

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, DELHI CANTT.- 110010

Ph: 011-25665500, 25665705 Fax: 011-25674806

No. AN/V/5018/ PV

Dated 24.06.2016

To,

As per list of firms

Offers in sealed envelopes addressed to the undersigned are invited for Providing catering, conservancy services and transit facility at CGDA Guest House, Panchvati, Delhi Cantt-10 for the period of one year with effect from 01.08.2016 to 31.07.2017. While sending the quotations, the contractors should ensure the fulfilment of the following conditions:

- a) The Quotations should be given in a one bid.
- b) The firm should be registered under Indian Registration act.
- c) The Firms should comply with the statutory obligation, e.g., Minimum wages Act and other related Labour Laws. The firm(s) will have to give undertaking in this regard.
- d) The firms should enclose copies of PAN Number, ESI, EPF registration and Service Tax Certificate in support of their financial health.
- e) Total number of staff required is 05 (Five). The details is as follows

i.	Waiter	02 (Two) (Semi Skilled)
ii.	Cook	01 (one) (Skilled)
iii.	Safaiwala's	02 (Two) (Un-Skilled)
	Total	05 (Five)

Tender documents with scope of work and general terms & conditions will be available from Shri Anand Kumar, AAO (AN-V), CGDA, Ulan Batar Road, Palam, Delhi Cantt on any working day from 24.06.2016 at the cost of Rs 500/- (Rupees Five Hundred Only) or the same may be downloaded through CGDA Website. In case of downloading of tender document, the cost of tender shall be deposited along with bid in the form of Demand Draft in favour of CGDA, New Delhi.

The CGDA reserves the right to reject any offer without assigning any reason whatsoever.

Dated .06.2016

-Sd-

(R K Gandhi)

Sr.AO (AN)

REQUEST FOR HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) AND PANTRY SERVICES IN THE DAD GUEST HOUSE, PANCHVATI, DELHI CANTT-10.

Instruction for the Bidders.

1. Quotations in sealed covers are invited for Housekeeping Services (Including internal and external Conservancy) & Pantry Services in the DAD Guest House, Panchvati Delhi Cantt for a period of one year w.e.f 01.08.2016.
2. General Information about the tender:

a.	Tender reference No.	AN/V/5018/PV
b.	Last date/time for receipt of tenders	15.07.2016 upto 1500 hrs.
c.	Time and date for opening of tenders	15.07.2016 at 1530 hrs.
d.	Place of opening of tenders	Conference Hall (Aditya), Ground Floor, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt. – 110010.
e.	Communication Address	The Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. – 110010.

3. **Tender can only be submitted for both services (Housekeeping Services including Internal and External Conservancy & Pantry Services)**
4. Tender submitted for single service will not be accepted.
5. The quotations should be given in a one bid.
6. The firm should be registered under Indian Registration act.
7. The firms should comply with the statutory obligation, e.g., Minimum Wages Act and other related labour laws. The firm(s) will have to give undertaking in this regard. The wages for the man-power required shall be quoted in accordance with Ministry of Labour, Govt of NCT circular No F.No.12(142)/MW/VII/296 dated 1st April 2016.
8. The firms should enclose copies of PAN Number, ESI, EPF registration and Service Tax Certificate in support of their financial health.
9. Tender shall be submitted in one bid system. The following enclosure are forwarded along with this enquiry to assist you in preparing your bids:-

a.	Schedule of Requirement (SOR)	Enclosure-I
b.	Scope of Work(SOW)	Enclosure-II
c.	Standard Conditions of Contracts(SCOC)	Enclosure-III
d.	Format of Bid	Enclosure-IV
e.	Declaration about fraud and corrupt practice	Enclosure-V
f.	Rate list of items to be served	Enclosure-VI
g.	List of Cleaning items to be used	Enclosure-VII

The Bid shall remain valid till 15/10/2016.

10. This RFP is being issued with no financial commitment and office of the CGDA, Delhi Cantt reserves the right to reject any or all of the offers without assigning any reason whatsoever. This office also reserves the right to withdraw the RFP, should it be so necessary at any stage.

Part-1 – General Information

1. Last date and time for depositing the bids.

The sealed bids should be deposited/reach by the due date and time.
The responsibility to ensure this lies with the bidder.

2. Manner of depositing the bids: Sealed bids addressed to Dy.CGDA (AN), office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt-10 may be dropped in the tender box placed at the reception of the office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt or to be sent by Speed Post/Registered Post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non receipt of tender documents. It may be noted that the responsibility rests with the tenderer to ensure that the tenders reach this office before due date.

