**Page 1 of 2**



**HOTEL CORPORATION OF INDIA LIMITED**.

**Unit: Centaur Lake View Hotel, Srinagar (J&K)**

**Cheshmashahi, Srinagar-190001 (J&K) Ph.No.2501236-38, Fax: 0194-2501145**

**E-mail:** [**purchaseclvh@gmail.com**](mailto:purchaseclvh@gmail.com)

##### Tender No. T-17/03

##### Dated: 29/03/2017

##### Due Date: 19/04/2017 upto (1500 hours)

##### Sub: Tender inviting quotations for Marble Cleaning/scrubbing Job at Centaur Lake View Hotel, Srinagar.

##### 

##### Hotel Corporation of India Limited, a wholly owned subsidiary of “Air India” invites sealed quotations in two envelope system from reputed service providers of Marble Cleaning Job Centaur Lake View Hotel, Srinagar offering best possible price. Offers made should be best/lowest rate as applicable to public sector, govt. companies or institutional users.

## 1. Tender details:

|  |  |  |
| --- | --- | --- |
| **1.1** | **Tender No.** | **T-17/03** |
| **1.2** | **Tender date.** | **29/03/2017** |
| **1.3** | **Tender Subject** | Marble Cleaning/scrubbing job at Centaur Lake View Hotel, Srinagar |
| **1.4** | **Last date/time of submission of tender** | **19/04/2017 by 1500 hrs.** |
| **1.5** | **Date/time of opening of technical bid** | **19/04/2017 at 1530 hrs.** |

## 2. Details of tender documents:

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars A** | **Annexure** |
| **2.1** | **General Terms & Conditions** | **I** |
| **2.2** | **Prequalification / Technical Evaluation Criteria** | **II** |
| **2.3** | Scope of Work / job/Services and General **Information.** | **III** |
| **2.4** | **Certificate for unconditional acceptance of all Terms &**  **Conditions, scope of work/job of the tender.** | **IV** |
| **2.5** | **Technical Bid Form- Part A.** | **V** |
| **2.6** | **Price Bid Form Part B** | **VI** |

**3. ESTIMATED TENDER VALUE: Rs. 13.77 LACS** (APPROX.) PER ANNUM.

**4. METHOD OF SUBMISSION OF QUOTATIONS IN TWO BID SYSTEM**

4.1 **ENVELOPE ONE** - **“Technical Bid - Part A”** shall contain the following:

(a) To be superscribed with: **ENVELOPE ONE:** – “**Technical Bid- Part A”** for **“Tender No. T-17/03, dated: 29/03/2017, Due Date: 19/04/2017. Name of the Tenderer / Co.** and address to be written at the bottom of envelope for identification.

(b) Duly filled in and completed “Technical Bid Form – Part A” **(Annexure – V)** together with the self attested photocopies of supporting document.

(c) **EMD by way of original Demand Draft/Pay Order or by Cash receipt (Cash deposited to HCIL before submission of tender) of Rs. 6,885/- EMD paid by way of Cheque or in any other form shall not be acceptable.**

**Page 2 of 2**

**4.2 ENVELOPE TWO: “Price Bid Form – Part B”: shall contain the following.**

(a) To be superscribed with ENVELOPE TWO - “Price Bid – Part B” **Tender** **No. Tender No. T-17/03, dated: 29/03/2017, Due Date: 19/04/2017 and** Address to be written at the bottom of envelope for identification.

(b) Duly filled & completed “Price Bid Form- Part B” **(Annexure VI)** and keep in your Second Envelope– Price Bid. The Price Bid must be signed by your authorized representative bearing Company Stamp.

**Note :** The tenderer(s) may use “HCIL” Tender Documents for applying to this tender and must put their Co’s Stamp on each page duly signed by the Authorized signatory of the Tenderer / Co. For submission of Price Bid, **Tenderer can** use their Company letter head for submission of Bid but in this case, it has to be typed in the manner / format shown in our “Price Bid Form- Part B”.

