PART - I

Contains 82 Pages (i.e. from 01 to 82) marked pages.

INDIAN INSTITUTE OF COAL MANAGEMENT
Kanke, Ranchi – 834006.

Website: www.iicm.ac.in

TENDER DOCUMENT

NAME OF WORK : Rate Contract for Catering and housekeeping of 48 rooms (96 bedded) Hostel (Habitat) along with other facilities like Swimming Pool, Recreation Centre, Health Centre for Three Months at IICM, Kanke, Ranchi – 834006.


ESTIMATED COST : Rs. 4143816.25

[Rupees Forty-One Lakh Forty-Three Thousand Eight Hundred Sixteen and Paise Twenty-Five Only.]

SUBMISSION OF TENDER : As per NIT

OPENING OF TENDER : As per NIT
# INDEX

<table>
<thead>
<tr>
<th>Sl. NO.</th>
<th>SECTION</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Letter Submitting Tender</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Notice Inviting Tenders</td>
<td>4-7</td>
</tr>
<tr>
<td>3.</td>
<td>Detailed Tender Notice</td>
<td>8-15</td>
</tr>
<tr>
<td>4.</td>
<td>Instruction to the Bidders</td>
<td>16-18</td>
</tr>
<tr>
<td>5.</td>
<td>Proforma of Declaration’s by the Agency (Format I to V)</td>
<td>19-25</td>
</tr>
<tr>
<td>6.</td>
<td>Format of Payment Certificate</td>
<td>26</td>
</tr>
<tr>
<td>7.</td>
<td>Format of Completion Certificate</td>
<td>27</td>
</tr>
<tr>
<td>8.</td>
<td>Articles of Agreement</td>
<td>28-29</td>
</tr>
<tr>
<td>9.</td>
<td>Proforma of Bank Guarantee</td>
<td>30-31</td>
</tr>
<tr>
<td>10.</td>
<td>Annexure - A (Proforma of Affidavit)</td>
<td>32</td>
</tr>
<tr>
<td>11.</td>
<td>Annexure – B (Document duly attested)</td>
<td>33-34</td>
</tr>
<tr>
<td>12.</td>
<td>Annexure – C (General Terms &amp; Conditions)</td>
<td>35-54</td>
</tr>
<tr>
<td>13.</td>
<td>Annexure – D (Special Terms &amp; Conditions)</td>
<td>55-60</td>
</tr>
<tr>
<td>14.</td>
<td>Annexure – E (Scope of Work)</td>
<td>61-78</td>
</tr>
</tbody>
</table>
LETTER SUBMITTING TENDER

To
The General Manager (IE), IICM, Kanke,
Ranchi – 834006.

Dear Sir,

With reference to the tender invited by you for the work of “Rate Contract for Catering and housekeeping of 48 rooms (96 bedded) Hostel (Habitat) along with other facilities like Swimming Pool, Recreation Centre, Health Centre for Three months at IICM, Kanke, Ranchi – 834006”.

I/We do hereby offer to execute the works under contract at the respective rate mentioned in the bill of quantity. I/We have seen the site and read the articles of agreement, conditions of contract, specifications and special clauses forming part of the bill of quantity. I/We agree to execute the whole of the works from the date of getting possession of the site or order to start work.

I/We have deposited as Earnest Money Rs. 41,440.00 (Rupees Forty-One Thousand Four Hundred and Forty only) by a Demand Draft / Pay Order issued on …………………………………………………… Bank in favour of "Indian Institute of Coal Management" payable at Ranchi, which does not bear any interest. I/We do hereby agree that this sum shall be forfeited by IICM in the event our tender is accepted and I/We failed to execute the contract when called upon to do so.

I/We understand that IICM is not bound to accept the lowest or any tender that are received by IICM.

Yours faithfully,

Signature of Bidder
INDIAN INSTITUTE OF COAL MANAGEMENT
Kanke, Ranchi – 834006.
Website: www.iicm.ac.in

NOTICE INVITING TENDER

Ref. No. : ED/IICM/Habitat/17-18/ 568 Dated 14/07/2017

Sealed tender on percentage basis over the estimated cost is invited on behalf of Head, Indian Institute of Coal Management, Kanke, Ranchi – 834006 from qualified agencies having experience of working in Government/Government Owned Organization/Public Ltd. Company/IICM/Private Ltd. Company/Registered Societies.

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Estimated Cost in Rupees</th>
<th>Earnest Money in Rupees</th>
<th>Period of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Contract for Catering and housekeeping of 48 rooms (96 bedded) Hostel (Habitat) along with other facilities like Swimming Pool, Recreation Centre, Health Centre for Three months at IICM, Kanke, Ranchi – 834006.</td>
<td>41,43,816.25</td>
<td>41,440.00</td>
<td>Three months</td>
</tr>
</tbody>
</table>

1. **Availability of Tender Document** Tender document is available on our website [http://www.iicm.ac.in](http://www.iicm.ac.in) and can be downloaded directly from the website from 15.07.2017 to 28.07.2017. The bidders are requested to download the same and submit in accordance with instructions related to submission of bid under NIT. There is no application fee.

2. **Earnest Money**: Earnest Money Deposit (EMD) should be in the form of Demand Draft/Pay Order issued on any scheduled bank of India in favour of "Indian Institute of Coal Management” payable at Ranchi.
3. **Submission of Tender Document:** Tender will be received up to 3.00 PM on 29.07.2017 in sealed envelope at the office: Office of the GM (IE), Institute Building, IICM, Kanke, Ranchi – 834006.

4. **Opening of Tender Document:**
   At 3:30 PM on 29.07.2017
   Office of GM (IE), Institute Building
   IICM, Kanke, Ranchi – 834006.

5. **Minimum Eligibility Criteria:**
   
   (a) Average annual financial turnover during the last three years, ending 31st March 2017 should be at least Rs. 12,43,145.00
   
   (b) Experience of having successfully completed similar works during last 7 years ending last day of the previous month of NIT should be any one of the following:
   
   - Three similar completed works each costing not less than Rs. 16,57,527.00
   - Two similar completed works each costing not less than Rs. 20,71,908.00
   - One similar completed works each costing not less than Rs. 33,15,053.00

   OR

   II. In case of hotel/guest house, experience of similar works should be of average minimum turnover of Rs 20,71,908.00 during last three years ending 31st March, 2017.

6. **Similar works :-** Similar work means having successfully completed either of the following work on being awarded by any Govt./Public Sector Undertaking, Public Limited Company, Private Limited Company, Body registered under Society’s Act / IICM :

   Experience of similar work shall mean handling both catering and housekeeping works.

   Catering will collectively mean preparation and service of food.

   Housekeeping will collectively mean cleaning and upkeep of premises/offices/residential rooms etc. in hotels/guest houses/training institute or other institutes and offices.

   Experience certificate must show experience in both Housekeeping and Catering. A bidder having experience of only catering or only housekeeping shall not qualify.

   For similar works in case Hotel/Guest house as mentioned in 10(II) Residential (stay arrangement) as well as restaurant facility must be available at the same premises.
7. **General Instruction for Submission of Tender:**

The tender should be submitted in 4 (four) parts i.e. 4 (Four) separate envelopes as indicated below:

**Part I (First envelope)**

The first part should contain the Earnest Money deposit in the form of demand draft/pay order of any branch of a scheduled bank of India in favour of "Indian Institute of Coal Management" payable at Ranchi. The body of envelope should clearly indicate:

i. Amount of Earnest Money :
ii. Demand Draft No. & date :
iii. Name of the Bank issuing the Demand Draft :

**Part II (Second envelope)**

The second part in second envelope should contain an affidavit on non-judicial stamp paper of at least Rs.10.00 (Rupees 10 only) as Annexure - A duly sworn before a Notary Public / Executive Magistrate.

**Part III (Third envelope)**

The third envelope shall contain the total tender documents duly signed by bidder and stamped on all pages which includes Proforma of Declaration by the Agency, Format of Payment Certificate, Format of Completion Certificate Detailed Tender Notice, Annexure – B, Annexure - C, Annexure - D, Annexure - E, as below:

- Annexure B - Supporting documents duly attested by Gazetted Officer or Notary Public, if it is photocopy
- Annexure C - General Terms & Conditions of tender document
- Annexure D - Special Terms & Conditions of tender document
- Annexure E - Scope of Work.

**Part IV (Fourth envelope)**

The fourth envelope shall contain the Price Bid in the form of Annexure - F. Price must be quoted in the prescribed format of Annexure - F, otherwise the bid may be rejected, without any further reference.

All the four envelopes in sealed conditions should then be finally sealed in fifth envelope properly marking over the envelope with the name of the work and name of bidder along with address and contact number(s).

8.a) The agency shall produce a copy of GST registration/ Provisional GST.

b) The agency shall produce copy of Pan Card.
9. IICM reserves the right to reject any or all the tenders without assigning any reason whatsoever and split up and distribute the work among more than one tenderers.

10. Other details / terms and conditions are given in the tender documents.

11. Conditional tender including that of conditional rebate put forth by the tenderer, will not be considered. However IICM will be free to avail of the rebate without accepting the condition attached. Ranking of the bid will be done without any such conditional rebate.

12. **Pre-Bid Meeting**: A pre-bid meeting will be held in the office of Civil & Services Department of IICM at IICM campus, (situated near over head water tank, IICM, Kanke, Ranchi on 28.07.2017 at 3.00 PM for pre bid discussion/clarification. This will be highly beneficial for the bidders to understand the exact nature of services to be delivered and consequently quoting a realistic rate by them.

13. The validity of tenders shall be 150 (One Hundred Fifty) days from the last date of submission of bid.

Sd/-

Chief Manager (Civil)

CC to :-
(i) Head, IICM,
(ii) GM (IE), IICM
(iii) Dy. GM (Sys.), for upload the document.
(iv) Asst. Manager (F), IICM
(v) Notice Board, IICM.
OFFICE OF THE HEAD
INDIAN INSTITUTE OF COAL MANAGEMENT
KANKE, RANCHI - 834 006

DETAILED TENDER NOTICE

Introduction:

1. Indian Institute of Coal Management (IICM) herein after referred to as IICM as an in-house training unit having facilities for conducting various training programmes, seminars, conferences intends to engage suitable, experienced and competent agency/agencies for “Rate contract for maintenance of Catering and housekeeping of 48 rooms (96 bedded) Hostel (Habitat) along with other facilities like Swimming Pool, Recreation Centre, Health Centre for Three Months at IICM, Kanke, Ranchi – 834006”.

2. Availability of Tender Document Tender document is available on our website http://www.iicm.ac.in and can be downloaded directly from the website from 15.07.2017 to 28.07.2017. The bidders are requested to download the same and submit in accordance with instructions related to submission of bid under NIT. There is no application fee.

3. a) Tender will be received up to 3.00 pm on 29.07.2017 in **sealed envelope** at the Office of GM (IE), Institute Building, IICM, Kanke, Ranchi – 834006. The bidders are advised to see the location well in advance so that the tenders are received well within the schedule date and specified time. The techno-commercial bids will be opened in Office of GM (IE), Institute Building, IICM, Kanke, Ranchi – 834006 in presence of participating bidders or their authorized representative. The price bid i.e. Annexure-F will be opened later for which separate intimation will be given to techno-commercially qualified bidders.

b) Any difference detected in the tender submitted resulting from discrepancy between description in words and figures, the rate which corresponds to the words quoted by the agency shall be taken as correct.

c) All the levies payable by the contractor (other than GST) under the contract, or for any other clause as applicable on the last date of submission of bid, shall be included in the rates, prices and the total bid price submitted by the bidder. All investments, operating expenses, incidentals, overheads, leads, lifts, carriages, tools and plants etc. As may be attendant upon execution and
The completion of works shall also be included in the rates, prices and the total price submitted by the bidder.

As of now, no reverse charge is applicable on catering and housekeeping service. However, at the time of evaluation, L-1 bidder shall be decided on the basis of Cost to Company, i.e., cost to IICM as per the prevailing GST rules.

The rate quoted by the bidder shall be exclusive of GST. GST (as applicable) will be paid extra, if payable. Payment of the total bill by the service receiver (i.e., IICM) would be made only on submitting tax invoice clearly indicating the GST amount charge in accordance with provision of relevant GST rules. The tax invoice should be raised within the timeline given in the relevant GST Rules.

In case of any mismatch in GST return or disallowance of input tax credit to IICM due to non-registration or delay/non-payment of Tax or delay/non-submission of return by the contractor/service provider, that incurred by IICM or amount disallowed as input tax credit shall be recovered from the next bill/dues of the contractor/service provider.

In case of any default/delay in payment of GST (as applicable), wrong claim of GST/input tax credit (as applicable) etc. by the contractor/service provider, IICM would not be responsible and in no case any such claim of the contractor/service provider will be entertained by IICM.

d) It is expected that the bidders would thoroughly acquaint themselves with the situation, working environment and entire area including complexity of total involvement expected before offering their rates/prices for the contract. It will be deemed that the bidders have satisfied themselves on the price/rate quoted by them for different items of work/services in the tender, which will be adequate to complete the work/services offered according to the scope of work with terms and conditions specified in this tender document. The rates/lump sum rates quoted for the work/services as per the scope of work specified herein before shall be inclusive of all applicable labour, materials, taxes, duties, levies, overheads, incidentals and other charges and no revision shall be allowed during the tenure of the contract except otherwise stated somewhere else in the tender document.

4. The tender should be submitted in 4 (Four) parts i.e. 4 (Four) separate envelopes as indicated below:

Part I (First envelope)

The first part should contain the Earnest Money deposit in the form of demand draft/pay order of any branch of a scheduled bank of India in favour of "Indian Institute of Coal Management" payable at Ranchi. The body of envelope should clearly indicate

i. Amount of Earnest Money :

ii. Demand Draft No. & date :

iii. Name of the Bank issuing the Demand Draft :
Part II (Second envelope)

The second part in second envelope should contain an affidavit on non-judicial stamp paper of at least Rs. 10.00 (Rupees Ten only) as Annexure - A duly sworn before a Notary Public / Executive Magistrate.

Part III (Third envelope)

The third envelope shall contain the total tender documents duly signed by bidder and stamped on all pages which includes Proforma of Declaration by the Agency, Format of Payment Certificate, Format of Completion Certificate, Detailed Tender Notice, Annexure – B, Annexure - C, Annexure - D, Annexure - E, as below:

Annexure B - Supporting documents duly attested by Gazetted Officer or Notary Public, if it is photocopy.
Annexure C - General Terms & Conditions of tender document
Annexure D - Special Terms & Conditions of tender document
Annexure E - Scope of Work.

Part IV (Fourth envelope)

The fourth envelope shall contain the Price Bid in the form of Annexure - F. Price must be quoted in the prescribed format of Annexure - F, otherwise the bid may be rejected, without any further reference.

All the four envelopes in sealed conditions should then be finally sealed in fifth envelope properly marking over the envelope with the name of the work and name of bidder along with address and contact number(s).

The tender will be out rightly rejected without making any further reference to the bidders in the following conditions.

i. If not received on or before prescribed date and time.

ii. If not accompanied by prescribed earnest money.

iii. If the tenderer has not signed all the pages of tender document and subsequently refuses to sign all the pages of the tender document including Proforma of Declaration by the Agency, Format of Payment Certificate, Format of Completion Certificate, Detailed Tender Notice, Annexure - B, Annexure - C, Annexure - D, Annexure - E and Price Bid as Annexure - F.
5. IICM reserves the right to accept or reject any tender wholly or partly without assigning any reason whatsoever and the decision of IICM in awarding the work shall be final and cannot be subject to arbitration or any other legal dispute.

6. a) The validity of tenders shall be 150 (One Hundred Fifty) days from the last date of submission of bid.

   b) The bidder shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or vary the tender on any In case the bidder violates to abide by this, the institute will be entitled to forfeit the Earnest money and reject the tender.

7. The institute reserves the right to postpone the date of receipt and opening of tender or cancel the tenders without assigning any reason whatsoever.

8. **Pre-Bid Meeting:** A pre-bid meeting will be held in the office of Civil & Services Department of IICM at IICM campus, (situated near overhead water tank, IICM) Kanke, Ranchi on 28.07.2017 at 3.00 PM. for pre bid discussion/clarification. This will be highly beneficial for the bidders to understand the exact nature of services to be delivered and consequently quoting a realistic rate by them.

9. The tender document in which the tender is submitted by the bidder shall become the property of the institute and the institute shall have no obligation to return the same to the bidder.

10. **Minimum Eligibility Criteria:**

    I
    (a) Average annual financial turnover during the last three years, ending 31st March 2017 should be at least Rs. 12,43,145.00

    (b) Experience of having successfully completed similar works during last 7 years ending last day of the previous month of NIT should be any one of the following:
    
    - Three similar completed works each costing not less than Rs. 16,57,527.00
    - Two similar completed works each costing not less than Rs. 20,71,908.00
    - One similar completed works each costing not less than Rs. 33,15,053.00

    OR

    II. In case of hotel/guest house, experience of similar works should be of average minimum turnover of Rs 20,71,908.00 during last three years ending 31st March, 2017.
11. **Similar works :-** Similar work means having successfully completed either of the following work on being awarded by any Govt./Public Sector Undertaking, Public Limited Company, Private Limited Company, Body registered under Society’s Act / IICM:

   Experience of similar work shall mean handling both catering and housekeeping works.

