



## பாரதமிசூமின் நிறுவனம்

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking

BOILER AUXILIARIES PLANT

Indira Gandhi Industrial Complex

RANIPET – 632 406

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### **NOTICE INVITING TENDER FOR OUTSOURCING OF HOUSEKEEPING & CATERING SERVICES AT BHEL/BAP GUEST HOUSE RANIPET**

Tender Notice No.	BHEL/BAP/HR/GH:2015 dt: 27.03.2015
Brief Scope of work	The Company is desirous of engaging an agency in maintain/managing (Labour, Material & Service) its Guest House at Ranipet. The Guest House should be managed on round-the-clock basis for a period of two years.
Nature of Tender	Two Part. Part 'A' to contain Pre-qualification bid & Scope of work , terms and conditions etc., and Part 'B' to contain Price bid.
Period of Lease	Two Years
Last Date & Time for submission of Tender	18.04.2015 14:00 hrs
Date & Time and Venue of Tender Opening	18.04.2015 14:30 hrs HRM Conference Hall, BAP, BHEL, Ranipet. Tenderers who wish present themselves or their representative are permitted to attend tender opening on submission of authorization letter in their company letterhead.
The document contains:	<b>Part –A - From 1 to 24 pages and comprise the following</b> Scope, Pre Qualification criteria (PQR), Technical criteria, Terms and conditions, evaluation criteria, Annexures I , II and III <b>Part –B - Price bid - Pages 25 – 27 and comprise the following</b> Price Bid, Annexure IV and V.
Tender shall be addressed to	Sr.Manager /HR-GAX Bharat Heavy Electricals Limited Indira Gandhi Industrial Complex, Ranipet – 632406 Vellore Dist. Tamil Nadu Ph : 04172-284022/2421118
EMD	Rs.1,50,000/- ( One Lakh and Fifty Thousand Only)
Security Deposit	Applicable and details furnished in point 4 of the NIT

**TENDER FOR**  
**OUTSOURCING OF SERVICES FOR MAINTAINING**  
**BHEL GUEST HOUSE, RANIPET**

**TENDER DOCUMENT**

**1.Scope of Work:**

The Company is desirous of engaging an agency in maintain/managing (Labour, Material & Service) its Guest House at Ranipet. The Guest House should be managed on round-the-clock basis for a period of two years. The detailed scope of work, facilities provided by BHEL, terms and conditions etc., pertaining to this tender are furnished in the NIT under relevant heads.

**2. Pre-Qualification Criteria:**

- 2.1 The agency should be a well established organization.
- 2.2 The agency shall have annual average turnover of Rs. 15 lakhs for the past three preceding financial years .
- 2.3 The agency should have experience in maintaining Guest Houses, (Labour, Material & Service) and should have completed any one of the criteria of similar works listed below after 01/03/2008. Definition of similar work is Managing Guest Houses which include labour, material and services.
- 2.3.a. Should have completed three similar works each costing not less than the amount of Rs. 40 lakhs.
- OR**
- 2.3.b. Should have completed two similar works each costing not less than the amount of Rs. 50 lakhs
- OR**
- 2.3.c. Should have completed one similar work costing not less than the amount of Rs. 80 lakhs

Self attested copies of the agreements/work orders along with performance certificate from the respective clients in their letter head for having successfully completed the work(s) as mentioned above. The performance certificate shall have Name of Contact Person and Phone numbers.

- 2.4 Income Tax Return copy / Assessment Order & copy of audited P&L Account and balance sheet for the past three preceding financial years duly certified a Chartered Accountant in original shall be submitted .
- 2.5 Copy of PAN card (Self attested).

All the documentary evidences as stated above shall be submitted along with the Part-A of tender documents, without which the tender is liable for rejection.

**3.EARNEST MONEY DEPOSIT:**

The quotation must be submitted together with a Demand Draft payable in favour of Bharat Heavy Electricals Ltd., Ranipet-632406 on any scheduled Bank for Rs. 1,50,000/ (One Lakh and Fifty thousand only) towards Earnest Money Deposit (EMD ).

The tenderer is not entitled for any interest on the deposit or any right for award of the contract. **The deposit amount shall be forfeited if the tenderer, after submitting his tender, resiles from his offer or modifies the terms and conditions thereof or fails to enter into agreement and take up the work within one week of awarding the contract.** Earnest Money Deposit shall be returned to all un-successful tenderers only through e-mode after taking a decision on tenders. Necessary e-payment form is enclosed with this tender. This form shall be duly filled and submitted along with the offer (Original should be submitted).

**4.SECURITY DEPOSIT:**

4.1. Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below :

Upto Rs. 10 lakhs : 10% of Contract Value

Above Rs.10 lakhs upto Rs.50 lakhs : Rs.1,00,000+7.5 % of the amount exceeding Rs.10,00,000/-

4.2 The Security Deposit shall be remitted before start of the work by the contractor. Security Deposit may be furnished in any one of the following forms:

- Cash ( as permissible under the Income Tax Act)
- Pay Order, Demand Draft in favour of BHEL
- Local cheques of scheduled banks, subject to realization.
- Securities available from Post Offices such as National Saving Certificates, Kisan Vikas Patras etc., (Certificates should be held in the name of the Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back)
- Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Contractor,A/C BHEL, duly discharged on the back.
- Security deposit can also be recovered at the rate of 10% from the running bills. However 50% of the Security Deposit should be paid before start of the work by the Contractor and the balance 50% will be recovered from the running bills.
- The EMD of successful tenderer can be converted and adjusted against the security deposit.
- The Security Deposit shall not carry any interest.

4.3 Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the tenderer shall be liable to compensate BHEL for any losses incurred by BHEL. The security deposit shall be refunded within a reasonable time after the date of expiry of the contract subject to the contractor carrying out all obligations / operations as required under the contract.

- 4.4 BHEL reserves the right to appropriate any part or the whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.
- 4.2. The Security Deposit shall be remitted before start of the work by the contractor. The EMD amount shall be converted as security deposit and the balance amount shall be remitted. No interest will be paid to the Contractor for the amount deposit during the period of agreement.

## **5.SCOPE OF WORK AND SERVICES**

### **FRONT OFFICE:**

- To coordinate room allocation, bookings, check-in and check-out of guests

### **CATERING:**

- To render all Food and Beverage services at high standards
- To render special services as required by BHEL.

### **HOUSEKEEPING:**

- To render all housekeeping services at high standards

### **LAUNDRY:**

- To render all laundry services at high standards for guest house belongings
- To render all laundry services at high standards for staying guests

### **GENERAL ADMINISTRATION:**

- To coordinate with respective departments of BHEL/BAP for smooth running of guesthouse.
- To maintain records as required by BHEL.