* 1. **ENVELOPE THREE (MASTER ENVELOPE):** The above two sealed / closed envelopes (Envelope One and Envelope Two) must be put in the “Third / Master Envelope” which should be superscribed with **“Quotation for Tender No. T-17/03, dated: 29/03/2017, Due Date: 19/04/2017 at 1500 hrs”**. Name of the tenderer / Co. and Address to be written at the bottom of envelope for identification. The tenders should be submitted at Centaur Hotel Tender Box at Security Department, at Centaur Lake View Hotel Srinagar on or before 1500 hrs. No bids will be entertained after the stipulated time.

The perspective Tenderers / bidders may send their offer in sealed/closed envelope through messenger or through courier services so as to reach us at above mentioned address on or before **19/04/2017 by 1500 hrs.**

The tender closes on **19/04/2017 at 1500 hrs.** The closing date may be extended at the sole discretion of ‘HCIL’.

The Technical Bids shall be opened on the due date/time of the tender.

Tenderers who wish to attend tender opening may do so OR send their representative with authorization letter on their Company’s letterhead signed by their authorized signatory which should be produced at the time of opening of tender at above address/time.

‘HCIL’ reserves the right to reject any tender in part or full or annul the tender process without assigning any reason.

The Commercial Bids of only technically suitable vendors will be opened thereafter and date/time will be advised to the qualifying vendors. No enquiries/correspondence shall be entertained in this regard.

**Sd/-**

**(Incharge Purchase)**

**Centaur Lake View Hotel, Srinagar**

**Annexure I**



**HOTEL CORPORATION OF INDIA LIMITED**.

**UNIT: CENTAUR LAKE VIEW HOTEL SRINAGAR (J&K)**

**General Terms and Conditions**

##### Tender No. T-17/03, dated: 29/03/2017, Due Date: 19/04/2017

##### Sub: Tender inviting quotations for Marble Cleaning Job,

##### at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K).

1. ‘HCIL’ means Hotel Corporation Of India Ltd.
2. The “Tenderer/Bidder” and / or “Party”, as used in the Tender document, shall mean the one who has signed the tender form and submitted the quotation in response to our tender.
3. It is further clarified that individual signing the tender or other documents in connection with the tender must certify whether he signs as:
4. A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
5. A partner of the firm if it is a partnership must have authority to refer to arbitration, disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the Partners.
6. Constituted attorney of the firm, if it is a Company.
7. Authorized signatory of the firm.

**4.** The tenderer must study the tender documents carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender documents with full understanding of its implications

**5.0. The following are to be noted:**

**5.1 In case the price bid and the technical bid are enclosed in the same envelope instead of in two separate sealed / closed envelopes, the tender will be rejected.**

5.2 On the date of opening of the tender only the technical bids would be opened, and the price bids would be kept in the custody of ‘HCIL’ in the same sealed/closed condition as received from the tenderer.

5.3 The price bids of only those tenderers, who qualify in the Technical Bid evaluation, would be opened, the date and time for which would be notified subsequently to the successful tenderers.

5.4 The tenderer should sign on all the pages of the technical bid and the price bid.

5.5 **The technical bid should not contain any indication of the price.**

5.6 In case, the price quoted is indicated in the technical bid, the quotation will be rejected without any reference to the tenderer. No correspondence will be entertained in this regard.

5.7 The price quoted should remain valid for acceptance of ‘HCIL’ for a minimum period of 120 days from the date of opening of the Technical bid.

5.8 The bids should be neatly filled / typed. Corrections, if any, should be duly authenticated **with full signatures** of the person signing the tender, failing which the tender is liable to be rejected.

5.9 ‘HCIL’ reserves the right to accept or reject any / all offers without assigning any reasons.

5.10 ‘HCIL’ reserves the right to award the contract to one or more tenderers.