   Catering will collectively mean preparation and service of food.

   Housekeeping will collectively mean cleaning and upkeep of premises/offices/residential rooms etc. in hotels/guest houses/training institute or other institutes and offices.

   Experience certificate must show experience in both Housekeeping and Catering. A bidder having experience of only catering or only housekeeping shall not qualify.

   For similar works in case Hotel/Guest house as mentioned in 10(II) Residential (stay arrangement) as well as restaurant facility must be available at the same premises.

12. Percentage rate above or below must be filled in both words and figures.

13. The contractor shall quote his rates keeping in mind the specifications, **terms & conditions, additional and special conditions etc.** In addition, nothing shall be payable extra, whatsoever, unless otherwise specified.

14. The tender documents, which are submitted without Earnest Money or are not duly signed by authorized signatory or with any condition which affect the price bid shall be treated as non-responsive and shall be summarily rejected before opening of the price bid.

15. The competent authority does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the bids received without assigning of any reason to the bidder. All tenders, in which any of the prescribed conditions are not fulfilled or any other condition put forth, shall be summarily rejected.

16. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by such contractors who resort to canvassing shall be liable for rejection.
17. The tender for the work shall remain open for acceptance for a period of 150 (One Hundred Fifty) days from the last date of submission of bid. If any bidder withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then IICM shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid.

18. The Notice Inviting Tender shall form a part of the contract document. The successful bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract agreement consisting of the following:

The notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

19. Mere issue of tender document to intending bidders will not mean that they have fulfilled the requisite qualification. The eligibility and other qualification criteria will be examined at the time of evaluation of tender.

20. The decision of IICM in awarding the work shall be final and cannot be subjected to arbitration.

21. If any document attached by the bidder is found to be false during the course of examination/verification, legal/administrative action will be taken against the bidder including forfeiture of the earnest money and the bidder may be debarred from participating in the tender in future called by IICM.

22. Additional Performance Security shall be applicable if the bid price is below 15% of the justified price finalized by the owner. The amount of such additional performance security shall be the difference between 85% of the justified price finalized by the owner and quoted price.

Additional performance security shall be furnished by bidder along with normal performance security. Failure to submit such additional performance security may result into termination of the contract.

This additional performance security will not carry interest and shall be released in the following manner:

a) 30% of Additional performance security will be released after 60% of the total work is completed.
b) 50% of Additional performance security will be released after 80% of the total work is completed.

c) 100% of Additional performance security will be released after total work is completed.

23. Conditional tender including that of conditional rebate as put forth by the tenderer, will not be considered. However IICM will be free to avail of the rebate without accepting the condition attached. Ranking of the bid will be done without any such conditional rebate.

24. The price bid should be filled either in English or Hindi.

25. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of bid and IICM will in no case be responsible and liable for these costs.

26. **PERFORMANCE GUARANTEE**

The contractor shall submit a performance guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract, for proper performance of the agreement, within 10 days of issue of letter of intent/acceptance considering urgency of the work. This period can be further extended by the Engineer in Charge, up to a maximum period of another 7 days on written request of the contractor. This guarantee shall be in any of the following form:

a) In the shape of Fixed deposit receipt (FDR) of any branch of scheduled bank/RBI approved bank located in India, pledged in favour of “Indian Institute of Coal Management” valid upto 90 days beyond the period of contract.

b) Demand Draft/ Pay Order of any branch of a scheduled bank of India in favour of “Indian Institute of Coal Management” payable at Ranchi.

The award letter shall be issued only after the Performance Guarantee in any of the above-defined shape is received. In case of failure by the contractor to supply the performance guarantee within the specified period, full earnest money will be forfeited, and the tender shall be treated as void.

The contractor shall ensure that the Performance Guarantee is valid and enforceable until the contractor has executed and completed the works and remedied the defects. In case the time for completion of work gets extended, the contractor shall get the validity of Performance Guarantee extended to cover such time for completion of work and removal of defects.
After recording of the completion certificate for the works by the competent authority and removal of defects, the Performance Guarantee shall be returned to the contractor, without any interest.

The Engineer in Charge shall not make a claim under the Performance Guarantee, except for amounts to which the "Indian Institute of Coal Management" is entitled under the contract in the event of:

i) Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Chief Manager (Civil), IICM may claim the full amount of the Performance Guarantee.

ii) Failure by the contractor to pay the "Indian Institute of Coal Management" an amount due, as either agreed by the contractor or determined under any of the clauses/conditions of the agreement, within 42 days after serving of notice to this effect, by Chief Manager (Civil), IICM.

iii) Failure by the contractor to remedy a default within 42 days after serving the notice by Chief Manager (Civil), IICM requiring the default to be remedied, or

iv) Circumstances which entitle the "Indian Institute of Coal Management" for termination under clause 5 & 6 of the General Terms & Conditions, irrespective of whether notice of termination has been given or not.

Note: Please go through the clauses mentioned below with extra care before submission of tender and quoting rates:

Detailed Tender Notice: Clause 3(d), 8, 21, 22, 26
General Terms & Condition: Clause 4.1, 4.2, 15.3, 15.7, 15.8, 15.9, 25, 29(g), 33.
Special terms & Conditions: Clause 12, 14, 27, 34, 38, 39, 40, 41
INSTRUCTION TO BIDDERS

1. The Bidders are supposed to visit and examine the site of work, at their own cost and risk, and obtain all information that may be necessary for participating in the tender and entering into contract.

2. The Bidders are advised to study this document in detail and understand all provisions.


Tenders sent by post shall not be accepted.

4. On opening of Part-I of the tenders, the following shall only be checked for deciding eligibility for opening of Price Bids (Part-II)

   (i) Earnest Money Deposit in the form of Demand Draft/PO on any scheduled bank in favour of INDIAN INSTITUTE OF COAL MANAGEMENT payable at Ranchi.

   (ii) The intending tenderer must have in its name as a prime contractor experience of having successfully completed similar works during last 7 (seven) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be either of the following:

       (a) Average annual financial turnover during the last three years, ending 31st March 2017 should be at least Rs. 12,43,145.00

       (b) Experience of having successfully completed similar works during last 7 years ending last day of the previous month of NIT should be any one of the following:

       • Three similar completed works each costing not less than Rs. 16,57,527.00
       • Two similar completed works each costing not less than Rs. 20,71,908.00
       • One similar completed works each costing not less than Rs. 33,15,053.00

OR

II. In case of hotel/guest house, experience of similar works should be of average minimum turnover of Rs 20,71,908.00 during last three years ending 31st March, 2017.

Similar Works: - Similar work means having successfully completed either of the following work on being awarded by any Govt./Public Sector Undertaking, Public Limited Company, Private Limited Company, Body registered under Society’s Act / IICM :

Experience of similar work shall mean handling both catering and
housekeeping works.

Catering will collectively mean preparation and service of food.

Housekeeping will collectively mean cleaning and upkeep of premises/offices/residential rooms etc. in hotels/guest houses/training institute or other institutes and offices.

Experience certificate must show experience in both Housekeeping and Catering. A bidder having experience of only catering or only housekeeping shall not qualify.

For similar works in case Hotel/Guest house as mentioned in 10(I) Residential (stay arrangement) as well as restaurant facility must be available at the same premises.

While deciding the value of completed works, the value of completed work will be considered whether or not the date of commencement is within the said seven years period.

In case the bidder is not a prime contractor but a subcontractor, the bidder’s experience as subcontractor will be taken into account, if the contract in support of qualification is a subcontract in compliance with the provision of Sub-Contract in the original contract awarded to the prime contractor.

The tenderer must submit documentary evidence in support of 4 (ii) (a), (b) & (c) above like certified copy of completion certificate supported by work order, payment certificates, etc indicating the period of work for which the payment has been made. The completion certificate for experience should show name of work, Agreement/Work Order Reference, nature of work, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. In support of financial turnover as mentioned in 4 ii (a) above, Audited Annual Report or Financial Statement issued by a practicing Chartered Accountant may also be submitted.

(iii) Copy of GST Registration Certificate/ Provisional GST Registration.
(iv) Photo copy of Permanent Income Tax Account Number (PAN) Card.
(v) Affidavit regarding genuineness of the papers submitted and information furnished and non-relation, duly authenticated by Notary as per given format – ANNEXURE – A
(vi) Power of Attorney of the person signing the Tenders, if Partner / Proprietor / Director of the firm/Company has not signed the Tenders.
(vii) The bidders would give a declaration that they have not been banned or delisted by any Govt or Quasi Govt. Agencies or PSU’s.
(viii) Declarations by the bidder as per enclosed formats.

5. Tenders shall be rejected outright without any reference if the documents submitted by the tenderers along with their tender fail to prove eligibility in terms of above criteria. Documents
submitted along with the tenders shall be final and no supplementary document shall be accepted unless asked by the Institute.

6. In Price Part, the overall lowest tenderer shall be considered for award of the work. Being lowest in any part of the tender shall be of no consequence and such tenderers shall not have any claim for award of part work.

7. Tenders submitted shall become property of the Institute. Un-opened price bids of the ineligible tenderers shall be destroyed.

8. The Institute shall not be responsible for any delay/difficulties/inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

9. The bidders will have to furnish the details of their bank account number, name of bank, address of the bank and branch code. Successful bidders are required to submit an authorization from duly signed for e-payment to them.

10. The contractor will have to deploy all the required equipment/machineries for execution of items as per requirement and safety of men and for timely completion of the work and will have to follow the instructions of EIC.

11. Any cutting/overwriting in the tender document particularly in the price bid shall be countersigned by the tenderer. In case of failure to do so, on the part of the tenderer, the offer may be rejected.

12. A particular person shall not be allowed to represent two or more firms by way of power of attorney in the same tender.
DECLARATION BY THE CONTRACTOR

I/We

............................................
............................................

1. Contractor, hereby undertake that I/We shall pay the labour engaged on work of “Rate contract for maintenance of Catering and housekeeping of 48 rooms (96 bedded) Hostel (Habitat) along with other facilities like Swimming Pool, Recreation Centre, Health Centre for Three Months at IICM, Kanke, Ranchi 834006”, wages as per Minimum Wages Act of Govt. of India/Govt. of Jharkhand whichever is more and amendments there to applicable to the zone in which the work lies and act accordingly. I/We also undertake to abide by the various laws in force and extend necessary facilities and amenities to the staff and workers employed by me/us.

2. I/We/Directors/Partners hereby declare that I/We have made myself/ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/We have based my/our rates for this work. The specification/conditions of this work have been carefully studied and understood by me/us before submitting this tender.

3. I/We/Directors/Partners hereby promise to get ourselves registered with the labour department as per provision of the laws before commencement of the work.

4. I/We/Directors/Partners hereby declare that I/We have not even been black listed/debarred from taking work by IICM or any subsidiary of CIL.

5. We agree to all the clauses of the NIT unconditionally and without any extraneous conditions of our own and even if we have any such condition, you will ignore all of them.

6. I/We/Directors/Partners hereby declare –

i) That I/We/Directors/Partners will not employ under this contract any close relative of any IICM employee.

ii) That I or any of the Partners/Directors of our firm do not have any relative employed in IICM.

or

iii) That following IICM’s employees are related to me/partner of the firm indicated below:
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of IICM Employee with Designation &amp; Place of Posting</th>
<th>Related to Shri</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Declaration Regarding Criminal Offence

(A) We hereby declare that none of the Partners/Directors of the firm has either individually or collectively been involved in any criminal offences.

(B) I/We/Directors/Partners hereby declare that I have not been involved in any criminal offences.

Signature of the bidder
DECLARATION

We have read the tender document and understood all provisions and specifications in totality. All terms and conditions are acceptable to us. We do not have any terms and conditions of our own.

Seal : Signature of the Tenderer
Date :
DECLARATION

I / We hereby declare that our firm (Name of the Firm & Address)
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
_________________________________________have not been banned or delisted by any State
Government or Central Government or Quasi Government Agencies or Public Sector Undertakings.

Signature of the Bidder
& Seal of firm
DECLARATION

This is to certify that I / We have downloaded this tender document from IICM Website and is being submitted without tampering at any page. I/We accept the tender document as available in the website and our tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of tender or during scrutiny of tender. Further, we understood that in the event of such tampering is detected at any stage or any time, IICM have got right to terminate this work, forfeit the EMD/Security Deposit submitted by us and our firm can be blacklisted.

In case of any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on us.

Signature of the Bidder and Seal of the firm
To
Indian Institute of Coal Management
Kanke, Ranchi

Dear Sir,

Ref.: **AUTHORISATION OF ALL OUR PAYMENTS THROUGH ELECTRONIC FUND TRANSFER SYSTEM/RTGS/CBS/INTRABANK TRANSFER.**

We hereby authorize Indian Institute of Coal Management to make all our payments against our bills, Refund of Earnest Money Deposit and security deposit, through Electronic Fund Transfer System/RTGS/CBS/Intra Bank Transfer. The details for facilitating the payments are given below

(TO BE FILLED IN CAPITAL LETTERS)

1. **NAME OF THE BENEFICIARY** : 
2. **ADDRESS (WITH PIN CODE)** :
3. **TELEPHONE NO.(WITH STD CODE)** :
4. **BANK PARTICULARS** :
   (A) **BANK NAME** :
   (B) **BANK TELEPHONE NO.** :
      (WITH STD CODE)
   (C) **BRANCH NAME** :
   (D) **BANK BRANCH CODE** :
   (E) **BRANCH ADDRESS** :
      (WITH PIN CODE)
   (F) **BANK FAX NO.** :
      (WITH STD CODE) :
(G) 9 DIGIT MICR CODE OF
THE BANK BRANCH (ENCLOSE
COPY OF A CANCELLED CHEQUE) :

(H) 11 DIGIT IFSC CODE OF
BENEFICIARY BRANCH :

(I) BANK ACCOUNT NUMBER :

(J) BANK ACCOUNT TYPE (TICK ONE):
SAVING :
CURRENT :
LOAN :
CASH CREDIT :
OTHERS :
IF OTHERS, SPECIFY :

5. PERMANENT ACCOUNT NUMBER (PAN) :

6. E-MAIL ADDRESS FOR INTIMATIONS :

I/We hereby declare that particulars given above are correct and complete. If the transaction is
delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/We would
not hold the Company responsible. We also agree to bear the bank charges, if any for enabling such
transfer.

SIGNATURE
(AUTHORISED SIGNATORY)

Name : ............................................
Date, Official Stamp

BANK CERTIFICATION

It is certified that above mentioned beneficiary hold a Bank Account No. ......................... with our
branch and the Bank particulars mentioned above are correct.

SIGNATURE
(AUTHORISED SIGNATORY)

Authorization No.

Name : ............................................
Date, Official Stamp
Payment Certificate - Proforma

Payment Certificate should reflect the following:

i) Name of the bidder : 

ii) Name of the work : 

iii) Work order /Agreement ref No : 

iv) Nature of the work : 

v) Awarded value of the work : 

vi) Payment made financial year wise :-

2014-15
2015-16
2016-17

vii) Details of issuing authority:

Name with signature of issuing authority:

Designation:
(Duly Sealed)
Completion Certificate - Proforma

Completion Certificate should reflect the following

a) Name of the bidder : 

b) Name of the work : 

c) Work order ref : 

d) Agreement No. & Date, if any : 

e) Awarded value & value of work done : 

f) Date of start of the work : 

g) Date of completion : 

h) Details of the issuing authority : 

This is to certify that the above said work has been completed satisfactorily.

Name with signature of issuing authority:

Designation:
(Duly Sealed)
ARTICLE OF AGREEMENT

Articles of agreement made this................ day of ..............2017 between Indian Institute of Coal Management, Ranchi an institute of learning registered under Society Registration Act 21, 1860 located at Kanke, Ranchi of the one part (hereinafter referred to as IICM) which expression where the context so admits shall include its successors in interest and assigns and Messrs. .......................................................... ......................................... of the other part (hereinafter referred to the Contractor/Contractors which expression where the context so admits shall include its heirs, executors, administrators legal representatives successors in business and assigns).

Whereas IICM invited tenders for the work of “------------------“and whereas contractors submitted tender and deposited Rs. ------------ as earnest money.

And whereas the tender of the contractors as per terms and conditions incorporated in this agreement as detailed tender notice, Annexure-A, Annexure-B, Annexure-C, Annexure-D, & Annexure-E has been accepted and the earnest money has been treated as part of security deposit. The contractors have agreed to retention by the institute at the time of making any Payment to them for work done under the contract to deduct such sums as well along with the amount of the earnest money already deposited towards security deposit, at 5% of the contract value from the first four running accounts bill and then agree to deduct 5% from all running bills for the due fulfilment of the contract to the satisfaction of the institute as per Clause 4.1 & 4.2 of general terms & conditions.