#### **5.1 FRONT OFFICE:** When the guest checks-in, the Contractor/Contractor's staff shall immediately.

5.1.1.1 Attend to him, receive him, and allot the room specified by BHEL on his name. BHEL will reserve the rooms and intimate the Contractor through Reservation slips. The contractor shall not allot rooms on his own, for any reason.

5.1.1.2. Get the guest's name entered in the Guest Register to be provided by BHEL.

Walk the guest to his room carrying his baggage to his room, leave him in the room, look for his comforts, keep fresh water, etc.

5.1.1.3. Offer him tea/coffee/meal, etc. as required by him, suiting to the time, round the clock.

5.1.2. When the guest checks-out, separate bills for boarding and lodging are to be prepared and signed by the guest.

5.1.2.1 In case of paying guests, the Contractor shall collect the money from the guest and deposit the amount collected against lodging bill to BHEL cash office once in every week, while retaining the boarding bill amount for the boarding facilities provided by the contractor.

- 5.1.2.2. In case of Company's guests, the Contractor shall raise bill for boarding part alone and get the same signed by the guest and keep it for reimbursement from BHEL along with other bills to be submitted by the Contractor once in a month.
- 5.1.2.3. Incase of BHEL employees on official tour, the contractor shall prepare lodging bill in triplicate as per the employee cadre. The original should be given to the employee, duplicate to BHEL (to prepare and submit consolidated statement every month) while retaining the boarding bill amount for the boarding facilities provided by the contractor.
- 5.1.3. Carry the guest's baggage from the room to the vehicle.
- 5.1.4. To ensure that the guest has not left behind in the room any of his belongings, and if found any such belongings the same shall be informed immediately to BHEL.
- 5.1.5. During stay, the guest's miscellaneous needs are to be attended to, like laundry needs, providing him with stay needs, etc. The charges for these services may be collected from the guest on actual basis, providing relevant bills.
- 5.1.6. To order for newspapers and magazines as advised by BHEL, coordinating with the newspaper agents, and paying for the bills in the end of the month. This will be reimbursed by BHEL along with the Contractor's bill, but to be submitted with relevant suppliers' bills.

## **5.2. CATERING**

- 5.2.1. The Contractor shall provide the following services:
- 5.2.1.1. Preparation of breakfast, Lunch, Snacks and supper, tea and coffee, etc., as per the menu given separately in the Annexure-1 of Rate bid in Part-B.
- 5.2.1.2. The menu may be altered for specific guests / special occasions / programmes / functions as desired by BHEL, within the overall scope of the menus. For any extra items, not contemplated in the Annexure I the Contractor may charge additionally on the mutually agreed rates.
- 5.2.1.3. The Contractor shall take orders/instructions beforehand from the staying guests regarding their food requirements. The departments of BHEL will also place separate order on the Contractor for any official programmes/ functions / special occasions.
- 5.2.2. The Contractor shall be responsible for procurement of raw materials and ingredients. First quality raw materials and ingredients shall be used in the preparation of food and beverages. Fresh vegetables and milk, standard beverages shall be used. The quality of the materials should be satisfactory to the inspecting officials of BHEL.
- 5.2.3. The Contractor shall store sufficient quantity of high quality ingredients in the available place in the guesthouses to ensure preparation of food items in time. The Contractor at his own risk shall make the procurement and storage.
- 5.2.4. The timings for services shall be as informed by the Company.

- 5.2.5. Every food prepared shall be used for the specific service and the left-over shall not be carried to next meal service.
- 5.2.6. The Contractor shall be responsible for service of food and beverages in the Dining rooms. Room service shall be provided on special request from the staying guests.
- 5.2.7. The Contractor shall provide efficient and prompt service to all members.
- 5.2.8. The food preparation is to be done in a strict hygienic environment and matching process without any compromise. The staffs are also expected to be reporting for duty with good health and hygiene.
- 5.2.9. The Contractor shall perform the Service to the satisfaction of the Company Representative, in the event of any shortcoming is found then on instruction from Company Representative, the Contractor shall rectify the shortcoming immediately.
- 5.2.10. The Contractor shall ensure that the cooks are experienced persons, well versed in all types of Vegetarian / Non-Vegetarian food preparation.
- 5.2.11. On special occasions like parties to be conducted at guesthouse or in any of the company-chosen place, the Contractor shall be ready to undertake such parties. The Contractor and the Company shall work out special menu and rates for such occasions.
- 5.2.12. The contractor shall attend to any or all catering requirements whether covered contractually or otherwise, at a predetermined price laid out in the contract or mutually agreed upon thereafter.
- 5.2.13. The Contractor may inspect the kitchen equipment, crockery and cutlery, etc. available with BHEL. The Contractor is free to use any of the available facility in the guesthouse. For any additional requirement, the Contractor may bring his own equipment.
- 5.2.14. Routine cleaning and proper handling of kitchen equipment required for food production will be the contractor's responsibility.
- 5.2.15. All cooking LPG fuel costs shall be borne by the contractor. The contractor shall coordinate on ordering of refills in time.**

### **5.3. HOUSE KEEPING**

- 5.3.1. The number of rooms available in the guesthouses and the area of lounge, dining halls, kitchen etc., are given separately. The Contractor, before submitting his offer, may visit the places for his own assessment.
- 5.3.2. The Contractor should provide all the guest amenities materials in the rooms and the cost towards this shall be borne by contractor. This includes sample soaps, shampoo sachets, tooth paste, tooth brush, coconut oil sachet, talcum powder sachet, mosquito repellents and comb to be kept in the rooms. Toilets should have toilet tissue rolls, Air Fresheners etc.,
- 5.3.3. All the rooms shall be kept neat and tidy always to enable BHEL to allot the rooms at any time.

