भारत सरकार
अंतरिक्ष विभाग
अंतरिक्ष उपयोग केंद्र(इसरो)
आंबावाडी विस्तार पी.ओ.
अहमदाबाद - 380 015 (भारत)
दूरभाषः +91-79-2691 3051/98
फैक्स नं. : +91-79-2691 5835/02/48

Government of India
Department of Space
SPACE APPLICATIONS CENTRE (ISRO)
Ambawadi Vistar P.O.
Ahmedabad – 380 015 (INDIA)
Telephone: +91-79 – 2691 3051/98
Fax No.: +91-79 – 2691 5835 / 02 /48
Email: publictender@sac.isro.gov.in

Date: 17/01/2018

Tender Notice No.: SAC/PT/30/2017-18

For and on behalf of the President of India, Sr. Head, Purchase & Stores, Space Applications Centre, Ahmedabad invites tender for the following:

क्र. सं. Sr.No	**निविदा नं. Tender No.**	**संक्षिप्त विवरण Brief Description**	**नियत तिथि (अपराह्न 3 बजे तक) Due on (Up to 3 pm)**
1	AHAD 201700215201	Annual Housekeeping Contract for SAC Canteens and Pantries (TWO PART)	12/02/2018

निविदा दस्तावेज क्रय प्रभाग, सैक से प्राप्त किए जा सकते हैं तथा ये इसरो की वेबसाइट www.isro.gov.in और सैक की वेबसाइट www.sac.gov.in पर भी उपलब्ध हैं। इच्छुक निविदाकार इसे वेबसाइट से डाउनलोड कर सकते हैं तथा अपने प्रस्ताव ₹.500.00 प्रत्येक (रेखांकित डिमांड ड्राफ्ट के रूप में) के निविदा शुल्क के साथ प्रस्तुत करें। अपना प्रस्ताव प्रस्तुत करते समय लिफाफे के ऊपरी भाग पर निविदा सं. तथा नियत तिथि लिखें।

यदि दस्तावेज डाक द्वारा मंगाए जा रहे हैं तो निम्न बातों को नोट करें:

1. निविदा दस्तावेज मंगाने के लिए भेजे जा रहे निवेदन पत्र पर निविदा सूचना संख्या तथा निविदा संख्या दोनों लिखी जाएं तथा निविदा शुल्क ₹ 500.00 प्रत्येक (किसी भी राष्ट्रीयकृत बैंक द्वारा जारी रेखांकित डिमांड ड्राफ्ट के रूप में) के साथ मात्र क्रय एवं भंडार अधिकारी, अंतरिक्ष उपयोग केंद्र, अहमदाबाद- 380 015 को भेजा जाए।

2. जिस लिफाफे में इस प्रकार का निवेदन भेजा जा रहा हो उसके ऊपरी भाग पर "निविदा दस्तावेजों के लिए अनुरोध" लिखा जाए। प्रत्येक निविदा दस्तावेज के लिए अलग निवेदन पत्र एवं अलग डिमाण्ड ड्राफ्ट भेजा जाए।

3. निविदा शुल्क (अप्रतिदेय) का भुगतान रेखांकित डिमाण्ड ड्राफ्ट (मात्र एमआईसीआर डीडी) के रूप में किया जाए जो अहमदाबाद में देय हो तथा वह मात्र लेखा अधिकारी, सैक अहमदाबाद-380 015 के नाम पर लिया जाए।

4. डिमाण्ड ड्राफ्ट के पीछे विक्रेता का नाम एवं निविदा संख्या दर्ज होनी चाहिए।

5. नियत तिथि बढ़ाए जाने के निवेदन पर कोई विचार नहीं किया जाएगा।

6. डाक द्वारा निविदा दस्तावेज की बिक्री नियत तिथि से 10 दिन पूर्व बंद कर दी जाएगी।

7. यदि विक्रेता व्यक्तिगत रूप से आकर निविदा दस्तावेज प्राप्त करना चाहते हैं, तो वे नियत तिथि से एक दिन पूर्व तक क्रय प्रभाग (बिल्डिंग नं. 30-ए, कमरा नं. 57) में किसी भी कार्य दिवस पर 1400 से 1600 बजे के बीच संपर्क करें।

8. मोहरबंद प्रस्ताव प्राप्ति की समय सीमा प्रत्येक निविदा के सामने निर्दिष्ट नियत तिथि को 1500 बजे तक रहेगी।

9. अंतिम समय सीमा से पूर्व प्राप्त बोलियाँ उपस्थिति निविदाकारों/उनके द्वारा प्राधिकृत प्रतिनिधियों की उपस्थिति में उसी दिन 1530 बजे खोली जाएंगी।

10. ऊपर निर्दिष्ट तिथि को यदि छुट्टी घोषित की जाती है तो सैक का अगला कार्य दिवस निविदाओं की प्राप्ति एवं खोलने के लिए नियत तिथि माना जाएगा।

11. विलंब/देरी से प्राप्त प्रस्ताव स्वीकृत नहीं किए जाएंगे।

12. जिन पार्टियों ने समय से बोली जमा कराई है तथा निविदा खोलने में भाग लेना चाहते हैं, वे अपने प्राधिकृत प्रतिनिधि का नाम उस विशिष्ट निविदा में उल्लिखित निर्धारित तिथि से एक दिन पूर्व सूचित कर दें। विलंब से/अंतिम क्षणों में प्राप्त प्रवेश हेतु अनुरोध पर विचार नहीं किया जाएगा।

13. निम्नलिखित वर्ग के निविदादाता को निविदा के साथ ईएमडी में छूट के लिए उचित दस्तावेजी साक्ष्य प्रस्तुत करने पर ईएमडी के भुगतान से छूट दी जाती है (यदि लागू हो):

    - सैक में अधिकृत विक्रेता के रूप में पहले से पंजीकृत/पेनालीकृत विक्रेता|
    - भारतीय प्रतिनिधि को शामिल न करते हुए सीधे प्रस्ताव प्रस्तुत करने वाले विदेशी विक्रेता
    - केंद्रीय पीएसयू/एईपी तथा स्वायत निकाय
    - सूक्ष्म एवं लघु उद्यम
    - खादी एवं ग्रामोद्योग आयोग
    - राष्ट्रीय लघु उद्योग निगम
    - भारत सरकार के आदेशानुसार ईएमडी के भुगतान से विशेष रूप से छूट प्राप्त कोई अन्य स्थापना

14. निविदा मूल्यांकन प्रक्रिया के दौरान अपनी निविदा को वापस लेने वाले विक्रेताओं की ईएमडी जब्त कर ली जाएगी। विफल विक्रेताओं की ईएमडी निविदा अवार्ड करने के बाद, निविदा अवार्ड करने के 30 दिनों के अंदर ब्याज के बिना ईएमडी लौटा दी जाएगी।

Tender documents can be bought from the Purchase Division, SAC and are also available on ISRO website www.isro.gov.in and SAC website www.sac.gov.in. Interested tenderers may download the same from the website and submit their offer along with tender fee of ₹ 500.00 each (In the form of Crossed Demand Draft). While submitting your offer superscribe Tender No., and due date on the envelope. Govt. dept., PSUs (both Central & State) and Units registered with NSIC/MSME/KVIC are exempted from Tender fees, subject to submission of supporting documents.

If the documents are requisitioned by post, the following points shall be noted:

1. Request letter shall be sent for requisitioning tender documents indicating tender notice number and tender number together with tender fee ₹ 500.00 each (In the form of Crossed Demand Draft issued by any Nationalized Bank) to the Purchase and Stores Officer, Space Applications Centre, Ahmedabad - 380 015 only.

2. The Envelope containing such request shall be super-scribed with “Request for Tender Documents”. Separate request letter and separate Demand Draft shall be sent for each tender document.

3. The tender fees (non-refundable) shall be paid in the form of CROSSED DEMAND DRAFT (MICR DD ONLY) payable at AHMEDABAD in favour of The ACCOUNTS OFFICER, SAC, Ahmedabad - 380 015 only.

4. Vendor name and tender number shall be indicated on the reverse side of the Demand Draft.

5. No request for extension of the due date will be considered.

6. The sale of the tender documents through POST shall be closed 10 days prior to due date.

7. In case vendors desire to collect the tender document in person, they may contact Purchase Division (Bldg. No. 30-A, Room No. 57) on any working day between 1400 to 1600 hrs up to one day before the due date.

8. Deadline for the receipt of the sealed offers shall be up to 1500 hrs on the due date mentioned against individual tender.

9. Bids received before the deadline shall be opened in the presence of attending tenderers/their authorized representatives on the same day at 1530 hrs.

10. In the event any date indicated above is declared as holiday, the next working day at SAC shall be considered as the due date for receiving & opening of tenders.

11. Late/Delayed offers will not be accepted.

12. Parties, who have submitted bids in time and want to participate in tender opening, may inform their authorized representative's name one day in advance of the due date indicated against the particular tender. Delayed requests / requests for entry at eleventh hour will not be entertained.

13. The following categories of bidders shall be exempt from paying EMD subject to submission of appropriate documentary evidence with the bid in support thereof (if applicable):

    - Vendors already registered/empanelled with SAC as authorized vendors.
    - Overseas bidders submitting offers directly without involving an Indian Representative.
    - Central PSUs/PSEs and autonomous bodies
    - Micro and Small Enterprises
    - Khadi and Village Industries Commission
    - National Small Industries Corporation
    - Any other establishments specifically exempted from paying EMD by an order of the Government of India.

14. The EMD of bidders who withdraw their bid during the tender evaluation process shall be forfeited. EMD of unsuccessful bidders shall be refunded without interest after the tender has been awarded, within 30 days of the award of the tender.

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
SPACE APPLICATIONS CENTRE
AHMEDABAD 380 015, INDIA
Ph No. 079-2691 3067 Fax. 079-2691 5848/02/35
e-mail :

भारत सरकार
अन्तरिक्ष विभाग (अं.वि.)
अंतरिक्ष उपयोग केंद्र
अहमदाबाद -380015

Date. 17/01/2018

INVITATION TO TENDER

M/s 00000

Our Ref. No. AHAD 2017-002152-01
Date 17/01/2018
Tender Due at 15:00 hrs IST on 12/02/2018

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No. null)

Sl. No.	Description of items with Specifications	Unit	Quantity
1	ANNUAL HOUSEKEEPING CONTRACT FOR SAC CANTEENS & PANTRIES FROM 01.04.2018 AS PER ENCLOSED RFP. (TWO PART TENDER)	YEAR	1

Delivery At SAC CANTEENS

Mode of Despatch ON SITE

Duty Exemptions

Special Instructions NIL

Specific Terms

Instructions to Tenderers

(1) QUOTATION SHOULD BE SUBMITTED WITH EMD Rs.5,00,000/- (Rupees Five Lac Only) IN THE FORM OF DD/FDR/TDR/ BANK GUARANTEE ISSUED BY ANY SCHEDULED BANK IN FAVOUR OF ACCOUNTS OFFICER, SPACE APPLICATIONS CENTRE, AHMEDABAD PAYABLE AT AHMEDABAD.