3. Time and date for opening of Bids:- Sealed bids will be opened by a committee on 15.07.2016 at 15:30 hrs due date and time. If due to any exigency, the date of opening of tenders is declared as closed holiday, in such cases, the tenders will be opened on next working day at the same time

4. Location of the Tender Box: Only those bids that found in the tender box will be opened. The sealed tenders received by post within due time will also be accepted.

5. Place of opening of bids:- The bids will be opened in the conference Hall of CGDA office on due date and time. The bidders may depute their authorized representative duly carrying an authorization letter from the company can attend the tender opening.

6. Forwarding of Bids:- The quotes are to be super-scribed with your firm name, address and official seal and link signed by an authorized representative of the tenderer

PLEASE QUOTE OUR TENDER REFERENCE NO. DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.

Tenders sent by FAX will not be considered

7. Clarification regarding the contents of the RFP:- The prospective bidder who requires clarification regarding the contents of bidding documents shall notify in writing about clarifications sought not later than 03 days prior to date of opening of Bids. Copies of the query and clarification given will be sent to all prospective bidders to whom LTE is being floated.

8. Modification and Withdrawal. A bidder may modify or withdraw his bid after submission provided the written notice of modification or withdrawal is received prior to dead line prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed copy to be sent by post and such signed confirmation should reach the purchaser not less than the deadline for submission of bids. No bid shall be modified after the dead line for submission of bids.

9. Clarification regarding the contents fo the Bids:

During evaluation and comparison of the bids the nominated Board of officers at its discretion ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in quotations quoted for the Bid will sought, offered or permitted. No post bid clarification on the initiative of bidder will be entertained.

10. Rejection of Bids :- Canvassing by the bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD, conditional tenders will be rejected.

- 11. Unwilling to quote** :- Bidders unwilling to quote due to any reasons then the same may be intimated to his office well before the due date failing which your firm can be de-listed from the contractor's list.
- 12. Earnest money deposit** : The bidder are to furnish EMD for a sum of Rs 25,000/- (Rs Twenty-five thousand only) with a validity of 45 days beyond the date of opening of bids.
- 13. Evaluation Criteria/finalizing L-1 firm** :
The L1 firm will be decided on sum of total of financial bid (Enclosure-IV)
- 14.** The firm should comply with the statutory obligation, eg. Minimum wages Act, ESI, EPF and other related labour laws.

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INTRODUCTION

The DAD Guest House, Panchvati, Delhi Cantt, consists of three storied building consisting of kitchen, Drawing/Dinning and caretaker's office etc. at ground floor, 03 suites at Ground Floor and 04 rooms on the 1st floor and 4 rooms on 2nd floor with separate attached toilets, bath rooms, and area in front & back side of the guest house. Each living room has a provision for stay of four officers/staff in room and one officer in suits. The total maximum occupancy of the guest house is 27 officers. The main kitchen is located on the ground floor. The cooking facilities for the officers/staff staying in the Guest House are required to be maintained in this kitchen. The number of officers for whom food will have to be prepared and served will depend on the occupancy of the rooms. The number is not fixed and can vary. The firm has to provide Lunch/Tea/Snacks on demand basis for the Guests/staff members on payment basis who will be staying at the Guest House. The Menu rates are indicated in Enclosure-VI and firm have to provide the items mentioned in the menu on the price indicated against each item. Price indicated in Enclosure-VI may be increased / decreased at any time during the contract period on mutual consent.

Enclosure-I

Schedule of Requirement (SOR)

(A) Area of Responsibility and Service required

1. Housekeeping and General Service
2. Pantry Service.

(B) Requirement of Manpower for the service

(i)	Waiter	02	(Semi skilled)
(ii)	Cook	01	(Skilled)
(iii)	Safaiwala's	02	(Un-skilled)
	Total	05	(Five)

SCOPE OF WORK FOR HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) AND PANTRY SERVICES CONTRACT

1) EMPLOYEES APPEARANCE:

1.1 The employees to be deployed should have sound medical fitness, good physique, moral character and antecedents verified, having experience to handle any type of Cleaning/ Housekeeping works.

1.2 Proper uniform and identification cards must be provided to the workers and Supervisor by the Contractor. Cook must be provided aprons/chef cap and waiter must be dressed in white shirt/black full pant with half blazer, bow& white gloves. Housekeeping staff must be dressed in uniform with black shoe with cleaning gloves. The workers must maintain highest discipline in the office.