5.11 In the event of default, ‘HCIL’ reserves the right to cancel the order and to claim damages from the successful tenderer, and also reserves the right to award the contract to another party at the cost and risk of the successful tenderer.

* 1. ‘HCIL’ is registered not with Sales Tax Authorities, hence ‘C’ form and ‘D’ form cannot be provided.
  2. If you are already on rate contract for providing this service with any unit of ‘HCIL’ / any other Govt. Department(s), the same should be clearly indicated and rates quoted by you to ‘HCIL’ should not be higher than the same.

**Annexure I**

**6.0 DEPOSITS:**

**6.1 Tender Fee:**

There is no Tender Fee for this tender. Tender documents can be obtained from the office of Asst. Manager, Purchase Section, Centaur Lake View Hotel Cheshmashahi Srinagar (J&K) on Free of Charge against a written request on the Letter head of the Tenderer/ Company/Firm.

**6.2**  **Earnest Money Deposit:**

1. The Tenderer will furnish along with Technical Bid, an **EMD of Rs. 6,885/-** in the form of DD/ Pay order only in favour of “Centaur Lake View Hotel Cheshmashahai Srinagar” payable at Srinagar Or deposit cash with Centaur Lake View Hotel Cheshmashahi Srinagar and shall enclose original Receipt issued by Centaur Lake View Hotel Cheshmashahai Srinagar with the tender. EMD in any other form shall not be acceptable.
2. The tenderers seeking exemption of EMD has to enclose valid certificate of single point programme registration with NSIC only. Parties Registered with SSIC are not eligible for EMD exemption.
3. "Tenders" - without EMD shall be summarily rejected.
4. No interest will be payable on EMD.
5. The EMD of unsuccessful Tenderers will be refunded in due course.
6. **Exemption from payment of EMD and Security Deposit (SD):** It may be noted that Exemption from payment of EMD and SD shall be available only to those SSI Units in India which are registered with the NSIC under its single point registration scheme up to the monetary limit as specified by the NSIC in their favour. The tenderer(s) are required to attach a self attested copy of the NSIC valid certificate granted by the NSIC in their favour wherein the specific production unit/item registered along with the monetary limit for which the SSIC unit has been covered. It may also be noted that this benefit would only be extended to those units which were registered with NSIC as on date of closing of the tender.
7. **Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, within 120 days, from opening of Technical Bid of the tender**.**
   1. **Security Deposit for Order completion / Performance Warranty:**
8. The successful Tenderers shall furnish Security Deposit towards performance of PO/services equal to **5% of the value of the PO** within 15 days of receipt of PO / Starting delivery of services/job. SD may be in the form of Bank Guarantee or Demand Draft only.
9. In case, SD is in the form of Bank Guarantee, the BG shall be valid for contract period plus 3 more months.
10. The cost of submission of the SD or BG would be borne by the successful bidder.
11. SD will not carry any interest.
12. SD will be refunded only on successful completion of contract period and all contractual obligations. In case, there is any lapse or unsatisfactory performance affecting the reputation of HCIL and / or affecting the regularity and efficiency of its service, the applicable penalties shall be deducted from SD.

**7. Payment:**

* 1. The normal terms of payment are 30 days credit from the date of receipt of material / bills.
  2. Deduction of Govt. taxes at source shall be done as per Govt. rules as applicable from time to time.
  3. No advance payment shall be made in any case. If advance payment is sought in the offer, the offer shall be loaded @12% per annum calculated on pro rata basis.

1. **Base for Quoted Price & validity :** 
   1. Your quotation must be valid for at least 120 days from the opening of Technical Bid for our consideration and acceptance.
   2. The agreed rates as mentioned in our PO shall remain fixed for a period of 12 months from the date of PO and no increase in price, due to whatsoever reason, will be allowed irrespective of the change in our requirement.

