



TENDER DOCUMENT

**TENDER NOTICE FOR PROVIDING SERVICES FOR
OLD AND NEW GUEST HOUSE AT NATIONAL INSTITUTE OF
TECHNOLOGY DURGAPUR (NITD), DURGAPUR - 713209**

WEST BENGAL, INDIA

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NOTICE INVITING TENDER / TENDER DETAILS

NOTICE INVITING TENDER NO.: NIT/GUESTHOUSE/2020-2021/01	Date: 09/09/2020
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Service	Providing Service at Old Guest House and New Guest House of NIT Durgapur
Earnest Money Deposit to be submitted	INR 10,000.00
Performance security	The successful bidder must submit before release of payment a valid bank guarantee from any nationalized bank amounting to 10 % (may be altered if required) of the order value towards Performance Security during the service delivery period.

Sealed tenders are invited from reputed and capable organisations /companies / trust / societies / consortium / firms engaged in hospitality services for operation of Old and New Guest House of the Institute on contract basis for a period of one (01) year in Public / Private Participation mode. Depending upon the performance, the management of NIT Durgapur may accept the offer of renewal of the contract for a further period as may be mutually agreed upon. Relevant documents consisting of the general tender document and scope of work can be downloaded from Institute website (www.nitdgp.ac.in) or may be purchased from the Institute Cash Section between 10:00 am and 1:00 pm of any working day. The parties download the documents from the Institute website will have to deposit the cost of tender documents in the form of a separate demand draft along with the tender. The Institute reserves the right to issue tender paper and reject any or all of the tenders without assigning any reason thereof. If the last date of sale of Tender Document or Tender Opening coincides with a holiday or an unforeseen situation the same will be deferred to the next working day. Hard copies of Tender papers can be obtained against proper application along with relevant documents from Institute Cash Counter on payment of cost of tender document.

SCHEDULE

Name of Organization	National Institute of Technology Durgapur
Tender Number:	NIT/GUESTHOUSE/2020-2021/01
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Service
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Tender Documents	Tender Documents can be downloaded from The website www.nitdgp.ac.in
Date of Issue/Publishing	09/09/2020
Document Download/Sale Start Date	09/09/2020
Bid Submission Start Date	09/09/2020
Document Download/Sale End Date	08/10/2020, Time: 12:00 Hrs.
Last Date and Time for Bid Submission	08/10/2020, Time: 14:00 Hrs.
Date and Time of Opening of Bids	09/10/2020, Time: 16:00Hrs.
Tender Fee	N/A
EMD	Earnest money of Rs.10000.00 (Rupees Ten thousand only) to be deposited through Demand Draft mode.
SECURITY DEPOSIT	Rs.: 2,00,000.0 (Rupees two lakhs only)
CONTRACT/AGREEMENT PERIOD	01 YEAR
No. of Covers (1/2/3/4)	02 (Technical Documents Cover) (Financial Cover)
Bid Validity days (180/120/90/60/30)	120 days (From date of opening of price bid)
Address for Communication	Joint Registrar (Establishment) National Institute of Technology, Durgapur Durgapur-713209, West Bengal.
Contact No.	9434788157
Email Address	drest@admin.nitdgp.ac.in

Validity of quotation required : 120 days from the date of opening of price bid.

Payment : On consumption basis.