2) DUTIES OF EMPLOYEE:

Pantry employee consists of cook, pantry boys and Safaiwala. Pantry services include cooking, making tea/coffee and its service. The contractor shall undertake all types of work viz. reception and accommodation of officer coming to stay in Guest House in general and following works in particular :-

2.1 DAILY WORK:

- a. Waiter will attend the visitors/officers/staff members at reception counter. They must be well groomed, polite, and courteous and have good communication skills.
- b. The kitchen/pantry room will always be kept spick and span. The utensils, crockery, cutlery, refrigerator and other kitchen gadgets will be kept clean and arranged properly.
- c. Lunch will be served in lunch rooms. Tea/coffee/snacks will be served as and when demanded by the Guests.

3. DUTIES OF CLEANING/HOUSE KEEPING EMPLOYEE:

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning, etc., in general and the following works in particular.

3.1 DAILY WORK:

- a. Dusting and cleaning of corridors, toilets, stair-cases, parking area.
- b. Wet mopping of corridors with necessary detergents.
- c. Dusting of stairs and railings.
- d. Cleaning of toilets with toilet cleaners and deodorants etc.
- e. All toilets in the premises and other areas should be cleaned every two hours.
- f. Collecting wastes, garbage and deporting it to the dumping areas.
- g. Such other cleaning or up keeping work as may be entrusted by the competent authority.
- h. Guest House will provide only required quantity of water for cleaning.

3.2 EMERGENCY WORK

Cleaning and removing of Blockage in pipes in toilets and building premises.

3.3 WEEKEND WORK:

- a. Dusting of ceilings, walls, tube lights, light shades, frames etc. in the staircases, corridors and Toilets.
- b. Cleaning internally and externally glasses of all windows once in a week.
- c. Cleaning of all the furniture and equipment placed in the rooms/suits.
- d. Brushing and washing of floors, stairs with necessary detergents, cleaning with chemicals etc.
- e. Removing stains from walls/floors of corridors, Toilets and Staircases.
- f. Removing cobwebs once in a week.
- g. Pest/rodent control exercise once in a month or whenever required.

3.4 The contractor should supply housekeeping consumables as per approved list. The Consumables required per month for housekeeping, cleaning work will have to be stored at the store room as provided at Guest House, Panchwati well in advance i.e. one month. The consumables should be of the standards specified and before storing at the stores the same should be got verified by Caretaker, Guest House, Delhi cantt, regarding the quality and brand.

4. INSPECTION:

The contractor should see that the staff properly cleans all the floors engaged for the purpose by 08.45AM. The contractor should exercise check at regular intervals on employees and ensure prompt service. The contractor shall not sublet, transfer or assign this contract or any part thereof to a third party without prior approval of the office of the CGDA, Delhi Cantt. The authority will lie with the inspecting, deputed officer of the department to terminate and ask the defaulting attendant to leave the premises in case of indiscipline, lack of duties and unbecoming behaviour within 24 hours and the contractor or his deputed supervisor shall replace the said attendant within 24 hours of the receipt of oral / written complaint.

(5) TOILETS:

- a. All the toilets shall be cleaned and made fit for use by 7.45 a.m. on all working days. The areas in the Guest House which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use by 8.45 a.m. All periodical operations shall be executed continuously. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time. The common toilets in the office, urinals, commodes, wash basins, mirrors, tap fittings etc. shall be cleaned four times daily.
- b. Toilet fresheners and urinal cubes shall be put in all toilets by the contractor on his own cost.
- c. The electrical fittings like tube lights, exhaust fans etc. and tiles shall be cleaned once in a week.
- d. The pipeline shafts in all parts of the building shall be cleaned once a week and sometimes during middle of the week, if need be.
- e. A performance Report has to be prepared by the Contractor and will be verified by the board nominated for the purpose by the competent authority.

(6) COMMON AREA:

- a. The corridor area, staircase, its railings shall be cleaned and mopped thrice a day. The corridors and staircases shall also be cleaned using a scrubber once in a week.
- b. The electrical fittings like tube lights exhaust fans etc. in the corridor, staircases and lifts shall be cleaned once in a fortnight.
- c. The doors, windows, glass, partitions, walls, skirting, artificial plants, door mats, carpets, paintings, name boards, fire extinguishers etc. in the corridors and staircases shall also be wiped clean once in a week.