And whereas the contractors have agreed to execute the work w.e.f. ............... for a period of 3 months to undertake the work subject to quantities given in the tender, which were indicative for the purpose of arriving at the lowest bidder. During actual execution the quantities may vary. The estimated quantities are tentative, were meant to indicate the extent of work and to provide a uniform basis for tendering and any variation either by addition or omission shall not vitiate the contract and subject to the conditions set forth in the contract agreement and such other conditions set forth in the tender document which is basis of the agreement and such other conditions as are contained in and set forth in the Annexures and Schedules comply with the proportionate rate of progress noted at the end of this agreement for the sum of Rs.................. (Rupees ........... .............................................................. only) or such other sums may be arrived at under the clause of the specification relating to payment by quantities executed at unit prices.

Now this agreement witness and it is hereby agreed as follows:

(1) In consideration for the payment of the said sum of Rs.................. (Rupees .............................................................. only) or such other sum as may be arrived at under the clause of the specification relating to payment by quantities executed at unit prices, the
contractor(s) shall upon and subject to the said terms and conditions, execute and complete the works and described in the said specification (Annexure - A, B, C, D & E) and to the extent of probable quantities shown in Annexure - 'F’ with such variation by way of alteration or addition to or deduction from the said works and method of payment therefore as provided for in the said conditions.

(2) The time shall be considered as one of the essence of the contract. The contract will be valid up to ............., from .................

(3) The parties hereto shall respectively abide by and submit themselves to the terms and conditions stipulations contracted in this agreement and perform the discharge for their part of the contract accordingly.

(4) Upon the terms and condition of this agreement being fulfilled and performed to the satisfaction of IICM the security deposited by the contractors as herein before recited or such portion thereof as they may be entitled to under the said conditions shall be returned to the contractors subject to the terms and conditions of this agreement as laid down in Annexure 'C’ i.e. General Terms and Conditions which is a part of this agreement.

It witness whereof the contractors M/s .........................
........................................................................have here unto set hand and on behalf of the Indian Institute of Coal Management, the CM (Civil) hereinto set his hands the date, and year first above written.

Signed by the Contractor/Contractors :
Address :

In the presence of witness :
Address :

Signed by on behalf of the Department :
Designation :
In the presence of witness :
PROFORMA OF BANK GUARANTEE IN LIEU OF SECURITY

(Applicable only for Amount exceeding Rs. 5.00 Lakhs)

Indian Institute of Coal Management,  
P.O. Kanke,  
Ranchi - 834 006  
(Jharkhand)

Dear Sir,

In consideration of Indian Institute of Coal Management having its Registered Office at IICM, Kanke, Ranchi (hereinafter called “the Company” which expression shall unless repugnant to the subject or context includes its successors and assigns) having agreed under the terms and conditions contained in letter No.-------------------

----------------- Dated ------------------ issued in favour of M/s ------------------

--------------------------------------for ------------------ (hereinafter referred to as “the contract”) to accept the Deed of guarantee as herein provided for Rs. ------------------ from the Scheduled/Nationalized Bank in lieu of security deposit to be made from the contractor's bill, for the due fulfilment of the terms and conditions contained in the said contract by the contractor, we the ----------------- Bank (hereinafter referred to as the said Bank) having its Registered Office at------------------ do hereby undertake and agree to pay the company to the extent of Rs.------------------ on demand stating that the amount claimed by the company is due and payable by the contractor for the reasons of failure/negligence in performing the terms and conditions contained in the contract by the buyer and to unconditionally pay the amount claimed by the company on demand without any demur to the extent aforesaid.

1. We ---------------- Bank agree that the company shall be the sole judge as to whether the said contractor has failed/neglected in performing any of the terms and conditions of the said contract and the decision of the company in this behalf shall be final and binding on us.

2. We the said Bank further agree that the Guarantee herein contained shall remain in full force and effect up to ------------------ and any claim received after the said date shall in no case bind the Bank.

3. The Company shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee or indemnity from time to time vary any of the terms and conditions of the said contract or to extend the time of performance by the said contractor or to postpone any time and from time to time any of the powers exercisable by it against the said contractor and either to enforce or to forbear from enforcing any of the terms and conditions governing the said contract or securities available to the company and the said Bank shall not be released from its liability under these presents.

4. Notwithstanding anything contained herein the liability of the said Bank under
this guarantee is restricted to Rs.----------- and this Guarantee shall come into force from the date hereof and shall remain in full force and effect till----------- unless the written demand or claim under this guarantee is made by the Company with us on or before ----------- all rights of the company under this guarantee shall cease to have any effect and we shall be relieved and discharged from our liabilities hereunder.

5. We the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the company in writing and agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder.

6. This guarantee issued by Sri ----------------------------- who is authorised by the Bank.

Under jurisdiction of -----------------------------court only.
Annexure - A

Affidavit on stamped paper of Rs.10 (Ten)

1. I/We ........................................................................................................................................
........................................................................ (Name of the party & address) swear to the effect
that all the relevant documents Annexured in Annexure - B are genuine and
correct and if it is found that the said documents are not genuine then in that
event the tender will be rejected along with forfeiture of Earnest Money or
the contract if awarded to us will be terminated at any time subsequently and
IICM will be entitled to realise the losses incurred to this effect and shall be
debarred too from participating in further tenders of the institute for a period
of five years.

2. a) That I/We propose to do business in IICM in the name & style of

.................

b) That none of my/our relation is employed in IICM.

c) That I/We undertake not to engage any close relation of any IICM
employee.

d) That I/We have never been prosecuted nor convicted by any court of
law.

e) That no criminal case is pending against me/us in any court of law.

f) That I/We have never been black listed by IICM or any subsidiary of
CIL.

g) That I/We undertake not to do any Benami business in IICM.

h) That the statements made above are true and correct.

Deponent :-

Identified by :-

Advocate:-

Notary Public / Executive Magistrate :-
Annexure - B

Photocopy of the following documents duly attested by a Gazetted Officer or a Notary Public and signed by the bidder too must be enclosed.

1. Memorandum of Association and Registration certificate (Certificate of Incorporation) of the bidder having their establishment registered under Company's Act 1956/Companies Act 2013 with a board resolution with power of attorney in favour of signatory to sign the bid is required or partnership deed with power of attorney vested with the signatory of the bid to sign on behalf of the partnership firm (in case of partnership firm) or affidavit before a notary public/executive magistrate regarding proprietorship in case of proprietorship firm.

2. Minimum Eligibility Criteria:

   I
   (a) Average annual financial turnover during the last three years, ending 31st March 2017 should be at least Rs. 12,43,145.00
   (b) Experience of having successfully completed similar works during last 7 years ending last day of the previous month of NIT should be any one of the following:

   • Three similar completed works each costing not less than Rs. 16,57,527.00
   • Two similar completed works each costing not less than Rs. 20,71,908.00
   • One similar completed works each costing not less than Rs. 33,15,053.00

   OR

   II. In case of hotel/guest house, experience of similar works should be of average minimum turnover of Rs 20,71,908.00 during last three years ending 31st March, 2017.

3. Similar works :- Similar work means having successfully completed either of the following work on being awarded by any Govt./Public Sector Undertaking, Public Limited Company, Private Limited Company, Body registered under Society’s Act / IICM :

   Experience of similar work shall mean handling both catering and housekeeping works.

   Catering will collectively mean preparation and service of food.

   Housekeeping will collectively mean cleaning and upkeep of premises/offices/residential rooms etc. in hotels/guest houses/training institute or other institutes and offices.

   Experience certificate must show experience in both Housekeeping and Catering. A bidder having experience of only catering or only housekeeping shall not qualify.
For similar works in case Hotel/Guest house as mentioned in 10(II) Residential (stay arrangement) as well as restaurant facility must be available at the same premises.

4. All the documents submitted by the bidder should be in the name and style of the bidder.

5. Documentary proof required for the above:
   
i) Completion certificate as per Proforma enclosed.
   ii) Payment certificate as per proforma enclosed.
   iii) Copy of work order for which payment certificate and completion certificate has been enclosed.
   iv) The copies of audited balance sheets & income statement/ profit & loss account including details of income received from various sources to prove the above financial turnover. If the assessee is not required to get their accounts audited as per law then a financial statement duly certified by practising chartered accountant duly supported with form 26AS of Income Tax Department.
   v) Copy of the Pan Card
   vi) Copy of GST Registration Certificate/ Provisional GST Registration.
TERMS & CONDITIONS

1. **Definitions:**

1.1 ‘Employer’ or ‘Department’ or ‘Management’ or ‘IICM’ or ‘Institute’ means the Indian Institute of Coal Management who will employ the agency represented by the appropriate authority.

1.2 The word "contractor" wherever occurs means the successful Bidder/ Agency who has deposited the necessary Earnest Money and has been given written intimation about the acceptance of tender and will include legal representative of such individual or the successors and permitted assignees of such individual, firm or company, as the case may be.

1.3 "Accepting Authority" shall mean the management of the Institute and includes an authorized representative of the Institute or any other person or body of persons empowered by the Institute.

1.4 "The Site" shall mean the site of the contract/ work/services.

1.5 A 'Day' shall mean a day of 24 hours from midnight to midnight.

1.6 The "contract" shall mean the tender as accepted by the Institute and the formal agreement executed between the Institute and the contractor together with the documents referred as contract document.

1.7 The "Work" shall mean the work required to be executed in accordance with the contract/work order or parts thereof as the case may be and shall include all extra or additional, altered or substituted work or any work of emergent nature, which in the opinion of the employer, become necessary during the progress of the work to obviate any risk or accident or failure or become necessary for security.

1.8 "Contract amount" shall mean the total sum arrived at based on the individual rates quoted by the lowest bidder to whom the work may be awarded, which also includes various items shown in the schedule of quantities of tender document as accepted by the institute with or without any alteration as the case may be.

1.9 "Written Notice" shall mean a notice or communication in writing and shall be deemed to have been duly served if delivered in person to the contractor or to a member of firm or to an office of the firm for whom it is intended, or if delivered at or sent by registered mail to the last business address known to the sender who gives the notice.
1.10 "The Letter of Acceptance of Tender" means letter giving intimation to the contractor that his/her/their tender has been accepted in accordance with the provisions contained in that letter.

1.11 "Act of insolvency" means as it is designed by Presidency Town Insolvency Act or Provincial Insolvency Act or any act amending such originals where the context so requires.

1.12 “Contract Documents” shall mean the following:

a) Notice Inviting Tender/ Detailed Tender Notice.

b) Articles of Agreement/ Letter of Acceptance of Tender/ Work order/ Letter of intent.

c) Detailed Tender/ General & Special Terms & Conditions of Contract / Scope of Work / All Annexure / All Formats.

d) Pricing schedule accepted by IICM.

2. Contract/Agreement and Documents:

2.1 The successful bidder will be offered the job/services. After award of work the contractor shall enter into & execute contract agreement in the prescribed form within a specified period. The cost of the stamp papers of Rs. 100/- for the contract agreement shall be borne by the contractor. The contractor shall keep copy of these documents on the site/place of work in proper manner so that these are available for inspection at all reasonable times by Engineer in Charge or his representative(s).

2.2 The contract document shall not be used by the contractor for any purpose other than this contract and the contractor shall ensure that all persons employed/involved in the contract strictly adhere to this and maintain secrecy, as required, of such documents.

2.3 Discrepancies in contract documents & adjustments thereof:

a) In the event of varying or conflicting provision in any of the document(s) forming part of the contract, the Accepting Authority's decision / clarification shall hold good with regard to the intention of the document or contract as the case may be. Any error in description, quantity or rate in Bill of Quantities (BOQ) or any omission shall not vitiate the contract or release the contractor from discharging his/her obligations under the contract.

b) Discrepancy between description in words and figures, the rate which corresponds to the words quoted by the Agency shall be taken as correct.
3. **Schedule of Quantities:**

3.1 The quantities given in the "Schedule of Quantities" are based on estimates and are meant to indicate the extent of the work and to provide a uniform basis for tendering. Any variation either by addition or deletion in terms of quantity shall not vitiate the contract. The quantities of variable items will be executed as per the need of the institute and the instructions to execute these variable items may be given at a very short notice by the Engineer in Charge.

3.2 The Institute through its representative shall, without radically changing the original scope and nature of the work under contract, have power to make any alteration or addition to or substitution of the original specifications, and instructions that may appear to be necessary during the execution of the work. The contractor shall be bound to carry out the works in accordance with the instructions given in writing by the representative on behalf of the Institute. Such altered or additional or substituted work, which shall form part of the original contract, shall be carried out by the Agency on the same rate / rates as are specified in the contract/ work order being a need based work for variable items at any point of time.

3.3 Alterations in the quantities shall not be considered as a change in the conditions of the contract nor invalidate any of the provision thereof provided that a supplementary work order or agreement for the item/items involved will be necessary when the alterations involved are of the following nature: If the additional, altered or substituted work includes any class of work for which rate/rates is/are not specified in the contract/work order, rate/rates for such items shall be determined by the Engineer in Charge by analysis of rate, which shall be done as per prevalent market rate of materials and labour based on standard norms of analysis of rate of N.B.O./C.P.W/D/standard practice based on material and labour component observed in respect of item.

3.4 The department through its Engineer in Charge or his representative, on behalf of the department, shall have power to omit any part of the work for any reason and the contractor shall be bound to carry out the work in accordance with the instruction given by the Engineer in Charge. No claim for extra charges/damages shall be made by the contractor on these grounds. The right is reserved to neither cancel any item of work included in the contract agreement or portion thereof in any stage of execution if found necessary to the work and such omission shall not be a waiver of any condition of the contract nor invalidate any of the provisions thereof.

3.5 The department through its Engineer In charge or his representative, on behalf of the department, shall have power to omit any part of the work in case of non-availability of a portion of the site or for any other reason being a need based work so far as variable items are concerned and the contractor
shall be bound to carry out the rest of the work in accordance with the instructions given by the Engineer in Charge. No claim shall be made by the contractor on these grounds.

3.6 In the event of any deviation being ordered which in the opinion of the contractor changes radically the original scope nature of the contract, the contractor shall under no circumstances suspend the work, either original or altered or substituted, and the dispute/disagreement as to the nature of deviation of the rate/rates to be paid therefore shall be resolved separately with the institute as per the procedures/norms laid down.

3.7 The rates quoted by the contractor and accepted by IICM are complete and inclusive of cost of all the conditions incorporated in these documents. All the levies payable by the contractor (other than GST) under the contract, or for any other clause as applicable on the last date of submission of bid, shall be included in the rates, prices and the total bid price submitted by the bidder. All investments, operating expenses, incidentals, overheads, leads, lifts, carriages, tools and plants etc. As may be attendant upon execution and completion of works shall also be included in the rates, prices and the total price submitted by the bidder.

As of now, no reverse charge is applicable on catering and housekeeping service. However, at the time of evaluation, L-1 bidder shall be decided on the basis of Cost to Company, i.e., cost to IICM as per prevailing GST rules.

The rate quoted by the bidder shall be exclusive of GST. GST (as applicable) will be paid extra, if payable. Payment of the total bill by the service receiver (i.e., IICM) would be made only on submitting tax invoice clearly indicating the GST amount charge in accordance with provision of relevant GST rules. The tax invoice should be raised within the timeline given in the relevant GST Rules.

In case of any mismatch in GST return or disallowance of input tax credit to IICM due to non-registration or delay/non-payment of Tax or delay/non-submission of return by the contractor/service provider, that incurred by IICM or amount disallowed as input tax credit shall be recovered from the next bill/dues of the contractor/service provider.

In case of any default/delay in payment of GST (as applicable), wrong claim of GST/input tax credit (as applicable) etc. by the contractor/service provider, IICM would not be responsible and in no case any such claim of the contractor/service provider will be entertained by IICM.

4. **Security Deposits, Performance Security and other deposits:**

4.1 The total security deposit will be 5% of the contract value. Earnest money already deposited shall be converted into a part of security deposit in case of successful bidder. Remaining amount of the security deposit shall be deducted from first four running on A/C bills. The
security deposit shall remain at the disposal of the institute as security deposit for the satisfactory execution and completion of the work in accordance with the provision of the work order/contract/ agreement. Security deposit will be refunded to the agency on expiry of 3 months after satisfactory completion of the contract if the performance is satisfactory. The security deposit will not carry any interest.

4.2 In addition to above, only 95% of the monthly running on A/c bills shall be paid and the remaining 5% so kept back shall be paid/refunded on successful completion of two year of contract. The said amount shall be refunded without any interest.

4.3 The Institute shall be at liberty to deduct from the security deposit an appropriate amount, as are due and payable by the contractor to the Institute as may be determined in terms of the contract. The amount appropriated from the security deposit shall have to be restored/ replenished by further deduction from the contractor's subsequent on account running (monthly) bills.

4.4 The refund of security deposit shall be subjected to employer's right to deduct appropriate amount due against the contractor under this contract or any other contract.

4.5 The running on account payment to the contractor will normally be made once in a month.

4.6 The Bank guarantee of any branch of scheduled bank towards security deposit shall be acceptable only for values above Rs. 5,00,000/- and the B.G. shall also be valid for a minimum period of contract plus the period of retention of security deposit. Bank guarantee is to be submitted in the format prescribed by institute. Bank guarantee shall be from Scheduled Bank and shall be irrevocable.