**Annexure I**

* 1. Further, no price increase will be accepted during the term of the contract, except on account of statutory taxes, if any, that may be imposed by the govt.
  2. The successful tenderer would pass on to ‘HCIL’, the benefit of reduction in statutory taxes / levies, if any, that may arise during the term of the contract.

**9. Validity of the contract/PO/Quantities:**

* 1. The validity of the PO/ contract would be **one year** from the date of Purchase Order.
  2. The PO/Contract will initially be for a period of one year for services / job mentioned, and can be extended further by one more year or for period / services / job / terms as mutually agreed upon.

10. **Exit Clause / Termination of Purchase Order (PO)/Contract:**

The Purchase Order may be terminated under the following circumstances:

10.1 ‘HCIL’ reserves the right to terminate the Contract / cancel the PO by giving one month written notice but without assigning any reason.

10.2 In the event of unsatisfactory performance in terms of quality/delivery of job etc, ’HCIL’ reserves the right to cancel the Contract / PO at a short notice and make alternative arrangement at the cost and risk of the service provider.

10.3 **If there is a change in ‘HCIL’ requirement, the PO shall be terminated with one months’ advance notice but without any liability on ‘HCIL’.**

11. **Rejection of Tender:** Bids may be rejected, based on any one of the following reasons: -

11.1 Receipt of offers by fax/email.

11.2 Receipt of offers in an unsealed/open envelope.

11.3 Receipt of offers in an unsigned form.

11.4 Tenders received without EMD (without valid proof of exemption) and receipt of EMD in any other form as mentioned in the tender.

* 1. Receipt of offers after the due date and time of the tender.
  2. Non compliance of Technical parameters.
  3. Non acceptance of General Terms and Conditions of the tender.
  4. In case the tender offer is conditional.

14. **Corrections / Over writings in bids:** wherever there is any cutting or overwriting in fulfilling of the tender-specifications/rates/terms & conditions etc, the authorized signatory of the bidder signing the tender documents, must sign in full at all these places where overwriting/cutting appears.

15. **Award of PO/Contract**: The purchase order / contract shall be awarded to the successful Bidder who had quoted L-1 Rates.

16. **Settlement of Disputes:**

16.1 **Arbitration:** - Any dispute or difference whatsoever arising between the parties out of or relating to the interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be referred to “PRINCIPAL DISTRICT JUDGE SRINAGAR” Govt. of J&K for settlement and the award made in pursuance thereof shall be binding on the parties.

16.2 **Jurisdiction:** Any dispute whatsoever shall be subject to within the jurisdiction of Srinagar (J&K) Courts only.

## \*\*\*\*\*\*\*\*\*\*\*

##### ANNEXURE – II



**HOTEL CORPORATION OF INDIA LTD**.

##### QUALIFICATION CRITERIA FOR BIDDERS

##### Tender No. T-17/03, dated: 29/03/2017, Due Date: 19/04/2017

##### Sub: Tender inviting quotations for Marble cleaning job,

##### at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K).

**AA:** **PREQUALIFICATION CRITERIA FOR BIDDERS:**  The prospective bidders / tenderers who fulfill the following pre-qualification requirements and provide information and supporting documents shall be eligible for the above tender:

1. The tenderer **must** be experienced Principle / service provider and will not sublet the contract of the services in part or whole and must have experience in **Marble Cleaning Job for last 2-3 years**. A list of clienteles along with PO/job order copies with satisfactory performance report may be enclosed in support of experience.
2. The tenderer **must** have Tin No., PAN /GIR No. Self Certified copy of each to be enclosed.
3. The tenderer must have an average turnover of **Rs. 4.60 Lacs per year for last 3 Financial**, copy of Bank Statements/certificate or Self Certified copy of ITR, Balance Sheet, Profit and loss account duly verified by Regd. Chartered Accountant to be enclosed in support with technical bid.
4. The tenderer **must** furnish **EMD of Rs. 6,885**/- by way of DD/Pay Order / Cash Receipt. DD/ Pay order has to be in favour of Centaur Lake View Hotel Chesmashahi Srinagar and Payable at Srinagar. In case, EMD is paid in cash, it must be paid to Centaur Lake View Hotel Chesmashahi Srinagar before submission of tender and original receipt to be enclosed with the tender.
5. EMD in any other form shall not be acceptable and non-compliance of this condition shall lead to rejection of tender. SSI units seeking exemption of EMD shall have to enclose valid certificate of Regn. With NSIC under their single point Regn. Program (Parties Regd. With SSIC are not eligible for EMD Rebate).
6. The tenderer **must** enclose self certified copies of all necessary documents with the Technical Bid Form-Part A.
7. The tenderer must also enclose signed copy of undertaking of General Terms & Conditions, work scope along with the Technical Bid Form –Part A, as proof of unconditional acceptance of specifications, Terms and Conditions of the Tender.
8. Copy of documentary proof as required above must be furnished along with technical bid and replies such as “Applied for “or “under process” shall not be acceptable. In such cases and in case of not furnishing required information and documents with the technical bid, the tender shall be rejected.

**BB: TECHNICAL EVALUATION CRITERIA:**

9.1 Technical bids of the responding tenderers shall be evaluated based on the parameters mentioned in the tender and based on the information and supporting documents submitted by the tenderers.

9.2 In case any of the terms have not been completed by the tenderer, their offer shall be technically rejected.

**CC: PRICE BID EVALUATION CRITERIA:**

10.1 Price Bids of only those tenderers who qualify in technical bid, shall be opened.

10.2 The price comparison shall be made in respect of technically qualified tenderers for the total cost as mentioned in financial bid form.

10.3 Based on above comparison, the lowest offer would qualify as successful bidder in this tender.

10.4 Though there is not general practice of HCIL to negotiate the rates, however if so felt ,HCIL may negotiate rates with the L1 bidder, therefore, prospective bidders are required to quote best rates in their own interests.

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**ANNEXURE –IV**



**HOTEL CORPORATION OF INDIA LTD,**

**UNIT:CENTAUR LAKE VIEW HOTEL SRINAGAR .**

**C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER (TO BE SUBMITTED WITH TECHNICAL BID- PART A) ON TENDERER’S LETTER HEAD)**

To,

The Dy. Manager – Purchase,

Purchase Section,

Hotel Corporation of India Ltd,

Centaur Lake Hotel,

Cheshmashahi-Srinagar,

**Dated: \_\_\_\_\_\_\_\_\_\_\_**

**Sir,**

**Sub: C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS, SPECIFICATIONS/SCOPE OF WORK/JOB OF THE TENDER No.** **T-17/03, Dated: 29/03/2017** **Due On: 19/04/2017** for **Marble cleaning job,** at Centaur Lake Hotel, Cheshmashahi-Srinagar (J&K).

* + 1. It is certified that we have studied and understood and hereby agree for the terms and conditions and specifications/ scope of work/job of the subject Tender issued by “HCIL” **for Marble Cleaning job** at Centaur Lake Hotel, Cheshmashahi-Srinagar (J&K).and hereby agree to abide by them. In token thereof I/we have signed below and at the end of schedule of quantities. I/we also understand that otherwise this Tender is liable to be rejected.
    2. I/we hereby confirm that only the relevant entries asked for have been made within the Tender documents issued to us. I/we also confirm that in the event of any entry in this Tender document, other than the relevant entry, shall make this Tender invalid.
    3. I/we hereby agree to comply with all the provisions of the applicable laws of J&K and other enactments and amendments made thereto, from time to time. I shall remain exclusively and solely liable for all obligations under all applicable laws such as The Contract Labour (Regulation & Abolition) Act, 1970. The payment of Wages Act 1936. The Workmen’s Compensation Act 1923. The Industrial Disputes Act 1947. The Minimum Wages Act 1948. The payment of Bonus Act 1965. The Employees Provident Funds & Miscellaneous Provisions Act 1952 and The Employees State Insurance Act 1948. The Fatal Accident Act, the Srinagar Shops & Establishment Act, any other rules/by laws that are prevalent or may be promulgated in this matter. I/we shall also be responsible to comply with all provisions of any other labour laws as or may be in force and applicable in J&K.
    4. I/we hereby declare that my/our firm is registered with the Sales Tax/Income Tax Departments for works contract tax/VAT/Service tax as applicable. All relevant copies of certificates are enclosed with tender technical bid.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co. Name & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**ANNEXURE- V**

