

To,
As per list enclosed

Sub: Invitation of sealed quotations for "Annual Contract of CPCB Guest House Management i.e. caretaking and catering services"

Sir,

Sealed quotations in two bid systems i.e. Technical and Financial bid separately are invited on behalf of Central Pollution Control Board (CPCB) from reputed and experienced firms for Annual Contract of Management i.e caretaking and catering services of CPCB 03 BHK Guest House located at Q-206, Anupam Apartment, East Arjun Nagar, Delhi-110032. Quotations may be submitted/ dropped in a quotation box kept at the reception (Ground Floor) of CPCB on or before 19.03.2013 by 3.00 p.m.

The terms and conditions are as below:-

1.0 SCOPE OF WORK:

- 1.1 Providing caretaking and catering services at the guest house of round the clock i.e. 24 hours a day and 365 days a year. The firm shall depute one cook cum caretaker round the clock and one part time safaiwala for cleaning purposes. The firm has to provide quality services towards caretaking and catering in the guest house.
- 1.2 The following cleaning works are to be carried out regularly:-
 - i. Thorough cleaning of toilet using detergent, placing naphthalene balls and air purifier in all urinal, wash basin and WC area.
 - ii. Cleaning and mopping of floors, cleaning and dusting of entire partitions, walls, windows, racks, all pieces of furniture, telephones, curtains etc. with dry/wet cloth, feather brush and duster.
 - iii. Cleaning of glass panes on windows with soap/cleaning agent.
 - iv. Cleaning of waste paper and other garbage and removal from the premises and dispose them at the suitable place earmarked by MCD.
 - v. Branded ISI mark Room fresheners in the entire Guest house to be used as and when required.
 - vi. Use of mosquito repellent as and when required.
 - vii. Washing of bed sheets, towels, curtains etc as and when required.

2.0 PROVIDING CARETAKING SERVICES:-

- i. To maintain a guest house booking register and a register of occupants this will be provided by CPCB.
- ii. To receive messages from the concerned person of CPCB regarding booking of guest house.
- iii. Round the clock facility to be arranged for receiving the guests in the guest house.
- iv. Collections of room rents and other charges (if any) from the guests at the rate prescribed by CPCB and to remit the said amount to the concerned person of CPCB.

3.0 CATERING SERVICES:-

- i. The agency shall depute one cook cum attendant round the clock in the guest house to make foods and beverages available to the occupants of the guest house.
- ii. The cook deputed by the agency should be well trained and experienced so that he is able to prepare breakfast, lunch, dinner, tea, coffee etc.
- iii. The appointed firm will be authorized to collect the charges for foods and beverages at the charges approved by CPCB. The menu will also approved by CPCB. The Charges for the foods are given below:-

Breakfast - Rs.35/-

(Aloo Pratha-2 with curd, achar, tea) or (four bread slice with butter/jam, tea) or (two bread slice and two egg omlet, tea)

Lunch/Dinner - Rs.50/-

(Thali containing roti, jeera rice, dal, seasonal vegetable dry, curd, achar, salad)

Tea/coffee - Rs.5/-

- iv. The foods should be of good quality and very hygienic.
- v. Utensils and crockery shall be provided by CPCB on actual requirement basis. Thereafter, additional requirements of crockery items and utensils, whenever arises, shall be reported to CPCB and CPCB shall make such articles available.
- vi. The agency shall keep proper account of utensils, crockery articles, equipments, furniture and other properties belonging to CPCB kept or installed in the guest house and. shall be responsible for their up keeping.

4.0 CONSUMABLES:-

- i. The said agency shall make available small sachet of shampoo, small soap to every guest.
- ii. The said agency shall make available one English and one Hindi news paper daily for guests.
- iii. The LPG gas connection will be provided by CPCB and the charges of cooking gas shall be borne by the firm.
- iv. The electricity, telephone bill and water bill shall be paid by CPCB.
- v. All necessary cleaning materials shall be arranged by the firm.
- vi. The cable T. V. /Dish subscription per month should be paid by the firm.

5.0 MANPOWER:-

The firm shall depute in the guest house at least one cook-cum caretaker, one part time safaiwala for proper discharge of the scope of work.