4.7 As stipulated under clause 26 of detailed Tender notice, the contractor shall submit a performance guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract, for proper performance of the agreement, within 10 days of issue of letter of intent considering urgency of the work. The award letter will be issued only after deposition of the said performance guarantee. This period can be further extended by the Engineer in Charge up to a maximum period of another 7 days on written request of the contractor. This guarantee shall be in any of the following form:

a) In the shape of Fixed deposit receipt (FDR) of any branch of scheduled bank/RBI approved bank located in India, placed in favour of “Indian Institute of Coal Management” valid upto 90 days beyond the period of contract.

b) Demand Draft/ Pay Order of any branch of a scheduled bank of India in favour of “Indian Institute of Coal Management” payable at Ranchi.
The award letter shall be issued only after the Performance Guarantee in any of the above-defined shape is received. In case of failure by the contractor to supply the performance guarantee within the specified period, full earnest money will be forfeited, and the tender shall be treated as null and void.

The contractor shall ensure that the Performance Guarantee is valid and enforceable until the contractor has executed and completed the work and remedied the defects. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work and removal of defects.

After recording of the completion certificate for the work by the competent authority and removal of defects, the Performance Guarantee shall be returned to the contractor, without any interest.

The Engineer in Charge shall not make a claim under the Performance Guarantee, for amounts to which the "Indian Institute of Coal Management" is entitled under the contract except in the event of the following:

i. Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer in Charge may claim the full amount of the Performance Guarantee.

ii. Failure by the contractor to pay the "Indian Institute of Coal Management" an amount due, as either agreed by the contractor or determined under any of the clauses/ conditions of the agreement, within 42 days after serving of notice to this effect, by the Engineer in Charge.

iii. Failure by the contractor to remedy a default within 42 days after serving the notice by the Engineer in Charge requiring the default to be remedied.

iv. Circumstances which entitle the "Indian Institute of Coal Management" to cancel or terminate under Clause 5 & 6 of the General Terms & Conditions, irrespective of whether notice of cancellation or termination has been given or not.

5. **Cancellation of Contract**: IICM shall, in addition to other remedial steps to be taken as provided in the conditions of contract, be entitled to cancel the contract in full or in part, in the following cases:

a) If the contractor commits default in proceeding with the work with due diligence and continues to do so even after a notice in writing from the Engineer-in-charge, then on the expiry of the period as specified in the notice.

   Or
b) If the contractor commits default/breach in complying with any of the terms and conditions of the contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the Engineer-in-charge, then on the expiry of the period as may be specified by the Engineer-in-charge in a notice in writing.

Or

c) If the contractor obtains a contract with the company as a result of ring tendering or other non-bona fide methods of competitive tendering.

Or

d) If the contractor offers or agrees to give any person in the service of the institute or to any other person on his behalf any valuable gift or consideration of any kind as an inducement or reward for act/acts of favour or dis-favour in relation to the obtaining or execution of this or any other contract for IICM.

Or

e) If the contractor fails to complete the work or items of work with individual dates of completion, on or before the date/dates of completion or as extended by the IICM, then on the expiry of the period as may be specified by the Engineer In-charge in a notice in writing.

Or

f) If the contractor transfers, sublets, assigns the entire work or any portion thereof without the prior approval in writing from the Engineer-in-charge. The Engineer-in-charge may by giving a written notice, cancel the whole contract or portion of it which is in default.

6. **Termination of Contract**: The contract shall stand terminated under any of the following circumstances:

a) If the contractor being an individual in the case of proprietary concern or in the case of a partnership firm, any of its partners is declared insolvent under the provisions of Insolvency Act for the time being in force or makes any conveyance or assignment of this effects or composition or arrangement for the benefit of his/her creditors amounting to proceedings for dissolution or composition under any Insolvency Act.

b) In the case of the contractor being a company, its affairs are under liquidation either by a resolution passed by the contractor's company or by an order of court, not being a voluntary liquidation proceedings for the purpose of amalgamation or reorganization or a receiver or manager is appointed by the court on the application by the debenture holders of the contractor's company, if any.

c) If the contractor shall suffer an execution being levied on his/her/their goods, estates and allows it to be continued for a period of 21(twenty one) days.
d) On the death of the contractor being a proprietary concern or of any of the partners in the case of a partnership concern and IICM not being satisfied that the legal representative of the deceased proprietor or the other surviving partners of the partnership concern are capable of carrying out and completing the contract. The decision of IICM in this respect shall be final and binding which is to be intimated in writing to the legal representative or to the partnership concern.

7. On cancellation of the contract or on termination of the contract, the Engineer-in-charge shall have the following powers:

a) To take possession of the site and any materials, constructional plant, equipment, stores, etc., thereon.

b) To carry out the incomplete work by any means at the risk and cost of the contractor.

c) To determine the amount to be recovered from the contractor for completing the remaining work or in the event the remaining work is not to be completed the loss/damage suffered, if any, by IICM after giving credit for the value of the work executed by the contractor upto the time of cancellation less on a/c payments made till date and value of contractor's materials, plant, equipment, etc. taken possession of, after cancellation.

d) To recover the amount determined as above, if any, from any amount due to the contractor on any account or under any other contract and in the event of any shortfall, the contractor shall be called upon to pay the same on demand. The need for determination of the amount of recovery of any extra cost/expenditure or of any loss/damage suffered by the department shall not, however, arise in the case of termination of the contract for death/demise of the contractor as stated in Clause 6.(d) of General term& condition.

e) To give the contractor or his representative on the work, 7 days notice in writing for taking final measurement for the works executed till the date of cancellation or termination of the contract. The Engineer-in-charge shall fix the time for taking such final measurement and intimate the contractor in writing. The final measurement shall be carried out at the said appointed time notwithstanding whether the contractor is present or not. Any claim in respect of measurement which the contractor is to make shall be made in writing within 7 days of taking final measurement by Engineer-in-charge as aforesaid and if no such claim is received, the contractor shall be deemed to have no claims regarding above measurements and any claim made thereafter shall not be entertained.
8. **Suspension of Work:**
   The department shall have power to suspend the work or any part thereof and the Engineer-in-charge may direct the contractor in writing to suspend the work, for such period and in such manner as may be specified therein, on account of any default on part of the contractor or for proper execution of the work for reasons other than any default on the part of the contractor or on ground of safety of the work.

9. The work shall, throughout the stipulated period of contract, be carried out with all due diligence on the part of the contractor. In the event of termination or cancellation of the contract, on account of default on the part of the contractor, as herein before mentioned, the security deposit and other dues of this work or any other work done under IICM shall be forfeited & brought under the absolute disposal of the Institute.

10. **Foreclosure of contract:**

    If at any time after acceptance of the tender IICM decides to foreclose the contract for any reason whatsoever, IICM through its Engineer-in-charge, shall give notice in writing to that effect to the contractor. In the event of foreclosure of the contract the department shall be liable of the following:-

    a) To pay reasonable amount to the contractor assessed and certified by the Engineer-in-charge of the expenditure incurred, if any, by the contractor on preliminary works at site.

    b) To pay the contractor at the contract rates full amount for works executed and measured at site till the date of such foreclosure.

    c) To pay for the materials brought to site or to be delivered at site, which the contractor is legally liable to pay, for the purpose of consumption in works carried out during that month or were to be carried out as per instruction but for the foreclosure. The materials to be taken over by the department should be in good condition and the amount will be assessed and certified by Engineer-in-charge.

    The contractor shall, if required by the Engineer-in-charge, furnish to him books of accounts, papers, relevant documents as may be necessary to enable the Engineer-in-charge to assess the amounts payable in terms of Clause 10 (a), (b), (c) of Terms & Conditions of NIT. The contractor shall not have any claim for compensation for foreclosure of contract, other than those as specified above.

11. **Force Majeure: The agency will not be held responsible/penalized:**

11.1 For non-performance in the event of outbreak of hostilities (domestic or international) including war, declaration of an embargo, civil commotion, riots, lockouts, blockade, fire, flood, acts of nature, act of God or any other
contingency beyond the control of the contractor.

11.2 Any other compelling cause, which at the sole discretion of the Institute, considered beyond the control of the contractor due to which IICM may decide to foreclose the contract.

12. **Insurance:**

12.1 The contractor shall take insurance policy covering all risk, claims, damages or compensation payable under the Workmen's Compensation Act or under any other law relating therein and shall at all times during the pendency of contract indemnify the institute against all claims, damages or compensation under the provisions of Workmen's Compensation Act.

12.2 The contractor shall ensure that the insurance policy/policies is/are kept alive till full expiry of the contract by timely payment of premiums and it/they shall not cancelled without the approval of the company and a provision is made to this effect in all policies, and similar insurance policies are also taken by his subcontractors if any. The cost of premium shall be borne by the contractor and it shall be deemed to have been included in the tendered rate.

12.3 In the event of contractor's failure to effect or keep in force the insurance referred to above or any other insurance which the contractor is required to effect under the terms of the contract, the company may effect and keep in force any such insurance and pay such premium/premiums as may be necessary for that purpose from time to time and recover the amount thus paid from any moneys due to the contractor.

13. The contractor shall make his/her/their own arrangements for all materials, tools, staff and labour required for the contract. The contractor shall also make own arrangements for carriage of all materials to the work site at his/her/their own cost.

14. Electrical charges consumed on electrical appliances used for upkeep, cleaning, maintenance, and other services shall be borne by IICM.

15. **Compliance of Applicable Laws:**

15.1 The contractor shall abide by the rules & regulations of Labours Laws applicable in their case relating to weekly holidays, overtime allowance, leave with wages and compensatory holidays etc.

15.2 The contractor shall strictly implement all provisions enumerated under contract Labour (Regulation & Abolition) Act, 1970 and will submit all statutory documents and records as applicable to concerned authorities and shall take full responsibility for obtaining labour license from Central/State Authority as per the Act. He/she/they will also ensure timely submission of statutory returns as applicable in their case.
15.3 The contractor shall not pay less than the specified category of minimum wages to the labour engaged by him/her/them as per Minimum Wages Act, 1948 notified by the State Govt. or Central Govt. whichever is higher and as may be in force and the payment has to be released under the Payment of Wages Act 1936. In this matter the decision of the department shall be final and binding. The contractor shall provide benefits / facilities to its employees in accordance with the applicable laws to this locality i.e., Jharkhand. IICM shall be kept completely indemnified against any liability and consequences thereof. The contractor will be responsible to maintain records/documents pertaining to payment of wages to its workmen as desired by State/Central Govt. Laws including Payment of Wages Act, 1936, Equal Remuneration Act, 1976 & Payment of Bonus Act 1965.

15.4 The Contractor should maintain all records in Hindi or English as per the provision made in the various statutes including Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971, Minimum Wages Act, 1948, Workmen Compensation Act, 1923, Employees State Insurance/Act, 1948 etc. and latest amendment thereof. Such records maintained by the contractor shall be open for inspection by the Engineer-in-charge or by the nominated representative of the Principal Employer.

15.5 The contractor will strictly regulate the terms of employment of his/her/their employees and manage the discipline as per Industrial Employment (standing orders) Act, 1946.

15.6 The contractor shall get himself registered under Employees Provident Funds, ESI and miscellaneous provisions registration no. or Code no. allotted for the specific establishment within reasonable time and submit the same to the employer, which are to be obtained before payment of 1st on a/c bill.

15.7 The monthly wages of every workman deployed by the contractor shall be paid before the expiry of 7th day of the succeeding month. If the contractor fails to do so, IICM may pay such wages to the workmen as per the wage sheet of the contractor through his manager/ directly and such wages paid shall be recovered from the contractor’s bill along with a penalty of 10% of the sum paid to the workmen. Additionally, the contractor shall have to pay Rs. 50/- per worker per day for a delay in payment of their wages which shall be payable from the 8th day of the month to the date on which wages payment is made. In case the contractor fails to make payment as referred above three times during the contract period, this may be treated as sufficient reason for cancellation of the contract.
15.8 The contractor shall have to pay gratuity amount to each workman for the period of contract and extension thereof at the end of the contract period or extension thereof. This amount will be calculated on pro-rata basis, @ 15 days last wages (Basic + DA) drawn by the workman for each completed year.

15.9 The contractor shall maintain records/document in compliance with the payment of bonus Act 1965. Traditionally contractors have been paying annual bonus to their employees at higher rate than minimum prescribed by the act depending upon the profit earned. An annual increment of Rs. 100/- is being paid to the workers which may further increase. In addition, their leave encashment etc is also being paid to the workers.

16. The Contractor shall in addition to any indemnity provided by the relevant clauses of the agreement or by law, indemnify and keep indemnified, the institute for the following:

a) Against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, Workmen's Compensation Act, 1923, Employees provident fund, Employees State Insurance or any modification thereof or any other law relating thereto and rules made there under from time to time, as may be applicable to the contract which may arise out of or in consonance of the construction or maintenance or performance of the work under the contract and also against costs, charges and expenses of any suit, action or proceedings arising out of any accident or injury or death.

b) Against all losses and claims for injuries or damages to any third party or to any property belonging to any third party which may arise out of or in consequence of the performance of the work under the contract and against all claims/demands proceedings/damages, cost charges and expenses whatsoever in respect of or in relation thereto.

17. The Contractor should furnish to the Engineer-in-charge or his authorized representative with reports from time to time regarding the contractor's organization and reports regarding the progress made in execution of the work as per the contract.

18. All accounts shall be maintained properly and the Institute shall have the right of access and inspection of such books of accounts etc., relating to payment of workmen if considered necessary and the Institute may arrange for witnessing the payment to the workmen by its representatives.

19. The deduction of PF amount from the wages of the workmen will be effective from the first day of the contract with the joining of their employees for the work under this contract.
20. Materials brought within the campus of IICM whether procured by the contractor or IICM or any other agency shall not be taken out of IICM campus without written approval of the authorities of the concerned department.

21. The contractor shall ensure utmost courtesy by his employees in dealing with or serving the employees/visitors/residents of IICM. In case any of contractor’s employees are found to be undisciplined or disobedient the person should be removed immediately as per the instruction of IICM.

22. The contractor will maintain a register of suggestion/complain which will be produced to the employees/visitors/residents of IICM for their suggestion/comments/complaints and shall be produced to the concerned department periodically or as and when asked for.

23. In case services are found deficient in any manner, management will be free to make deductions from the bill of the contractor as penalty after giving two warnings. The quantum of penalty shall be solely the prerogative and discretion of the IICM authorities.

24. All the personnel of the contractor shall be well trained in Fire-fighting arrangements made at site and must also have first-hand knowledge in First-Aid.

25. After award of work the agency will give an undertaking that his workers by virtue of engagement will not be having any claim on IICM whatsoever as IICM is awarding the contract for services only.

26. **Measurement and Payments**: Except where any general or detailed description of the work in the Bill of quantities or specialization of the contract/work order provides otherwise, measurement of work done shall be taken in accordance with the relevant standard method of measurement.

a) All items of work carried out by the contractor in accordance with the provision of the contract having financial value shall be entered in the Measurement Book as prescribed by the department so that a complete record of the measurements is available for all the works executed under the contract and the value of the work executed can be ascertained and determined there from. Measurements of completed work/portion of completed work shall be recorded only in the Measurement Book. Every measurement thus taken shall be signed and dated by both the parties on the site on completion of the measurement. If any objection with respect to measurement is raised by either the contractor or IICM, then a note to that effect shall be made in the Measurement Book/Log book and signed and dated by both the parties.
b) Measurement shall be taken jointly by the Engineer-In charge or his authorized representative and by contractor or his authorized representative. No work shall be covered up or put out of view by the contractor before the measurement is taken. In case the contractor or his authorized representative does not attend to the joint measurements at the prefixed date and time after due notice, the measurements taken by the Engineer in Charge or his representative shall be final and binding on the contractor.

c) In case of items which are claimed by the contractor but are not admissible by the department, measurements of such items, will be taken for the record purposes only and without prejudice so that in case it is subsequently decided by the department to admit the contractor's claims, there should be no difficulty in determining the quantities of such work. A suitable remark should, however, be made against such measurements to guard against payment in the ordinary way.

d) Income tax deduction as applicable of the gross value of each bill at the rate as amended from time to time shall be made unless exempted by the competent authority of the Income Tax Department.

e) No interest shall be payable on the amounts withheld, under the terms of the Agreement/Work Order.

f) Water charge @ 1% shall be recovered from the contractor's bill if water is supplied by the institute.

g) Labour Cess @ 1% on awarded value shall be deducted from the 1st R/A bill for payment to labour department, Govt. of Jharkhand as per applicable rule.

27. Removal of Improper Work and Materials and Devaluation of Work

a) The Engineer-in-charge shall during the progress of the works have power to order in writing from time to time:
   i. The removal from the site, of any materials which in the opinion of Engineer-in-charge, are not in accordance with the contract/work order/approved sample.
   ii. The substitution with proper and suitable materials.
   iii. The removal and proper re-execution, notwithstanding any previous test thereof or interim payment, of any work which in respect of materials or workmanship is not in accordance with the contract.

b) In lieu of rejecting work done or materials supplied not in conformity with the
contract/work order/approved samples, the Engineer-in-charge or any other officer nominated by IICM for the purpose may allow such work or materials to remain, provided the Engineer In-charge / the officer nominated by the department is satisfied with the quality of any materials, or the strength and structural safety of the work, and in that case shall make such deduction for the difference in value as in his opinion may be reasonable.

c) In case of default on the part of the contractor in carrying out such order, the Engineer-in-charge shall be entitled to employ and pay other agency to carry out the same and all expenses consequent thereon shall be recoverable from the contractor or may be deducted from any amount due or which may become due to the contractor in addition to deduction of 1% amount of the monthly running on A/c Bill.