(2) ANY BID RECEIVED WITHOUT EMD SHALL BE DEEMED AS INVALID.

(3) PLEASE SUBMIT YOUR OFFER ALONGWITH TENDER FEE Rs.500/- (Rupees Five Hundred Only) IN FAVOUR OF ACCOUNTS OFFICER, SPACE APPLICATIONS CENTRE, AHMEDABAD

(4) THIS IS A TWO PART TENDER. KINDLY SUBMIT YOUR QUOTATION AS PER ATTACHED TERMS & CONDITIONS.

R

PANKAJ KUMAR DHAKAR
PUR & STORES OFFICER
For and on behalf of the President of India
The Purchaser

RFP FOR WORK CONTRACT FOR CANTEEN HOUSEKEEPING & RELATED ACTIVITIES FOR SAC (MAIN & BOPAL CAMPUS) & PANTRIES

Introduction :

SPACE APPLICATIONS CENTRE, ISRO, AHMEDABAD is maintaining 5 Canteens, 5 Pantries, 1 VIP Canteen & 1 VVIP Dining Hall spread over 3 campuses. The main campus is situated at Jodhpur Tekra, Satellite Road & other 2 campuses are Bopal, Ahmedabad.

All the canteen deals with regular catering services mainly for lunch and tea services. In general, 1800 thali meals & 2000 tea/coffee are served on daily basis. Apart from the regular services, special lunch services numbering approximately 300 is being facilitated through VIP/VVIP Dining Halls. Round the clock pantry services are also being carried out. Catering services with regard to special meetings, seminars, VVIP visits, etc. are also taken being extended which are generally on large scale basis.

The list of catering units are as given below :

1) Main Canteen, SAC Main Campus
2) New Dubba Canteen,SAC Main Campus
3) RSA Canteen, SAC Main Campus
4) VIP Canteen, SAC Main Campus
5) VVIP Canteen, SAC Main Campus
6) Pantries (5 Nos.), SAC Main Campus
7) Bopal Technical Campus Canteen,Bopal Campus
8) New 39 Acre Technical Area Canteen, Bopal Campus

All the canteens are facilitated with modernized flight kitchen equipments which maintains high degree of hygiene, cleanliness and advanced cooking standards.

Scope of Work Contract :

The job description of housekeeping workforce for the above mentioned places are given below in the respective Annexures :

Annexure I	Description of work at New Canteen
Annexure II	Description of work at RSA Canteen
Annexure III	Description of work at Main Canteen
Annexure IV	Description of work at Main Technical Complex Bopal Canteen
Annexure V	Description of work at New Bopal Canteen
Annexure VI	Description of work at pantries

Detailed Terms & Conditions of the Work Contract :

Annexure VII	Terms & Conditions for Work Contract for House Keeping
Annexure VIII	General Terms & Conditions of Tender
Annexure IX	Technical Bid Check List.
Annexure X	Declaration Format of the Vendor
Annexure XI	Commercial Offer Format

ANNEXURE – I

Name of the work : - House keeping service contract for New Canteen at SAC Campus.

Description of work :

(A) Cleaning of S.S. Thali, Crockery, Cutlery, S.S. Vessels tea Urns, Aluminum Vessels, etc.

Washing Cleaning, wiping and arranging of S.S. Thali plates, S.S. Katori, Crockery, Cutlery, Trays, Utensils, S.S. tea Urns, etc. used for the breakfast / lunch/ Special lunch / Dinner / tea / coffee/ high tea / snacks etc. preparation and service in the above area of work.

Quantum of Work (approx.)

1.	S.S Rectangular Thali	500 Nos.
2.	S.S Round Thali	25 Nos.
3.	S.S Tumbler	400 Nos.
4.	S.S Katori (big)	800 Nos.
5.	S.S Katori (small)	800 Nos.
6.	S.S Tea spoon	400 Nos.
7.	S.S Service vessels	10 Nos.
8	S.S Vessels (small)	10 Nos.
9.	S.S Vessels (medium)	10 Nos.
10.	S.S Nalla (big)	6 Nos.
11.	S.S Nalla (small)	5 Nos.
12.	S.S Tea urns (big)	2 Nos.
13.	S.S Tea urns (medium)	2 Nos.
14.	S.S Tea urns (small)	2 Nos.
15.	Porcelain cup and saucer	500 Nos.

(B) Equipment Cleaning (All days)

The equipments should be cleaned and wiped after every use.

Quantum of work:

1.	Tilting Pan with working table (Cantilever Frame)	4 Nos.
2.	Chapathi hot plate with puffer & working table	3 Nos.
3.	Bulk Cooker with working table	4 Nos.
4.	Single burner cooking range & dosa plate (Cantilever Frame)	5 Nos.
5.	Storage racks	4 Nos.
6.	Mobile trolley	2 Nos.
7.	Onion, Potato Bin	1 No.
8.	Single Sink Unit S.S. table	2 Nos.
9.	Hand washing trough with five sinks	4 Nos.
10.	Drinking water trough with three sinks	2 Nos.
11.	Bain Marie	2 Nos.
12.	Deep freezer	2 Nos.
13.	Pulverizer	1 No.
14.	Dish washing machine	1 No.
15.	Chapatti machine	1 No.

16.	L.P.G gas stove	6 Nos.
17.	Exhaust system	1 No.
18.	Bottle Freezer	1 No.

(C) Area of Cleaning (approx. area of work is 965 sq. mt.)

Cleaning of ceiling, walls and platforms dusting and cleaning of the ceiling, walls window shutters, window grills in the kitchen, dining hall, washing area, store room, staff rooms, toilet rooms, canteen office room etc. in the above work areas.

(D) Floor Cleaning :

Dusting sweeping, cleaning, mopping in the kitchen, dining hall, washing areas, store rooms, staff rooms, toilets, canteen office rooms etc. in the above work areas on working days as well as all holidays.

(E) Cleaning of Dining Tables :

Removing the food waste, wiping and always keeping the tables clean and in hygienic condition. (47 Tables)

(F) Cleaning of Dining chairs

Dusting, cleaning and keeping the chairs in clean condition in the above areas. (260 chairs).

(G) Cleaning of Furniture

Dusting, cleaning and keeping the furniture in clean condition in the above areas.

(H) Transporting of raw and cooked materials

Transporting the raw materials, grain, sugar, pulses, atta, L.P. Gas cylinders and other condiments received in the canteen store. Loading, arranging, unloading, transporting from the canteen stores to the respective canteen kitchen and stores.

(I) Removal of canteen waste

Removal of vegetable peeling and cutting waste, left over food waste from the plates etc. from the above mentioned work areas.
Any other additional work assignment on special occasions.

Time schedule for carrying out the above work contract 0700 hrs. to 1800 hrs.

ANNEXURE – II

Name of the work : - **House keeping service contract for RSA Canteen at SAC Campus (550 Sq.mt.)**

Description of work :

House keeping work in the following areas for activities to be carried out in the best manner all as per the instruction of Sr. Catering Manager, Catering Manager and supervisory staff for day to day work etc. The work includes sweeping and moping of floors, cleaning of utensils, equipments, cleaning of dining tables, dusting of office furniture, transporting cooked food, collecting waste from different places in canteen etc. as defined in this Annexure.

A. Cleaning of S.S. Thali., crockery, cutlery, S.S. Vessels tea Urns, Aluminium / Vessels etc.

Washing, cleaning, wiping and arranging of S.S. Thali plates S.S. katori, crockery, cutlery, Trays, utensils, S.S. tea urns, etc. used for the breakfast, lunch, dinner special lunch / dinner, tea, coffee, high tea, snacks etc. preparation and service in the above area of work.

B. Quantum of work approx

1.	S.S Rectangular thali	450 Nos.
2.	S.S Round thali	50 Nos
3.	S.S Tumbler	300 Nos.
4.	S.S Katori (big)	1000 Nos.
5.	S.S Katori (small)	800 Nos.
6.	S.S Tea spoon	400 Nos.
7.	S.S Service dubba	10 Nos.
8	S.S Vessels (small)	5 Nos.
9.	S.S Vessels (medium)	5 Nos.
10.	S.S Nalla (bit)	5 Nos.
11.	S.S Nalla (small)	6 Nos
12.	S.S Tea urns (big)	5 Nos.
13.	S.S Tea urns (medium)	5 Nos.
14.	S.S Tea urns (small)	2 Nos.
15.	Porcelain cup and saucer	800 Nos.
16.	S.S. Round plate (tiffin)	100 Nos.

C. Area of cleaning : (All days)

Cleaning of ceiling, walls and platforms dusting and cleaning of the ceiling, walls window shutters, window grills, in the kitchen, dining hall, washing area, store rooms, staff rooms, toilet rooms, canteen office rooms etc. in the above work areas.

D. Floor cleaning : - (All days)

Dusting sweeping, cleaning, mopping in the kitchen, dinning hall, washing areas, store rooms, staff rooms, toilets, canteen office rooms, etc. in the above work areas for working days as well as all holidays.

E. Equipment Cleaning : - (All days)

The equipments should be cleaned and wiped after every use.

F. **Quantum of work :**

For all days

1	L.P.G gas stoves	4 Nos.
2.	Electrical hot plate (sigra)	2 Nos.
3.	Bain Marie	1 No.
4.	Exhaust System	1 No
5.	Bottle Freezer	1 Nos

G. **Quantum of work : 35 tables (All days)**

Removing the food waste, wiping and always keeping the tables clean and in hygienic condition. (35 Tables)

H. **Cleaning of dining chairs : (All days)**

Dusting, cleaning and keeping the chairs in clean condition in the above areas. Dusting, cleaning, wiping and keeping the chairs in clean condition 100 chairs.

I. **Cleaning of furniture : - (All days)**

Dusting, cleaning and keeping the furniture clean condition in the above areas.

J. **Transporting of cooked and Raw materials : (All days)**

Transporting the raw materials, grain, sugar pulses, atta, L.P. gas cylinder and other condiments received in the canteen stores. Loading, arranging, unloading, transporting from canteen stores to the respective canteen kitchen and stores.

K. **Removal of Canteen Waste : (All days)**

Removal of vegetable peeling, vegetable cutting waste, plate waste etc. from the above mentioned work areas to the appropriate places within canteen areas.

L. Time schedule for carrying out the above work contract
07.00 hrs. to 18.00 hrs.

ANNEXURE – III

Name of the work:- House keeping service contract for Main Canteen Bldg. at SAC Campus (550 Sq.mt.)