5.3.4. The Contractor shall make beds and clean all rooms daily. Cleaning of rooms comprise:

- 5.3.4.1. All rooms are to be cleaned with high quality disinfectants. Rooms should be dusted, swept and mopped with quality disinfectants.
- 5.3.4.2. Toilet floor, WC and Washbasin should be washed using quality detergents and disinfectants. After washing the floor should be dry mopped, the walls and other plumbing fittings should be wiped clean using necessary detergents. The WC and washbasins should be wiped with cloth so that they are completely dry. After the above activities, necessary quantity of disinfectant viz. Iteol should be poured into WC. The toilet should be clean and dry.
- 5.3.5. Ceilings, ceiling fans, windows, glasses and furniture to be cleaned periodically so that they are kept clean.
- 5.3.6. Room fresheners and deodorants to be made available in all the rooms, toilets, lounges and all common toilets. They may be replenished immediately whenever required.
- 5.3.7. The contractor shall maintain high standards of cleanliness and hygiene throughout the guesthouse.
- 5.3.8. The Contractor's men shall take care of the wall calendars, clocks, Remotes for ACs and TVs etc. provided in the guesthouse rooms and other places, including taking care of changing batteries whenever required.
- 5.3.9. Rooms to be checked for bed, towel, soap, water, functioning of TV, refrigerators, ACs, geysers and bath room fittings, electrical fittings etc.
- 5.3.10. On allotment, the contractor should ensure that linens in the rooms viz. Towel, bedspreads and pillow covers are clean, thoroughly washed with quality detergents, ironed and neatly laid. Linens in the occupied rooms should be changed in every alternate days with clean and laundered ones. However, Towel should be changed daily with laundered ones in the occupied room. Woolen Blanket once in six months, Table cloths twice in a week and cloth napkins as per usage shall be changed with laundered ones.
- 5.3.11. Dining Halls, Corridors, Lounges are to swept and mopped with disinfectants regularly so that they are maintained clean always.
- 5.3.12. Everyday night, after cooking activities, the kitchen floor should be thoroughly washed and mopped. The cooking ranges, preparation table etc., shall also be cleaned neatly.
- 5.3.13. After every service viz. Breakfast, Lunch, Evening Snacks and Dinner , kitchen floor should be swept neatly. Also, after each service, soiled vessels and utensils from kitchen, soiled table wares, Service dishes etc., from dining halls should be cleaned thoroughly with detergents and staked neatly at appropriate storing places ear marked for each item.
- 5.3.14. Waste foods and other debris collected from kitchen. Dinning halls, rooms etc, shall be deposited at bins provided for that purpose.

5.3.15. All the necessary housekeeping materials and guest amenity materials for the performance of services shall be to the Contractor's account.

#### **5.4.LAUNDRY**

- 5.4.1. The Contractor shall ensure proper and timely laundry services for the guesthouse.
- 5.4.2. Bed linen, towels, pillow covers, napkins etc., shall be regularly washed and kept in clean condition for use.
- 5.4.3. The Contractor may bring his own washing equipment if required, and provide detergents for laundry washing.
- 5.4.4. BHEL shall provide water and electricity along with adequate space.
- 5.4.5. The expenses towards laundering services as per clause 7.2 shall be to the Contractor's account. However, the contractor shall charge from the guests for washing and pressing of guests clothes at mutually agreed rates.
- 5.4.6. The horticulture department of BHEL shall take care of the flora of the guesthouse.

#### **5.5. GENERAL ADMINISTRATION**

- 5.5.1. Guest Occupancy Register provided by the BHEL shall be kept safely.
- 5.5.2. An attendance registers to be maintained for the attendance of the staff. Duty roster to be displayed prominently. A file to be maintained for preserving the room reservation slips.
- 5.5.3. Both room rent and boarding bill books are to be maintained.
- 5.5.4. Stock book is to be maintained by the Contractor to ensure the safe custody of company's properties in each room. This is subject to periodical verification by the concerned authorities of the Company. Hence, the Contractor shall assume full responsibility for maintaining all Company's property in its care, custody and control. In case of any shortage/breakage, the Contractor is liable for replacement of the same at his cost or else BHEL will deduct the actual cost of shortage/breakage from the contractor's bill.
- 5.5.5. The Contractor shall perform all the work specified in the tender in a thorough, efficient, professional manner with due diligence and care according to industry norms and standards, in conformity with applicable local laws and regulations and Company's own procedures and instructions. The Contractor shall perform the Service to the satisfaction of the Company and if any shortcoming is found, then on instruction the Contractor shall rectify the shortcoming immediately.
- 5.5.6. The contractor shall comply with all statutory requirements/amendments issued from time to time including License issued by FSSAI.
- 5.5.7 Raw material standards:** The contractor shall ensure that good quality ingredients and vegetables/fruits are always procured and used for the preparation of eatables. For all food preparation, double refined cholesterol free and AG mark oil is to be used. The Company's authorized official has the right to reject any ingredient that may be found to be substandard. All ingredients used should be free from adulteration or any foreign material.

**5.5.8 Hygiene standards:** The Contractor should ensure the personnel hygiene of the workers employed by him and ensure periodical medical check up as per the norms of the Factories Act 1948.

**5.6.1 Facility provided by the BHEL**

5.6.1.1. Kitchen equipment like gas stoves, empty LPG cylinders (Cost of LPG shall be borne by the contractor) grinder, refrigerators, etc.,

5.6.1.2. Furnishing and Furniture in rooms, dining halls, lounges, office rooms, etc. linens for room requirements and table ware like crockery and cutlery.

5.6.1.3. Electricity and Water.

5.6.1.4. One Rest Room will be provided to contractor's personnel for use during their working hours. No further accommodation will be made available and contractor staff should not stay in the guesthouse beyond their working hours.

**5.6.2. The Contractor is at liberty to visit the Guesthouse before submitting his offer.**

All the available capital equipment will be given as-is, where-is condition. If any specific requirement for such equipment is there from the Contractor's side, BHEL will decide on case-to-case basis.

5.6.3. Any loss, theft, damage or breakage of the items entrusted to the Contractor will be borne by the Contractor.

5.6.4. The Contractor will have full responsibility of proper upkeep, maintenance and custody of the furniture, fittings, appliances etc, handed over by the company.

5.6.5. All the items supplied by the company at its expense for the purpose of running Guest House will be company's property for all intents and purposes.

5.6.6. The losses due to breakage / theft / damage or loss of any such materials / equipment / fixtures / furniture or damage due to poor and reckless handling shall be recovered from the Contractor at full cost. In regard to natural wear and tear of any such item, the decision of the company shall be final and binding on the Contractor.

**6. PERSONNEL**

6.1 The Contractor shall maintain sufficient competent personnel on the job to ensure smooth operation of round the clock services as set forth in the Scope of Work and Services. This will include but not limited to:

- a. All labour necessary to prepare and serve all meals and maintain the referred residential apartment etc. in an immaculate state of cleanliness and hygiene.
- b. The minimum number of staff to be provided by the contractor on all days is sixteen as per category of employees furnished below. A minimum of additional four manpower is required as leave/weekly off replacement for the 16 manpower required daily. Hence, the total manpower required is 20 as below.