**HOTEL CORPORATION OF INDIA LIMITED**

**UNIT: CENTAUR LAKE VIEW HOTEL SRINAGAR.**

#### TECHNICAL BID FORM – PART A

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of Contract | Marble Cleaning job at Centaur Lake View Hotel Srinagar | |
| 2 | Name of the Bidder / Co. |  | |
| 3 | Complete Address of the bidder/Co. |  | |
| 4 | Telephone No. / Mobile No. / Fax No.  /email ID |  | |
| 5 | Name of Contact Person & mobile. |  | |
| 6 | Status of the bidder: Whether principal/ authorized contractor/agent/service provider , Please attach documentary proof **(Must)** |  | |
| 7 | Whether copy of latest electricity bill of bidder / Co. enclosed as proof of 3 above. **(Must)** | Yes / No |  |
| 8 | Whether EMD of **Rs. 6,885/-** enclosed. Original DD/Cash receipt to be enclosed. **(Must)** | Yes/No | DD/Cash Receipt No. ……  Date…………………. |
| 9 | Whether EMD exemption sought, if yes, attach valid certificate granted by the NSIC. | Yes / No |  |
| 10 | Whether Tenderer is having 2-3 yrs experience in Marble cleaning job. **(Must). Note-** A list of clienteles along with PO/job order copies with satisfactory performance certificate of concerned customers to be enclosed in support of experience. | Yes / No |  |
| 11 | Whether having PAN/GIR regn No. A self attested copy to be enclosed. **(Must)** | Yes/No | Regn No……,  Date…. |
| 12 | Whether Tenderer is having an average turnover of **Rs. 4.60 Lacs per year for last 3 Fin yrs**,**(must)** copy of Bank Account Statement/certificate or Self Certified copy of ITR , Balance Sheet, Profit & loss account duly verified by Regd. Chartered Accountant to be enclosed in support for verification. | Yes/No | 2014-15: Rs………….  2015-16: Rs………….  2016-17 Rs………….. |
| 13 | Whether having Service Tax registration /Sales Tax / TIN Number / C.S.T; if applicable self attested copy to be enclosed**.** | Yes/No | Regn No………….,  Date………………. |
| 14 | Whether having Labour registration, self attested copy to be enclosed. **(Must)** | Yes/No |  |
| 15 | Whether Certificate for unconditional acceptance of all the terms and conditions, specifications/scope of work/job of the tender on the Bidder’s letter head enclosed as per format (Annexure-IV). **(Must)** | Yes/No |  |

#### TENDER NO. T-16/03 Dated: 29/03/2017 Due On: 19/04/2017

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**ANNEXURE- V**

|  |  |  |  |
| --- | --- | --- | --- |
| 16 | Whether details of applicable Taxes (Service etc.) & other statutory charges as per laws of land mentioned together with the rates quoted in price bid form. | Yes/No |  |
| 17 | Are you already doing business with HCI or any of HCI Units in your or under some other name? If so, what name? | Yes/No |  |
| 18 | Has your company been Black Listed by any agency of the Airport or else where. If yes, please give details. | Yes / No | If yes, details. ……………… |