Description of work:

House keeping work in the following areas for activities to be carried out in the best manner all as per the instruction of Catering Manager, Sr. Catering Manager and supervisory staff for day to day work etc. The work includes sweeping and moping of floors, cleaning of utensils, equipments, cleaning of dining tables, dusting of office furniture, transporting cooked food, collecting waste from different places in canteen etc. all as defined below:-

Working places are : -

1. **Main Canteen (550 sq. Mt.).**

2. **New VIP & VVIP Dining Hall & Kitchen near Main Canteen**

A. Cleaning of S.S. Thali., crockery, cutlery, S.S. Vessels, tea Urns, Aluminium / Vessels etc.

Washing, cleaning, wiping and arranging of S.S. Thali plates S.S. katori, crockery, cutlery, trays, utensils, S.S. tea urns, etc. used for the breakfast, lunch, dinner special lunch / dinner, tea, coffee, high tea, snacks etc. preparation and service in the above area of work.

B. Quantum of work approx

		Main Canteen (Item No. 1)	New VIP Dining (Item No. 2)
1.	SS Tumblers	400 Nos.	100 Nos.
2.	SS Katoris (big)	1100 Nos.	200 Nos.
3.	SS Katoris (small)	1100 Nos.	200 Nos.
4.	SS Tea spoons	500 Nos.	200 Nos.
5.	SS Service dubba	10 Nos.	6 Nos.
6.	S.S Service tray	10 Nos.	20 Nos.
7.	Tunga (big)	10 Nos.	20 Nos.
8.	Tunga (small)	5 Nos.	5 Nos.
9.	Tunga (medium)	5 Nos.	5 Nos.
10.	S.S Vessels (small)	10 Nos.	2Nos.
11.	S.S Vessels (medium)	5 Nos.	2Nos.
12.	S.S Nulla (big)	5 Nos.	2Nos.
13.	S.S Nulla (medium)	6 Nos.	2Nos.
14.	S.S Spoon (spl types)	70 Nos.	100 Nos.
15.	S.S Table spoon	-	100 Nos.
16.	S.S Service spoon	10 Nos.	50 Nos.
17.	S.S Knife	-	25 Nos.
18.	S.S Fork	-	25 Nos.
19.	S.S. Tea Kettle set	13 Nos.	2 Nos.
20.	S.S. Tea Urns (big)	5 Nos.	1 Nos.
21.	S.S. Tea Urns (medium)	5 Nos.	1 Nos.
22.	S.S. Tea Urns (small)	6 Nos.	1 Nos.
23.	S.S. Cheffing dish (set)	-	20 sets.
24.	Porceline cup saucer	1060 Nos.	800 Nos.
25.	Porceline full plate	-	400 Nos.
26.	Porceline half plate	-	400 Nos.
27.	Porceline quarter plate	100 Nos	200 Nos.

C. **Area of cleaning : All days**

Dusting and cleaning of the ceiling, platform, walls, windows, shutters, window grills in the pantry, washing area.

D. **Floor cleaning : (All days)**

Dusting sweeping, cleaning, mopping in the pantres, washing areas.

E. **Quantum of work : 35 tables (All days)**

Removing the food waste, wiping and always keeping the tables clean and in hygienic condition. (35 Tables)

F. **Cleaning of dining chairs : (All days)**

Dusting, cleaning and keeping the chairs in clean condition in the above areas

G. **Equipment Cleaning : (All days)**

The equipments should be cleaned and wiped after every use.

H. **Quantum of work :**

Main Canteen

1.	L.P.G gas stoves	2 Nos.
2.	Electrical hot plate (sigree)	1 No.
3.	Bottle Freezer	1 No.
4.	Refrigerator	2 Nos.
5.	Exhaust System	1 No.

I. **Removal of Pantry Waste : (All days)**

Removal of material waste, etc. from the above mentioned work areas to the appropriate places within pantry areas.

ANNEXURE – IV

Name of the work:- House keeping service contract for at Main Technical Complex Bopal Canteen at Bopal Campus (200 Sq.mt.)

Description of work:

Housekeeping work in the following areas for activities to be carried out in the best manner all as per the instruction of Sr. Catering Manager, Catering Manager and supervisory staff for day to day work etc. The work includes sweeping and moping of floors, cleaning of utensils, equipments, cleaning of dining tables, dusting of office furniture, transporting cooked food, collecting waste from different places in canteen etc. all as defined below:-

Working places are : -

1. **Main Technical Complex Bopal Canteen**

A. **Cleaning of S.S. Thali., crockery, cutlery, S.S. Vessels, tea Urns, Aluminum / Vessels etc.**

Washing, cleaning, wiping and arranging of S.S. Thali plates S.S. katori, crockery, cutlery, trays, utensils, S.S. tea urns, etc. used for the breakfast, lunch, dinner special lunch / dinner, tea, coffee, high tea, snacks etc. preparation and service in the above area of work.

B. **Quantum of work approx:**

		Main Technical Complex Bopal, Canteen
1.	S.S Tumblers	200 Nos.
2.	S.S Katoris (big)	600 Nos.
3.	S.S Katoris (small)	600 Nos.
4.	S.S Tea spoons	150 Nos.
5.	S.S Service dubba	06 Nos.
6.	S.S Service tray	06 Nos.
7.	Tunga (big)	05 Nos.
8.	Tunga (small)	5 Nos.
9.	Tunga (medium)	5 Nos.
10.	S.S Vessels (small)	10 Nos.
11.	S.S Vessels (medium)	5 Nos.
12.	S.S Nulla (big)	6 Nos.
13.	S.S Nulla (medium)	4 Nos.
14.	S.S Spoon (spl types)	70 Nos.
15.	S.S Table spoon	50 Nos.
16.	S.S Service spoon	10 Nos.
17.	S.S Knife	10 Nos.
18	S.S Forke	10 Nos.
19.	S.S Tea kettle set	05 Nos.
20.	S.S Tea urns (big)	02 Nos.
21.	S.S. Tea urns (medium)	02 Nos.
22.	S.S. Tea urns (small)	05 Nos.
23.	S.S. Cheffing dish (set)	-
24.	Porceline cup saucer	250 Nos.
25.	Porceline full plate	10 Nos.
26.	Porceline half plate	20 Nos.
27.	Porceline quarter plate	50 Nos.
28.	S.S. round plate (Tiffin)	50 Nos.

C. **Area of cleaning : (Approx. area of work is 200 sq. mt.) – Working Days**

Dusting and cleaning of the ceiling, platform, walls, windows, shutters, window grills in the pantry, washing area.

D. **Floor cleaning : - (Working Days)**

Dusting sweeping, cleaning, mopping in the pantries, washing areas.

E. **Quantum of work : 30 tables (Working Days)**

Removing the food waste, wiping and always keeping the tables clean and in hygienic condition. (30 Tables)

F. **Cleaning of dining chairs : (Working Days)**

Dusting, cleaning and keeping the chairs in clean condition in the above areas.

G. **Equipment Cleaning : - (Working Days)**

The equipments should be cleaned and wiped after every use.

H. **Quantum of work :**

Main Canteen(Technical Complex) Bopal, Canteen.

1.	L.P.G gas stoves	04 Nos.
2.	Electrical hot plate (sigree)	02 Nos.
3.	Refrigerator	01 No.
4.	Exhaust System	01 No.
5.	Dishwashing Machine	01 No.
6.	Pulverizer	01 No.

I. **Removal of Pantry Waste : (Working days)**

Removal of material waste, etc. from the above mentioned work areas to the appropriate places within pantry areas.

J. Time schedule for carrying out the above work contract as per work demand is:

7.30 hrs. to 16.00 hrs.

Beyond 1600 hrs as per request

ANNEXURE – V

Name of the work:- House keeping service contract for at New Bopal Canteen at Bopal Campus (75 Sq.mt.)

Description of work:

House keeping work in the following areas for activities to be carried out in the best manner all as per the instruction of Sr.Catering Manager, Catering Manager and supervisory staff for day to day work etc. The work includes sweeping and moping of floors, cleaning of utensils, equipments, cleaning of dining tables, dusting of office furniture, transporting cooked food, collecting waste from different places in canteen etc. all as defined below:-

Working places are : -

1. **New Bopal Canteen**

A. **Cleaning of S.S. Thali., crockery, cutlery, S.S. Vessels, tea Urns, Aluminum / Vessels etc.**

Washing, cleaning, wiping and arranging of S.S. Thali plates S.S. katori, crockery, cutlery, trays, utensils, S.S. tea urns, etc. used for the breakfast, lunch, dinner special lunch / dinner, tea, coffee, high tea, snacks etc. preparation and service in the above area of work.

B. **Quantum of work approx**

		New Bopal Canteen
1.	SS tumblers	150 Nos.
2.	SS katoris (big)	300 Nos.
3.	SS katoris (small)	300 Nos.
4.	SS tea spoons	100 Nos.
5.	SS service dubba	02 Nos.
6.	S.S. service tray	03 Nos.
7.	Tunga (big)	02 Nos.
8.	Tunga (small)	5 Nos.
9.	Tunga (medium)	2 Nos.
10.	S.S vessels (small)	5 Nos.
11.	S.S vessels (medium)	5 Nos.
12.	S.S nulla (medium)	1 Nos.
13.	S.S spoon (spl. types)	15 Nos.
14.	S.S table spoon	25 Nos
15.	SS service spoon	10 Nos.
16.	S.S. tea kettle set	02 Nos.
17.	S.S. tea urns (big)	01 Nos.
18.	S.S. tea urns (medium)	01 Nos.
19.	S.S. tea urns (small)	02 Nos.
20.	S.S. cheffing dish (set)	01 Nos.
21.	Porceline cup saucer	150 Nos.
22.	Porceline full plate	05 Nos.
23	Porceline half plate	10 Nos.
24.	Porceline quarter plate	25 Nos.
25.	S.S. round plate (Tiffin)	25 Nos.

C. **Area of cleaning : (Approx. area of work is 75 sq. mt.) – Working Days**

Dusting and cleaning of the ceiling, platform, walls, windows, shutters, window grills in the pantry, washing area.

D. **Floor cleaning : - (Working Days)**

Dusting sweeping, cleaning, mopping in the pantres, washing areas.

E. **Quantum of work : 12 tables (Working Days)**

Removing the food waste, wiping and always keeping the tables clean and in hygienic condition. (12 Tables)

F. **Cleaning of dining chairs : (Working Days)**

Dusting, cleaning and keeping the chairs in clean condition in the above areas.

G. **Equipment Cleaning : - (Working Days)**

The equipments should be cleaned and wiped after every use.

H. **Quantum of work :**
Main Canteen(Technical Complex)

1.	Bain marine	01No.
2.	Dishwashing Machine	02 Nos.

I. **Removal of Pantry Waste : (Working days)**

Removal of material waste, etc. from the above mentioned work areas to the appropriate places within pantry areas.

MAIN CANTEEN, RSA CANTEEN, NEW DABBA CANTEEN AT SAC CAMPUS

(ANNEXURE – V Contd..)

(For Holidays)

1. **Nature of work on Saturday/Sundays/Public Holidays.**

   Thorough cleaning of :

   S.S. thali, crockery, cutlery, tea urns, vessels etc. washing, cleaning, wiping and arranging all the items for the next day use.