(a) Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/work order.

(b) For the purpose of this, the work shall be deemed to have commenced on the expiry of 10 (ten) days from the issue of Letter of acceptance of Tender/work order or handing over the site of work or handing over reasonable number of working drawing to the contractor or the period of mobilization allowed in the work order for starting the work in special circumstances, whichever is latest.

(c) If the contractor, without reasonable cause or valid reasons, commits default in a commencing the execution of the work within the aforesaid time limit, the company shall without prejudice to any other right or remedy, be at liberty, by giving 15 days notice in writing to the contractor to commence the work, to forfeit the Earnest Money deposited by him and to rescind the Letter of acceptance of Tender/Work order.

(d) In the event of the contractor's failure to comply with the rate of progress as per the agreed time and progress chart, the contractor shall be liable to pay as compensation @ ½ (half percent) of the value of the said part of the contract value of the work per week for the balance quantity of the said part that remains incomplete. The aggregate of such compensation/compensations shall not exceed 10% (ten percent) of the total value of work as shown in the contract.

(e) If the progress of the work or of any portion of the works is found unsatisfactory, the Engineer In-Charge shall be entitled, after giving the contractor 15 days notice in writing, to employ another Agency for executing the job or carry out the work departmentally either wholly or partly debiting the contractor with the cost involved in engaging another Agency or the cost involved in executing the work departmentally, as the case may be. The certification to be issued by the Engineer In-charge for the cost of the work so done shall be final and conclusive and the extra cost, if any, shall be borne by the contractor.
(f) In case the contractor fails to accomplish some task at the time of industrial dispute or any other reason / urgency / visit of some VIP in the institute, the department will be free to engage another agency at the risk/cost of the contractor with no liability/prejudice to the institute.

29. Other Responsibilities of the Contractor (s)
   The cost on account of the "Responsibilities of the contractors" under this clause is deemed to be included in the tendered rates.
   a) The department reserves the right to let other contractors also work in connection with the project and the contractor/contractors shall co-operate in the works for the introduction and stores and materials and execution of his/their works.
   b) The contractor(s) shall not be allowed to execute the work unless he/she/they engage the required technical staff at site as stated above. The delay in this account, if any, shall be the contractor's responsibility.
   c) The contractor/contractors shall employ only competent, skillful and orderly persons to do the work. The Engineer-in-charge shall have the right to ask the contractor/contractors to remove from the work site any person of the contractor/contractors who in his opinion is undesirable. within three hours of such orders.
   d) If the contractor employs/allows apprentices in the execution of the contractor's work as required under Apprentices Act for which IICM will not be responsible in any matter whatsoever. The contractor shall further be responsible for making arrangement at his own cost for accommodation and social needs of the staff and workers under his employment.
   e) Precaution shall be exercised at all times by the contractors for the protection of persons (including employees) and property. The safety required or recommended by all applicable laws, codes, statutes and regulations shall be observed by the contractor(s). In case of accidents, the contractor(s) shall be responsible for compliance with all the requirements imposed by the Workmen's Compensation Act or any other similar laws in force and the contractor(s) shall indemnify the department against any claim on this account.
   f) All scaffolding, ladders and such other structures which the workmen are likely to use may be examined by the Engineer-in-charge or his authorized representative whenever they want and the structures must be strong, durable and safe and of such design as required by Engineer-in-charge. In no case any structure condemned by the Engineer-in-charge or his authorized representatives shall be kept on the work and such structure must be pulled down within three hours of such condemnation and any certificate or instructions, however, it shall in no way absolve the contractor/contractors from his/their responsibility, as an employer, as the company shall in no way be responsible for any claim.
   g) The work shall not be sublet to any other party, unless approved by Engineer-in-charge, in writing. In case of authorized representative or power of attorney holder, the
owner will be responsible for all the services and will have to
be present when called for any special occasions or meeting.
The authorized representative or power of attorney holder
shall have approval of Engineering- in-charge after the award
of work.
h) The contractor shall take full responsibility to take all precautions
to prevent loss or damage to the works or part thereof for any reasons
whatsoever (excluding provisions covered in force majeure clause) and
shall at his own cost repair and make good the loss/damage to the
work so that on completion, the work shall be in good order and
condition and in conformity with the requirements of the contract and
instructions of the Engineer-in-charge.
i) On receipt of Letter of Acceptance of Tender/work order the
contractor shall forthwith Register and obtain License from
the competent authority under the Contract Labour
(Regulation & Abolition) Act 1970 Central Rules, 1971 and
submit certified copies of the same to the Engineer-in-charge
and the principal employer.
j) The contractor shall, in connection with works, provide and maintain,
at his own cost, all lights, security guards fencing when and where
necessary as required by the Engineer-in-charge for the purpose of
protection of the works, materials at site, safety of workmen and
convenience of the public.
30. The contractor will be solely responsible for settlement of all industrial
disputes, if any, in relation to the workers employed by them as per legal
provisions and indemnify IICM against any loss or damage due to such unrest
inside IICM campus. It will be the sole responsibility of the contractor to
arrange for smooth functioning of work failing with IICM reserves the right to
cancel the contract.
31. The Institute reserves the the facts that the amount of disputed claims, if any,
of the Contractor exceeds the amount of over payments and irrespective of the
facts whether such disputed claims of the Contractor are the subject matter of
arbitration or not. The amount of such over payments shall be recovered from
subsequent bills under the contract, failing that from Contractors Claims under
any other contract with the institute or from contractors security deposits or the
Contractor shall pay the amount or over payment on demand. In case of
Contractor's non payments on such demand, the same may be recovered
from Contractors dues if any from the said contractor's bills pending at
IICM/CIL or CIL subsidiaries
32. The contractors are required to execute all works satisfactorily and according
to the specifications laid down in the contract/ work order. If certain items of
work, executed by the contractor, are below specifications, the contractor
should re-do them according to the specifications and instructions of Engineer
in Charge and if the contractor fails to rectify the defect within the time and
in the manner specified by the Engineer in Charge, the work shall be got re-
done or rectified by the department at the risk and cost of the contractor.
Engineer In-charge may accept such work of below specifications provided the department is satisfied with the quality of such works and the strength / structural safety of such works. In that case Engineer In charge shall make such deductions for the difference in value, as in his opinion is reasonable and is approved by the accepting authority of the institute.

33. All the levies payable by the contractor (other than GST) under the contract, or for any other clause as applicable on the last date of submission of bid, shall be included in the rates, prices and the total bid price submitted by the bidder. All investments, operating expenses, incidentals, overheads, leads, lifts, carriages, tools and plants etc. As may be attendant upon execution and completion of works shall also be included in the rates, prices and the total price submitted by the bidder.

As of now, no reverse charge is applicable on works contract service. However, at the time of evaluation, L-1 bidder shall be decided on the basis of Cost to Company, i.e., cost to IICM.

The rate quoted by the bidder shall be exclusive of GST. GST (as applicable) will be paid extra, if payable. Payment of the total bill by the service receiver (i.e., IICM) would be made only on submitting tax invoice clearly indication the GST amount charge in accordance with provision of relevant GST rules. The tax invoice should be raised within the timeline given in the relevant GST Rules.

In case of any mismatch in GST return or disallowance of input tax credit to IICM due to non-registration or delay/non-payment of Tax or delay/non-submission of return by the contractor/ service provider, that incurred by IICM or amount disallowed as input tax credit shall be recovered from the next bill/ dues of the contractor/ service provider.

In case of any default/delay in payment of GST (as applicable), wrong claim of GST/ input tax credit (as applicable) etc. by the contractor/ service provider, IICM would not be responsible and in no case any such claim of the contractor/ service provider will be entertained by IICM.

34. **Defect Liability Period**

In addition to the defect/s to be rectified by the contractor as per terms of the contract/work order, the contractor shall be responsible to make good and remedy at his own expense the defect/s mentioned hereunder within 6 months period from the date of issue of Completion Certificate.

35. **Escalation for Labour:**

Labour escalation due to revision in minimum wages, after submission of the bids, as per govt. notification (central or state whichever is higher), shall be payable as per the provision given here under:

Labour escalation shall be payable against a maximum number of 51 heads. subjected to actual wages paid.

Labour escalation will be equal to revised minimum wages (Basic+DA) during the contract period as per above minus the minimum wages (Basic+DA) applicable on the last date of submission of the bid or revised bid. (i.e Base date for working out such escalation shall be the last date on which the price bids or revised price bids were stipulated to be received.)
For example: If 9th Sept 2016 is date on which the price bid/revise price bids were received, the actual wages (Basic +D.A.) payable to the workmen on account of wages as per Govt. notifications (Central or State whichever is higher) on 9th Sept 2016 shall be the base rate for the purpose of computation of escalation.

Escalation will be payable including charges like PF & ESI and administration charges and service tax/GST (as applicable) thereon.

**Note:** Reimbursement of labour escalation as above should be supported by actual payment of wages by the agency and other relevant document verifiable by the department also.

36. **List of Kitchen Equipment of Hostel**

* The total list of inventory will be handed over to the contractor after the award of work and will be countersigned by the contractor.

* IICM may purchase & provide other equipment, for improving hygiene, efficiency, storage, etc. which contractor shall receive & keep in good running condition.

**List of house-keeping material**

The contractor shall keep minimum stock of house-keeping material as given below at any point of time.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>DESCRIPTION OF ITEM</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Harpic (Big)</td>
<td>15 pcs.</td>
</tr>
<tr>
<td>2.</td>
<td>Coline</td>
<td>15 pcs.</td>
</tr>
<tr>
<td>3.</td>
<td>Brasso (500ml)</td>
<td>2.00 no</td>
</tr>
<tr>
<td>4.</td>
<td>Odonil</td>
<td>100 pcs.</td>
</tr>
<tr>
<td>5.</td>
<td>Nepthailin Ball (100 gm.)</td>
<td>50 pcs.</td>
</tr>
<tr>
<td>6.</td>
<td>Phool Jharu</td>
<td>12 pcs.</td>
</tr>
<tr>
<td>8.</td>
<td>Dusting cloth</td>
<td>60 pcs.</td>
</tr>
<tr>
<td>9.</td>
<td>Mopper cloth</td>
<td>60 pcs.</td>
</tr>
<tr>
<td>10.</td>
<td>Tissue Paper</td>
<td>100 pcs.</td>
</tr>
<tr>
<td>11.</td>
<td>Scrubing Brush</td>
<td>6 pcs.</td>
</tr>
<tr>
<td>12.</td>
<td>Wood Brush</td>
<td>6 pcs.</td>
</tr>
<tr>
<td>15.</td>
<td>Rubber Mopper</td>
<td>6 pcs.</td>
</tr>
<tr>
<td>17.</td>
<td>Gamaxine Powder</td>
<td>2 kg.</td>
</tr>
<tr>
<td>18.</td>
<td>Toilet Brush</td>
<td>6 pcs.</td>
</tr>
<tr>
<td>19.</td>
<td>Toilet Acid</td>
<td>6 pcs.</td>
</tr>
<tr>
<td>20.</td>
<td>Liquid Soap</td>
<td>40 ltr.</td>
</tr>
<tr>
<td>22.</td>
<td>Room freshener</td>
<td>6 pcs.</td>
</tr>
<tr>
<td>23.</td>
<td>Chaka Chak</td>
<td>30 kg.</td>
</tr>
<tr>
<td>24.</td>
<td>Wheel powder for cutlery</td>
<td>40 kg.</td>
</tr>
</tbody>
</table>
At any point of time if it is found that minimum balance as stated above is not there in the store, IICM will have all right to procure these materials from any standard shop like Reliance mart, Spencer, Vishal Mega Mart, Big Bazaar etc and deduct the amount spent at panel rate (double the rate of purchase) from R/A bill of the contract.
SPECIAL TERMS & CONDITIONS

1. The contract shall be awarded for a period of Three Months from the actual date of commencement of the work.

2. All cooking appliances including gas cylinders, gas burners, etc. as per enclosed list at Schedule "A" shall be provided by IICM but the cost of gas and/or other consumables including cost of handling charges shall be borne by the contractor. Any damage due to pilferage or damage due to negligent use of the equipment/system/apparatus shall be recovered from the contractor.

3. The accepted rates for the work shall be inclusive of cost of all deodorants, detergents, disinfectants and other consumable items. The employer shall have no additional liability on this account.

4. Worn out linen items/towels etc. shall be replenished by the department after proper verification and authentications by the Executive in Charge and issued to the contractor. However such worn out items shall be returned by the contractor to the Deptt. as per the inventory, prior to issue of fresh/new linen and other items.

5. The catering services shall in no case be extended to any person/group/organization other than IICM participants/delegates/guests/faculties without prior permission of Institute.

6. Food being served to the participants/delegates/guests/faculties shall be comparable to any high standard hotel with reasonable spices and oil as required for the specific item on the menu.

7. Food quality rating shall be taken by department from participants/guests in the ranks of "Excellent" "Very Good" "Good". "Excellent" rating would be desirable. However, "Very Good" rating by at least three fourth of the participants in any calendar month, would be the minimum acceptable level. If the rating goes below "Very Good"; a penalty amounting up to 10% of the gross value of the bill of catering services (variables) for the month will be imposed on contractor and this amount shall be deducted from their running bills. Repetitive penalty on catering services (variables) for consecutive two months would make the contractor liable for termination, in part or full, due to unsatisfactory performance of the contractor.

8. The contractor shall assist to the extent possible for arranging medical assistance to the participants staying in hostels at odd hours, and shall show special courtesy to lady occupants.

9. Only qualified, experienced and well-trained persons shall be engaged by the contractor for the subject work. The persons should also be healthy, hygienic, medically fit, smart, well behaved, and of pleasing personality. The persons shall bathe and shave regularly. The same shall also have periodical hair cuts for sober looks and shall be in clean and tidy uniforms all the time.

10. The persons shall be inspected by the Executive-in-Charge at any time and if
found contrary to any of the above mentioned conditions shall be directed to leave the premises immediately.

11. Requisite tools, equipment, spares, stock of food grains and other materials required for fulfillment of this contract shall be kept at the premises, and shall be open to inspection / quality control by IICM.

12. Contractor’s employees shall be in uniform while on duty. The uniform details of different category of employees are given below:

a. Manager: Two pairs of pant and full shirt along with one tie, one pair leather shoe with two pairs of socks for each year of the contract period.

b. Supervisor & Receptionist: Two pairs of pant and full shirt, one pair of leather shoe with two pairs of socks. For ladies Receptionist, two pairs of silk sarees along with two no’s of blouse and petticoat, one pair of leather sandal for each year of the contract period.

c. Waiter: Two pairs of pant and full shirt, one pair of sports shoe, two pairs of socks, one piece of jacket, two peace of bow and two peace of hand gloves for each year of the contract period.

d. Cook & Cook Helper: Two pairs of Safaris along with one apron, two cap, one pairs of leather shoe with two pairs of socks for each year of the contract period.

e. Masalchi/Cleaner: Two pairs of safaris along with one plastic apron, one pairs of sports shoe with two pairs of socks for each year of the contract period.

f. Sweeper: Two pairs of pant and half shirt, one pair of sports shoe, two pairs of socks. Ladies sweeper shall be given two pairs of sarees along with two no’s of blouse and petticoat/ salwar suit, one pair of leather chappal for each year of the contract period.

g. Room boy: Two pairs of pant and half shirt, one pair of sports shoe, two pairs of socks for each year of the contract period.

h. Gym/Sports boy: One pair of track suit along with sports shoe with two socks for each year of the contract period.

i. Storekeeper: Two pairs of pant and half shirt, one pair of leather shoe, two pairs of socks for each year of the contract period.

Contractor’s employees shall be in uniform while on duty. Uniform (Two pairs of pant and shirt of approved brand like DONIER, SIYARAM, GRAVIERA, and S. KUMAR and sports shoe/chapals and two pairs of socks of BATA, KHADIM or SHREE LEATHER and for ladies two sets of sarees, blouse and petty coats of approved brand with the consent of Engineering in charge) of single colours/styles shall be provided by the contractor within forty five days from the date of issue of the work order for different jobs, at his cost. Uniform shall be repaired/ replaced, if damaged, worn out during contract period.

If contractor fails to provide dress to his employees within the stipulated time as mentioned above, an amount of Rs. 2000/- (Rupees Two thousand only) per person will
be deducted from the contractor’s bill as penalty. However, contractor will not be
exempted from providing uniform to its employees on imposition of such penalty and
shall forthwith arrange for uniforms for its employees. Such penalty will be reimposed
on lapse of every forty five days if the contractor fails to provide uniform to its
employees.

**It may be noted that above clause (Clause No. 12) is not applicable for a contract
period of less than One year.**

13. Details of office establishments of the contractor for emergency contacts such
as address and telephone/fax nos. shall be submitted to IICM by the
contractor.