Sl. No	Category	Manpower Required on everyday	Spare Manpower for leave reserve	Total Manpower
1	Manager (Skilled Worker)	1	1	6
2	Supervisor(Skilled Worker)	2		
3	Cook(Skilled Worker)	2		
4	Asst. Cook(Semi Skilled Worker)	2	2	10
5	Service & Housekeeping Staff (Semi Skilled Worker)	6		
6	Cleaning Staff (Unskilled Worker)	3	1	4
	<b>Total Strength Required each day</b>	<b>16</b>	<b>4</b>	<b>20</b>

6.2 The Contractor shall be solely responsible for providing all requirements of its personnel Including;

6.2.1. All statutory requirements with respect to wages, allowances, bonus, PF, ESI, Holiday wages, Gratuity etc. or any other Laws and Rules as may be applicable to the contract workmen from time to time should also be complied with by the contractor with out fail. The present **statutory wage ceiling** on which PF contribution required to be paid as per the gazette notification No.G.S.R.608(E) dated 22.08.2014 and Addl. Central P.F. Commissioner-I letter No. Co-ord/3(6)201/ Amended scheme dated:28/08/2014 is Rs. 15,000/- per month. The contractor shall produce registers and records and comply with other directions issued by the company for compliance of the statutory provisions.

**6.2.2. Wages:**

6.2.2.1. At least, the prevailing Minimum Wages fixed by Tamil Nadu Government for employment in Engineering and Fabrication Industry for the different category of staff belonging to the contractor (category of staff to be engaged by the contractor as mentioned under cl.no. 6.1.b. along with an additional amount as fixed by BHEL for the above category of workers ( the present additional wage per month are Rs. 4,100/- for Skilled Workers, Rs.3,700/- for Semi-Skilled Workers and Rs. 3,200/- for Un-Skilled Worker) per month should be paid over and above the referred Minimum Wage. This additional amount as fixed by BHEL will also attract all statutory payments/deductions viz. PF, ESI, Gratuity, Sunday/Holiday Wages, Overtime pay.

6.2.2.2 Present Monthly Minimum Wages fixed by Tamilnadu Government for employment in Engineering and Fabrication Industry for the different category of staff , additional amount as fixed by BHEL for the above category of workers and other statutory payments/deductions are furnished below;

Sl. No	Particulars	Skilled Worker (Manager, Supervisor & Cook) (A) Rs.P	Semi-Skilled Worker (Asst.Cook, Service &Housekeeping ) (B) Rs.P	Un-Skilled Worker ( Cleaning Staff) (C) Rs.P
1	Minimum Salary as fixed by Tamil Nadu Government (Basic + Dearness Allowance)	8225.00	8015.00	7775.00
2	Additional Monthly Amount Fixed by BHEL	4100.00	3700.00	3200.00
3	<b>Total Minimum Wage to be paid</b>	<b>12325.00</b>	<b>11715.00</b>	<b>10975.00</b>
4	PF @ 12% on Sl.No. 3	1479.00	1405.80	1317.00
5	PF Administrative Charges @ 1.10% on Sl.No. 3	135.58	128.87	120.73
6	ESI @ 4.75%* on Sl.No. 3	585.44	556.46	521.31
7	EDLI @ 0.51% on Sl.No. 3	62.86	59.75	55.97
8	Bonus @ 20% on effective wage of Rs.3,500/-	700.00	700.00	700.00
9	<b>Total Cost per Worker per month</b>	<b>15287.88</b>	<b>14565.88</b>	<b>13690.01</b>
10	Manpower Required including leave reserve	6	10	4
11	Total cost for category wise manpower per month	91727.28	145658.80	54760.04
12	<b>Total cost of manpower per month</b>	<b>2,92,146.12</b>		

**Note:** \* ESI @ 1.75% on wages mentioned under sl.no.3 should be borne by the worker and the contractor shall deduct the same from their salary and pay towards ESI contribution.

6.2.2.3. The above are the present statutory and BHEL payment requirements which should be paid in toto as indicated above to all category of contract workers engaged by the contractor under the referred contract. In the event of any revisions for the following, after publication of this Tender Notice, the contractor should pay the revised minimum wages, additional wages as fixed by BHEL and statutory contributions to the contract workers and BHEL shall reimburse/deduct any additional/reduction in expenditure involved due to such revisions subject to the following;

6.2.2.4. **Case 1:** in the event of the contractor is paying only the above wages to his employees ,BHEL will reimburse/deduct corresponding increase/decrease due to such revisions to contractor . PF, ESI and EDLI will also be reimbursed by BHEL as applicable for the revised wages”

6.2.2.5. **Case 2:** in the event of the contractor is paying more than the wages indicated as above, and in the event of any revision in Minimum Wages fixed by Tamilnadu Government for employment in Engineering and Fabrication Industry for the different

category of staff or/and additional amount as fixed by BHEL for the above category of workers , where in the revised wage ( TN Minimum wage + BHEL amount) surpasses the wages already being paid by the contractor for any particular category BHEL will reimburse only the additional amount over above the wages paid by the contractor. Example for Case 2 is given below;

- a) Say Contractor is paying : Rs. 13,500/- as wage for X category of his worker
- b) Say BHEL has indicated wages for the same category of worker as 13,000/- ( TN Minimum wage + BHEL additional amount)
- c) Say due revision in Minimum Wages fixed by Tamilnadu Government for employment in Engineering and Fabrication Industry for the different category of staff or/and additional amount as fixed by BHEL for the above category of workers, the wage indicated by by BHEL is revised to Rs. 14,000/-
- d) BHEL will increase only Rs. 500/- ( Revised BHEL wage 14,000 – Contractor wage of 13,500/-). This amount ie Rs. 500/- will reimbursed along with applicable PF, ESI and EDLI.

6.2.2.6. . Revisions which are applicable for reimbursement/deductions to contractor by BHEL ;

6.2.2.6.1. Minimum Wages fixed by Tamil Nadu Government for employment in Engineering and Fabrication Industry for the different category of staff viz. Skilled Worker, Semi-Skilled Worker and Un-Skilled Worker.

6.2.2.6.2. Additional wages fixed by BHEL over and above the referred TN minimum wages. The present additional wages per month are as follows , Rs. 4,100/- for Skilled Worker, Rs. 3,700/- for Semi-Skilled Worker and Rs. 3,200/- for Un-Skilled category.

6.2.2.6.3. Rate of contractor's contributions towards PF, ESI, EDLI and Bonus for the contract worker engaged by him under this contract.