2. **Area through cleaning : (All days)**

   Details same as of working day.

3. **Equipment thorough cleaning : (All days)**

   Details same as of working day.

4. **Thorough cleaning of dining table : (All days)**

   Details same as of working day.

5. **Thorough cleaning of dining table : (All days)**

   Details same as of working day.

6. **Transporting of Raw food materials : (All days)**

   Details same as of working day.

7. **Removal of Canteen waste : (All days)**

   Details same as of working day.

8. **Time schedule for carrying out the above work contract on Saturday/Sunday/Public Holidays:**

   7.00 hrs. to 15.30 hrs
   9.00 hrs. to 17.30 hrs.
   13.00 hrs. to 21.30 hrs.

ANNEXURE – VI

Description of work at Pantries:

Nature of the work :- House Keeping Service contract for pantries & related areas at SAC Campus.

Description of work:-

House Keeping work is the following areas for activities to be carried out in the best manner all as per instruction of Sr. Catering Manager, Canteen manager and supervisory staff for day to day work etc. The work includes sweeping and wiping of floors cleaning of utensils, crockery & cutlery, cleaning of pantry table & counter.

A. Cleaning of crockery, cutlery, S.S. sauce pans and Tea urns. Washing, Cleaning, Wiping and arranging of crockery, cutlery, vessels and sauce pan, utensils, S.S. Tea urns etc. use for service at pantry.

B. Quantum of work approx:

1.	Tea Cup	75 Nos.
2.	Tea Urns	02 Nos.
3.	Tray	10 Nos.
4.	Spoon (Medium)	50 Nos.
5.	Tea Spoon	75 Nos.
6.	Service Tea Set	05 Nos.
7.	S.S. Vessel	06 Nos.
8.	Sauce Pen	05 Nos.
9.	S.S. Bowl	10 Nos.
10.	Quarter Plates	50 Nos.
11.	Caturies	50 Nos.

C. Removal of Pantry Waste : (All days)

Removal of material waste, etc. from the above mentioned work areas to the appropriate places within pantry areas.

ANNEXURE – VII

TERMS AND CONDITIONS FOR WORK CONTRACT FOR HOUSEKEEPING SERVICES

1. The Service Provider shall comply with statutory rules connected with Labour (Registration and abolition Act) 1970 and Central Rules, 1971, Employees Provident Fund Act, Employees State Insurance Act, Minimum Wages Act, Payment of Wages Act, Workmen's compensation act and shall submit necessary registration documents whenever called for.

2. The contractor shall pay wages as per the minimum wages Act as prescribed by the State/Central Government as amended from time to time, to all of his workers employed in this work. The contractor shall be responsible for fulfilling all the statutory requirements and the statutory provisions which are applicable in such contracts like EPF, ESI, etc. If due to any reasons SAC is made liable to pay any liabilities, it shall be repaid by the contractor to SAC and all such liabilities will be recovered from the amounts payable to the contractor..

   Contractor should produce an undertaking every three months from the entire employees under his contract that EPF and ESI amount has been remitted in their respective accounts as per EPF Act. The undertaking shall be submitted to the contract manager in every three- months. It may also be ensured that KYC has been completed as per EPFO norms. THE REMITANANCE TOWARDS PF & ESI SHOULD BE MADE AT AHMEDABAD LOCAL OFFICES ONLY

3. The manpower deputed by the Service Provider shall have no claim/right in the regular employment in SAC/ISRO Ahmedabad.

4. The contractor shall ensure to deploy minimum of 92 Housekeeping workers & 05 Supervisor for each working day and 20 House Keeping workers & 02 Supervisor for holidays. However SAC reserves right to decide the actual deployment from time to time during the tenure of the contract. Extra manpower maximum up to 25 Nos. should be provided whenever asked for carrying out special lunches, dinners, etc. for which payment shall be made accordingly.

5. It shall be the responsibility of the Service Provider to provide manpower and maintain the Canteen. The service provider should engage adequate number of manpower with appropriate qualification for the above works, and the minimum number of persons to engage shall not be less than as prescribed below:

Position	Nos. of Staff required		Qualification / Experience
	For SAC Campus	For Bopal Campus	
House Keeping Supervisor	3	2	Graduate with good experience in the Housekeeping field
HSU Attendant	57	35	Minimum 9th pass preferably with catering experience

6. Accommodation and transportation for the manpower provided by the Service Provider shall be the sole responsibility of the Service Provider

7. The contract will be initially for **one year** and further may be **extended for one more year,** if the performance and statutory compliance are found satisfactory with same terms and conditions.

8. The contractor shall be responsible for the deployment of manpower and for settlement of disputes arising out of the terms and conditions of services of the personnel.

9. The work in general shall be carried out in accordance with the scope of work and as per direction of Officer-In-Charge. The contractor shall ensure quality work in a planned and time bound manner.

10. The work shall be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of which the work is to be executed or as directed by the Officer-in-Charge and nothing extra shall be paid on this account.

11. The contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. Maximum care and precautions shall be taken to avoid any system breakdown. In case workforce deployed by the contractor resort to any kind of industrial action, the Contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.

12. SAC reserves the right to immediately step in and carryout a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the contractor without resorting to the formalities of issuing notices, etc for rescinding the contract and the contractor would have no claim for compensation in such cases.

13. SAC reserves the right to terminate the contract at any time without assigning any reason thereof whatsoever, at any time by giving one month notice.

14. SAC reserves the right to award the service contract for a period of 03 months to assess the performance as per the terms and conditions of the contract. And during the period this if the service not found satisfactory, the contract will be terminated by giving one month's notice without assigning any reason thereof.

15. The contractor who is awarded the Work Contract should obtain a SAC Contract labour license. SAC shall issue form V required for obtaining the labour licence. The Contractor shall be liable for all consequences in case of non-compliance to this requirement, if applicable. Vendor is also required to submit copies of labour licence of their earlier contracts for the past 3 years.

16. If the house keeping work has not been carried out satisfactorily at any of the locations mentioned herein, apart from making proportionate deduction for the amount of work not carried out by the contractor, a penalty of Rs.500/- per day will be imposed where the work has not been carried out satisfactorily.

17. In case the contractor fails to carry out the work satisfactorily, SAC reserves the right to get the work done at the risk and cost of the contractor, apart from the right to terminate the contract.

18. The contractor shall attend to any complaints received in connection with the services immediately. Any failure will attract penalty as mentioned in Clause 17 above.

19. The Tenderer shall acquaint himself with the proposed site of work places, etc. before quoting his rates.

20. The contractor shall be responsible for settling any claim/compensation against all damages and accidents caused due to negligence on the part of his employees and keep SAC indemnified from any compensation / liability.

21. The contactor shall be responsible for any theft, pilferage or misbehavior by any of their employees engaged for carrying out the work. The Service Provider shall be responsible for the polite, decent and courteous behavior of their labourer towards the guest and officials of SAC/ Department. The Service Provider should indemnify SAC for any loss or damage caused due to the negligence or intentional activities of their employees. If SAC feels that the behavior or conduct of any of the Service Provider's staff is not conducive to SAC or if any labourer is unsuitable to work in SAC under any other reasons, the Service Provider is liable to change the labourer/staff forthwith. The decision taken by SAC in this respect shall be final and binding.

22. SAC will not be in any way responsible for any injury or for any other Contingencies that may arise during the operation of the contract in respect of his employees deployed under this contract.

23. The contactor shall be responsible for any theft, pilferage or misbehavior by any of their employees engaged for carrying out the work. The Service Provider shall be responsible for the polite, decent and courteous behavior of their labourer towards the guest and officials of SAC/ Department. The Service Provider should indemnify SAC for any loss or damage caused due to the negligence or intentional activities of their employees. If SAC feels that the behavior or conduct of any of the Service Provider's staff is not conducive to SAC or if any labourer is unsuitable to work in SAC under any other reasons, the Service Provider is liable to change the labourer/staff forthwith. The decision taken by SAC in this respect shall be final and binding.

24. SAC will not be in any way responsible for any injury or for any other Contingencies that may arise during the operation of the contract in respect of his employees deployed under this contract.

25. As the site of the work is in the restricted area, the contractor is required to obtain Entry Cards for his employees, to be issued by Admin. Officer, SAC. Police Verification certificates are to be obtained for all the staff to be deployed by him under this contract. Any other formalities as applicable/ enforced from time to time shall be complied with at no extra cost. No claim what so ever on this shall be allo wed. Incidental expenses incurred towards Entry Card shall be borne by the contractor. At present the cost of the Entry card is Rs. 70/- per person. For any loss or damage of the Entry card, Rs. 400/- per person will be charged as penalty for issue of new Entry card. If any labourer is removed from work for any reason, Contractor shall surrender his Entry card to Officer-In-Charge. Contractor shall be liable for any misuse of Entry cards.

26. **The Service Provider should have a registered and full- fledged office preferably in Ahmedabad or near by areas in Gujarat having Telephone (Landline), Fax/E-mail facilities, etc.**

27. The service provider shall get the police verification of the personnel deployed for duty inside the campus.

28. Nationality: The Service Provider shall employ Indian National above the age of 18 years only. The designated officer, Sr. Catering Manager, SAC reserves the right to expel any labourers of the Service Provider without assigning any reason thereof.

29. While submitting the offer, the Service Provider shall submit all necessary documentary proof in support of their claim. In case if SAC reserves the right to reject the said including black listing of the bidder/Service Provider.

30. While submitting the offer, the Service Provider shall submit all necessary documentary proof in support of their claim. In case if SAC reserves the right to reject the said including black listing of the bidder/Service Provider.

31. Purchaser reserves the right to ask the service provider to remove any of its employees from service if in the opinion of Sr. Catering Manager/Catering Manager, they have been found to be indulged in any activity /behaving which is against the letter and spirit of the service provider.

32. The service provider shall maintain Attendance Register which should be checked by the contact person and a copy of the same shall be submitted along with bills while claiming monthly payment. The attendance register should be updated and will be called for verification at any time by the Purchaser.

33. Any other terms & conditions of clause not covered in this document shall be in accordance with the concerned labour laws and other statutory rules /Acts.

34. Service provider should not have been banned or black – listed by the Government Department/Central Government Unit/PSU/Financial Institution/Court.

35. Termination: SAC reserves the right to terminate the contract without assigning any reason by giving a prior notice of 30 days.

36. The contractor shall comply with proper and legal orders and directions of the local or public authority or Municipality and abide by their rules and regulations and pay all fees and charges, which he may be liable.

37. The contractor shall be responsible for all the damages and accidents due to negligence on his part.

38. The contractor shall arrange his work, so as not to interfere with or hinder the progress or completion of the work being performed by other contractor(s) or by the Officer-in-Charge and shall as far as possible arrange his work and shall place and dispose off the materials being used or removed so as not to interfere with the operations of other contractors. He shall arrange his work with that of the others in an acceptable and coordinated manner and shall perform it in proper sequence to the complete satisfaction of Officer-in-Charge.