- i. The firm shall be responsible for the conduct/integrity of personnel deployed by them. The firm will also be responsible for any act of omission or commission of their part and vouch for their character and integrity.
- ii. The personnel deployed under this contract shall maintain proper office decorum.
The firm or its authorized representatives shall educate the office decorum to its personnel to be deployed to CPCB guest house.
- iii. The firm shall conduct necessary verifications of antecedents of the personnel to be deployed to CPCB guest house and the said firm shall give a written undertaking to the effect that the personnel deployed are not involved in any criminal case. The firm shall provide proper uniform and Identity Card to all the personnel deployed by them.
- iv. No person either as a guest or as an employee of the firm shall be allowed to stay in the guest house.

6.0 AMOUNT OF CONTRACT: -

The rates should be quoted both in figures and words. The amount quoted by the firm should including of all taxes. This amount is on account of remuneration of staff, cost of cleaning materials, consumables, washing charges and other consumables (if any) etc.

7.0 RELEASE OF PAYMENT:-

The payment shall be released on monthly basis on production of pre-receipted bills alongwith a statement mentioning the details of the guest and total money received. The monthly bill will reflect the total monthly charges minus the subscription received from the guests and net amount to be paid to the firm. The same will be verified by the Building Division for release of payment.

8.0 DEDUCTIONS OF INCOME TAX AT SOURCE:-

The income tax will be deducted at source as applicable.

9.0 SAFETY CODE:-

The firm shall take necessary safety arrangements to ensure safety of the persons deployed by them. CPCB shall not be responsible for any injury caused to their personnel while discharging of functions under this contract.

10.0 TENURE OF CONTRACT:-

The tenure of the contract is initially for one year. However, the competent authority in CPCB, may at its discretion, allow extension of tenure of contract up to two or more years subject to satisfactory performance of the firm.

11.0 TERMINATION OF CONTRACT:-

The Chairman, CPCB reserves the right to terminate the contract at any time before the completion of the tenure in case the "services of the firm are found unsatisfactory".

12.0 SATISFACTORY SERVICES:-

The decisions of Chairman, CPCB shall be final and binding on the firm for the purpose regarding satisfactory services. .

13.0 DAMAGES:-

Any damage caused to the property of CPCB due to the negligence and or use of substandard material on the part of the firm's men will be liable to be compensated by the firm.

14.0 PROHIBITION OF SUB CONTRACT:-

The firm shall not appoint any subcontract for this work under any circumstances.

15.0 STATUTORY COMPLIANCE: -

The firm shall be responsible for compliance with the provision of the following Labour laws:-

- i. Contract Labour (Regulation & Abolition) Act, 1970.
- ii Minimum Wages Act.
- iii. Workmen's Compensation Act.
- iv. Any other rules, regulations and / or status as may be applicable to them from time to time.

The firm will responsible to discharge all the statutory requirements under the Labour Act i.e. P.F, ESIC or any other Act enforced from time to time without any liability on CPCB or without any statutory compliance by CPCB.

16.0 RESOLUTION OF DISPUTE: -

In case of dispute the decisions of Chairman, CPCB shall be final and binding.

17.0 GENERAL CONDITIONS:-

- i. The bid has to be accompanied by an EMD of Rs.5,000/- (Rs. Five Thousand only) in the form of Demand Draft in favour of Central Pollution Control Board, Delhi. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of security amount to CPCB.
- ii. The successful bidder has to deposit security of Rs.20,000/- (Rs. Twenty Thousand only) to CPCB (either in the form of DD or Bank Guarantee) soon after the award of work . The amount shall be retained by CPCB, till the tenure of the contract. No interest will be paid on this amount of security deposit.
- iii. Central Pollution Control Board at its own discretion may accept or reject any bid/quotation(s) without assigning any reason thereof.
- iv. Central Pollution Control Board reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- v. Bidder should submit the following documents alongwith the technical bid (a) Document of previous similar type of experience in which one work presently should be in hand (b) Firm's registration certificate, if any (c) Income-tax clearance certificate (d) PF registration certificate (e) ESI registration certificate (f) Service tax registration (g) Copy of PAN card.
- vi. The agency should also clearly mention in the quotation that the said Terms & Conditions are acceptable to them.
- vii. Typographical and clerical errors are subject to correction.

Yours faithfully,

(Paritosh Kumar)
I/c, Building

C.C.: I/c, F&A, CPCB, Delhi