14. Cooking media should be Butter (Amul, Britannia, Nutrilite), Refine oil
(Saffola, Sunflower, Sundrop, Fortune) Mustard Oil like (Engine, Hathi
) , Masala (MDH , Everest, Catch), Atta (Ashirwad, Sakti Bhog ),
Sawace ( Kissan , Maggi ,Lalls), Rice (Kohinoor, Amanat,Fortune
, Lal Kila, Noorjahan), Achar (Nilons, Lal), Jam ( Kissan , Lals),
Tea ( Lipton Green Lable,Brook Bond Red Lable, Lupchu, Brook Bond
leaf), Biscuit (Britania ), Paneer (Amul , Sudha & Dinsu in sealed
condition), Powder milk (Britania, Everyday), Diary Milk ( Ammul,
Sudha, & Dinshu), Ice Cream ( Ammul, Vadilal, Dinshu,Rollick) of
recommended brands of reputed makes. The source of procurement
of Sweet ( in case if it is procured from outside), Chicken and mutton
shall have to be got approved form In charge of Habitat. In case of
non-availability of these brands in the market the contractor may use
alternative brand with prior approval of competent authority of IICM.
If at any point of time it is found that any other brand than specified
above is found in the store or use an amount of 5000/- (Rs. Five
thousand) for that day will be recovered from the R/A bill of that
month of the contractor.

15. The following services shall be required for which the contractor shall engage
appropriate personnel for providing the best of services.

**RESPONSIBILITIES :**

i. Managing overall activities (Housekeeping, Catering & Upkeep)

ii. Upkeep of Kitchen, pantry, buffet & dining area, lobby, recreation
centre, all open & covered area of Habitat.

iii. All Housekeeping and Upkeep activities for bed rooms, circulation areas
and other rooms, toilets etc.

iv. Cleaning and Sweeping

v. Locking and unlocking of all Rooms/Main entrance doors.

vi. Attending to Health Club and Recreation Activities.

vii. Laundry Services with latest equipment.

viii. Luggage Carrying.

ix. Dirt, Dust, Garbage collection.
x. Florist Services.
xi. Front office management
xii. STD facility & music system.

16. All consumables required for housekeeping and catering shall be the contractors responsibility.
17. The contractor shall engage qualified and experienced personnel for the subject work.
18. The Manager-in-Charge/Superintendent of the contractor shall have suitable accreditation from any reputed institution of Hotel Management with adequate experience, or long experience in Hospitality Industry.
19. All enabling items required by the contractor for executing the subject work/services, like brooms, wiper cloths, buckets, mugs, tools and tackles, shall be procured by the contractor.
20. Successful bidder will have to submit within reasonable time necessary license of Contract Labour (R&A) Act, & other Acts as applicable for the contract.
21. Cold drinks/Juices may be supplied to participants/guests on cash payment on rates approved by department.
22. For rational assessment of number of guests/residents/participants to be served under this contract by the prospective bidders during three months of contract period will be around 3,000.00 nos. This numbers may increase or decrease as per nomination pattern. However, IIICM does not guarantee for provision of higher or lower occupancy in the hostel.
23. The bidder shall familiarize himself with the existing contract labour engagement pattern. He would be responsible for taking care and management of this aspect so that no problems arises an account of new contract on labour front.
24. The contractor shall supply standard quality of soap of approved make.
25. The contractor shall supply standard quality of biscuits of approved make.
26. The facilities like store rooms, will be provided to the contractor by IIICM without charge to facilitate work in connection with executing the contract.
27. That after the award of work, the agency will be responsible for his workers & by virtue of engagement they will not be having any claim on IIICM, whatsoever as IIICM is awarding the contract for services only.
28. The Contractor shall upgrade skill of his workers by arranging training programmes at his own cost possibly in every quarter.
29. The contractor will make good the losses and thefts of the guests staying in the hostel.
30. Details of office establishments of the contractor for emergency contacts, such as address and telephone nos. shall be submitted to IIICM by the contractor.
31. The persons shall be inspected by the Departmental in-charge at any time and if found in contrary to any of the above mentioned standards, they shall be directed to leave the premises immediately
and an amount of Rs. 200/-per person per day will be deducted from the running account bill of the contractor.

32. The bidder shall familiarize himself with the existing contract labour engagement pattern. He would be responsible for taking care of and management of this aspect so that no problem arises on account of new contract.

33. Collecting garbage of the entire kitchen including solid wastes and disposal of the garbage at an appropriate place well away from the complex, agreeable to the municipal authorities. The agency shall make his own arrangement for carrying garbage every day.

34. Only qualified, experienced and well trained persons shall be engaged by the contractor for the subject work. The persons should also be healthy, hygiene conscience, medically fit, smart, well behaved, and of pleasing personality. The persons shall bathe and shave regularly. They shall also have periodical hair cuts for sober looks and shall be in clean and tidy uniforms all the time.

To maintain this, contractor has to pay Rs. 300/- (Three hundred) apart from the salary every month as washing and cleaning charges to each of his employee.

35. The tentative details of type of staff required to meet the necessity of the Habitat is given below:

<table>
<thead>
<tr>
<th>I.</th>
<th>Manager (Highly Skilled)</th>
<th>01 no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.</td>
<td>Sr. Supervisor (Highly Skilled)</td>
<td>06 nos.</td>
</tr>
<tr>
<td>III.</td>
<td>Sr. Receptionist (Highly Skilled)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>IV.</td>
<td>Sr. Cook (Highly Skilled)</td>
<td>04 nos.</td>
</tr>
<tr>
<td>V.</td>
<td>Sr. Waiter (Highly Skilled)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>VI.</td>
<td>Waiter (Skilled)</td>
<td>06 nos.</td>
</tr>
<tr>
<td>VII.</td>
<td>Supervisor (Skilled)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>VIII.</td>
<td>Pantry Man (Skilled)</td>
<td>01 no.</td>
</tr>
<tr>
<td>IX.</td>
<td>Assistant Cook (Semi Skilled)</td>
<td>01 nos.</td>
</tr>
<tr>
<td>X.</td>
<td>Masalchi (Unskilled)</td>
<td>01 no.</td>
</tr>
<tr>
<td>XI.</td>
<td>Cleaner (Unskilled)</td>
<td>22 nos.</td>
</tr>
<tr>
<td>XII.</td>
<td>Sweeper (Unskilled)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>XIII.</td>
<td>Room Boy (unskilled)</td>
<td>01 no.</td>
</tr>
</tbody>
</table>

Total = 51 nos.

(Sr.Cook/Asstt.Cook:- Specialist in North Indian, South Indian & Chinese Dishes)

If it is found that manpower (categories wise) is less than the above, panel rate (wages of that categories) recovery will be made from fixed cost.

36. The contractor shall have to abide by all orders of the engineering in charge which may include providing food as per prescribed menu (Breakfast, lunch, evening snacks & dinner) to participants who may not be living in habitat or any other work on national holiday or any type of holidays which may attract over time etc of his staff. If
contractor does not abide by orders, management will be free to carry out such work at his risk and cost and panel rate recovery will be made from his running account bills.

37. The contractor shall have to keep essential staff on all holidays including national holiday.

38. All utensils, crockery, cutlery etc. and materials like bed sheets, pillow cover towels etc. handed over while taking over site as per inventory has to be returned while handing over the site. Any other disposable items required during programme have to be procured by agency. Nothing will be provided by IICM during contract period.

39. The contractor shall supply one newspaper in every occupied room every morning. Cost for the same shall be deemed to be included in overall amount quoted by the contractor.

40. It will be responsibility of the contractor to get all Gas Pipelines, Ovens and Other Kitchen Appliances serviced at regular intervals every month to ensure safety and fuel efficiency. Cost for the same shall be deemed to be included in overall amount quoted by the contractor.

41. IICM may provide Electrical Kettle in all rooms of the hostel for tea making by the participants. In that case, the contractor will have to provide following replenishments per participants per day in the hostel rooms:
   
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea Bags</td>
<td>2 Nos.</td>
</tr>
<tr>
<td>Coffee Sachets</td>
<td>2 Nos.</td>
</tr>
<tr>
<td>Milk Powder Sachets</td>
<td>4 Nos.</td>
</tr>
<tr>
<td>Sugar Sachets</td>
<td>4 Nos.</td>
</tr>
<tr>
<td>Plastic Stirrer</td>
<td>1 No.</td>
</tr>
</tbody>
</table>

   In that case, morning tea shall not be served in the rooms and rates for the above replenishments shall be treated as same as that quoted by the contractor for Morning Tea. The Contractor shall keep the cups, tray, electric kettle, etc. in clean condition in all rooms.

42. The work shall not be sublet to any other party, unless approved by Engineer-in-charge, in writing. In case of authorised representative or power of attorney holder, the owner will be responsible for all the services and will have to be present when called for any special occasions or meeting. The authorised representative or power of attorney holder shall have approval of Engineer-in-charge which in any case cannot be an employee or relative of any employee of IICM or an employee or relative of any such employee working under any of contractors of IICM.
SCOPE OF WORK

HOUSEKEEPING, UPKEEP AND ALLIED SERVICES:

The Housekeeping Department is responsible for the cleanliness and aesthetic upkeep of the buildings. Just as the nomenclature signifies, the role of housekeeping is to keep a clean, comfortable and safe house and excludes any sorts of Civil or Electrical Maintenance job for which there are separate Contract arrangement.

The concept of housekeeping is simplistic but when one considers maintaining a "house" of several hundred rooms and numerous public areas, the tasks becomes gigantic. It takes a well organized approach and technical understanding to enable housekeeper to cope with the volume of work.

All out efforts should be made to achieve a high standard of housekeeping and upkeep, and strictly adhering to the activities services as detailed / contained in this tender document.

The Habitat building including its Furniture, Linen, Electrical Equipment, Kitchen Equipment, Gym Equipment, etc. belongs to IICM and the cost of power and repairing will be borne by IICM.

PREMISES TO BE COVERED IN THIS WORK:

HOSTEL:
A Ninety six bedded hostel building (Habitat) of triple storied configuration with a plinth area of about 4000 sq.m. consisting of forty eight or more bed rooms, dining hall, kitchen, recreation centre, health club, swimming pool and store rooms.

RECEPTION:
Well trained personnel with pleasing personality having fluency in spoken English & Hindi shall accord a warm reception to the faculties, participants and guests of IICM as and when desired by the department.

A. On arrival at IICM Hostel, Services shall include:
   i. Formal check-in at the reception.
   ii. After check-in the guest shall be accompanied to the allotted room by a supervisor and the luggage boy. Luggage of the guest shall be taken from vehicle to the allotted room.

UPKEEP THE HOSTELS (HABITAT)

   o All the bed rooms, toilets, dining hall, Bar, lounges and other areas will be cleaned including brooming, mopping, vacuum cleaning, dusting of all furniture, window sills etc. will be maintained in neat and tidy
condition all the time under strict and constant supervision and guidance of expert personnel. All floors, whether exposed or covered by carpet or furniture will be thoroughly cleaned & made stain free, using perfumed phenyl or other pleasantly smelling reagents.

- All the areas shall be broomed, swept and cleaned so that they remain spotlessly clean all the time.
- The windows, door-shutters, frames, door knobs and other metal surfaces, all furniture’s curtains, pelmets etc. will be immaculately maintained in stainless condition by proper methods and material. Wax polishing of floor surfaces in the building will be included in the services as and when required.
- All glass panes in the doors / windows (inner and outer faces of window glass on all floors) shall be regularly cleaned with Collins or equivalent, to keep the same spotlessly clean all the time.
- All brass fittings / railings shall be regularly polished with Brasso or equivalent to keep the same spotlessly clean and shining all the time.
- Ashtrays, dustbins, litter bins, flower vases etc. will be regularly cleaned as frequently as required. The carpets will be regularly vacuum cleaned.
- All the walls, ceilings, fans, lights, furniture’s and other gadgets will be cleaned so as to keep them free from dust, cobwebs and other stains.
- The curtains will be washed on expiry of maximum of six months, or earlier if required, properly pressed and changed. The tapestries and upholstery will have to be cleaned as and when necessary so as to maintain in a presentable form all the time.
- The Bed rooms, shall be maintained in a proper order and style regularly including dusting, arranging of beds, changing of linen, towel, mosquito repellents, etc.
- Soap cake / liquid soap should always be made available in all the occupied bed room. The services will also include washing, pressing and keeping all the linen items ready for use. The blankets provided will have to be dry cleaned every six months or earlier if required. The mosquito nets if provided will be washed as and when necessary at least once in 3 months to maintain the same in sparkling white condition. Mosquito repellent with electrical gadget will also be made available in every occupied rooms in absence of mosquito net. In any case the agency has to ensure that the rooms are mosquito/pest free.
- Every occupied rooms will be provided with proper room freshener.
- Fresh drinking water in thermos flask will be replenished daily by noon in the bed rooms, or as and when required.
- All the wastes will be collected in plastic containers and kept in rear of the Hostel (Habitat) for collection and disposal.
- A well educated / properly trained and smart person of pleasant manner and hygienic habits with fluency in speaking English & Hindi will be posted at the reception counter from 6.00 AM to 10.00 PM and an attendant from 10.00 PM to 6.00 AM. Any lagging in this respect shall make contractor liable to penalty, quantum of which shall be
unilaterally decided by the management.

- Changing of furniture arrangement in the dining hall etc. as per requirement including rearranging of furniture's in a proper manner when disturbed.
- An attendant in possession of keys of all rooms and unoccupied bed rooms, shall lock the rooms at the end of the day and open the rooms before 8.30 AM or as desired by the department.
- All activities shall be strictly time bound as per the time schedule given by the executive in charge of Habitat.
- The entire premises shall be subject to inspection by departmental personnel at any and every time. No dust and dirt should ever be visible or perceptible when touched by finger at any and every corner of the establishments. Any lagging on the cleanliness part of any corner of the premise shall make contractor liable to penalty, quantum of which shall be unilaterally decided by the management.

CLEANING A BED ROOM

- Switch off the room air-conditioner or heating system. Draw all curtains and open the windows for airing the room.
- Remove soiled linen & towel from beds and bath. Shake out the linen to ensure that no guest articles are lost in the folds of linen. Put the soiled linen in the linen hamper provided in the maids cart.
- Check for maintenance requirements and report the same to the control desk and enter in room check-list.
- Check for lost and found in departure rooms and report to supervisor desk. Remove used trays.
- Turn the mattress side-to-side on succeeding days followed by end-to-end turning. Smooth out mattress & air it.
- If a vacuum cleaner is not available, brush the carpet first to enable the dust to settle while doing the next task.
- Clean bathroom as explained under.
- Empty all ash trays into the waste paper basket in the room. Collect other loose trash on tables and floors and floors and throw them in the waste paper basket.
- Collect all loose papers or magazines and stack them neatly on the desk.
- Clean all the surfaces in single circular motions with a dry cloth. Use a hand dust pan to collect any unwanted water on the surfaces without lifting dust in the air. Ensure that all surfaces are spotlessly clean. Pay special attention to nooks and corners especially those points that may not obviously be visible to the guest eye.
- Use a stiff upholstery brush or vacuum cleaner (with the appropriate attachment) on upholstered furniture arms, backs and seats.
- Dust and replaced each item on dressers, bureaus and desks. Special attention must be given to the display of publicity materials as prescribed by the management.
o Clean lamp shades with a clean dry duster. Lift lamps and clean under the base. Replace lamp and adjust the shade.

o Disinfect telephone mouthpieces with Dettol or antiseptic lotion. Wipe balance of the telephone with a damp cloth. Check phone for the dial tone.

o Clean mirror with a dry cloth first and with a damp newspaper to make it sparkling, use reagent if necessary.

o Dust closet, shelves, hangers and rods. Brush the closet floor. Supply new laundry bags and replace missing hangers and drawers/shelf with plastic or paper liners.

o Dust both sides of all room doors, baseboards, window sills, inside and out, bottom and centre sashes or windows, sash rails and tops of radiators and air-conditioning units.

Close windows

o Vacuuming cleaning of carpet should be done at this stage as against brushing the carpet as mentioned earlier. Vacuum cleaner is to be provided by the contractor, for the purpose.

o Arrange furniture if necessary.

o Switch on/off the air-conditioning or heating system as necessary. This air-conditioning or heating arrangement should be strictly adhered to, including checking of warm and cold water before the arrival of the guest.

o Have a 1st look at the room referring to the checklist for completion of work.

o Replenish mosquito repellent.

o Change/Clean drinking glasses, kept in sparkling.

o Replenishment of fresh drinking water, drawn from water purifier.

o Ensure items like Rules & Regulations Book, Menu Card, In-house Directory etc. in each Bed room.

o The name/no. plates of rooms should be in sparkling condition, the same if lost should be replaced by the contractor within 24 hours.

MAKING A BED

o Remove soiled sheets and pillow cases and shake out individually.

o Turn out mattress as previously described.

o Shake out mattress protector and relay it on the mattress. Change the protector if soiled or smelling.

o Open out fresh lower sheet evenly and tuck it securely at the head, foot and sides.

o Open out fresh top sheet and distribute it evenly over the lower bed-sheet. Ensure that the laundry crease is in the same line as the in net sheet for even distribution. The sheet hem should be evenly pulled up to the headboard. Tuck this sheet at the foot.

o Open out blanket and distribute it evenly on the top sheet using the
crease as described earlier for even distribution. Ensure that the blanket tables are at the foot. Pull the blanket four inches from the headboard.