39. The amount for the Meal, Tea/Coffee etc. availed by workforce will be recovered from the service provider's bill on day basis as per the charges fixed by SAC from time to time on the basis of the certificate received from the Office-In–Charge.

40. Responsibility of service provider for payments of wages: The service provider has to submit the bill by 5th of every month for the completed period of one month with all supporting documents as required. The payment will be solely made subject to satisfactory completion of the work every month based on the certificate issued by officer-in-charge, SAC. Service provider shall ensure to pay wages in timely manner and shall pay to their workforce, by Bank cheque/ECS, so that the workforce can draw their wages through Bank account, failing which the contract will be terminated forthwith, without notice. The service provider shall submit to the accounts officer, SAC, copy of the cheque Book/Bank scroll etc. in the succeeding month about the payment made by the service provider to each of their workforce. Rate of wages shall not in any case be less than the rates of wages as fixed or for such employment by the labour commissioner. Revision of wages as and when notified by the labour commissioner shall automatically come into effect. The documents along with the bill should consist of having made the payment to the workforce (salary slips) the proof of having made the payment/deposit of workforce towards EPF and ESI (individual by name of workforce engaged for the contract as well as consolidated receipt which should tally exclusively for proposed contract).The service provider shall first remit the Employer's contributions towards EPF and ESI every month to the respective authorities and then claim reimbursement of the said Employer's contribution on production of documentary evidence. (i.e. individual EPF and ESI admittance) to the effect that both the Employee's as well as Employer's contribution towards EPF and ESI are remitted to the said authorities every month failing which the contract will be terminated without further notice.

41. Required materials like Coconut Brooms, Stick Brooms, Bamboo Sticks, Mori Duster, Dusting Cloth, Vim/Biz Powder, Soap Solution etc. will be provided by SAC free of cost and shall be stored in an identified place. The contractor shall maintain registers for materials and chemicals provided by office. These registers shall be signed by the contractor or by his authorized representative and the Officer-in-Charge of the work or his authorized representative. The contractor shall be responsible for the watch and ward of the material provided to him against pilferage and breakage during the currency of Contract and thereafter till the work is physically handed over to SAC.

42. Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense. The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services. The contractor shall execute his work in such a manner that no damage is made to the existing structure

43. The work is required to be executed in the SAC and Bopal Campus under the SAC, which is very important area where both speed and quality of execution are to be maintained by the contractor.

44. During the period of Contract, if the work or conduct of any worker is found unsatisfactory by SAC, such persons shall be removed by the Contractor immediately with suitable substitute.

45. UNIFORMS:
The contractor shall provide two pairs of Uniforms **(consisting of Shirt/T-Shirt, Trouser and socks) and a pair of shoes** per year for each of their employees as approved by SAC. The contractor shall ensure that the work force deployed by him wears such uniform while on duty. The uniform shall be clean and ironed. Any failure on this account shall attract penalty.

46. The Officer-In-Charge is authorized to give instructions to the Manager /Supervisor of the contractor at the premises of SAC on all matters relating to this work. Similarly, the authorized Manager/Supervisor of the contractor shall report on all matters concerning the above work to the Officer-In-Charge. He should be available full day for receiving instructions from the officer.

47. In the event of any restrictions being imposed by the Security Agency, SAC, or any other department having jurisdiction in the area on the working or movement of labour/material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account. The loss of time on this account, if any, shall have to be made up by generating additional resources etc.

48. General Security restrictions are given as under:

I. The labourers /staff should not be changed too frequently once the verification of the character and antecedents is done.
II. After verification of antecedents of workers, Identification badges will be issued to them by the contractor under the seal of the Officer-in-Charge or his representative. The cost of badges would be borne by the contractor.
III. As and when there will be security requirements certain additional restriction (s) can be imposed as per the requirement of the situation.
IV. No claim whatsoever will be entertained by the department on account of restriction (s) imposed by the security agencies in execution of work including temporary suspension of work due to VVIP movements.
V. The contractor shall be responsible for behavior and conduct of his labourers. No labourer with doubtful integrity or having a bad record shall be engaged by the contractor.

49. The information mentioned in the tender documents is being furnished for general information & guidance only. The Officer-in-Charge, in no case shall be held responsible for the accuracy thereof or interpretations or conclusion drawn there from. The contractor shall verify such data to his entire satisfaction before quoting the rates.

50. The existing site is very costly and intricate finishing on walls, ceiling and floors etc. The contractor shall make necessary arrangements at his own cost to prevent any damage to work site including building, machinery, furniture etc. due to any of his activities. The contractor shall be responsible for any damage at the site due to him or his employees and shall make good the same at his own risk and cost. The decision of Officer-in-Charge regarding cause and cost of damage shall be final. In case the contractor fails to make good the damage to the entire satisfaction of Officer-in-Charge, it shall be done at his risk & cost by the Officer-in-Charge.

51. The standard of sanitation/ cleanliness shall always be to the satisfaction of the authorized representative of the Officer-in-Charge whose decision in this regard shall be final and binding on the contractor. In case of default, Officer-in-Charge may get the improvement done at the cost of agency without any notice.

52. The workers deployed by the contractor should be **male** only who possess good health and free of any contagious diseases & ensure to wear cap, gloves, etc. during work. They should also posses experience in the catering field and have minimum education qualification to read, write and understand the routine matters.

53. SAC has right to reject or refuse to take service from a person for the following reasons without giving any notice period :

a) Who is physically or mentally unfit carry out assigned work
b) Having involved in any criminal offences, illegal activities or a police/court case is contemplated against him after obtaining police clearance and any time during the contract.
c) Misconduct or behavioral reasons or security concern or refuse to do assigned work
d) Having unacceptable habits (smoking, chewing tobacco, doping, drinking, etc.) which are prohibited as per the law of the land.

54. The Building as well as outside Area is required to be maintained as dust free and stain free. All canteens to be washed thoroughly with water/sanitizer once in a week.

55. The scope of contract, consideration, terms of payment, price adjustment, taxes wherever applicable, insurance, liquidated damages, period of completion, defects liability period and all other terms and conditions are contained in aforesaid tender documents. The contract shall be duly performed by the contractor strictly and faithfully in accordance with the terms of agreement.

56. Settlement of Disputes: It is specifically agreed by and between the parties that all the difference or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by the process of settlement and arbitration under the provisions of the Indian Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall have exclusive jurisdiction over the same and Ahmedabad alone shall have exclusive jurisdiction over the same.

57. Notice of default: Notice of default given by either party to the other under the agreement shall be written and shall be deemed to have been duly and properly served upon the parties hereto if delivered against acknowledgement due addressed to the signatories at the address mentioned hereby in above.

58. Labour License: Successful contractor shall obtain labour license immediately on award of the contract. A copy of the labour license shall be submitted to the Contract Manager for records without which payment shall not be released.

59. **SAC RIGHTS: SAC reserves *the right to accept or reject any offer fully of partly without assigning reasons if the rates quoted are not rational and viable.* The net administrative charges should be quoted after taking into account Uniform (2 pairs/year), Entry Card, Police Verification, Medical examination or any other charges anticipated for the smooth running of contract. *If quotes received without taking into consideration of the above elements, such quotations shall be summarily rejected.***

60. The Service Provider cannot sub-contract this work to any other entity or agency.

61. SAC is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

62. One copy of this RFP may be signed and submitted along with quotation confirming acceptance of all terms & conditions of RFP.

63. **Rate Schedule :**

Sr. No.	Particular / Details	Amount (Rs.) Per Month
(1)	Providing Housekeeping Services and maintenance of canteen and dining area by positioning Supervisor, HSU Attendant as per terms & conditions stipulated in the service contract and taking consideration the minimum wages, EPF ESI, Minimum wages should not be lower than the wages stated as under (prevailing as on date) : Catering Supervisor: 653/- per person per day HSU Attendant: 536/- per person per day	
(2)	Administrative Charges/Margin	
(3)	Total	
THIS IS A TWO BID TENDER. ENSURE THAT TECHNICAL & COMMERCIAL OFFERS SHOULD BE FILLED SEPARATELY IN THE FORMATS AS PER ANNEXURE-IX & ANNEXURE-XI. ANY MENTION OF PRICE DETAILS IN THE TECHNICAL BID, IF FOUND, SHALL BE TREATED AS NULL & VOID AND THE OFFER WILL BE SUMMARILY REJECTED.		

Instructions to the Tenderer's for Price Bid:

a) The minimum wages for providing required workforce per day is fixed and the same should not be lower than the wages prescribed under the Minimum Wages Act.

b) The administrative charges are to be quoted taking into consideration the expenditure stated as Clause No. 60 *along with margin.*

Any increase / decrease in minimum wages subsequently during the period of contract will be reimbursed / deducted on the production of documentary proof of payment by the department. The service provider while quoting has to take consideration the Minimum Wages stated above. The offers received without compliance to the sane will be straightway rejected without assigning any reason.

c) SAC shall reimburse monthly payment towards Employer's contribution of EPF@13.15% and ESI@4.75 on the wages.

d) Employee's contribution towards EPF@12% and ESI@1.75% on the wages have to be borne by the Service Provider.

e) SAC shall pay GST as applicable. The Service Provider is responsible for remitting ESI, EPF in respect of both Employer's and Employee's contribution to the concerned Government Authorities on monthly basis and submit the documents as and when called for verification. THE REMITANANCE TOWARDS PF & ESI SHOULD BE MADE AT AHMEDABAD LOCAL OFFICES ONLY

Annexure VIII

GENERAL TERMS & CONDITIONS OF TENDER

1) The successful tenderer must submit copy of the labour license from Asst. Labour Commissioner within one month from the date of issue of Work Order/Award letter failing which the order shall be treated as cancelled.

2) SAC reserves the right to accept or reject any offer fully or partly without assigning any reasons.

3) **SAC also reserves the right to enter into one contract or parallel contracts with one or more service providers, if required. The lowest rates will be given as counter offer to L2 vendor. In case L2 vendor does not accept the lowest rates, offers will be given to L3 vendor and so on. The ratio of allotment of strength between 2 vendors will be at the ratio of 62% & 38%.**

4) The tenderers are advised to inspect and examine the sites and satisfy themselves about the nature of work before submitting their offer. The tenderer shall be deemed to have full knowledge of the sites, whether they inspect or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed/paid.

5) A tenderer should quote in figures as well as in words the rate(s) in the offer. The amount for each item should be worked out and the requisite totals should be provided with break-ups. Special care shall be taken to write rates in figures as well as in words.

6) The bidders shall submit their bids along with Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rupees Five lac Only)) in the form of DD/FDR/TDR/Bank Guarantee issued by any scheduled Bank in favour of "Accounts Officer, SAC" payable at Ahmedabad. Any bid received without EMD shall be deemed as invalid.

7) The quotation shall be valid for a period of 60 days from the due date.