Place of Work : NIT Durgapur

COMMERCIAL TERMS & CONDITIONS

1. **Name of Work:** Service Providing at Old and New Guest Houses of NIT Durgapur
2. **Earnest Money:** Rs. 10,000 (Rupees ten thousand only) to be deposited as interest free Earnest Money along with the Tender Paper only in the form of demand draft drawn on any Nationalised Bank having its branch at Durgapur. Earnest Money deposited in any other manner and or form will not be accepted and the tender will be rejected. If the lowest successful bidder does not accept the Letter of Intent (LOI) the Earnest Money will be forfeited automatically.
3. **Security Deposit:** Rs. 2,00,000 (Rupees two lakh only) to be deposited within three (03) days from the date of receipt of Letter of Intent (LOI). Security Deposit is refundable without interest on termination of agreement within ninety days from the date of termination / expiry after deducting all dues against the agreement. Money receipt relating to security deposit is to be produced by the selected service provider well in advance before making the agreement.
4. **Duration of agreement: One (01) year** initially, which may be extended for another twelve months, on the sole discretion of the Direction, NITD, based on satisfactory performance with 10% increase in amount of service charge for the extended period. If extension is granted the rate of food items may be revised as per variation of consumer price indices (CPI), published by the Ministry of Statistics and Programme Implementation, Govt. Of India.
5. **Validity of Tender: One hundred twenty (120) days** from the date of opening of the tender. EMD will stand forfeited if the bidder backs out within the validity period of **One hundred twenty (120) days**.
6. **Eligibility:** **a)** Minimum five (05) years of relevant experience for operation and maintenance of reputed Hotels / Guest Houses / Rest Rooms (preferably in the Government / Public Sector / Railways / Tourist Departments).
b) The Firm must be enrolled with MSME/ NSIC.
c) The Firm shall be registered / incorporated in India and having average annual turnover of not less than **70 Lakhs** for last three (03) Financial Years. Audited Balance sheet may be attached as proof.
d) Firm must comply with CoVID-19 protocols of Govt. of India.
7. **Termination:** The Director of NIT Durgapur reserves the sole right to terminate the agreement at any time without assigning any reason with minimum 24 hours' notice period.
8. The Director, NITD reserves the right not to accept the lowest or any other tender without showing any reason.
9. **Registration certificate of MSMEs/ NSIC, Trade Licence, Labour Licence, Food Licence, FSSAI Licence, Fire Licence and Income Tax, Sales Tax, VAT, Service Tax Reg., etc.** certificates are to be submitted along with the Tender Documents.
10. Tender should be free from correction(s) and erasures. Corrections or over writings, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
11. The Institute shall hand over the Old and New Guest House, Kitchen, Dining and all the guest rooms with electrical and plumbing fittings along with all the utensils, kitchen appliances, furniture, refrigerators, tea makers, room air conditioners, and gymnasium. etc. to the service provider. If any loss/damage is incurred during the tenure of the agreement to the movable /immovable properties of the Institute, the cost of the same is to be borne by the service provider.
12. Service provider shall not make any alteration to the electrical, plumbing fittings and the building of the Institute.

13. Service provider shall regularly upkeep the guest house rooms, toilets, kitchen corridor, lobbies and other areas including cleaning of linen etc, in each room and provide soap (small), toilet materials, mosquito repellent and supply cleaning materials, etc as and when required. Regular room service to be done when rooms are under occupation by guests.
14. Service provider shall maintain the neatness, cleanliness and hygienic condition of the guest house premises.
15. Service provider shall provide the security to the guest house and any other functions as may be felt necessary.
16. Service provider shall collect the application forms for accommodation of rooms to guests every working day morning and will seek permission from the Joint Registrar (Establishment)/ Officer In-Charge of Guest House for allotment of the rooms. No room shall be allotted without prior permission of Joint Registrar (Establishment)/ Officer In-Charge of Guest House.
17. Service provider shall maintain the Guest House Register, collect room rents and deposit it with the Cash Section of NIT Durgapur every week with the endorsement of the Joint Registrar (Establishment)/ Officer In-Charge of Guest House.
18. Service provider shall make arrangements to serve meals both vegetarian and non-vegetarian, offering a multi-cuisine choice for the guests, including Indian (especially North Indian and South Indian dishes and other regional dishes), Chinese, Thai and Tibetan and Continental menu.
19. Service provider shall provide kitchen and dining room services for bed tea, breakfast, lunch, tea, snacks and dinner, etc. at rates fixed by the Institute to the guests staying in the guest house or to the guests visiting NIT Durgapur as requisitioned by the Joint Registrar (Establishment)/ Officer In-Charge of Guest House as and when required, at the rates agreed upon by both the service provider and the Institute. At no point of time the service provider shall charge beyond the approved rate from any guest for any item.
20. Institute shall provide non-subsidised LPG connection to the kitchen and the service provider shall bear the expenses for LPG refilling as and when needed. Service provider shall not use any electrical heater for the cooking purpose in the kitchen.
21. The service provider shall be solely responsible for any claim whatsoever by any of its employees relating to workmen's compensation, PF, ESI, Gratuity or any other statutory or contractual payment or any violation of provisions of any law or agreement during the periods of agreement or at any other subsequent date.
22. Service provider shall keep the guest house, kitchen and dining hall services functional round the clock or on all seven days of the week, maintaining the minimum staff strength as stated below.
 - a. **One care taker** – Highly Skilled Staff, should be Diploma / certificate holder in Hospitality Management. Minimum experience of five (05) years in the similar capacity in Army / Navy / Air Force / Paramilitary forces i.e. as Mess Havildar, Quarter Master Duties or Catering Assistant will be preferred. Should be able to handle computerised booking/billing system.
 - b. **Three cooks**- Skilled. Diploma / Certificate holder in Hotel Management preferred. Minimum five (05) years' experience of working in any reputed Organisation/ Defence Services as cook.
 - c. **Six service personnel** – Semi Skilled. Diploma/Certificate holder in Hotel/Hospitality management from any recognised Institute. Minimum three years (03) experience of working in any reputed organisation/ Defence Services.
 - d. **Two washers-up** – Semi – Skilled. Diploma /Certificate holder in Health and Hygiene services will be preferred. Minimum three (03) years' experience of working in any reputed organisation/Defence Services is equivalent grade/ cadre will be preferred.