- Fold top sheet, at the head of the bed, over the blanket and fold the sheet and blanket once again.
- The blanket and top sheet are together tucked uniformly on both sides while the corners at the foot of the bed are mitred.
- Cover pillows with fresh pillow slips. Fluff the pillow and even out pillow slips to look neat and tidy, if pillow slips are larger than the pillow the excess slip should be neatly folded downward. The side of the pillow which has the fold should be away from guest view.
- Cover completed bed with the bed spread ensuring it is right side up and falling evenly all around the bed. Keep extra bed spread towards the head board to crease in between the pillows so as to make the bed look appealing. The bed spread corners should be aesthetically done.
- Put spare blankets in plastic bags in the uppermost or lowermost shelf in the guest closet. Blankets are folded in such a manner that the IICM insignia appears on the top.
- Bed sheet of every occupied bed room shall be replaced by fresh (Washed and Ironed) Bed Sheets on every alternate days.
- Certain areas in the room or bathroom elude the attention and tend to accumulate dust. Such areas are normally hidden from a guest's eye. However, its cleanliness reflects the standard of cleaning of the hostel. Experience shows that the following areas are overlooked and appropriately called the "dirty dozen".

**DIRTY DOZEN**

- Top of door edges and ceiling
- Air-conditioning ducts and diffuser grills.
- Under bathroom counters.
- Beneath the grab-bar and dresser table.
- Behind the WC bowl strap.
- In the toilet stool niche.
- Faucet nozzle filter.
- Toilet vents.
- Top of picture frames.
- Area above pillow racks.
- Rear surface of doors.
- Interior surfaces of drawers.
- Pillar cock base joint.

**CLEANING A BATHROOM:**

Basic Principles

a) Cleaning activity starts from the ceiling downwards to the floor. b) Floors are cleaned from the wall farthest to the door to the exit. c) Open all windows and exhaust vents.
d) Shake out all soiled bathroom linen, e.g. towels, bathroom mats etc. and deposit in the linen hamper of the cleaning cart.

e) Collect all trash in bathroom waste basket and deposit in transh hamper of the maids cart.

f) Clean the ceiling and air-conditioning vents for cobwebs.

g) Wipe of light bulbs and shades with a dry cloth Check that all bulbs are working.

h) Wipe down tile walls using a sponge or damp cloth. Follow with a dry cloth ensuring that tiles are free of water marks.

i) Clean mirror first with dry cloth then with damp newspaper and finally with dry cloth. Ensure that the mirror is smudge-free, use reagent as when necessary.

j) Wipe dry the shower curtain with a sponge.

k) Scrub dry the area next to the wash basin.

l) Scrub and clean dry the bath tub ensuring that the water faucets and shower are sparkling and in working condition.

m) Scrub the toilet bowl and bidet using the special brush or mop and the prescribed sanitizer. Clean the tizer. The inner rim should be cleaned. Ensure it is dry and spotless inside. Clean the WC from the outside with a sponge till it is sparkling and dry. Clean the lid and toilet seat of the toilet down dry and close them by placing the disinfectant label, use suitable reagents.

n) Replenish fresh bath linen and guest supplies as per the number of persons in the room.

o) Provide bathroom freshener (as odonil or similar product).

<table>
<thead>
<tr>
<th>Linen</th>
<th>Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be replaced after two days for occupied rooms per head)</td>
<td>(To be replaced once in six days and on new occupancy per head)</td>
</tr>
<tr>
<td>One bath towel</td>
<td>Toilet rolls (Two Nos.)</td>
</tr>
<tr>
<td>One hand towel</td>
<td>Bath soap and Toilet soap (two soaps of approved make at least of 75 gms each)</td>
</tr>
<tr>
<td></td>
<td>Disposal bags.</td>
</tr>
</tbody>
</table>

Place above material as prescribed.

Sweeping the floor with the prescribed detergents, reagents, stain removers etc. and ensure it is dry.

Finally close the windows shut all lights and close the bathroom doors.

Replenishment of Naptha balls in wash basin, ward robe & drawers.

Replenishment of soap cake, odonil toilet paper etc.

Note: Soft furnishing like linen, curtains, mattress etc. will be provided by IICM.

- In occupied rooms, when cleaning the counter around the wash basin,
collect all guest belongings to the other side to clean the surface. Finally replace all belonging as the guest has left them.

- Before giving occupancy to any guest the Bed room and the Bath room shall be properly set and made and thoroughly checked by a housekeeping supervisor.
- All water stains to be removed. The toilet should be kept absolutely dry all the time.
- An attendant shall be deputed to check the general toilets so as to ensure cleanliness round the clock.
- All the cupboards, WC seat covers etc. shall be made disinfected after every vacation of room.

ROOM MAINTENANCE PROCEDURE:

- As Housekeeping has contact with all rooms and public areas practically in every shift, it is they who detect, report and ensure the completion of all maintenance work. This requires close co-ordination with the Maintenance Department.
- The moment a housekeeping member detects a maintenance requirement he or she must call the Housekeeper and lodge complaints, clearly stating the nature of complaint, the kind of assistance required and the exact location of the complaint. The Housekeeper will then prepare a "Maintenance Order" which is handed over to the maintenance department.
- The room attendants role is to open the guest room where maintenance is required and under his / her supervision ensure that the maintenance work is complete in all respects. Only when housekeeping is satisfied will they sign the "work order" slip in acknowledgment that the work is complete.
- After completion of cleaning the bed room & living room will be thoroughly sprayed with room freshener.
- Loss or theft of guests money or belongings, shall be contractor's responsibility and he shall compensate the same.

Shoe Polishing:

- A room boy will collect the shoes from every room early in the morning. After polishing, the shoes will be returned to the occupants before leaving the room or as asked for. If a shoe polishing machine is provided, the supplies shall be replenished regularly by the contractor.

Laundry Services:

- The contractor has to ensure proper and prompt laundry service to IICM hostel (Habitat), Hostel rooms etc. for washing towels, linens, bed sheets etc. by keeping equipment like washing machine of matching capacity of work load and iron the same (press) with
approved quality. The washing machine and iron have to be brought in IICM campus within 15 days of issue of work order.

- Laundry service shall be provided to participants at rates to be fixed in consultation with Executive In-charge.

**Room Services :**

- Water (1 jug) per head shall be provided in each occupied Bed room.
- All occupied bed rooms shall be attended/cleaned preferably before 12.30 P.M.
- All other rooms/Bath rooms, etc. in the entire buildings shall be attended as per the guidelines/details already narrated above.
- For any defect in electrical systems like bulbs, tube lights, geyser, water cooler etc. shall be reported promptly for replacement on the same day. For civil repairs and plumbing concerned department should be contracted so that the guest is not inconvenienced.

**First Aid :**

First aid will be provided centrally for minor injuries or minor health problems.

**Recreation Room :**

The billiards table will be kept dust free by vacuum cleaning, proper ironing & will be kept covered. Other items like the T.T. table, Carom board etc. provision of playing cards, chess board etc. shall be kept clean & in order. A supervisor shall be deputed in the recreation room for attending to the needs of the players. A ball boy shall be deputed for lawn tennis court also.

**Music System :**

It shall be put on and off at timings scheduled by department.

**Health Club Facilities :**

A proficient Health Club Supervisor / Instructor of the choice of IICM management shall be deputed to oversee the Health Club facilities involving the following:

(a) The instructor shall attend the Gymnasium.
(b) The instructor shall attend the jacuzee, Sauna Bath and Steam Bath for guiding/helping the participants.

Swimming pool shall be watched round the clock to prevent any undesired accident / drowning and for the immediate rescue and First Aid of the affected person.

Lockers with the keys of the lockers for attending to persons interested to use of the lockers, prior and after entering the Gymnasium, Yoga, Swimming Pool, Jacuzee, Sauna, Steam, Shower rooms etc., shall be taken care of.
Rail and Air Tickets:

Arrangement for booking & cancellation of rail and air ticket for guests staying in the Habitat, shall be responsibility of the contractor. For rail tickets, an additional charge may be levied per ticket, as per rates approved by executive incharge.

Car Rental:

On request from guests, the contractor shall arrange taxies from travel agents as per prevailing rates. The charges shall be borne by the guest concerned. On request by guests, the contractor shall arrange auto rickshaws, for local movement, from the nearest stand.

News Paper & Magazines:

Five National / Regional Dailies & five Indian Fortnightly/Monthly Magazine as identified by management shall be provided by the contractor in the lounge regularly. Contractor will provide various types of news papers and magazines in faculty houses as and when required. **If it is found on any day that less or no magazine or new paper as mentioned has not been supplied by the contractor, these magazine will be purchased by IICM and the cost of these will be deducted from the R/A bill of the contractor at panel rate with a penalty of Rs. 200/- (Rs. Two hundred only) per day on the day of default.**

Custody and Care:

The contractor shall have to take the custody of all furniture’s, utensils, crockery’s, cutleries, linen, equipments, geyser, air conditioner, refrigerators, kitchen equipments, office equipment and all other things supplied by IICM and the responsibilities of the contractor shall include the following:

(a) To maintain proper inventory of all items up to date and produce the same to the executive in-charge for counter signature. The inventory register shall also be subject to check at any time during the contract period.

(b) Any loss or damage shall be recorded in a loss and damage register to be maintained by the contractor and each entry to be got counter signed by the executive in-charge designated for the purpose by the management. The breakage will be replaced by the agency immediately.

(c) Make, Size, Shape and model of replaced items shall be absolutely the same of the original lost/damaged/stolen items to the extent possible.

(d) In case of repeated and frequent theft/loss/damage and non-compliance of (b) & (c) above, the agency shall be imposed suitable penalty as decided by the Deptt. and may also result in termination of the contract.

(e) Any breakage/damage of items caused by any guest shall be replaced by the Deptt. after proper verification and authentication by the Departmental Executive-in-charge.

(f) After natural life of soft furnishings and linen items are over, the same shall
be replaced by the Deptt. on depositing of the old items to the Deptt. as per the inventory register.

Catering Services:

Catering Services play major role in hospitality. To generate the best of services IICM has developed a well equipped kitchen, pantry, store, wash, dining hall in the hostel (Habitat), cafeteria in the institute and kitchen in the faculty houses.

To achieve perfection and best of services in catering the guests, the programming of the entire catering activities will be as under:

The kitchen will be maintained in a clean and hygienic condition with properly trained and specialized kitchen staff. Any staff deployed in the kitchen or in the pantry should wear neat white apron & chef cap and they should change over to wash rubber slipper provided by contractor before entering the kitchen portion. They should be medically sound, neat and clean and nails trimmed with pleasant manner & look. The waiters shall be in approved uniform in approved style and shall wear rubber shoes.

Shaving, trimming of nails (Hands & foot) and bathing every day will be compulsory for all the bearers, cooks and other employees.

All the utensils, crockeries, cutleries cooking range, deep freezer and other implements in the dining hall, bar & kitchen will be maintained in a stainless & hygienic condition all the time. The interior of refrigerator, deep freezer etc. will be periodically cleaned.

Bed Tea:

Bed tea will be provided in the bed rooms in thermos flask/tea pot. Only green leaf/tea bags fresh or powder milk in sachets will be provided with sugar cubes/bags and two thin arrowroot biscuits.

Breakfast:

Breakfast in the dining room for the participants, guests and faculty members as per the approved menu.

Lunch:

Lunch in the dining hall shall be served in buffet or banquet style as per direction of office in-charge with approved menu.

All the food stuff as per approved menu will be kept in food warmer on each side neat and dry place with cloth napkin and cutleries will be kept. Soup will be served in a soup bowl with soup spoons to each participant. Food like roti, chapati, nan, tandoori roti etc. will be kept in a serving basket, and will be served individually with forcep.

A team of waiters lead by steward will always made available to supervise lunch, dinner or snacks. Regular replenishment of food stuffs will be done by the
waiters.

It's a duty of a steward to ensure the food stuffs is warm enough in food warmer. After completion of main course the participants shall be requested to keep the used plates in a tub provided at the corner. Drinking water will be kept on the table in a neat drinking glass, each glass covered with a coaster. A waiter will be posted at the side to remove all the used plates and glasses from the table.

Desert shall be served in a sweet dish bowl with tea spoon, wash basin will also be provided at the dinning hall for washing. Soap cake or liquid soap along with fresh towel will be provided. A tray of dry sounf, tablet-misy, and sugar coated sounf with tooth pick will be served to each and every participant.

Before every lunch and dinner the dining hall be properly cleaned and sprayed with room freshener.

Banquet:

On different occasion as per direction of officer in-charge or competent authority, lunch and dinner to be served in buffet style.

In the centre of dining hall a long table covered with snow white table cloth with sufficient number of dinner chair will be arranged for the participants. The table shall be provided with flower vase or flower bucket. For each and every participant required cookeries and cutleries like soup bowl, full plate side plate, fork, knife, rice spoon, tea spoon etc. will be provided along with drinking glass beautifully decorated with cloth napkins.

Sufficient number of waiters lead by a steward will individually serve the food stuff in different courses. After completion of meal used plates will be removed from the table and finger bowl will be served to each participants. The finger bowl will contain warm water with a slice of lemon. After the completion of lunch/dinner etc. tray of dry sounf palm / sugarcoated and tablet misry with tooth pick will be served to each and every participants/guests. Sufficient no. of Buffet tables / dustbins / decoration will be provided by the agency at their own cost.

Evening Snacks:

Evening tea with snacks will be served in the dining hall as per the approved menu.
Dinner:

Dinner will be served in the dining hall in buffet of banquet style as per the approved menu.

Note:
Dinner, lunch or tea on special occasions will be arranged by the contractor at any place within the campus for up to 500 persons if desired and pre determined by the competent authority.

Barbeque or any outdoor party (Breakfast, High tea, Lunch and Dinner) on special occasions will be arranged for up to 500 persons or more at a time if desired and pre determined by the competent authority within the campus of IICM. No extra charges will be paid to the contractor on this account. The contractor shall make all arrangement on his account for arranging such party. If the contractor denies carrying out such parties, IICM will have all right to give these works to any other agency at his risk and cost. Extra expenses made on this account will be recovered from his running account bill.

Normally breakfast, lunch, dinner & evening snacks will not served in the bed rooms except to sick & ill occupants or VIP guests as per the instructions of the Deptt.

Meals for sick & ill participants will be served as per doctor's advice sent through the competent authority or as desired by the participants/guests.

Timing subject to change by department:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Tea</td>
<td>From 6.00 AM to 7.00 AM (Room Service)</td>
</tr>
<tr>
<td>Breakfast</td>
<td>From 8.00 AM to 9.30 AM.</td>
</tr>
<tr>
<td>Lunch</td>
<td>From 1.00 PM to 2.00 PM</td>
</tr>
<tr>
<td>Evening Tea</td>
<td>From 5.30 PM to 6.30 PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>From 8.30 PM to 9.30 PM</td>
</tr>
</tbody>
</table>

Packet Lunch/Dinner :

(a) Apple / Orange - 1 pcs. (Standard size)
(b) Rice / Fried Rice (1 Big Silver foil)
(c) Mix vegetable/ Aloo Gobhi etc. (Small Silver foil)
(d) Chicken dry (4 pcs. 150 gm.) – “NO”
(e) Aloo Mushroom / Paneer Butter Masala “DO” – for vegetarian only
(f) Paratha – 2 pcs. (Cover with Silver foil)
(g) Salad, Achaar
(h) Dry Sweet - 2 pcs. (150 gm.) (Gulab Jamun/ Kalakand/Rajbhog).

Total items packed in a good quality lunch packet along with Paper napkins, plastic spoon and finally packed with the plastic carry bag.

The meal shall be packed decently in a cardboard or Aluminum foil box with paper napkin.
Menu for guest house type food:
(a) Chapati
(b) Rice
(c) Two Vegetables (One curry)
(d) Dal / Karhi
(e) Salad
(f) Curd - 100 gms.
(g) Sweet - 2 nos. (Average 125 gms.)

PROPOSED MENU FOR SPECIAL OCCASION

LUNCH/DINNER
1. Hot & Sour Soup
2. Paneer Chilley (Dry)
3. Chicken Chilley (Boneless)
4. Fried Rice
5. Veg. Chowmien
6. Veg. Manchurian
7. Litti Chokha Chutney
8. Pao Bhaji
9. Pani Puri (Phuchka)
10. Veg. Roll/ Egg Roll
11. Kachumbar Salad
12. Katchori
13. Vegatable (Sabji)
14. Dal fry
15. Sweet – Hot Gulab Jamun
16. Kulphi /Ice-Cream (Kesar Pista) with Cone

NORMAL MENU
1. Soup
2. Kachouri/ Luchi/ Puri
3. Jeera Rice
4. Mix Veg. Korma/ Aloo Dum/ Aloo Gobhi Curry, etc.
5. Fried Channa Dal
6. Dry Vegetable ( Bhindi Bhujia, Parwal Bhujia,etc.)
7. Achaar, Salad, Papad
8. Hot Gulab Jamun

BREAKFAST PACKET FOR PARTICIPANTS
1. Apple/ Orange – 1 pcs. Standard Size
2. Banana – 1 pcs.
3. Veg. Sandwich – 2 pcs
5. Sweet (Dry Gulab Jamun/ Rajbhog) – 2 pcs.
6. Paper napkin, Lunch Box etc.