8) The successful Tenderer shall provide Security deposit for 10% of order value in the form of DD/FDR/TDR/Bank Guarantee issued by any scheduled Bank in favour of "Accounts Officer, SAC" payable at Ahmedabad. Security Deposit will be refunded without any interest, after successful completion of contract period.

9) The successful tenderer or contractor on acceptance of his tender by accepting authority shall commence performance of the contract at the earlier but not later than15 days from the date of award of the work.

10) The contractor shall strictly comply with the provisions of State/Central Government rules and regulations under Minimum Wages Act -1948, Contract Labour (Regulation and Abolition) Act -1970 Employers Liability Act, 1938, Employees State Insurance Act-1948 or any modifications thereof or any other laws relating thereto and rules made there under from time to time or throughout the period they run the contract at SAC.

SELECTION CRITERIA FOR SERVICE PROVIDERS

Under this Contract, the Service Provider will provide housekeeping services to Canteens, pantries and various other identified locations in the SAC & Bopal campus.

1.1 Firm of the Service provider should be in existence for a minimum of 3 years on the date of issue of this tender, with necessary relevant experience in providing such services (Attach relevant Contract copies, documents etc. with the bid). The service provider must have experience of providing services (similar) involving engagement of manpower, the quantum of which is not less than 25 units per day (average) for a period of one year, during last 3 years. Documentary evidence in this connection only can qualify an agency to participate in bidding.

1.2 **Service provider's office must be located in Ahmedabad or nearby areas in Gujarat. Service provider shall provide all local contact information like address, landline phone, mobile numbers, email address, Fax number, Names of contact persons (at least two) etc.**

1.3 Service provider shall submit copies of I.T. returns, Audited financial statements for the last three years, etc. along with ***bid*** document.

1.4 Following Documents/Details should be enclosed along with the tender document.

1. Copy of Registration certificate of the firm, issued by appropriate Government authority.
2. PAN and GST/Service Tax Registration No.
3. The latest valid Solvency Certificate from a Scheduled Bank for Rs. 25 lakhs.

1.5 Service provider has to submit list of regular employees of their establishment.

1. Service Provider's Company/firm should not have been banned or black-listed by any Government Department / Central Government Unit / Public Sector Unit / Financial Institutions / Court.
2. Service Provider shall attach Certificates from previous clients for whom they have executed/are executing similar service contracts.

1.6 If required, SAC Officials may visit the Service Provider's premises for verification of information related to work orders/space/manpower etc. and other infrastructure facilities claimed. A bid by Service Provider, who is not able to substantiate/satisfy the requirements for qualification as stipulated in this RFP, will be rejected.

1.7 The Agency should have satisfactorily carried out work of similar type within last 3 financial years in any Government Institution/ Autonomous Body/Central PSU/Reputed organizations costing minimum Rs.1 Crore.

1.8 The applicant shall submit proof in support of his claim. Such certificates shall be signed by a competent authority in the respective organization.

ANNEXURE – IX

(TECHNICAL BID)

Bids received without this format duly filled in will not be evaluated

(Copies of documents mentioned in the check list should also be attached & offers without the documents will be rejected).

CHECK LIST FOR TENDER					
Sr. No	**Particulars**	**Yes**	**No**	**If Yes Page No. of Tender Documents**	**Remarks**
1	Audited Annual Financial Statements for 2014-2015, 2015-2016 and 2016-2017 are attached?				
2	Copies of Orders of Similar nature executed during the last three years are enclosed?				
3	Details of at least one similar work costing not less than Rs.1 Crore (Rupees One Crore only) is provided?				
4	Is Firm have valid registration under company act/shop act or any other relevant statute?				
5	Has the bidder produced Bank solvency certificate of a value not less 25 Lakhs?				
6	Does the firm have valid registration under ESIC Act ?				
7	Earnest Money Deposit of Rs. is submitted with tender?				
8	Attached the Proof of up-to-date remittances to ESI for existing work contracts.				
9	Does the firm have valid registration under EPF Act ?				
10	Proof of up-to-date remittances to EPF is Attached?				
11	Does the firm have valid registration under Service Tax Act?				

Sr. No	Particular	Yes	No	If Yes Page No. of Tender Documents	Remarks
12	The Firm/Contractor should have a Registered office in Ahmedabad city or nearby areas in Gujarat with full infrastructure for the last 3 years. Copies of address proof viz. GST Registration or any other documentary evidences to be provided which proves the claim.				
13	Has the firm been banned/ black listed / Put on Holiday list by any Government Dept/ Central Govt. Unit/Public Sector Unit / Financial Institutions/ Court etc.				
14	The rates quoted for workers complies with the minimum wages Act ?				
15	Has the firm agreed & quoted for extension for one more year?				
16	Copy of PAN Card				
17	Copy of Licenses issued by Labour Commissioner for the earlier contracts undertaken by them				
18	Signed declaration (As per the format given in the Tender Document)				
19	GST Registration No.				
20	**ANY OTHER ISSUES TO BE MENTIONED AGAINST THE POINTS IN ANNEXURE I TO VIII FOR OBJECTIONS, NON-COMPLIANCE, DOUBTS, ETC.**				

Note: In order to evaluate the offers, all the above conditions will have to be fulfilled by the Tenderers failing which the offers will be summarily rejected. Such of those tenderers/agency/company/firm does not have earlier similar experience in these services will not be consider and summarily rejected.

Annexure –X

DECLARATION

(On letter head of Agency/Firm of the Tenderer)

1. I/We have carefully read and understood all the terms and conditions of the tender as stipulated in Annexure 1 to VIII for Work Contract of Canteen Housekeeping Services & Allied Services and undertake to abide by them.
2. I/We also agree to abide by all the statutory requirements as prevailing from time to time.
3. I/We hereby undertake that our company/firm do not have any legal suit/criminal case either pending against me/us/proprietor or any of our Directors(in case of company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
5.

Signature of authorized Signatory

Date: _____ Full
Name:_____

Place:_____ Seal:

ANNEXURE – XI
(COMMERCIAL BID)

PRICE FORMAT

OUTSOURCING CONTRACT FOR HOUSEKEEPING OF SAC CANTEENS

Sl No	Category of Work Force	Wages Per Person Per Day Rs.
A	**WAGES**	
	Unskilled Worker	
	Skilled Worker	
B	**EMPLOYERS PROVIDENT FUND**	
	Employer's Contribution of EPF @ 13.15% **on A**	
C	**EMPLOYERS STATE INSURANCE**	
	Employer's Contribution of ESI at 4.75% **on A**	
D	**ADMINISTRATIVE CHARGES**	
	Category of Work Force	**ADMINISTRATIVE CHARGES per person per month**
	Unskilled Worker	
	Skilled Worker	
E	**GST if applicable (to be shown separately)**	

RUPEES IN WORDS :

The Wages of Unskilled/Skilled Workers should not be lower than the Minimum Wages Act fixed by the Government of India failing which the tender will be considered as null & void.

The amount of the Administrative Charges shall include cost toward Uniform (2 pairs) per year, Entry Cards, Police Verification, Profit and other over heads. COST TOWARDS ANY OF THESE HEADS SHOULD NOT BE DEDUCTED FROM THE WORKERS. PAYMENTS TO WORKERS SHOULD BE THROUGH BANK TRANSFERS ONLY & DOCUMENTARY EVIDENCE OF BANK TRANSFER, PF/ESI CONTRIBUTIONS, ETC. SHOULD BE GIVEN TO THE SAC NODAL OFFICER. The Service Provider should indicate the Administrative Charges only in terms of Fixed Amount and not in percentage and the same shall be Firm and Fixed during the currency of the Contract

(Signature of the Authority Signatory with Seal)

Instructions to the Service Provider :

1. This is a 2 bid tender (Technical & Commerical). Both the offers should be separately prepared. In Technical Part the rates should be not filled under any circumstances. **The tender should be filled strictly in the same format which is given as ANNEXURE-IX FOR TECHNICAL AND ANNEXURE-XI FOR COMMERCIAL OFFERS.**

2. The minimum wages for providing required number of workforce per person per day is fixed and the same should not be lower than the wages prescribed. The Service Provider is requested to quote the Administrative Charges separately in Rupees after taking into the consideration of all overheads/Uniforms & Shoes/TDS/misc. charges if any. Prevailing minimum wages w.e.f.01/04/2017 are Rs. 536/- (Unskilled) and Rs. 653/- (skilled).

3. SAC shall reimburse monthly payment towards Employer's contribution of EPF at 13.15%, ESI at 4.75% on the wages.

4. Employee's contribution towards EPF at 12%, ESI at 1.75% on the wages has to be borne by the Workforce deployed by the Service Provider and SAC will not pay any contribution in this regard.

5. The Tenderer should quote the rate as per prescribed format in Annexure B only. Please specify the percentage of Service Tax applicable.

6. SAC shall pay Service Tax Extra as applicable. The Service Provider is responsible for remitting ESI, EPF in respect of both Employee's and Employer's contribution to the concerned Government authorities.

7. The maximum number of working days per month shall be 26. However, payment will be made in accordance with actual attendance.

8. One Service Unit is defined as One person working for 8 hrs/day (can be continuous or in spells).

INSTRUCTIONS FOR TWO-PART TENDER

We are proposing to invite Tenders in Two Parts Viz. Part I Technical and Commercial & Part II Price.

All Tenderers are requested to follow carefully the following instructions before preparing their offer.

I PART I: TECHNICAL & COMMERCIAL BID

Part – (a) Technical

i. This part should contain detailed specifications of the items quoted by you along with Technical literature and leaflets if any.

ii. A compliance statement showing the compliance of the item quoted by you with that of item tendered by us should be prepared and enclosed to this.

iii. Any other information called for in the tender related technical and specifications can also come in this part.

iv. Prices should not be indicated in this cover.

Part – (b) Commercial terms: (WITHOUT PRICES)

i. The commercial terms applicable for the item quoted by you should be indicated in this part.

ii. If any compliance statement is called for the commercial terms / contractual terms and conditions, the same is to be attached in this part.

iii. Prices should not be indicated in this part. However, a copy of the price bid (without prices) can be enclosed in this part to enable to understand whether all the items required to be quoted by you have been quoted in the price bid. Alternatively, a statement is to be made indicating that you have quoted prices for all the items as per the tender and enclosed in the Price Bid as per the format.

iv. The Commercial terms such as delivery terms, delivery period, payment terms, Warranty, validity of the offer, installation & commissioning, duties and taxes etc., shall come into this.

Note: 1. Either Technical Specifications or terms & conditions as above should be very clearly reflected item-wise with reference to the items called for in the tender.