6.2.2.6.4. The bidders are advised to take care of these aspects while quoting the rates.

6.3. Collection and payment of all taxes on behalf of its employees and any other statutory requirements made by any Government authority having jurisdiction.

6.4. Prompt replacement of any personnel whose performance is unsatisfactory or whose presence regarded as detrimental to Company's interests.

6.5. All insurance and safety aspects pertaining to Contractor's employees.

6.6. The caterer shall employ such personnel who are medically fit. The company has the right to direct the caterer to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.

6.7. The Contractor shall ensure that all his employees turn out in clean, appropriate uniforms and shoes, at all times on duty. The contractor shall provide the necessary uniforms.

6.8. The company has no responsibility whatsoever on the caterer's employees and the caterer will be solely responsible for managing his employees. In the event of any dispute between the caterer and his employees, the caterer alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise.

- 6.9. The contractor will be solely responsible for the operation/maintenance of the Company Guesthouse. The operation of the Guesthouse will be monitored by the designated officials of the Company. The contractor shall also ensure availability of a responsible person on round-the-clock basis for smooth maintenance of residential flat.
- 6.10. Expenses on account of payment of salary / wages / provisions of food stuffs / eatables for contractor's employees / Uniform / Personal Protective Equipments and other benefits including statutory payment to the contractor's employees shall be met by the caterers. The contractor shall have full control of his employees including the right to appoint, determine service conditions, discharge, dismiss or otherwise terminate their services at any time. The caterer shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- 6.10.1 The contractor shall mandatorily ensure to comply with the following statutory documents while submitting the bills :-
1. Attendance Register
  2. Wage Register
  3. Wage slips for the month were given to the workers
  4. Photo ID cards were given to all workers
  5. All workers working under this contract got ESI Smart Card
  6. Maintaining Register of workmen employed by contractor – Form XIII
  7. Employment cards - Form XIV were given to all workers.
  8. Forms V, VI-A, VI-B given to BHEL (applicable only commencement/completion of contract period).
  9. PF form – 13 (applicable only while obtaining NOC / Last bill).
  10. One month notice to be issued to workers before completion of contract period / one month salary to be paid.
  11. Register of overtime / deduction / fines / advance maintained.
  12. PF , ESI Challan with name list and online verification completed.
- 6.11. The contractor shall fully indemnified BHEL for any default or non observance by the contractor or any of his representatives of any of the statutory provisions, enactments and the rules framed there under. Even though the contractor shall be solely liable for settlement of any claim made by any persons due to the non observance by the contractor of any of the provisions otherwise of the enactments cited BHEL reserves its rights to settle directly any amount due by the contractor as mentioned above and to recover such amounts from any of the amounts payable by the BHEL to the caterer or in the absence of the same as debt due to BHEL by the contractor.
- 6.12. The contractor shall, whenever required by the company or Govt. officials authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.

- 6.13. The contractor shall produce documentary evidence in proof of effecting the said statutory payments. Non-observance of the provisions will be construed as default by the contractor and BHEL will make such payment and payment of his bill will be deferred.
- 6.14. The contractor shall comply with all operational rules and regulations including security rules framed by the company and made applicable to the whole or part of the referred premises, wherein the contractor or his employees happens to be operating / working. In the event of any of the contractor's employees violating the said rules and regulations or in any way becoming objectionable to the company, the contractor shall remove forthwith such employees from the referred premises.

#### **7. PERIOD OF CONTRACT**

- 7.1 The successful contractor shall commence from date of awarding the contract or as decided by BHEL and shall remain in force for a period of **TWO YEARS**.
- 7.2 Initially the contract will be awarded for a period of six months. Based on the satisfactory performance the contract will be extended for the remaining period of one year and six months on same terms and conditions.
- 7.3 Either party shall be at liberty to terminate the agreement by giving three clear calendar months notice in writing.

#### **8. RISK CLAUSE**

- 8.1 Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract due to any failure on the part of the contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the contractor shall be final and binding on the contractor.
- 8.2 If there is any complaint due to either non supply of or poor quality of the food items or housekeeping or any other area, the contractor is liable for penalty action as desired by BHEL.
- 8.3 In the event of any failure on the part of the contractor, BHEL shall have the right without prejudice to any other right / remedies, to get the work done through any other agency and the contractor shall be liable to compensate BHEL for any losses in this account. The additional cost, loss if any incurred by BHEL will be recovered from the contractor.

#### **9. EVALUATION OF PRE-QUALIFICATION CRITERIA:**

Tenderers who found to meet all the Pre-qualification criteria mentioned in point (2) will be considered as qualified tenderers and only such tenderers will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately.

#### **10. EVALUATION OF PRICE BID- PART 'B' AND FINALIZATION OF AWARD:**

The rate arrived in the price bid in column 'C' of Sl.No. 10 (The Total Rate Quoted per Month) will only be considered for evaluation purpose. L1 ranking would be decided on the overall total value arrived at in Price Bid column 'C' of Sl.No. 10. The contract will be awarded to the L1 bidder only. On acceptance the L1 bidder should execute an agreement on prescribed format.

**11. VALIDITY OF RATES:**

The rental rates quoted should be valid for 90 days initially from the date of opening of the technical bid. The rental rates as agreed upon mutually should be valid for five years from the date of commencement of the contract.

**12. PAYMENT TERMS:**

The contractor shall raise the bill on completion of the every month, which will be duly certified by the official in charge and the payment will be made within 45 days after submission of bills. Payment will be made through electronic fund transfer mode. Successful tenderer shall submit EFT format duly filled in with banker's certification in original. The EFT format will be sent to the successful tenderer later.

**13. SERVICE TAX:**

The bidder shall include Service Tax in their quoted rates; but the bidder has to separately indicate the Service Tax rate, amount and workings thereof in the Price Bid schedule included in the bid documents.

If the Service Tax amount is not indicated separately in the price bid schedule included in the bid documents, it will be presumed that the quoted rate is inclusive of applicable service tax and bids will be evaluated accordingly

**13.1 Section-A : Supply of Labour Service (Applicable for Sl. No.1 of the Price Bid):**

Bidders have to quote full Service Tax payable in the Price bid format included in the Bid document. Out of Full Service Tax amount indicated by the Bidder, 25% of the same shall be considered for evaluation of offers in the case of Bidders being an Individual, Sole Proprietary ship firm, Hindu Undivided Family of Partnership firm whether registered or not, including Association of Persons. For Other Bidders full Service Tax quoted shall be considered for evaluation.

