid opening on _____
(date) in the Tender for Catering and maintenance service of I/Q at
Door Sanchar Bhawan, Bhubaneswar Telecom District Bhubaneswar

The following person is hereby authorized to attend the bid opening for the
tender

No : G-303/Part-I/IQ/2013-2014, Dtd 07 /11/2013 on behalf of _____

_____ (Bidder) as given below.

Name	Specimen Signature

Signature of bidder Or Officer
authorized to sign the bid Documents
on behalf of the bidder.

Note: Permission for entry to the hall where bids are opened may be refused in case
authorization as prescribed above is not received.

ANNEXURE-VII

PRE-RECEIPT PROFORMA

FOR RETURN OF (FOR UNSUCCESSFUL BIDDER) EMD

Received Rs. _____ (Rupees _____)
from Accounts officer (Cash), BSNL, O/o General Manager Telecom
District, Bhubaneswar being the amount towards Refund of EMD deposit
made vide tender Enquiry no G-303/Part-I/IQ/2013-14, dtd 7/11/13
vide cash memo/DD no. _____. Dtd _____ drawn on
_____bank/cash.

***** END OF THE TENDER DOCUMENT*****