**Undertakings: To be agreed & signed by the tenderer (S)**

1. It is confirmed that we have the capability & capacity to carry the job for which we have quoted rates in the Financial Bid Form – Part –B as per terms & conditions of the tender.
2. It is also confirmed that we have carefully gone through and have understood and hereby agree to abide by all the General Terms & Conditions and specifications / scope of work/ job governing the tender.
3. It is also confirmed that I am authorized to sign the tender documents and the information given is true and correct to the best of my knowledge and belief and nothing material is concealed.
4. It is also confirmed that the documents attached in support of the details filled in the Technical Bid Part – (A) above are correct.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co. Name & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\***

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**ANNEXURE -III**



**HOTEL CORPORATION OF INDIA LIMITED**

**UNIT: CENTAUR LAKE VIEW HOTEL SRINAGAR.**

**TENDER/ENQUIRY NO.T-17/03 DATED: 29/03/2017, Due Date: 19/04/2017**

**Scope of work / description of Marble Cleaning/Scrubbing Job:**

|  |  |
| --- | --- |
| **Sl no** | **Nature of Job** |
| **1** | Cleaning of Basement corridors including offices, Stores, Locker rooms, Telephone exchange, Receiving area, Main Staff Entrance area etc (on daily basis). |
| **2** | All staircases, floors and service side( on daily basis) |
| **3** | Floor bridges, lift side, panels of attic floor (thrice a week) |
| **4** | Lobby, Coffee Shop, Bar, Shopping Arcade, EDR, Sunburst, Porch (twice a week) |
| **5** | Four season corridor, marble side corridors (on daily basis) |
| **6** | Ground Floor, C/yard around the Wings ( twice a week) |
| **7** | Health club, Swimming Pool, Maids room, Side rooms of attic floor, Terrace, drains, AHU’s (twice a week) |
| **8** | Garbage area corridors ( daily basis) |
| **9** | Cleaning/sweeping of porch area, parking area ( on daily basis) |
| **10** | Cleaning/sweeping of Housing Colony ( one person) to be deputed on regular basis) |
| **B)** | **Manpower to be provided/ engaged:-** |
|  | 1. **Fifteen (15) persons: including 01 Supervisor, (02) Machine operator and 12 marble/sweeper crew (from April to September)** 2. **Thirteen (13) persons: including 01 Supervisor, (02) Machine operator and 10 marble/sweeper crew (from October to March)** |
| **C)** | **Equipments/detergents/cleaning Agents:-** |
| **1** | **At least two Heavy Duty Scrubbing/Polishing/Mopping Machines to be used for above said jobs, free from defects and should be in proper working conditions.** |
| **2** | **One Squeezing/Drying Machine in good working conditions.** |
| **3** | **Other necessary equipments required for mopping, scrubbing, sweeping, cleaning jobs.** |
| **4** | **Standard type of chemicals and detergents to be used for above job (like teapol, phenyl, mansion/Minolta Polish, Acid etc)** |

**Other Terms & conditions:**

1. Proper chemicals to be used for the above job.
2. The crew should be of professionals, who are required to have adequate knowledge & experience in doing the above job.
3. The safety of your staff will be contractor’s responsibility and hotel will have no liability.
4. The staff should be in proper uniform provided by the contractor.
5. Full bio-data of your recent staff, photographs to be submitted to the concerned Department for records.
6. Discretion in all matters lies with the CLVH Management and Management’s decision will be final and binding.
7. Any breakage during the course of cleaning will be contractor’s responsibility and free replacement of the same to be arranged by the contractor.
8. The party should have necessary expertise in the said field, and also the crew should be professional, who are required to have adequate knowledge and experience in doing the above mentioned jobs. They must be versed with the formulation of chemicals, detergents etc, used for the above mentioned purpose.