In such cases of successful Bidder being an Individual, Sole Proprietary ship firm, Hindu Undivided Family of Partnership firm whether registered or not, including Association of Persons, 25% of the Service Tax amount quoted in the Price Bid format will be considered for reimbursement against valid documentary evidence ie. Service Tax Registration Certificate, Original Invoice, Service Tax Payment Certificate and copy of Service Tax payment Challan.

For others Service Tax quoted in the Price Bid will be considered for reimbursement against valid documentary evidence ie. Service Tax Registration Certificate, Original Invoice, Service Tax Payment Certificate and copy of Service Tax Payment Challan.

In such cases of Bidders being an Individual, Sole Proprietary ship firm, Hindu Undivided Family of Partnership firm whether registered or not, including Association of Persons, Service Tax payable by BHEL as receiver of supply of manpower Service i.e. 75% of the Service Tax payable for the service on quoted price, by BHEL @ 9.27% presently, shall be added to arrive at the total cost to BHEL for each bidder for the purpose of evaluation of Bids.

**13.2 Section –B: Pure Service not involving any material by Contractor (Applicable for Sl.Nos. 2 & 4 of the Price Bid):**

Bidders have to quote the applicable Service Tax payable in the Price bid format included in the bid document which shall be considered for evaluation. The same shall be considered for reimbursement against valid documentary evidence to successful bidders ie. Service Tax Registration Certificate, Original Invoice, Service Tax Payment Certificate and copy of Service Tax payment Challan.

**13.3 Section –C : Supply of Food & Beverage Services Applicable for Sl.No. 5 of the Price Bid):**

Bidders have to quote the applicable Service Tax payable in the Price bid format included in the bid document which shall be considered for evaluation. The same shall be considered for reimbursement against valid documentary evidence to successful bidders ie. Service Tax Registration Certificate, Original Invoice, Service Tax Payment Certificate and copy of Service Tax payment Challan. Presently Service Tax is applicable on 40% of the Price/Rate.

**13.4 The bidders are required to furnish the rate of applicable Service Taxes for different category of Services quoted by them in the Price Bid- Part 'B' ( Only the rate ie. The % shall be furnished) in column 'C' below.**

Sl.No (A)	Category Of Services (B)	Rate (%) of Tax (C)
1	Service Tax for Manpower Charges (Sl.No. 1 of the Price Bid)	
2	Service Tax for Housekeeping Services (Sl.No. 2 of the Price Bid)	
3	Service Tax for Laundry Service charges per month (Sl.No. 4 of the Price Bid)	
4	Service Tax for Food and Beverage charges ( Service of Food items as per the menu) per month (Sl.No. 5 of the Price Bid)	

**14. Benefits to Micro, Small and Medium Enterprise:**

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate of EM-II certificate along with attested copy of a CA certificate(as below) where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year(latest audited). Date to be reckoned for determining the deemed validity will be the last date of bid opening(Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.

All MSE suppliers shall continue to be in PMD with MSE status based on EM II certificate or valid NSIC certificate.

Any new supplier will be eligible for registration with BHEL as MSE supplier provided at least any one of the following documents are submitted along with application for registration.

- Valid NSIC certificate OR
- Entrepreneurs Memorandum part II(EM II) certificate (valid based on deemed validity of 5 years) OR
- EM II certificate alongwith attested copy of CA certificate (as per prescribed format as below applicable for the relevant financial year(latest audited), where the deemed validity of EM II is over.

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However credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers as per clause 9 ii) at the time of tender evaluation.

MSME suppliers who fulfill the above conditions are exempted from submission of EMD.

**Certificate by Chartered Accountant on Letter Head**

This is to certify that M/s .....  
Hereinafter referred to as 'Company') having its registered office at .....  
..... is registered under MSMED Act 2006, (Entrepreneur memorandum  
No(Part-II) ..... dtd: .....  
Category: ..... (Micro/Small). (Copy enclosed)

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year ..... as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery(i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O. 1722(E) dated October 5, 2006:  
Rs. .... Lacs.
2. For Service Enterprises: Investment in equipment(original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006.  
Rs. .... Lacs.

**(Strike off whichever is not applicable)**

The above investment of Rs. ....Lacs is within permissible limit of Rs. .... Lacs for ..... Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category(Micro/Small)(Strike off which is not applicable) and the date of graduation of such enterprise from its original category is .....(dd/mm/yy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No.3322(E) dated 01-11-2013 published in the gazette notification dated 04-11-2013 by Ministry of MSME.

Date:

(Signature)

Name –

Membership Number

Seal of Chartered Accountant

Signature of the Tenderer with Seal  
**(Authorized Signatory)**

15. **ARBITRATION**

Disputes, if any arising out of or in connection with this contract shall be resolved mutually, at the very first instant. In the event parties fail to amicably resolve the dispute within a period of 30 days of being communicated in writing by one party to the other, the same shall be referred to arbitration under the Indian Arbitration and conciliation Act, 1996 to be held at Ranipet. The unit head of BHEL/BAP, Ranipet or his nominee shall be sole arbitrator. The decision of the sole Arbitrator shall be final and binding on both the parties hereto.

16. **Jurisdiction & Governing Laws:**

In case of any suit or other legal proceedings arising under this contract, the courts at Ranipet, Vellore District, Tamilnadu alone shall have the exclusive jurisdiction. This contract will be governed in all respects by Indian Laws.

17. **SUBLETTING**

The contractor shall not sublet, transfer or assign the contract or any part thereof without the previous written approval of the company to any other person/company/ organization.

18. **Discrepancy in “words “ & “ Figures “**

- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price(which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of BHEL, the bid is liable to be ignored.

19. **COMPOSITION OF BIDS AND HOW TO QUOTE:**

Tender documents consist of Part 'A' and Part 'B' as detailed below:

**Part 'A' : Pre-qualification bid ( technical bid) except price**

All the tender documents from pages 1 to 24 duly filled up wherever indicated and signed on all pages with Official seal and duly filled in EFT format in original along with DD for an amount of Rs.1,50,000/- towards EMD.