2. Please note that the ***PRICE SHOULD NOT BE*** indicated in this part.

3. Technical and Commercial part as described above shall be prepared and put it in a sealed cover & super scribed and addressed as follows:

Tender No. :
Due Date :
PART I : **TECHNICAL & COMMERCIAL BID**

The Sr. Head Purchase & Stores
Space Applications Centre
Ambawadi Vistar P.O.
Ahmedabad – 380 015

From:

II **PART II : PRICE BID**

i. The prices applicable for the items, item-wise in response to the tender shall come into this part.

ii. Tenderer shall indicate very clearly item-wise prices with reference to their technical offer.

iii. Price part prepared as above shall be enveloped and superscribed as follows:

Tender No. :
Due Date :
PART II : **PRICE BID**

The Sr. Head Purchase & Stores
Space Applications Centre
Ambawadi Vistar P.O.
Ahmedabad – 380 015

From:

III The Technical & Commercial envelope (Part I) and Price cover (Part II) prepared as above along with 'Tender fee cover' (if applicable) should be inserted in another envelope and superscribed as follows:

Tender No. :
Due Date :
PART I & PART II ARE INDIVIDUALLY SEALED AND KEPT INSIDE:
(DD towards Tender fee also is kept inside)

The Sr. Head Purchase & Stores
Space Applications Centre
Ambawadi Vistar P.O.
Ahmedabad – 380 015

From:

Important Note:

Being a Two-Part Tender, fax quotations will not be accepted. Please ensure your offers are received by mail before due date and time.

In case you are going to download the documents from our website and submitting the offer, you are requested to submit the DD towards Tender fee in a separate cover along with a covering letter duly superscribing on the cover "Tender fee in respect of File No. _____".

Quotations submitted contrary to above instructions are liable to be rejected.

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
SPACE APPLICATIONS CENTRE
PURCHASE DIVISION
Tele No: ...../Fax No: ...../e-Mail ID.....

INSTRUCTIONS TO TENDERERS

1. Tenders should be sent in sealed envelopes super scribing the relevant tender No, and the due date of opening. Only one tender should be sent in each envelope. Unsigned bids shall be rejected.
2. Late tenders and delayed tenders will not be considered. Unsigned bids shall be rejected.
3. Tender fee & bid security (EMD) exemption for MSME.
4. Sales Tax and/or other duties/levies legally leviable and intended to be claimed should be distinctly shown separately in the tender.
5. As a Government of India Department, this office is exempted from payment of Octroi and similar local levies. Tenderers shall ensure that necessary Exemption Certificates are obtained by them from the Purchase Officer concerned to avoid any payment of such levies.
6. a) Your quotation should be valid for at least 90 days from the date of opening of the tender.
   b) Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
7. Preference will be given to those tenders offering supplies from ready stocks and on the basis of FOR destination/delivery at site.
8. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.
   (b) Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expense.
   (c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.
   (d) **Specifications**: Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies. Wherever options have been called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us, the tenderer could suggest changes to specifications with appropriate response for the same.

9. The Purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.

10. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
11. The tenderer should supply along with his tender, the name of his bankers as well as the latest Income-Tax clearance certificate duly countersigned by the Income-Tax Officer of the Circle concerned under the seal of his office, if required by the Purchaser.
12. The Purchaser reserves the right to place order on the successful tenderer for additional quantity up to 25% of the quantity offered by them at the rates quoted.
13. The authority of the person signing the tender, if called for, should be produced.
14. We are exempted from the payment of Central Excise & Custom Duties vide notifications issued by Govt. of India.
15. In case, the vendors are falling under the category of MSME, registered under NSIC and would like to avail exemptions, their quotations should be accompanied with necessary registration certificate with declaration to consider their offer. Quotation received without such declaration and valid registration certificate will not be considered for exemptions under Public Procurement Policy.
16. No request for extension for due date for submission of tenders will be entertained.

TERMS & CONDITIONS OF TENDER

1. DEFINITIONS:

(a) The term 'Purchaser' shall mean the President of India or his successors or assigns.

(b) The term 'Contractor' shall mean, the person, firm or company with whom or with which the order for the supply of stores is placed and shall be deemed to include the Contractor's successors, representative, heirs, executors and administrators unless excluded by the Contract.

c) The term 'Stores' shall mean what the Contractor agrees to supply under the Contract as specified in the Purchase Order including erection of plants & machinery and subsequent testing, should such a condition is included in the Purchase Order.

d) The term 'Purchase Order' shall mean the communication signed on behalf of the Purchaser by an Officer duly authorised intimating the acceptance on behalf of the Purchaser on the terms and conditions mentioned or referred to in the said communication accepting the tender or offer of the Contractor for supply of stores or plant, machinery or equipment or part thereof.

2. PRICES:

Tender offering firm prices will be preferred. Where a price variation clause is insisted upon by a tenderer, quotation with a reasonable ceiling should be submitted. Such offers should invariably be supported by the base price taken into account at the time of tendering and also the formula for any such variation/s.

3. SECURITY DEPOSIT:

On acceptance of the tender, the Contractor shall, at the option of the Purchaser and within the period specified by him, deposit with him, in cash or in any other form as the Purchaser may determine, security deposit not exceeding ten percent of the value of the Contract as the Purchaser shall specify. If the Contractor is called upon by the Purchaser to deposit, 'Security' and the Contractor fails to provide the security within the period specified, such failure shall constitute a breach of the Contract, and the Purchaser shall

be entitled to make other arrangements for the re-purchase of the stores Contracted at the risk of the Contractor in terms of Sub-Clause (ii) and (iii) of clause 10(b) hereof and/or to recover from the Contractor, damages arising from such cancellation.

4. GUARANTEE & REPLACEMENT:

(a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, for material, workmanship and performance.

(b) For a period of twelve months after the acceptance of the stores, if any defects are discovered therein or any defects therein found to have developed under proper use, arising from faulty stores design or workmanship, the Contractor shall remedy such defects at his own cost provided he is called upon to do so within a period of 14 months from the date of acceptance thereof by the Purchaser who shall state in writing in what respect the stores or any part thereof are faulty.

(c) If, in the opinion of the Purchaser, it becomes necessary to replace or renew any defective stores such replacement or renewal shall be made by the Contractor free of all costs to the Purchaser, provided the notice informing the Contractor of the defect is given by the Purchaser in this regard within the said period of 14 months from the date of acceptance thereof.

(d) Should the Contractor fail to rectify the defects, the Purchaser shall have the right to reject or repair or replace at the cost of the Contractor the whole or any portion of the defective stores.

(e) The decision of the Purchaser notwithstanding any prior approval or acceptance or inspection thereof on behalf of the Purchaser, as to whether or not the stores supplied by the Contractor are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement, shall be final, conclusive and binding on the Contractor.

(f) To fulfil guarantee conditions outlined in clause 4 (a) to (e) above, the Contractor shall, at the option of the Purchaser, furnish a Bank Guarantee (as prescribed by the Purchaser) from a Bank approved by the Purchaser for an amount equivalent to 10% of the value of the Contract along with first shipment documents. On the performance and completion of the Contract in all respects, the Bank Guarantee will be returned to the Contractor without any interest.

(g) All the replacement stores shall also be guaranteed for a period of 12 months from the date of arrival of the stores at Purchaser's site.

(h) Even while the 12 months guarantee applies to all stores, in case where a greater period is called for by our specifications then such a specification shall apply in such cases the period of 14 months referred to in para 4 (b) & (c) shall be the 'asked for' guarantee period plus two months.

5. PACKING FORWARDING & INSURANCE:

The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor. The Purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the Contractor and the Purchaser shall pay only for such stores as are actually received in good condition in accordance with the Contract.

6. DESPATCH:

The Contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods despatched. The consignment should be despatched with clear Railway Receipt/Lorry Receipt. If sent in any other mode, it shall be at the risk of the Contractor. Purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are booked on 'said to contain' basis. Purchaser shall pay for only such stores as are actually received by them in accordance with the Contract.

7. TEST CERTIFICATE:

Wherever required, test certificates should be sent along with the despatch documents.

8. ACCEPTANCE OF STORES:

(a) The stores shall be tendered by the Contractor for inspection at such places as may be specified by the Purchaser at the Contractor's own risk, expense and cost.

(b) It is expressly agreed that the acceptance of the stores Contracted for, is subject to final approval by the Purchaser, whose decision shall be final.

(c) If, in the opinion of the Purchaser, all or any of the stores do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at a price to be fixed by the Purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the Contractor.

(d) If the whole or any parts of the stores supplied are rejected in accordance with Clause No. 8 (c) above, the Purchaser shall be at liberty, with or without notice to the Contractor, to purchase in the open market at the expense of the Contractor stores meeting the necessary performance and quality Contracted for in place of those rejected, provided that either the purchase, or the agreement to purchase, from another supplier is made within six months from the date of rejection of the stores as aforesaid.

9. REJECTED STORES:

Rejected stores will remain at destination at the Contractor's risk and responsibility. If instructions for their disposal are not received from the Contractor within a period of 14 days from the date of receipt of the advice of rejection, the Purchaser or his representative has, at his discretion, the right to scrap or sell or consign the rejected stores to Contractor's address at the Contractor's entire risk and expense, freight being payable by the Contractor at actuals.

10. DELIVERY:

(a) The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract and delivery must be completed on or before the specified dates.

(b) Should the Contractor fail to deliver the stores or any consignment thereof within the period prescribed for such delivery, the Purchaser shall be entitled at his option either:

(i) to recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum of 0.5% per week of the price of any stores which the Contractor has failed to deliver as aforesaid or during which the delivery of such store may be in arrears subject to a minimum of 10%, or

(II) to purchase from elsewhere, without notice to the Contractor on the account and at the risk of the Contractor, the stores not delivered or others of a similar

description (where others exactly complying with the particulars, are not, in the opinion of the Purchaser, readily procurable, such opinion being final) without cancelling the Contract in respect of the consignment (s) not yet due for delivery, or

(iii) to cancel the Contract or a portion thereof and if so desired to purchase or authorise the purchase of stores not so delivered or others of a similar description (where others exactly if complying with the particulars are not, in the opinion of the Purchaser, readily procurable, such opinion final) at the risk and cost of the Contractor. In the event of action being taken under sub-clause (ii) & (iii) of clause 10 (b) above, the Contractor shall be liable for any loss which the Purchaser may sustain on that account, provided that the re-purchase or if there is an agreement to repurchase then such agreement is made within six months from the date of such failure. But the Contractor shall not be entitled to any gain on such re-purchase made against default. The manner and method of such re-purchase shall be at the discretion of the Purchaser, whose decision shall be final. It shall not be necessary for the Purchaser to serve a notice of such re-purchase on the defaulting Contractor. This right shall be without prejudice to the right of the Purchaser to recover damages for breach of Contract by the Contractor.

11. EXTENSION OF TIME:

As soon as it is apparent that the Contract dates cannot be adhered to, an application shall be sent by the Contractor to the Purchaser. If failure, on the part of the Contractor, to deliver the stores in proper time shall have arisen from any cause which the Purchaser may admit as reasonable ground for an extension of the time (and his decision shall be final) he may allow such additional time as he considers it to be justified by circumstances, of the case without prejudice to the Purchaser's right to recover liquidated damages under clause 10 thereof.