- e. **Four Sweeping and cleaning Personnel** – Semi-Skilled. Minimum 8th standard pass and should have working knowledge in Health and Hygiene. Working experience in any reputed organisation/Defence Services for two (02) years.

All the above staffs must have knowledge and understanding of CoVID-19 Protocols of Govt. of India. All the above staffs of the Service provider may have to undergo Written Test/Viva/Interview or all before their deployment by the Joint Registrar (Establishment)/ Officer-in-charge of Guest House. In case of requirement of additional manpower, the same will be intimated.

23. Service provider shall not use any fittings, furniture and building for any purpose other than those stated above. Service provider shall have to pay the electricity charges as per actual consumption (at prevailing rate of Institute) for Store Room and for the accommodation of personnel hired by the service provider.
24. Service provider will provide the uniforms to the employees recruited by him including head dresses, shoes, apron and gloves.
25. Any representative(s) of the Director /Registrar/ Joint Registrar (Establishment)/Officer In-charge of Guest House of Institute shall have the power to inspect the guest house and its services at any reasonable time.
26. The submission of the tender by a bidder implies that he has read the entire tender document and has made himself aware of the site conditions, scope and specification of work to be performed and of the local conditions and other factors which have a bearing on the execution of work. The Institute, therefore, after acceptance of bids shall not pay any extra charges for any reason whatsoever in case the service provider is found later on to have misjudged the tender specifications, requirements and site conditions.
27. The service provider shall not, otherwise, in accordance with the Statutes, ordinances and Government Regulations or Orders for the time being in force, import, sell, give, barter or otherwise dispose of any alcoholic liquor, intoxicants, narcotics or permit or suffer any such importation, sale, gift, barter or disposal by his sub-contractors, agents or employees.
28. The service provider shall not give, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or offer the same as aforesaid.
29. Agreement for offer of engagement to be made between the Institute and the selected party on Rs. 100.00 (Rupees hundred only) Non-Judicial Stamp Paper.
30. The agreement will automatically terminate on expiry of the period of agreement and the service provider will hand over the guest house with all the materials to the Institute Authority immediately in the similar condition in which they had accepted the same.
31. All disputes are to be settled within the jurisdiction of Durgapur Court only.
32. Performa of agreement is attached.