**Part 'B' : Price bid.** Pages 26 to 28. Duly filled in and signed with Official seal.

- Part 'A' must be duly completed and sealed along with earnest money deposit (EMD) in a separate envelope super scribed "BHEL/BAP/HR/GH:2015 - Part 'A' : Pre-qualification Bid" for Outsourcing Guesthouse at BAP, Ranipet . The tenderer shall expressly accept all the terms and conditions of the tender (Annexure-II). Alternatively, the tenderer should list deviations from the terms and conditions given in the tender documents (Annexure –III). The tender which does not comply with BHEL's terms and conditions may be rejected as Non-Responsive.
- Part 'B' along with Annexure IV and Annexure V must be duly completed and sealed in a separate envelope super scribing "Tender No. BHEL/BAP/HR/GH:2015 - Part 'B' - Price bid" for Outsourcing Guesthouse at BAP, Ranipet. The Price bid should not carry any conditions and commercial terms.
- Part 'B' - price bids will be opened only in respect of those tenderers who are qualified in the pre-qualification bid.
- While quoting the rates, the tenderers are advised to take in to account all the requirements mentioned under sl. No. 6 (Personnel) for arriving at Fixed Man power cost. The rates/prices quoted shall be inclusive of all taxes and duties except Service Tax which should be quoted separately. The tenderers are advised to ensure that they quote applicable Service Tax for each category of work/services viz. Manpower Charges, Housekeeping Charges, Laundry services and Food & Beverage Services separately in the columns provided in the Price Bid as well as in Para 13.4.
- The tenderer should submit the tender documents intact without detaching any page or pages.
- Name of the tenderer should be written on the sealed envelope.
- Tender documents consisting of Part 'A' & 'B' are to be duly sealed in two separate inner covers. The two inner covers should be sent in a sealed outer cover super scribing as "Tender for Outsourcing of Residential Flat at Delhi" to the Senior Manager / HR-GAX, BHEL/BAP, Ranipet- 632 406 so as to reach him on or before 14.00 hrs on 18/04/2015.
- Part 'A' of tender form will be opened at 14.30 hours the same day (18/04/2015) in the presence of tenderers / representatives who chose to present for the tender opening. Tenderers will be evaluated further and tenderers who are found to meet the pre qualification criteria will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately. Part 'B' will be opened at the specified date in the presence of the tenderers / representatives who are notified and chose to attend the tender opening.
- The quotations may be sent either by register post or may be deposited in the tender box kept in the office of Sr. Manager-HR/GAX of BHEL, Ranipet- 632 406 on or before 18/04/2015 at 2.00 PM.
- For further details if any required, you may please contact the Sr. Manager – HR/GAX Bharat Heavy Electricals Ltd., Ranipet – 632 406 in person or through telephone (04172-2421118 / 284022 ).
- BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

**'PART-A' --PREQUALIFICATION BID**

Sl no	Details	Remarks (to be filled by the tenderer for all enquiries). Any partly filling may lead to rejection at the discretion of BHEL
1	Name & Address of the Tenderer along with Contact Land Line/Mobile Numbers.	
2	Whether Individual or Company or Partnership Firm or proprietorship?	
3	<b>Experience.</b> The self attested copies of the agreements/ work orders executed for similar works shall be enclosed along with Performance Certificate s for having successful completed the referred works.	
4	Clients list to be enclosed ( The contact persons of tenderer's clients address, phone, email shall be enclosed.)	
5	Provident Fund Code number of the tenderer along with copy of registration certificate (Notarized copy). If not submitted along with Pre-Qualification –Part 'A' bid, the bidder shall give undertaking to BHEL that the same will be submitted by him before the award of the work	
6	ESI Code number of the tenderer along with copy of registration certificate (Notarized copy) If not submitted along with Pre-Qualification – Part 'A' bid, the bidder shall give undertaking to BHEL that the same will be submitted by him before the award of the work.	

**'PART-A' --PREQUALIFICATION BID**

7	Copy of Income-Tax Returns for the preceding three years have to be enclosed (2011-12, 2012-13 and 2013-14).	
8	Copies of audited P&L accounts and Balance sheet of the last three preceding years duly certified a Chartered Accountant in original should be enclosed (2011-12, 2012-13 and 2013-14).	
9	DD No., Date, Name of the Bank and amount towards Earnest Money Deposit	
10	Service Tax Registration copy should be enclosed (Notarized copy).	
11	VAT Registration copy should be enclosed (Notarized copy).	
12	PAN number to be furnished and self attested copy of PAN card should be enclosed.	

**DECLARATION**

I / We hereby declare that I / We have not been banned and de-listed by any Government Department / PSU/Financial Institution / Court.

Further I/We hereby declare that details furnished above by me/us are true to the best of my knowledge and if found incorrect the tender will likely to be rejected at the discretion of BHEL.

**Signature**  
**(Name & Address of the Tenderer**  
**with Official Seal)**

**Place:**

**Date:**

## Location and Details of the Guest House

Address & the location : BHELGuest House  
BHEL Township  
RANIPET- 620 406  
Phone : 04172 – 284737, 241152

Number of rooms : 5 – Double rooms (A/c)  
12 – Single Room (A/c)  
Suite – 4  
Delux rooms - 2

(Total number of rooms is 23 --Ground floor - 09 rooms and First floor -- 14 rooms)

Number of beds : 34 beds  
Dining halls : Three dining hall ( Air conditioned)  
Kitchen : One

### Previous Year occupancy rate (2014)

Percentage of Occupancy : 40%

**MENU ITEMS**

Items , measures for each menu and average monthly consumption of each item during the year 2014 are indicated below :-

Sl. No	Menu Items	Service Timings	Measure per Portion	Average consumption per month during 2014
1	<b><u>Beverages:</u></b> Tea (or) Coffee (or) Milk	Any time depending on requirement	One Cup measuring 180 ml.	464
2	<b><u>Breakfast Vegetarian:</u></b> 1.Idly/ Dosa / Pongal/ Rava Uppuma/ Kichadi/ Poori with Potato Masala(Any two with Sambar and Chutney) 2.Coffee/Tea/Milk	Morning and Evening	Unlimited measure per person	233
3	<b><u>Breakfast Vegetarian -Special:</u></b> 1.Iddly / Rava Iddly / Dosa / Rava Dosa / Masala Dosa / Onion Oothappam / Tomoto Oothappam / Poori with masalaetc. (Any two with variety chutney and sambar.) 2.Vadai with chutney / sambar 2 nos. 3. Coffee / Tea / Milk	Lunch and Supper	Unlimited measure per person	80
4	<b><u>Vegetarian Meal - Ordinary:</u></b> 1. Chapatti or Poori 2. Plain Rice 3. Vegetable Curry (or) Vegetable Kootu 4. Vegetable Fry (or) Vegetable Porial (Dry) 5. Sambar (or) Dhal (or) Vathal Kulambu etc. 6. Rasam with Appalam(Pappad) 7. Curd with Pickle 8. Banana (or) Seasonal Fruit	Lunch and Supper	Unlimited measure per person	338
5	<b><u>Vegetarian Meal-Special :</u></b> 1. Soup 2. Bread slices and Butter 3.Chappathi or poori 4.Plain rice 5.Variety rice – Any two items alternatively to be served 6.Deep fry vegetable poriyal 7.Koottu or Aviyal or Dhal 8.Malai Kofta, Butter Paneer Masala/ Navrathan Khorma,etc 9.Sambar / Dhall / Vattal / More kulambu 10.Rasam 11.Curd or Curd bath 12.Appalam	Lunch and Supper	Unlimited measure per person	233

	13.Pickle 14.Green Salad 15.Sweet 16.Banana/Seasonal fruit alternatively 17. Ice Cream – 100 ml of Approved Brand ( Arun/Amul Or any other brand approved by BHEL/BAP)			
6	Cornflakes with milk & sugar	Breakfast Service	One Bowl	4
7	Egg Omelet, Scrambled	Any Time	2 Eggs	17
8	Bread with butter & jam	Any Time	4 Slices	1
9	Vegetable Sandwich	Any Time	4 Slices	36
10	Fresh Fruit Juice(Orange/Sweet lime/Apple/Grapes)	Any Time	200 ml	15
11	Fresh Lime Juice with Sugar or Salt	Any Time	250 ml	1
12	Vegetable Soup	Lunch/Dinner	200 ml	1
13	Curd Rice	Lunch/Dinner	300 gms	1
14	Egg curry	Lunch/Dinner	2 Eggs	1
15	Cut Fruit ( Papaya/Apple/Mango/Pineapple/Water Melon)	Any Time	150 gms	9
16	Fruit Salad (Equal Mix of any of the five following fruits- Apple, Pine Apple, Mango, Orange, Chickoo, Plantain, Pomegranate, Sweet lime, Grapes )	Lunch/Dinner	150 gms	1

**Certificate of Acceptance**  
**(To be attached with Part-A)**

"Certified that I/we have read and understood all the terms and conditions of the Tender No.BHEL:BAP:HR:GH:2015 Dated.....and that I/We.....being owner(s) of the Housing property located at .....do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Signature of the Contractor

Place:

ANNEXURE -III

**FORMAT FOR SEEKING DEVIATION**  
**(To be attached with Part-A)**

CLAUSE NO.	DESCRIPTION / DETAILS OF DEVIATION	REMARKS/ REASONS

**Note:**

1. Any deviation specified elsewhere in the tender shall not be considered.
2. In case of no deviation, "NIL" is to be indicated in this format.
3. BHEL reserves the right to reject the offer without assigning any reason.

Date:

Signature of the Tenderer with Official Seal

**‘PART-B’ –PRICE BID****Please Quote your rates both in figures and Words in the appropriate columns**

<b>Sl.No (A)</b>	<b>Category of Service (B)</b>	<b>Rate Per Month Rs.P (C)</b>
1	Manpower Service Charges per month for providing three manpower ( <b>Furnish the amount arrived in f Sl.No. 13 of the Annexure IV</b> ).	
2	House keeping material charges per month for cleaning the Guesthouse premises as defined in Clause 5.3 .	
3	Supply of Guest Amenities in the rooms per month (sample soaps, shampoo sachets, tooth paste, tooth brush, coconut oil sachet, talcum powder sachet, mosquito repellents, tissue roll & air fresheners in all toilets and comb)	
4	Laundry Service charges per month as defined in Clause 5.4	
5	Food and Beverage charges per month ( <b>Furnish the amount arrived in column (H) of Sl.No 17 of Annexure V</b> ).	
<b><u>TAXES &amp; DUTIES:</u></b>		
6	Service Tax on Sl.No.1 Rate of Service Tax : .....%	
7	Service Tax on Sl.No.2 Rate of Service Tax : .....%	
8	Service Tax on Sl.No.4 Rate of Service Tax : .....%	
9	Service Tax on Sl.No.5 Rate of Service Tax : .....%	
<b>10</b>	<b>Total Rate Per Month ( Total of Column ‘C’ )</b>	

**PART-B' –PRICE BID****Annexure –IV****Breakup Details for Manpower Service Charges Per Month**

Sl. No	Particulars	Skilled Worker per person per month (Manager, Supervisor & Cook) (A) Rs.P	Semi-Skilled Worker per person per month (Asst.Cook, Service &Housekeeping ) (B) Rs.P	Un-Skilled Worker per person per month ( Cleaning Staff) (C ) Rs.P
1	Monthly Wage (Wages quoted should not be less than wages mentioned in Sl.No.3 of clause 6.2.2.2)			
2	PF @ 12% on Sl.No. 1			
3	PF Administrative Charges @ 1.10% on Sl.No. 1			
4	ESI @ 4.75% on Sl.No. 1			
5	EDLI @ 0.51% on Sl.No. 1			
6	Bonus per month			
7	Uniform Charges per Month			
8	<b>Total Cost per Worker per month ( Add Sl.no 1 to Sl.No 7)</b>			
9	Manpower Required including leave reserve (Refer clause 6.1)	6	10	4
10	Total cost for category wise manpower per month ( Multiply corresponding column of Sl.Nos 8 and 9)			
11	<b>Total cost of manpower per month ( Add column A,B and C of Sl.No.10)</b>			
12	<b>Profit per month</b>			
13	<b>Total Manpower Service Charges per Month ( Add Sl.No. 11 &amp; 12)</b>			

**PART-B' –PRICE BID****Annexure –V****Breakup Quotation for Food & Beverage Charges inclusive of VAT**  
**(Menu items as mentioned in Annexure-I)**

Sl.No (D)	Menu Category (E)	Rate per Unit Rs.P (F)	Estimated Number of units per month (G) #	Rate Per Month Rs.P (H) H= (F x G)
1	Tea/Coffee/Milk		464	
2	Breakfast Vegetarian		233	
3	Breakfast Vegetarian Special		80	
4	Vegetarian Meal- Ordinary		338	
5	Vegetarian Meal- Special		233	
6	Cornflakes with Milk		4	
7	Egg Omelet/ Scrambled		17	
8	Bread with Butter & Jam		1	
9	Vegetable Sandwich		36	
10	Fresh Fruit Juice		15	
11	Fresh Lime Juice		1	
12	Vegetable Soup		1	
13	Curd Rice		1	
14	Egg Curry		1	
15	Cut Fruit		9	
16	Fruit Salad		1	
17	<b>Total Rate per Month (Total of Column 'H')</b>			

# the quantity indicated is only approximate and will vary depending upon the actual requirement.