- d. Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.
- e. The basement and surroundings of these buildings including car parking, Two-wheeler sheds etc. shall be cleaned daily. They should be totally free from dead/dropped leaves and litters.
- f. Cobwebs, honey combs etc. if found or reported anywhere shall be removed immediately. Fumigation, fogging and spray of pesticides shall be done once in a month to control mosquito and cockroach infestations. Periodical measures shall be undertaken to prevent rodent menace.
- g. All rubbish and waste items that get accumulated at the canteen/toilets/ corridors/ open spaces/lawn and staircases shall be relocated periodically to the dumping points set up by the Department/Municipal Corporation and there shall be no left-over at the end of the day and it has to be dumped outside the Building complex by lifting those accumulated garbage using its own equipments/vehicles by the company/agency/firm. The exterior area of building premise also shall be cleaned every day.

STANDARD CONDITION OF CONTRACT (SCoC)**1. SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR**

- (a) Reception and accommodation of officers coming to stay in Guest House.
- (b) Services will be done by presentable, neatly attired (Common uniform to be given by the contractor, which will be approved by the DAD), well mannered and trained attendants, the minimum number of which will be as indicated below:-

1	Cook	01	Skilled
2	Waiter	02	Semi Skilled
3	Safaiwala	02	Un Skilled
	Total	05 (Five)	

In addition to the above, additional manpower may be required on a few occasion in a year which will be provided by the contractor at applicable rate.

- (c) Maintenance and cleaning on daily basis of all the rooms of Guest House (Toilet, Bath) corridors, stair case, dining rooms kitchen, all glass panes/windows, corridor, road /path/garden of complex inside the boundary wall. Corridor/stair case may be swabbed and cleaned with ISI mark phenyl/detergent (As per annexure) two times a day and be spick and span at all times.
- (d) Bedrooms linen and bathroom towels will be changed every alternate day whenever the rooms are in use. All the linen including blanket, towels etc should be properly marked 'PANCHVATI' to avoid being replaced during washing.
- (e) Floors of all the rooms will be cleaned daily with ISI mark detergent/chemical and will be kept clean all the times, Anti mosquito spraying will be done whenever required,
- (f) Carpets in the rooms will be brushed/ vacuum cleaned daily
- (g) Bathrooms will be cleaned daily and mopped with ISI Mark Phenyl WCs will be thoroughly washed and cleaned. Deodorants will be used for sparking results. Bath soaps, toilet paper and odonil (Air freshener) will be provided by the contractor.
- (h) The kitchen will always be kept pick and span clean. The utensils, crockery, cutlery, refrigerator and other kitchen gadgets will be kept clean and arranged properly.
- (i) Services will be done in hygienic condition by trained cook.
- (j) Bed tea will be provided in bedrooms but breakfast, lunch and dinner will be served in Dining Hall. During fixed hours.
- (k) Two daily newspaper, one weekly and two fortnightly magazines as approved by DAD shall be provided by the contractor at its own expenses.
- (l) Laundry services will be made available at actual rates to the visitors, if required by them.
- (m) Bill for the stay meals, extra services will be presented to the visitors staying in the Guest house and payment received. Payment received for stay should be deposited with the Government within a period of 7 days, failing which the amount will be recovered from security deposit. This will have to be recouped by the contractor immediately
- (n) Meals will be provided at fixed rates as per Menu. For Guest House details are given in Enclosure- VI.

2. OBLIGATION OF DAD

The department shall provide :

- (a) Furnished rooms as per the requirement.
- (b) Gas stoves, empty gas cylinder, oven/cooking range gas, food warmer etc., utensils, crockery cutlery, kitchen equipments, choppers knives, pressure cookers, electric toasters, mixers/ grinder, refrigerator, thermo flask, buckets stationery for visitors etc.
- (c) Telephone and extension, if required.
- (d) The department shall provide 1 unfurnished room to the contractor for the purpose of accommodating their employees inside the campus of the DAD free of charge. However the employees of the contractor shall not use any item of the DAD (including television, music system, crockery, bedding among other items) in the custody of the contractor

3. TERMS AND CONDITION AND GENERAL SPECIFICATION

- i. The contractor will not allow or permit the employees to participate in any trade union activities or agitation in the premises of the owner.
- ii. Any theft or damages caused by the contractor's personnel shall be borne by the contractor.
- iii. All personal and their bags and baggage's connected with the contractor shall be liable for physical check both at the of entry and passing out of campus.
- iv. The DAD will not be responsible for any injury or loss of any of the contractor's personnel that may take place while on conservancy duties. Any compensation or expenditure towards treatment for such injury or loss of life shall be sole responsibility of the contractor.
- v. The contractor will pay minimum wages, in accordance with the rates circulated from time to time by Ministry of Labour. The firm(s) will have to give an undertaking in this regard.
- vi. The firm shall be responsible for the payment of statutory obligations under Labour Act such as EPF, ESI, etc.