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**ANNEXURE -III**

1. The firm should be registered with Labors Department. The liability for staff on account of ESI, Provident Fund, Gratuity, and other legal commitments applicable as per the laws of land will be wholly responsibility of the contractor, for which the contractor has to furnish the requisite statutory information to our Personnel Department/Legal Cell as well as Accounts Department on monthly basis.
2. The equipment required for the cleaning out portion of the glasses of top floors, windows etc, will be provided by the contractor.
3. The requirement of manpower given above is the actual manpower requirements at present at CLVH Srinagar. Due notice will be given to you by CLVH Management of any change in these requirements.
4. Meals will not be provided to the contracted staff by the hotel. However, if on the request of contractor such facility is provided to the contractor’s staff on duty, charges for the same shall be deducted from the monthly bill of the contractor as per the rates applicable.
5. The weekly offs, holidays, leave etc, will be given by the contractor to his staff as per the applicable laws of the J&K State Government. However, on the day when any of your staff is not on duty due to any reason, the contractor will provide an appropriate and suitable substitute at no extra cost to us (Unit: CLVH,Srinagar).
6. The Supervisor must maintain proper record of work done on daily basis and it must be verified by the Incharge Housekeeping, CLVH Srinagar.
7. The contractor should be professional in the said field having adequate knowledge of glass cleaning procedures in Multi-storeyed Buildings where glass cleaning has to be executed externally with the help of proper equipment and machinery which the party should be in possession of.
8. **PENALTY**: In case successful party fails to carry the job specified here in above or will discontinue work due to any reason, penalty of **Rs.4000/-** per day will be imposed on the contractor and also management will be at liberty to engage any other reputed agency for the said job entirely at contractor’s cost & risk.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**ANNEXURE- VI**



**HOTEL CORPORATION OF INDIA LIMITED**

**UNIT: CENTAUR LAKE VIEW HOTEL SRINAGAR.**

#### PRICE BID FORM – PART B

## Tender No. : T-17/03, dated: 29/03/2017, Due Date: 19/04/2017

|  |  |  |
| --- | --- | --- |
| **ITEM** | | **Monthly rates including manpower, raw material and consumables for entire work as per scope of work** |
| **Rates for Marble Cleaning Job at Centaur Lake View Hotel Srinagar (J&K).**   1. **For 15 person manpower (01 Supervisor, 02 Machine operator and 12 marble/sweeper crew from April to September) ………..(06 months)** | | **Rate (RS.)……………………………… per month** |
| **Rates for Marble Cleaning Job at Centaur Lake View Hotel Srinagar (J&K).**   1. **For 13 person manpower (01 Supervisor, 02 Machine operator and 10 marble/sweeper crew from October to March)……...(06 months)** | | **Rate (RS.)…………………………….. per month** |
| **IMPORTANT NOTES :** | | |
| 3.1 | The rates quoted in the tender shall be inclusive of Government Taxes and levies, Capital Cost, cost of equipments, Manpower, cost of raw material / cleaning agents and detergents, Provision for Name Badges & Uniform including ID Cards and all statutory payments like ESI / PF etc applicable as per laws of land of J&K State. | |
| 4.1 | The tenderer(s) in its own interest has to ensure that the prices and other details are filled correctly and completely in the above format. Submission of incorrect or incomplete information, and / or submission of the above format with arithmetical errors in compilation of the data would be at the tenderer’s sole risk and the decision of HCIL in such cases would be final and binding. | |
| 4.2 | Conditional bids shall not be acceptable and shall be rejected out rightly. Please do not attach any other sheet to the “Price Bid-Part B”. | |
| 4.3 | **L-1 CRITERIA :**  L-1 Bidder shall be decided based on the L-1 rates as quoted above based on total landed cost to HCIL. | |
| 4.4 | The above mentioned services / quantities are indicative only and are subject to increase/decrease depending upon the operational requirements prevailing from time to time. | |

**CERTIFICATION**

Certified that:

a)          There are no hidden costs to Hotel Corporation of India Limited over and above that indicated above.

**COMPANY SEAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESIGNATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOBILE NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**