Registrar, NIT Durgapur

Signature of Service Provider

SUBMISSION OF PROPOSAL

The following documents and information shall be submitted together with the tender document: Brief description of the Company/ Organisation, including a structure and number of employees,

- i. Name of the Firm and Complete address including branches, if any,
- ii. The status of the Firm: Proprietor, / Partnership /Regd. Company / Co-operative Society.
- iii. **List of Government Organizations for whom the Bidder has undertaken such Services during last five years (must be supported with work orders),(ANNEXURE III)**
- iv. PAN / Income Tax Details, Service Tax Registration No., Financial Status including Income Statement, Balance Sheet, Annual Turnover for the last three (3) years,
- v. Copy of MSME/ NSIC registration certificate, ESI, EPF, Service Tax, VAT Registration Certificate, details of Trade Licence or any other relevant document for the said job.
- vi. List of the Permanent employees with qualification and experiences written by the Firm as resource person,
- vii. Charges of providing service to the Guest House to be quoted on Monthly basis. Specimen format attached (Annexure-2).
- viii. The rate should explicitly indicate the amount is including / excluding of all applicable taxes and charges. Service Tax should be reflected separately.

Interested bidders may also visit the NIT Durgapur Campus (Old and New Guest House) at their own cost before submitting their bids, if necessary.

Organisation Name:

(SIGNATURE)

(Authorised signatory with organisation seal)

PROFORMA OF AGREEMENT

Agreement for the service provided to the Guest House of National Institute of Technology Durgapur.
Agreement made on between NIT Durgapur and M/s
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WHEREAS Proprietor of
hereinafter referred to as the Service Provider (SP) have submitted the tender to the National Institute of
Technology Durgapur hereinafter referred as the Institute, for providing the services to the Old and New
Guest House of National Institute of Technology Durgapur, for a period of one () year commencing
from20.....

WHEREAS the National Institute of Technology, Durgapur has agreed to grant the agreement to foresaid
as per letter of internet No., dated And WHEREAS the
service provider and the Institute have agreed to execute this agreement.

We agree that :-

1. We will be providing services to the Institute guest house for a period of one (1) year with effect
from, on the terms and conditions stated herein.
2. The service provider will make cumulative security deposits of Rs. 200,000.00 (Rupees Two Lakhs
only) to the Institute which is refundable on the termination of the agreement free of interest after
recovery of all dues payable by the service provider to the Institute. This security deposit has been
deposited to the Cash Section of the Institute vide money receipt no dated
.....
3. The service provider will quote the charges of providing service to the Old and New Guest House
of Rs.(Rupees) only per month if bill and
relevant documents are in order, which will be paid by the Institute before 21st day of following
month.
4. The service provider shall enclose Certificate of registration for MSME/NSIC, Trade Licence,
Labour Licence, Fire Licence, Food Licence, FSSAI Licence, IT, VAT, Sales Tax and Service Tax
registration certificates before signing the agreement.
5. The service rendered to the Old and New Guest House by the service provider shall remain functional
round the clock on all the seven days of the week.
6. The service provider will provide the kitchen and dining room services for breakfast, lunch, tea,
snacks and dinner etc. along with the room services for bed tea, at the stipulated in the Tender
document. The rates of the foresaid items are applicable during the entire contract period
commencing from If the contract period is extended beyond initial twelve
months for any reason whatsoever, the service provider will provide the service at 10% increase in
contract value for the service. However, for food items the rates will be worked out as per variation
in consumer price indices (CPI) as published by Ministry of Statistics and Programme
Implementation, Govt. of India.
7. The service providers shall regularly upkeep the guest rooms, dining hall, corridor, lobbies, toilets,
kitchen and garden area and also supply the cleaning materials. The service provider shall clean the
linen, bed sheets; towels etc. regularly in the guest room, provide soap (small), toilet, and mosquito
repellents etc. as and when required, also provide regular room service when under occupation by
the guests.

8. The service provider (on a board written using paint) will display the approved list of item rates in the dining hall of the Guest House.
9. The service provider will ensure that no stale food, snacks etc. are served in the Guest House. If identified, a spot fine of Rs. 5000.00 (Rupees five thousand only) will be charged on the service provider on every occasion.
10. The Service provider will not make any sale on credit and the Institute will not be responsible for collection of any dues on behalf of the service provider.
11. The behaviour of the service provider and its employees will be polite and exemplary towards the guests and members of the Institute. The service provider and its men will not indulge in any kind of immoral activity directly or indirectly, and defaulters will attract penalty up to Rs. 5000.00 (Rupees Five thousand only) in every such occasion, which may lead to the termination of the contract.
12. Without taking prior written approval from the Institute, the service provider can neither sale or serve, nor can he permit anyone else to sale or serve liquor, intoxication preparations, Narcotics, etc. in the guest house. For every breach of this clause a fine up to Rs. 10000.00 (Rupees ten thousand only) may be imposed by the Institute on the service provider and the service provider will deposit it within 24 hours to the Institute.
13. The service provider shall make arrangement to serve meals both vegetarians and Non- vegetarian dishes, offering Indian (especially North Indian /South Indian / Regional food dishes), Chinese, Thai, Tibetan and Continental menu.
14. The service provider will not put hindrance to the Director /Director's Authorised representative / Professor-In –Charge of the Guest House / Joint Registrar (Establishment) / Officer In- Charge of Guest House from inspecting the Guest House in any reasonable hours and the service provider shall undertake to implement their direction within the ambit of the Tender Document and its agreement.
15. Service Provider shall collect the application forms for accommodation of rooms to guests on every day morning and will seek advice from the Joint Registrar (Establishment)/Officer In - Charge of Guest House for allotment of rooms. For Institute Guests, the requisition will be sent to Joint Registrar (Establishment)/Officer In – Charge of Guest House directly by the concerned employees of the Institute.
16. The service provider shall not rent out rooms to any person on its own, without permission or prior approval of the Joint Registrar (Establishment)/Officer- in- Charge of the Guest House. Such offence may attract a penalty up to Rs. 10000/- (Rupees ten thousand only) in each case.
17. The Service provider shall maintain the Guest House Register, collect room rents and other maintenance from 9 am and 6 pm and 6 pm to 9 am, will be executed as per instructions by Joint Registrar (Establishment)/Officer In- Charge of Guest House and cash will be deposited only by the Service Provider in the cash section of NIT Durgapur within seven (07) days through proper channel. The service provider will not ask for any rent from the Institute Guests.
18. Service Provider undertakes to maintain the good, clean and hygienic condition of the Guest House building and its premises and dispose all the refuses at marked location only at his own cost. The service provider will be responsible for safety, security of all movable and immovable properties of Guest House which are duly handed over to him.

19. The Institute shall have the power to extend the agreement period of another terms of twelve months based on satisfactory services rendered by the service provider, and on such occasion, the Institute will agree to increase the service charge by 10% . The rates of food items during the extended period will be worked out (see Para ---6). The extension, however, cannot be a right of the service provider and should be under the sole discretion of the Institute.
20. The Institute provides the service provider the dining hall and kitchen at the Institute Guest House building with initial electrical and plumbing fittings along with furniture. Kitchen appliances, refrigerators, tea makers, room air conditioners, crockery, micro-ovens, TVs, and electronic goods, etc. as given during agreement in a provisional list of Annexure-II (Which will be physically verified and handed over to the service provider during commencement of the service). It is being agreed that all repairs and replacements of the above to make any loss or damage are to be made by the service provider at his own cost, and the service provider will as and when agreement is vacated or terminated, hand over to the Institute with electrical, plumbing fittings, furniture, kitchen appliances, crockery, micro ovens, TVs and electronic goods etc. in the same condition in which they were issued to the service provider except normal wear and tear. The service provider will be subjected to the same discipline as is applicable to the residents of the Institute Campus.
21. The service provider will abide by any other terms and conditions which the Institute and / or the Guest House committee on its behalf may impose from time to time.
22. In the event of violation of the conditions of this agreement the service provider will vacate the Guest House premises forthwith and the service provider will not have any claim in respect of the unexpired period of the agreement and security deposit.
23. If the service provider keeps the Guest House closed more than two (02) days continuously without providing Guest House Services to the Institute, the Institute shall have the right to take possession of the Guest House building and to assign the task of the Guest House service to another agency, so that the same guest house service can re-start. Even the Institute shall have the right to break or open the lock / locks to take possessions of the guest house building as deemed fit by the Institute.
24. The service provider shall keep the guest house kitchen and dining hall services functional round the clock on all the seven days of the week, maintaining the following staff strengths (as minimum). Service Provider must provide particulars of the persons engaged. They are to be provided with Identity Card by the Service Provider.
 - a. **One care taker**---Highly Skilled Staff, should be Diploma / certificate holder in Hospitality Management. Minimum experience of five (05) years in the similar capacity in Army /Navy / Air Force / Paramilitary forces i.e. as Mess Havildar, Quarter Master Duties or Catering Assistant will be preferred. Should be able to handle computerised booking /billing system.
 - b. **Three cook**---Skilled. Diploma /Certificate holder in Hotel Management preferred. Minimum five (05) years' experience of working in any reputed organisation /Defence Services as Cook.
 - c. **Six service Personnel**---- Semi skilled. Diploma /Certificate holder in Hotel/ Hospitality Management from any recognised Institute. Minimum three years (03) experience of working in any reputed organisation / Defence Services.
 - d. **Two washer –up** – Semi- Skilled. Diploma / Certificate holder in Health and Hygiene services. Minimum three (03) years' experience of working in any reputed organisation / Defence Services in equivalent grade/ cadre will be preferred.
 - e. **Four Sweeping and cleaning Personnel**----Semi-Skilled. Minimum 8th standard pass and should have working knowledge in Health and Hygiene. Working experience in any reputed organisation /Defence Services for two (02) years.
25. In the event of death of the service provider the agreement will stand automatically terminated with immediate effect and the Institute will take possession of the guest house building forthwith.

26. On the expiry of the agreement, the service provider will vacate the guest house building and hand it over to the Institute with all its assets (clause 19), electrical and plumbing fittings and furniture to the Institute within 24 hours of expiry of the agreement period.
27. In the matter of any interpretation and /or dispute in respect of this agreement the decision of the Director will be final and will be binding on the service provider.
28. The service provider shall not, otherwise, in accordance with the statutes, ordinances and Government Regulations or Orders for the time being in force, impact, sell, give, barter or otherwise dispose of any such importation, sale gift. Barter. Or disposal by his sub-contractors, agents or employees.
29. The service provider shall not give, barter or otherwise of any person or persons, any arms, or ammunition of any kind of permit or offers the same as aforesaid.
30. In regard to extension of time of the agreement the Institute will have sole discretionary power.
31. Under normal situations thirty (30) days 'notice period is to be served by either party for termination of contract. However, The Institute reserves the right to terminate agreement within 24 hours without assigning any reason to the service provider as and when it deems fit.
32. The Tender Document is a part of this agreement.
33. All the disputes will be settled within the Jurisdiction of Hon'ble Durgapur Court only.

IN WITNESS WHEREOF BOTH THE PARTIES set their respective hands in presence of the witness on the date month and year as given above

Place: National Institute of Technology, Durgapur, M. G. Avenue, Durgapur, India

**Registrar,
NIT Durgapur**

Signature of Service Provider

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Accepted on behalf of the Board of Governors, Accepting the Terms & Conditions National Institute of Technology Durgapur Society mentioned in Tender Document, LOI & Agreement

Witness:

1.

2.

3.

Witness:

1.

2.

3.

Annexure- I

(Menu Rates)

ITEM (Breakfast):

1. Bread Toast 4 pcs (butter /jam). Egg 1 pc (boiled /omelette) with tea : Rs. 50.00
2. Bread Toast 4 pcs. (butter /jam), Corn flakes with milk with tea : Rs. 50.00
3. Roti 4 pcs. With sobji and 1 pc sweet with tea : Rs. 50.00
4. Stuffed Paratha 2 pcs. With raita /curd /sweet (1 pc.) with tea : Rs. 50.00
5. Plain Paratha 3 pcs. With sabjhi, 1 pc banana with tea : Rs. 50.00
6. Puri 6 pcs, sabji, pickle, banana with tea (proposed) : Rs. 50.00
7. Idly 4 pcs (50 gm each) with sambar, tea (proposed) : Rs. 55.00
8. Boda 4 pcs. (50 gm each) with sambar with tea (proposed) : Rs. 55.00

LUNCH /DINNER:

1. Basmati rice /roti, dal (moog /musur/chana), veg fry, veg curry (Seasonal), curd (100 gm), salad, papad, pickle, sweets (2 pcs.) : Rs. 85.00
2. Basmati rice /roti, dal (moog/musur/chana), veg fry, veg curry (Seasonal), salad, papad, pickle, sweets (2 pcs.), Egg Curry (2 pcs.) : Rs. 100
3. Basmati rice /roti, dal (moog/musur/chana), veg fry, veg curry (Seasonal), curd (100 gm.) salad, papad, pickle, sweets (2 pcs.), Fish Curry (100 gm.)/ paneer butter masala : Rs. 110
4. Basmati rice /roti, dal (moog/musur/chana), veg fry, veg curry (Seasonal), curd (100 gm.) salad, papad, pickle, sweets (2 pcs.), chicken Curry (100 gm.)/ paneer butter masala : Rs. 120
5. Fried Rice/ Jeera Rice / Pulao and Roti, channa dal / arhar dal fry, Veg cutlet / veg soup, veg Manchurian / Gobi Manchurian, chilli Chicken/ Chilli fish, salad, papad, pickle, curd, sweet (2 pcs) : Rs. 120

Individual rates to be paid extra:

1. Tea per cup : Rs. 6.00
2. Coffee (spl) per cup : Rs. 8.00
3. Veg Pakora 1 plate (6 pcs) : Rs. 27.00
4. Finger Chips 1 plate 150 gms. : Rs. 20.00
5. Chicken Pakora 1 plate (8 pcs.) : Rs. 60.00
6. Fish Finger 4 pcs. : Rs. 50.00
7. Fish cutlet 1 pc : Rs. 50.00
8. Paneer pakora 1 plate (6 pcs.)/ paneer finger : Rs. 40.00
9. Fish Fry 1 pc : Rs. 40.00
10. Banana (per piece) : Rs. 3.50
11. Bisleri /Kinley/ Aquafina Mineral Water Bottle (1 Ltr.): Rs. 18.00/MRP/Whichever is higher

Note

*For **Institute Guests**, the food bills will be signed by the guests /who has requisitioned accommodation & food. Same should be countersigned by Joint Registrar (Establishment)/ Officer In – Charge of the Guest House. For **General Guests**, the service provider shall ensure that the signature of the guests is obtained on the food bills before their departure.

Above mentioned rates are for **general items**. For **Special meals and dishes** organisers may negotiate with the service provider in conjunction with Officer In –charge of Guest House.

***Payment Terms:** The contractor shall submit bills after completion of every calendar month and normally payment will be released within 21 working days from the date of submission of bill if the bill is complete and correct in all respects. The monthly bills submitted by the contractor shall only be for actual salary and other benefits paid by the contractor for the number of employees deployed as per contract with NITD. If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between NITD and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties including a penal interest to NITD. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to NITD with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.

***Leave Salary and Bonus:** The leave salary and bonus shall be claimed by the contractor as and when these are paid by the contractor to its employees and the same will be reimbursed by the Centre on submission of proof for having paid. Leave salary is payable only if substitute is appointed in place of contract Employee on leave subject to the condition that the contractor maintains 90% attendance per shift of duty

***Breakage & Replacement:** All damages/breakage to the equipment/inventory in the custody of the contractor, if caused due to negligence of the contractor's employee, the cost or repair/replacement of the equipment will be borne by the Contractor.

Replacement of articles (viz. linens, crockery, cutlery, consumables items/inventory etc.), which have been lost will be done after proper assessment by the competent authority and as per decision/mutual discussion and shall be borne by the contractor.

C	Service Boy-06 nos. (Semi-skilled)											
D	Washer- up 02 nos.. (Semi-skilled)											
E	Sweeping and cleaning Personnel- 04 nos. (Semi-skilled)											

- Service Charge (Col No. 10) should be calculated as a percentage on Minimum Wages mentioned in Col. 2
- In all cases the prevailing amount & percentages as applicable on the last date of submission of bids.
- Taxes if any should be mentioned separately.

LIST OF GOVT. ORGANIZATION/DEPTT

List of Government Organizations for whom the Bidder has undertaken such Services during last five years (must be supported with work orders)			
Sl. No.	Name of the organization with address	Name of Contact Person	Contact No.

Name:

Designation:

Organization Name:

Contact No. :

E-mail Id:

Signature of Bidder with date