4. HANDING/TAKING OVER.

The fittings, fixtures, furniture, furnishing, lined crockery cutlery, gadgets and all other items will be properly handed over after making separate kit inventory and details of each item giving specification duly signed by representatives of the DAD and the contractor.

5. FEES AND TERMS OF PAYMENT

- (a) The contractor will be paid by DAD for the services listed in para-I above within a week of receipt of pre-receipted bill from the contractor after verification that satisfactory services have been provided during the month.
- (b) Payment will be made in favour of contractor through CMP.
- (c) The bills should be enclosed with EPF, ESI deposited receipts and acquaintance roll for the month.
- (d) If the scope of services increases and/or the time 12 months is to be extended then fee to be mutually agreed upon shall be payable to the Contractor.

6. PERFORMANCE GUARANTEE

The contractor shall submit a Bank Guarantee Bond for 10% of total cost of per annum, in favour of the Controller General of Defence Accounts towards security Deposit, to be valid beyond 60 days from the date of expiry of contract period of agreement. The performance guarantee security Deposit so lodged with the CGDA will be released after two months of expiry of agreement period after getting "No Demand Certificate" , if not otherwise extended on mutual understanding.

7. TERMINATION OF CONTRACT

If services of the contractor are found unsatisfactory they will be issued one month notice by the DAD. If the satisfactory improvement is not found even after this notice, a final notice will be issued to the contractor by the DAD, to terminate the contract without prejudice to any right accruing to either party prior to such termination. During the period of notice both the parties shall continue to discharge their duties and obligations.

8. DAMAGES AND LOSSES

All the equipment and the items at site stand at the risk and be in sole charge of the contractor who shall deliver in their proper condition at the time of annual stock taking to be decided by the DAD. Any shortages shall be immediately made good by the contractor by replacement. If the same is not replaced within one month of stock-taking the amount shall be recovered from the dues of the contractors. The contractors or his representative shall be present during the stocktaking. If the contractor or his representatives do not make themselves available, the stock taking shall be conducted in their absence by a board of officers whose finding and recommendation will be final.

9. COMPLAINTS

The contractors shall keep a suggestion box to be provided by DAD to record any suggestion, on the performance of services, by the visitors and produce the same to the DAD or its representative(s) for perusal during their visit to ensure that prompt action has been taken on such complaints and measures taken to avoid their recurrence. The contractor shall attend to all the complaints and complete as early as possible to the satisfaction of the Dy.CGDA (AN).

10. MISBEHAVIOUR OF EMPLOYEES

The employees of the contractor shall maintain strict discipline, remain in proper uniform and not use any violent, obscene or offensive languages. In case of misbehaviour /found indulge in any unlawful activities, Dy.CGDA (AN) has right to terminate the contract by serving a due notice as required.

11. BREAKAGE

Breakage of crockery items upto 1 % (of the total value of crockery held in the charge of the contractor) shall be allowed. Breakage over and above this limit will be the responsibility of the contractor. The case of such breakage will be determined by the DAD at their sole discretion. In case the amount is not paid, the DAD is free to deduct the amount from any sum due to the contractor. All damages/breakages to the equipment, in the charge of the contractor (as in

para-4 above), if caused due to negligence of the contractor's employees, the cost of repair /replacement of the equipment will be borne by the contractor. Whether the damage/breakage has been caused due to negligence or normal wear and tear shall be the sole discretion of the DAD to decide.

12. REPLACEMENT

Replacement of articles which have been lost will be done after proper assessment by representatives of the DAD.

13. PENALTY

Deduction on account of unsatisfactory catering services and improper maintenance of Guest House will be made from the monthly bills. The recovery will be decided by the Dy CGDA (AN) based on the feedback received from the visiting officers/ staff from time to time.

i. In case of shortage of manpower Rs. 100/- per day per person shall be deducted besides an amount proportionate to the shortage of manpower, taking into account number of employees as well as duration from the monthly bill of the contractor.

ii. In case of non-maintenance of cleanliness, deduction @ 500/- per instances shall be made from the bill of the contractor taking into account loss of goodwill.

iii. In case of unforeseen circumstances, the decision of the Dy CGDA (AN) shall be final.

iv. If the work is found unsatisfactory and below the expected standard in a particular area or areas, Dy.CGDA (AN) will have the right to get the work done through another agency. The charges on account of this shall be deducted from the contractor's bill. Decision of the Dy CGDA (AN) shall be final in this regard.