12. ERECTION OF PLANT & MACHINERY:

Wherever erection of a plant or machinery is the responsibility of the Contractor as per the terms of the Contract and in case the Contractor fails to carry out the erection as and when called upon to do so within the period specified by the Purchaser, the Purchaser shall have the right to get the erection done through any source of his choice. In such an event, the Contractor shall be liable to bear any additional expenditure that the Purchaser is liable to incur towards erection. The Contractor shall, however, not be entitled to any gain due to such an action by the Purchaser.

13. PAYMENT:

Contractor's bill will be passed for payment only after the stores have been received, inspected and accepted by the Purchaser.

14. MODE OF PAYMENT:

Normally payment will be made for the accepted stores within 30 days from the date of receipt of the materials.

15. RECOVERY OF SUM DUE:

Whenever any claim for the payment of, whether liquidated or not, money arising out of or under this Contract against the Contractor, the Purchaser shall be entitled to recover such sum by appropriating in part or whole, the security deposited by the Contractor, if a security is taken against the Contract. In the event of the security being insufficient or if

no security has been taken from the Contractor, then the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other Contract with the Purchaser. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the Purchaser on demand the remaining balance due. Similarly, if the Purchaser has or makes any claim, whether liquidated or not, against the Contractor under any other Contract with the Purchaser, the payment of all moneys payable under the Contract to the Contractor including the security deposit shall be withheld till such claims of the Purchaser are finally adjudicated upon and paid by the Contractor.

16. INDEMNITY:

The Contractor shall warrant and be deemed to have warranted that all stores supplied against this Contract are free and clean of infringement of any Patent, Copyright or Trademark, and shall at all times indemnify the Purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade mark and shall take all risk of accidents or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contact.

17. ARBITRATION:

In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Purchase Order or in connection with this Contract (except as to any matter the decision of which is specially provided for by these conditions), the same shall be referred to the sole arbitration of the Head of the Purchase office or some other person appointed by him. It will be no objection that the arbitrator is a Government servant that he had to deal with matter to which the Contract relates or that in the course of his duties as Government servant he has expressed views on all or any other matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this Contract.

If the arbitrator be the Head of the Centre/Unit –

(i) In the event of his being transferred or vacating his office by resignation or otherwise, it shall be lawful for his successor-in-office either to proceed with reference himself, or to appoint another person as arbitrator, or

(ii) In the event of his being unwilling or unable to act for any reason, it shall be lawful for the Head of the Centre/Unit to appoint another person as arbitrator. If the arbitrator be a person appointed by the Head of the Purchase Office – In the event of his dying, neglecting or refusing to act or resigning or being unable to act, for any reason, it shall be lawful for the Head of the Centre/Unit either to proceed with the reference himself or appoint another person as arbitrator in place of the outgoing arbitrator. Subject as aforesaid the Arbitration & Conciliation Act 1996 and the rules thereunder and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this Clause. The Arbitrator shall have the power to extend with the consent of the Purchaser and the Contractor the time for making and publishing the award. The venue of arbitration shall be the place as Purchaser in his absolute discretion may determine. Work under the Contract shall, if reasonably possible, continue during arbitration proceedings. In the event of any dispute or

difference relating to the interpretation and application for the provisions of the Contracts, such dispute or difference shall be referred by either party to Arbitration of one of the Arbitrations in the Department of Public Enterprises. The Arbitration Act 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute provided however any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs. Ministry of Law & Justice, Government of India. The parties to the dispute will share equally, the cost of arbitration as intimated by Arbitrator.

18. COUNTER TERMS AND CONDITION OF SUPPLIERS:

Where counter terms and conditions printed or cyclostyled conditions have been offered by the supplier, the same shall not be deemed to have been accepted by the Purchaser, unless specific written acceptance thereof is obtained.

19. SECURITY FOR PURCHASE OF MATERIALS:

Successful tenderer will have to furnish in the form of a bank guarantee or any other form as called for by the Purchaser towards adequate security for the materials and properties provided by the Purchaser for the due execution of the Contract.

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STANDARD TENDER FORM

(Seal of the Company)

Tender No.: .....
Due on: .....
Ref. No.: .....
Date: .....

TENDER FORM

From: .....
.....
.....

To: The Sr. /Purchase & Stores Officer,
..... (Name of the Centre/Unit)
.....
Dear Sir,

I/We hereby offer to supply the stores detailed below at the price hereunder quoted and agree to hold this offer open till..... I/we shall be bound to supply the stores hereby offered upon the issue of the Purchase Order communicating the acceptance thereof on or before the expiry of the last mentioned date. You are at liberty to accept any one or more of the items of stores tendered for or any portion of any one or more of the items of such stores. I/We, notwithstanding that the offer in this tender has not been accepted in whole, shall be bound to supply to you such items and such items and such portion or portions of one or more of the items as may be specified in the said Purchase Order communicating the acceptance:

Sl. No.	Description	Quantity	Unit	Rate Rs.	Delivery Date

Note: All the rates should be given both in figures and words

Place at which delivery will be made	
Date by which the ordered item/s will be supplied	

2. I/We have understood the items of the tender annexed to the invitation to tender and have thoroughly examined the specifications/drawing and/or pattern quoted or referred to herein and am/are fully aware of the nature of the stores required and my/our offer is to supply the stores strictly in accordance with the requirements subject to the terms and conditions stipulated in the enquiry and contained in the Purchase Order communicating the acceptance of this tender either in whole or in part.

Signature of Tenderer

Date: .....

(Seal)

COMPLIANCE STATEMENT REQUIRED TO BE FILLED AND ENCLOSED ALONG WITH THE TECHNICAL AND COMMERCIAL BID BY THE VENDOR.

Sr. No.	Commercial terms	Compliance/Remarks/Comments by Vendor
1.	Delivery terms -Ex-works/FOB/ FCA etc.	
1.1	Purchaser is having an air consolidation contract and their freight forwarder will arrange to collect the consignment from your premises/will take the responsibility for onward transmission from the point of delivery as per INCOTERMS 2010. This is applicable for import cases.	
2.	Packing charges inclusive/exclusive.	
3.	Delivery period – in weeks/months	
4.	Payment terms : Our standard term is - Sight Draft (import) /within 30 days from the date of acceptance (indigenous).	
5.	Country of origin – to be declared in the invoice.	
6.	Name and address of the Indian Agent.	
7.	Percentage of agency commission included in the quoted price – payable in Indian Rupees only directly to the Indian Agent.	
8.	Validity of the offer- minimum of 120 days from the date of opening.	
9.	If you are an Indian Agent, please enclose the authorization letter of your Principal and confirm that whether you have enrolled with DGS&D as per rules.	
10.	In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.	
11.	If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.	
12.	Cost of spares included in the price bid not included.	
13.	Will you be able to provide consumables/spares for 10 years?	
14. 14.1 14.2 14.3 14.4	Taxes and duties : Taxes in India to the account of Purchaser. Outside India to Seller's/Contractor's account. Please indicate your Tax Registration Number. Wherever installation involved, Income Tax @ 2% will be deducted from the bill and a certificate issued. Installation in India will attract Service Tax @ 12.36%. If required, orders for supply and installation can be issued separately. Work order will attract work contract tax as per	

	rules. Please confirm whether you have included WCT in your offer.	
14.5	Customs Duty Exemption Certificate (CDEC) will be issued by Purchaser. Hence no CD is to be included in your offer wherever applicable.	
14.6	Please indicate rate of the Sales Tax/VAT applicable.	
14.7	Octroi Duty/Entry Tax exempted. Exemption certificate will be issued, if required.	
14.8	Purchaser is eligible for full Excise Duty exemption. Excise Duty exemption certificate will be issued.	
15.	No Insurance is required at Purchaser's cost.	
16.	For Single part bids one separate sealed envelope are to be sent duly superscribed as follows : 1. TECHNICAL & COMMERCIAL BID Please refer instructions.	
17.	Wherever EMD/tender fee is payable – provide the same in the form of crossed Demand Draft in favour of The Accounts Officer, SAC, Ahmedabad along with the bid but in a separate cover or along with technical bid. On the back side of the D.D, please write your company's name.	
18.	Language to be used in all correspondence – English	
19.	Measurements – Metric system to be followed	
20.	Whether prequalification of your facility procedure completed (if applicable).	
21.	Warranty period – We need minimum 3 years from the date of acceptance. In case the product has a standard warranty of 1 year, confirm that additional 2 years warranty cost is indicated in the price bid/prices. However the warranty requirement if projected in RFP shall prevail.	
22.1	Defective/rejected items if any, are to be replaced free of cost.	
23.	Confirm whether you will be able to provide samples if called for, free of cost.	
24	Approximate weight (net and gross) of the consignment.	
25.	Instruction/operational manual to be supplied free of cost.	
26.	Supply and installation is subject to Purchaser's acceptance.	
27.	LC extension charges to your account, in case of delay from your side.	
28.	Items from latest production batch only are to be supplied.	
29.	Wherever Export Licence required, payment will be made after getting export licence and after confirmation by the supplier, with a copy of Export Licence.	
30.	Bank Guarantees (from Nationalized/ Scheduled Bank/ Bank approved by Purchaser.	
30.1	Advance payment for the equal value valid till	

	the completion of contract/acceptance, is to be provide by you.	
30.2	Towards issue of "Free Issue Material" by Purchaser for the value of the material issued, is to be provided.	
30.2.1	The Bill of material for the material used for the Fabrication work and available balance to be prepared by you and countersigned by the User Department is to be sent along with the final bill for arranging the balance/payment.	
30.3	Towards Performance of the Contract and Product for 10% value valid till the expiry of warranty period.	
31.	Security Deposit: An amount equivalent to maximum 10% of annual contract value shall be remitted through Account Payee DD/Fixed Deposit Receipt (FDR) in favour of Accounts Officer, SAC as Security Deposit towards performance of contract. Security Deposit will be released only after satisfactory completion of the contract. Security Deposit is to be submitted to SAC by the successful bidder (wherever applicable) on awarding the contract	
32.	Training – free of cost – to be imparted at Purchaser's site.	
33.	Bank charges wherever applicable shall be paid by Purchaser/Contractor to their respective Bankers.	
34.	Arbitration proceedings – Within India as per provisions of Arbitration and Conciliation Act 1996.	
35.	Liquidated Damages - @ 0.5% per week for the delayed portion – maximum 10% of the contract value.	
36.	Force Majeure conditions applicable?	
37.	Acceptance of Fall clause. "The rates as per the charges of the Contract should not in any event exceed the lowest rates, the supplier charge to any other party or organization. If at any time during the period of contract, the supplier reduce the charges to any other party, then they shall forth-with notify such reduction to Head, Purchase & Stores, SAC and reduce the contract rates subsequently, from the date of coming into force of such reduction" .	
38.	You are requested to indicate the registration number; you have for Sales Tax/Service Tax as the case may be with concerned Government authorities. Also you are requested to provide company registration details wherever applicable along with copy of the company registration certificate. The offers received without the above information will be summarily rejected.	