BREAKFAST PACKET FOR DRIVER/GUARD

1. Banana - 1 pcs.
2. Paratha/ Puri - 4 pcs. / 6 pcs.
3. Aloo Gobhi/ Mix Veg etc.
4. Achaar
5. Sweet - 1 pcs.

A day wise sample menu for a week is given below which may change as per requirement by the instruction of engineering in charge.

PROPOSED MENU

MONDAY

<table>
<thead>
<tr>
<th>S.I.N.</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>EVENING SNACKS</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Egg to order</td>
<td>2. Chicken Butter Masala</td>
<td>2. Tea/Coffee</td>
<td>2. Fish Tomato</td>
</tr>
<tr>
<td>4.</td>
<td>Fruits ( Papaya)</td>
<td>4. Navratan Corma</td>
<td>5. One Dry Veg.</td>
<td>5. Palak Mushroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Jeera fried Rice</td>
<td>8. Rice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Raita Mix</td>
<td>10. Curd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Pickle</td>
<td>11. Pickle</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Chutney</td>
<td>12. Chutney</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. Papad</td>
<td>13. Papad</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Ras Malai</td>
<td>15. Gulab Jamun</td>
<td></td>
</tr>
</tbody>
</table>
### TUESDAY

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening Snacks</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Chhola Batora</td>
<td>5. One Dry Veg.</td>
<td>5. Veg.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8. Rice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9. Kulcha/Butter Kulcha</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Paratha</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10. Mix Raita</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11. Pickle</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12. Chutney</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13. Papad</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14. Russian Salad Salad</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15. Kesher Bhog with</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7. Dal (Mix)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8. Rice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9. Phulka/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10. Curd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11. Pickle</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12. Chutney</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13. Papad</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14. Green</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15. Mix fruit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ice-cream</td>
<td></td>
</tr>
</tbody>
</table>

### WEDNESDAY

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening Snacks</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Egg to order</td>
<td>2. Chicken Biryani</td>
<td>2. Tea/Coffee</td>
<td>2. Fish Fry</td>
</tr>
<tr>
<td>5.</td>
<td>Fruit (Apple)</td>
<td>5. Aloo Dum Kashmiri</td>
<td>5. Aloo Palak/Aloo Methi</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7. Dal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8. Rice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9. Kulcha</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10. Curd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11. Pickle</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12. Chutney</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13. Green Salad</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14. Papad</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15. Carrot Kheer</td>
<td></td>
</tr>
</tbody>
</table>
### THURSDAY

<table>
<thead>
<tr>
<th>Sl.N</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening Snacks</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Egg to order</td>
<td>2. Chicken Tikka and Masala</td>
<td>2. Tea/Coffee</td>
<td>2. Mutton Curry</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7. Dal Makhani</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8. Vegetable Pulav</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9. Butter Nan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10. Curd</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11. Pickle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12. Chutney</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13. Papad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14. Green Salad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15. Rasgulla</td>
</tr>
</tbody>
</table>

### FRIDAY

<table>
<thead>
<tr>
<th>Sl.N</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening Snacks</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Egg to order</td>
<td>2. Chicken Do Pyaja</td>
<td>2. Tea/Coffee</td>
<td>2. Chilli Boneless</td>
</tr>
<tr>
<td>5.</td>
<td>Fruit (Tarbooa, Mango)</td>
<td>7. Dal Rahar</td>
<td>8. Rice Jeera</td>
<td>5. Veg. fried Rice</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13. Papad</td>
<td>9. Ice-Cream</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14. Green Salad</td>
<td>(Keshar Pista)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15. Rasgulla</td>
<td></td>
</tr>
</tbody>
</table>
### SATURDAY

<table>
<thead>
<tr>
<th>Sl.N.</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>EVENING SNACKS</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cornflakes, Milk</td>
<td></td>
<td></td>
<td>1. Monostroni Soup</td>
</tr>
<tr>
<td>2.</td>
<td>Egg to order</td>
<td>2. Chicken Tandoori</td>
<td>3. Tea/Coffee</td>
<td>2. Paneer Butter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Mushroom Capsicum</td>
<td></td>
<td>3. Chicken fried Masala</td>
</tr>
<tr>
<td>4.</td>
<td>Fruit (Mango/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tarbooj)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Pao Bhaji</td>
<td>5. One Dry Veg.</td>
<td></td>
<td>5. Boiled/Baked Veg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Dal ( Rahar)</td>
<td></td>
<td>7. Rice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Vegetable Polao</td>
<td></td>
<td>8. Dal Channa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Tandoori Paratha</td>
<td></td>
<td>9. Roti / Phulka</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Raita Mix</td>
<td></td>
<td>10. Pickle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Pickle</td>
<td></td>
<td>11. Chutney</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Gulab Jamun</td>
<td></td>
<td>(Kaju+Kismis)</td>
</tr>
</tbody>
</table>

### SUNDAY

<table>
<thead>
<tr>
<th>Sl.N.</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>EVENING SNACKS</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Egg to order</td>
<td>2. Fish Fry</td>
<td>2. Tea/Coffee</td>
<td>2. Chicken Stew</td>
</tr>
<tr>
<td>4.</td>
<td>Fruit (Mango/</td>
<td>4. Rajma</td>
<td></td>
<td>Tomato</td>
</tr>
<tr>
<td></td>
<td>Tarbooj)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Pao Bhaji</td>
<td>5. One Dry Veg. (Seasonal)</td>
<td></td>
<td>4. Aloo + Muttar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Phulka / Roti</td>
<td></td>
<td>(Seasonal)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Pickle</td>
<td></td>
<td>8. Rice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. Papad</td>
<td></td>
<td>10. Raita</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Rasgulla White</td>
<td></td>
<td>12. Chutney</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13. Papad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14. Green Salad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15. Sewai with</td>
</tr>
</tbody>
</table>

Kaju+Kismis
NOTE:

In case of Vegetarian food where sabjee are made in combination of paneer or mushroom etc the ratio should be 50% each. The details of such sabjee are given below:

1. Aloo Mushroom, Muttar, Mushroom, Palak Mushroom, Paneer Mushroom, Mutter Paneer, Aloo Gobh, Palak Paneer, Aloo Patal, Aloo Mutter, Aloo Kathal, Aloo Palak etc.
3. Vegetable fried / Bhujia/ Dry
   Bhindi / Bhindi Onion, Patal, Louki Palak, Aloo Methi, Aloo Gobhi, Aloo Patal, Sean, Mix Vegetable, Green Pea Masala, beans Coconut, etc. & Boiled Vegetable (Beans + Gajar + Phool Gobhi)
4. Curd wherever it is mentioned in the above given menu, may be replaced by Raita or Curd Rice as and when required.

To ascertain it, contractor is supposed to get the ingredient checked by supervisor of IICM or officers of IICM may check it at any time. The contractor is suppose to have an electronic weighing machine to weigh items like sweet etc. **If he fail to bring it within 30 days from award of letter, IICM will be free to purchase weighing machine from reputed shop and the cost of the machine will be recovered from the contractor.**

If any point of time it is found that any deviation from the prescribed menu is made by the contractor, an amount of 2000/- (Rs. Two thousand only) will be imposed on contractor apart from no payment for the item which has been prepared in place of the prescribed menu.

Note : The bidder would be expected to provide a menu card for other items for separate order on special occasion.
PART – II

Annexure – F

PRICE - BID

Contains 04 Pages (i.e. from 79 to 82) marked pages.

INDIAN INSTITUTE OF COAL MANAGEMENT
Kanke, Ranchi

Website: www.iicm.ac.in

NAME OF WORK : Rate Contract for Catering and housekeeping of 48 rooms (96 bedded) Hostel (Habitat) along with other facilities like Swimming Pool, Recreation Centre, Health Centre for Three months at IICM, Kanke, Ranchi – 834006.

TENDER NOTICE NO : ED/IICM/Habitat/17-18/568
Dated 14/07/2017

SUBMISSION OF TENDER : As per NIT

OPENING OF TENDER : As per NIT
## PRICE BID

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of Items</th>
<th>Unit</th>
<th>Quantity</th>
<th>Rate (Rs)</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>HOUSE KEEPING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(A) Fixed Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleaning including vacuum cleaning, sweeping, mopping of the floor, wall &amp; ceiling and cleaning of the window panes, entire furniture, equipments, electrical fitting, sanitary fittings and fixtures and allied services as detailed in scope of work, <strong>Per calendar month</strong>.</td>
<td>Month</td>
<td>3.00</td>
<td>536271.11</td>
<td>1608813.33</td>
</tr>
<tr>
<td></td>
<td>(B) Variable Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rate for occupancy of the Hostel <strong>per participants</strong> per day as detailed in the scope of work.</td>
<td>Nos.</td>
<td>3000.00</td>
<td>18.35</td>
<td>55050.00</td>
</tr>
<tr>
<td>2.</td>
<td><strong>CATERING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(A) Fixed Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preparation of food for participants, guests &amp; faculties and serving it at dining hall and other places as per scope of work, <strong>Per calendar month</strong>.</td>
<td>Month</td>
<td>3.00</td>
<td>582800.47</td>
<td>1748401.41</td>
</tr>
<tr>
<td></td>
<td>(B) Variable charges for item given below</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Daily service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Morning bed tea to be served in the Hostel Rooms, as detailed in the scope of work, <strong>Per Person</strong>.</td>
<td>Nos.</td>
<td>3000.00</td>
<td>6.11</td>
<td>18330.00</td>
</tr>
<tr>
<td></td>
<td>(ii) Breakfast as detailed in Menu Chapter, <strong>Per head</strong>.</td>
<td>Nos.</td>
<td>3000.00</td>
<td>30.58</td>
<td>91740.00</td>
</tr>
<tr>
<td></td>
<td>(iii) Lunch as per menu detailed in Menu Chapter, <strong>Per head</strong>.</td>
<td>Nos.</td>
<td>3000.00</td>
<td>97.88</td>
<td>293640.00</td>
</tr>
<tr>
<td></td>
<td>(iv) Evening tea with snacks as per menu detailed in Menu Chapter, <strong>Per head</strong>.</td>
<td>Nos.</td>
<td>3000.00</td>
<td>12.24</td>
<td>36720.00</td>
</tr>
<tr>
<td></td>
<td>(v) Dinner as per menu detailed in Menu Chapter, <strong>Per head</strong>.</td>
<td>Nos.</td>
<td>3000.00</td>
<td>91.76</td>
<td>275280.00</td>
</tr>
<tr>
<td></td>
<td>(vi) Proposed special menu (Lunch/dinner) detailed in Menu chapter, <strong>Per head</strong></td>
<td>Nos.</td>
<td>25.00</td>
<td>116.23</td>
<td>2905.75</td>
</tr>
<tr>
<td></td>
<td>(vii) Breakfast packet (for drivers/guards) detailed in Menu chapter, <strong>Per head</strong></td>
<td>Nos.</td>
<td>7.00</td>
<td>22.02</td>
<td>154.14</td>
</tr>
<tr>
<td>3</td>
<td>Tea with two type of biscuits, <strong>Per head</strong>.</td>
<td>Nos.</td>
<td>25.00</td>
<td>8.57</td>
<td>214.25</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Description of Items</td>
<td>Unit</td>
<td>Quantity</td>
<td>Rate (Rs)</td>
<td>Amount (Rs)</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------</td>
<td>----------</td>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>4</td>
<td>(i) Coffee with two type of biscuits, Per head. (Good day, Nice, Monaco, Cream Cracker, Britania)</td>
<td>Nos.</td>
<td>7.00</td>
<td>10.40</td>
<td>72.80</td>
</tr>
<tr>
<td></td>
<td>(ii) Tea/Coffee with special two types of biscuits (Bourborne/Nice/Snax)</td>
<td>Nos.</td>
<td>7.00</td>
<td>11.01</td>
<td>77.07</td>
</tr>
<tr>
<td>5</td>
<td>Mineral water (Bisleri/Kinley/Acqua Fena) Per bottle.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) 1000 ml</td>
<td>Nos.</td>
<td>250.00</td>
<td>15.91</td>
<td>3977.50</td>
</tr>
<tr>
<td></td>
<td>(b) 500 ml</td>
<td>Nos.</td>
<td>7.00</td>
<td>8.57</td>
<td>59.99</td>
</tr>
<tr>
<td>6</td>
<td>Packet lunch/dinner as per menu detailed in Menu Chapter, Per packet.</td>
<td>Nos.</td>
<td>50.00</td>
<td>67.29</td>
<td>3364.50</td>
</tr>
<tr>
<td>7</td>
<td>Cold drinks per bottle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) 200 ml</td>
<td>Nos.</td>
<td>13.00</td>
<td>12.24</td>
<td>159.12</td>
</tr>
<tr>
<td>8</td>
<td>(I) Various canned juice like Pineapple, Apple, Orange etc. (200 ml)</td>
<td>Nos.</td>
<td>13.00</td>
<td>15.91</td>
<td>206.83</td>
</tr>
<tr>
<td>9</td>
<td>Guest house type food as per menu detailed in Menu Chapter, Per head.</td>
<td>Nos.</td>
<td>7.00</td>
<td>24.46</td>
<td>171.22</td>
</tr>
<tr>
<td>10</td>
<td>High tea, Per head.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I) Two pieces sandwich</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Vegetable cutlet (one piece)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Sweet (two types) two pieces</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv) Tea/Coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>v) One piece Cream biscuit (Burbon) and 1 piece Bakery item (pastry/cake)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>For extra dish of non-veg item (Fish or Mutton or Chicken) served with regular menu of lunch/dinner, Per head.</td>
<td>Nos.</td>
<td>25.00</td>
<td>24.46</td>
<td>611.50</td>
</tr>
<tr>
<td>12</td>
<td>Special toiletries kit (Shaving foam (Gillette), Shaving Brush (standard), Twin Blade Razor (standard), Small After shave lotion (Park Avenue), Small tooth Paste (Close-up/Colgate), Tooth brush (standard), small Nivea face cream, small talcum powder, Pears soap, hair comb (small)</td>
<td>Nos.</td>
<td>3.00</td>
<td>244.69</td>
<td>734.07</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Description of Items</td>
<td>Unit</td>
<td>Quantity</td>
<td>Rate (Rs)</td>
<td>Amount (Rs)</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------</td>
<td>------</td>
<td>----------</td>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>13</td>
<td>Special fruit basket containing five types of seasonal fruits from the name of the fruits given below with nos. (lump-sum cost): i. Apple - 2 pieces ii. Banana - 6 pieces iii. Pomegranate (Anar) - 1 piece iv. Chiku - 4 pieces v. Ripe grapes (Black/Green) - 250 gm vi. Mango - 2 pieces vii. Custard Apple (Sarifa) - 2 pieces viii. Pear (Naspati) - 2 pieces ix. Orange - 2 pieces x. Any other seasonal fruit</td>
<td>Nos.</td>
<td>7.00</td>
<td>91.76</td>
<td>642.32</td>
</tr>
<tr>
<td>14</td>
<td>Supplying and placing in proper manner as per requirement from the list of items given below as per instruction (rate to be quoted for each item): i. Kaju fried - 100gm/plate ii. Alu chop/ Samosa/ Veg. Cutlet/ Onion Pakora/ Veg. Pakora/ Palak Pakora/ Dahi bara - 2 pieces/150 gm iii. Extra vegetable per no. iv. Extra Sweets - 2 pieces/plate v. Toffee/Eclairs</td>
<td>Nos.</td>
<td>2.00</td>
<td>61.18</td>
<td>122.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nos.</td>
<td>3.00</td>
<td>9.79</td>
<td>29.37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nos.</td>
<td>2.00</td>
<td>6.11</td>
<td>12.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nos.</td>
<td>75.00</td>
<td>20.27</td>
<td>1520.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nos.</td>
<td>3.00</td>
<td>1.22</td>
<td>3.66</td>
</tr>
<tr>
<td>15</td>
<td>(a) Only Tea</td>
<td>Nos.</td>
<td>20.00</td>
<td>7.34</td>
<td>146.80</td>
</tr>
<tr>
<td></td>
<td>(b) Only Coffee</td>
<td>Nos.</td>
<td>3.00</td>
<td>8.57</td>
<td>25.71</td>
</tr>
<tr>
<td>16</td>
<td>Russian Salad (Per head)</td>
<td>Nos.</td>
<td>2.00</td>
<td>36.71</td>
<td>73.42</td>
</tr>
<tr>
<td></td>
<td>TOTAL ESTIMATED COST Rs.</td>
<td></td>
<td></td>
<td></td>
<td>4143816.25</td>
</tr>
</tbody>
</table>

[Rupees Forty-One Lakh Forty-Three Thousand Eight Hundred Sixteen and Paise Twenty-Five Only.]

Note :- The Rate should be quoted in Figures and Words.

I/We offer to do the above work at ………….. % (………………………………. Percent)

........................ (above / below) the estimated cost.

SIGNATURE OF THE BIDDER WITH SEAL