BIDProforma

**For Providing Housekeeping (including internal and external conservancy) and
Pantry Services in Panchwati Guest House, Delhi Cantt-10**

1. Name of tendering Service Provider
Company / Firm/ Agency :

2. CONTRACT RATES PER PERSON PER MONTH:

Sl. No.	Description of manpower	Number	Rate Per Person Month	Per Per	Total
1.	Cook (Skilled)	01			
2.	Pantry boys(Un-skilled)	02			
3.	Safaiwala(Un-skilled)	02			
4.	Total (Sl. No. 1 to 3)	05(five)			
5.	EPF Employer's Contribution				
6.	ESI Employer's Contribution				
7.	Consumables Charges				
8.	a. Service Charges				
	b. washing charges				
	c. pest/rodent charges				
9.	Service Tax				
10.	Any other taxes as per law in force				
11.	Grand Total (total of Sl. No. 04 to 10)				

DEDUCTIONS: Income tax as applicable shall be deducted at source. The Service Providing Company/Agency/Firm shall be responsible for meting out all the tax implications as per Rules of other Government Departments.

Signature of authorized person

Full Name:

Seal:

Place:

Date:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.

2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by the Service providing Company/Agency/Firm during the month.

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority on a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that;

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice or restrictive practice as defined in Section-B of Fraud and corrupt practice on the General Instructions for tender of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises on any Government, Central of State; and
- b) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section-B of Fraud and Corrupt practice of the terms and conditions of the documents, no person acting for us or on our behalf has engaged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice of restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/ Employees.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory)
Date :

Rate list of items to be served in Guest House Panchwati.

Sl.No.	Items	Rate (Rs.)
1.	TEA	5
2.	Coffee	10
3.	Lemon TEA	7
4.	Cold Coffee /Ice Tea	20
5.	Soft drinks/Packed Juices	As per MRP
6.	Samosa/Kachori/AlooBonda (per pc.)	5
7.	Sambhar Vada/DahiVada/Idli Sambhar (Per Plate 2 Pcs)	30
8.	Veg Pakora (Per Plate 6 Pcs)	30
9.	Omlet/Bhujija/Boiled Eggs (two) with Bread (2 slices)	20
10.	Breakfast (Paratha/Upma/Pohe/Cornflakes/Sandwich/Omlet) with coffee/tea	40
11.	Lunch or Dinner Veg (Rice/Roti/two vegetables/Dal/raita or curd/papad/pickle/green salad/sweet)	80
12.	Lunch or Dinner Non Veg (Rice/Roti/one Non Veg/ two veg/Dal raita or curd/papad/pickle/green salad/sweet)	100

Besides the above, during the events the rates of lunch, dinner and high tea will be fixed according to the menu with mutual understanding of both the parties.

ENCLOSURE- VII

Cleaning materials to be used are as under. Quality of material used to the satisfaction of the contract will be ensured by the contractor.

SI. No.	PARTICULARS	Quantity	Rate	Total
1.	Liquid Soap (Dettol/Life boy/Lux)			
2.	Lizol/Domex Floor cleaner			
3.	Colin or Glass Cleaner			
4.	Duster Cloth			
5.	Soft Broom			
6.	Coconut Broom			
7.	Harpic			
8.	Mop Stick/PINZA Mop			
9.	Air Freshener/Odonil			
10.	Toilet napkins			
11.	Garbage Bag Big			
12.	Garbage Bag Small			
13.	Toilet Brush with Stand			
14.	Squeezer			
15.	Scrub Pad			
16.	Mugs			
17.	Dust Pan			
18.	Toilet Roll			
19.	Paper Napkins (Soft 2/4 ply)			
20.	Air Freshener/Spray Refill			
21.	Mosquito Spray			
22.	Detergent Cake			
23..	Detergent Powder			
24.	Baskets			
	Total			

- Total to be quoted at SI No 07 of Enclosure IV (Financial Bid)

DECLARATION

I, _____ Son/Daughter/Wife
of
Shri _____ Proprietor/Partner/Direct
or/ Authorized signatory of the Company/Agency/ Firm, mentioned above, is
competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide to them;

3. 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 well aware of
the fact that furnishing of any false information/fabricated document would lead to
rejection of my tender at any stage besides any liabilities towards prosecution under
the appropriate laws.

Date:
Place:

Signature of authorized person
Full Name:
Seal: