

INSTITUTE OF MATHEMATICAL SCIENCES

**Providing Catering
Assistance and
Housekeeping of the
Canteen premises for IMSc
Canteen for the Year 2013at
IMSc[01.01.2013 to
31.12.2013]**



The Institute of Mathematical Sciences
(An autonomous Institute under Dept. of Atomic Energy, Govt. of India)
C.I.T. Campus, Taramani, Chennai 600 113
Phone : 044 2254 3151

Ref.No. IMSc/Catering/Tender documents/2012

Date: 16/11/2012

NOTICE INVITING TENDER
No: III /2012

Director, Institute of Mathematical Sciences, Chennai invites sealed tenders for the following work:

Sl. No.	Name of work	Cost of Tender (Rs.) [including VAT]	Earnest Money Deposit (Rs.)
1.	Providing catering services & housekeeping of Canteen Premises for the year 2013 at IMSc[01.01.2013 to 31.12.2013]	520/-	32,000/-

The tender documents can be obtained in person from the Accounts Officer on all working days between 1400 hrs and 1600 hrs. The Last date for sale of tender is 19/12/2012. In case tender documents are sought by post, a requisition indicating the details of tender documents along with demand draft for tender fee payable at Chennai drawn in favour of "Institute of Mathematical Sciences" to be forwarded to the Registrar at the above address well in advance. The Institute is not responsible for any postal delay.

The Registrar or an Officer authorized by him may be contacted between 1000 hrs and 1600 hrs on any working day for further clarifications if any.

The Tender bid should be quoted in the prescribed proforma as given in the Annexure 'B' of Tender Document. Any Tenderer who wants to submit quotations for more than one work, has to purchase prescribed Tender document for each work separately.

EMD to be submitted in the form of demand draft/bankers cheque payable at Chennai, drawn in favour of "Institute of Mathematical Sciences" from any one of the scheduled bank. **Please note that tenders received without EMD will be summarily rejected. EMD in any other form will not be accepted.**

The tenders are to be submitted in sealed envelope super-scribing the name of the work clearly so as to reach **on or before 20/12/12[Thursday] at 1500 hrs** to the undersigned and the same will be opened at 1530 hrs on the same day in the presence of tenderers or their authorized representatives, who would like to be present. Late and delayed tenders will not be opened and summarily rejected.

Canvassing in connection with tender/quotation is strictly prohibited. The Director, IMSc reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason therefore. Tender details can be viewed in the website www.imsc.res.in

Sd/-
REGISTRAR
For and on behalf of Director
Institute of Mathematical Sciences, Chennai

TENDER AGREEMENT

Date: 16/11/2012

To,
The Director
The Institute of Mathematical Sciences
C.I.T. Campus, Taramani, Chennai - 600 113.

Tender Ref. No. **IMSc/Catering/Tenderdocuments/2012**

Name of Work: **Providing catering assistance & housekeeping of Canteen Premises for the year 2013 at IMSc**

Sir,

I/We read the various conditions to tender including general conditions and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of **60 (Sixty)** days from the date of for opening of Part I and in default thereof, I/We will be liable for forfeiture of my/our "Earnest Money Deposit" to Institute of Mathematical Sciences. I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work as per the contract terms throughout the contract period from the date of issue of letter of acceptance of the tender. I/We also hereby agree to abide by the IMSc general conditions of the contract as amended from time to time and to carryout the work according to the specifications and special conditions of the contract laid down by IMSc.

A sum of Rs. 32,000/- is hereby forwarded as Earnest Money in the form of D.D./Bank's Cheque. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- A) I /We do not execute the contract documents immediately after getting information from IMSc.
- B) I / We do not commence the work within 10 days after issue of the letter including work order to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp

Address: _____

THE INSTITUTE OF MATHEMATICAL SCIENCES, TARAMANI, CHENNAI 600 113.

Tender No.	: <i>IMSc/Catering/Tender documents/2012</i>
Name of work	: Providing catering assistance & housekeeping of Canteen Premises for the year 2011 – 2012 at IMSc.
Issue of tender	: 19/11/12 to 19/12/12 from 10.00 a.m. to 4.00 p.m. during working days
Receipt of tender	: Up to 3.00 p.m. on 20/12/2012
Tender Opening date and time	: On 20/12/12 at 3.30 p.m. in the Office of the Registrar, Institute of Mathematical Sciences, Chennai - 600 113.

INSTRUCTION TO TENDERERS

Tender should be submitted in two parts. Part I should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained manpower to be provided for each work etc and other commercial points. Part II should contain only the charges(price). Signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super-scribed as "Tender for providing catering assistance & housekeeping of Canteen Premises 2013" Part I (Techno-commercial) and the cover for Part II should be super-scribed as "Tender for providing catering assistance & housekeeping of Canteen Premises 2013" Part II (Price). EMD should be kept in a separate sealed cover super-scribed as "EMD – Providing catering assistance & housekeeping of Canteen Premises 2013 " and all the three covers should be kept in a big single sealed cover super-scribed as "Tender for providing catering assistance & housekeeping of Canteen Premises for the year 2013 at IMSc".

- a. An Earnest Money Deposit [EMD] of Rs. 32,000/- will have to be furnished along with tender documents in the form of DD/banker's cheque of any Scheduled Bank, drawn in favour of Institute of Mathematical Sciences, payable at Chennai. This EMD will be adjusted as part of the Security Deposit [SD] in respect of successful bidder. In respect of all the other bidders, the EMD will be returned after the finalization of the contract.
- b. For due performance of his obligations under the contract, the successful tenderer shall have to deposit 10% of the contract value as Security Money, free of interest which shall be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Institute or damages of any kind, if any.
- c. The tenderer should read the '**General Terms and Conditions**' & '**Note**' of the Institute and give their acceptance at the end.
- d. The tender should be clearly filled and signed in ink legibly or type written giving

full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally or by legally authorised signatories.

- e. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- f. Failure to fulfill any of the conditions given above shall render the tender for rejection.
- g. The Director, IMSc does not bind himself/herself to accept the lowest or any tender and reserves to himself/herself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted/finally agreed to.

PART –I (TECHNICAL DETAILS)

Technical Details should be provided in the prescribed format i.e. Annexure "A" which should inter alia contain the following:

- a. The tenderer should furnish the proof of his experience of providing catering/ sanitation and housekeeping service in, Research Institute/Colleges/Universities/large Hospitals, public sector units, Govt. departments or reputed organization. The contractor should furnish the details of staff strength, qualification & experience of his cook/Assistant Cooks/Stewards, office address for correspondence, contact telephone numbers etc.
- b. Tenderer should supply the list & quantity of necessary equipment, tools and implements, he will provide exclusively for this work such as pans, carts, wheel barrows, trolleys, buckets, baskets, drums, spades, ladders, bamboo, dusters, mops, brushes, brooms, glass cleaning apparatus, vacuum cleaners.
- c. An Earnest Money Deposit of Rs.32,000/- will have to be furnished along with Application in the form of DD / Banker's cheque of any scheduled bank drawn in favour of Institute of Mathematical Sciences and payable at Chennai, which will be adjusted towards part of security deposit in respect of successful bidder.
- d. For due performance of his obligations under the contract the successful tenderer shall have to deposit 10% of the Contract Value as security money free of interest which shall be refunded to him one month after expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Institute or damages of any kind, if any.
- e. Tenderer should furnish the proof of financial status from his Bankers to undertake the job of this size.
- f. Income tax PAN details to be furnished.
- g. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company has never been black listed or changed the name of the firm.

- h. An affidavit duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company and has not ever been punished by the any Hon'ble Court.
- i. Names/address of two persons who can vouch for the credentials of the contractor and stand surety.
- j. The entire tender document should be duly signed & sealed by the tenderer.
- k. The tenderer shall submit the information regarding his firm on the format placed at Annexure "A" as part of Technical bid along with terms & conditions (duly signed) of Cosmetic maintenance/Sanitation services/Canteen services (Excluding price bid)
- l. The Tenderer must have E.P.F. /E.S.I.S Registration number and the details to be furnished. The EPF/ESIS for the persons to be employed for this work should be remitted as per rules.
- m. Skilled cooks/semi-skilled cooks/stewards should be experienced and the quality of the food prepared should be good and tasty. They should be experienced and qualified to prepare different types of food including non-vegetarian food.
- n. The quality of the food prepared will be one of the main criteria for evaluation of the tender.
- o. The workers must be provided with Uniform/Shoes and other materials for safety and safe handling of chemicals, etc. by the contractor. They should maintain personal hygiene. They should behave politely and amenable to discipline.
- p. If it is the opinion of the Institute authorities that the performance of any of the person deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive to retain them for work, he/she should be replaced immediately.

PART – II
(PRICE-BID)

- a. Price bid in the format enclosed with tender at Annexure “B” (Schedule of quantities) should be submitted in separate sealed cover. Failure to provide price bid in separate cover will result in invalidation of the offer.
- b. Tender envelope should be sealed by sealing wax. The envelopes containing Technical Bid & Price Bid should be in separate sealed covers.
- c. The tender should be correctly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alternation if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
- d. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfill any of the conditions given above shall render the tender for rejection.
- f. As a proof of having used the procured Consumables and Non-Consumables, bills of the items with appropriate certificate from the Officer-in-Charge concerned should be submitted along with monthly bills. However, cost of all the items used will not be paid separately. The Contractor should include all such costs in the lumpsum rates while quoting in the price bid.

TECHNICAL DETAILS

Sl. No.	Particulars	
1.	Name of Firm/Tenderer/Company (in block letters)	
2.	Permanent Address & Telephone No.	
3.	Year of incorporation of the Firm/Company	
4.	Full Postal Address: Telephone/Fax No./E-mail:	
5.	Details of experience of providing Canteen Services in Large Hotels / Educational institutions / PSUs/ Govt. undertakings / reputed organizations for the last five years (separate sheet may be attached). Names of the major clients with their addresses, telephone numbers(enclose certificates/credentials issued by such clients)	
6.	Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet).	
7.	Earnest Money Rs. Bank Draft No & Date Banker's Name	
8	Details of equipments, tools, implements which can be exclusively deployed for this work(attach separate sheet).	
9	Tender Fee Rs: (If tender document is downloaded) Bank Draft No. & Date: Banker's Name & Branch:	
10	Details of Cooks/Assistant Cooks/Stewards to be employed fo this work and the details of their experience(attach separate sheet).	
11	Proof of Financial Capacity from his bankers.	
12.	An affidavit duly certified by a Notary that the Partners of the firm sole Proprietor or Company has been never black listed/ not in any Police Case/ Vigilance enquiry pending or ever been punished by the Honorable Court.	
13.	Latest Income Tax (with TAN/PAN No.) Professional Tax, Sales Tax, Service Tax Clearance (last three years) (enclose photo copies)	
14.	Details of establishment Registration with date obtained from the various authorities (enclose photo copies)	
15.	Details of E.S.I.S. Registration with Date	
16.	Details of E.P.F. Registration with date	
17	Audited balance sheet and Profit/Loss A/c for the last 3 years (enclose photo copies)	
18	Any other information relevant to the contract	

Date:**Signature of Tenderer
Seal & address**

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end)

A. GENERAL INSTRUCTIONS

1. The tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. The tenderer submitting the tender would be deemed to have visited the premises, assessed the nature and quantum of work and then submitted the tender.
3. The Institute reserves the right to cancel or reject in full or part any or all tenders received.
4. Any action on the part of the tenderer to influence any officer of the Institute or canvassing in any form shall make the tender liable for rejection.
5. The contract will be for a period of one year initially, which can be extended for further period on satisfactory performance of the initial period of the contract. The IMSc may renew /extend the contract to such further period (s)., as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
6. All works will be executed as per detailed specifications at IMSc, C.I.T. Campus, Taramani, Chennai and as directed by an officer/official nominated by the Director.
7. The areas of cleaning/nature of work indicated are purely approximate and likely to vary on either side up to any limit.
8. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the IMSc shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose a penalty commensurate with the fault/damages if any and shall be deducted from the bill/payable by the contractor.
9. The Contractor will be required to bring all Tools, Material and Labour required for proper completion of work.
10. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time and shall indemnify the IMSc from any claims in this regard.
11. The Contractor will be required to post skilled manpower as may be needed to perform/supervise and guide the workers - skilled as well as unskilled workers for proper completion of the work as per directions of the Officer-in-charge nominated by Director of the Institute to administer the contract.
12. All letters posted to Contractor on the address given by him will be considered to have been delivered in time.

13. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on IMSc.

14. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for this inferior works as determined by the Institute and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work / subsequent bills within the Institute.

15. Water and Electricity required for the work may be used free of cost from IMSc after obtaining written approval from the In charge.

16. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the IMSc from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

17. The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets in the area mentioned. The contractor shall be responsible for cleaning as well as security of the toilet fixture handed over at the time of starting the contract. In case of items/fixtures stolen from the toilets either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixture of the same quality & under approval from nodal office appointed by the Director of this Institute.

18. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- a. Employment of Children Act
- b. Workmen compensation Act
- c. Employment of Labour/Contract Labour Act
- d. Industrial Employment Act
- e. Contract Labour Abolition & Regulation Act 1970.
- f. Minimum Wages Act
- g. Employee Provident Fund Act
- h. Any other act or legislation, which may govern the nature of the contract.

18. Any liability arising on the IMSc shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security money of the contractor. There would be no liabilities towards the workers of the contractor by IMSc.

19. The IMSc through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute or otherwise and such alterations and variations shall not violate this contract.

20. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Director of IMSc from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

21. In the event of the contractor failing to execute the catering/cosmetic maintenance/ house keeping work under contract in whole or in part an alternative arrangement will be made by the IMSc totally at the cost & risk of contractor besides any suitable fine /penalty.

22. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the IMSc or its Staff Members/Students/Visitors by the contractor or his workers.

23. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any staff the contractor will be under obligation to change the worker concerned when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The IMSc will not hold any responsibility with regard to staff on the role of the contractor what so ever.

24. The contractor & his staff shall follow the rules & regulations of the IMSc in force and instructions issued from time-to-time. IMSc will be free to take action against the contractor for violating the same.

25. The IMSc reserves the right to terminate the contract without assigning any reason by giving a notice of three months. This decision will not be challengeable in any court of law. The contractor will have to serve a notice of 3 months, if he wishes to terminate the contract.

26. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or there after the matter shall be referred to the Director, IMSc or any other officer nominated by the Director, IMSc for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration & Conciliation Act 1996.

27. The personnel of Contractor should observe only 7 closed holidays in a calendar year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. The 7 closed holidays normally cover Pongal, Republic Day, Tamil New Year's Day, Independence Day, Gandhi Jayanthi, Deepavali & Christmas.

28. The services of employees of Contractor should be made available on all days in a month irrespective of holidays.

29. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute should be handed over to the Officer-in-Charge of the Institute. Any changes should be informed immediately.

30. The personnel engaged by the contractor should have minimum literacy level.

31. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed and as and when any of personnel delayed/proceeds on leave or absent himself/herself it will be prime responsibility of a contractor to provide substitute.

32. The contract employees are eligible for one day paid holiday for every six days of works.

B. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER

1. No party shall be allowed to be represented by a lawyer during any investigation, enquiry appeal or and other proceedings.
2. The Institute with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of this contract.

C. INSTITUTE'S OBLIGATIONS

The Institute will provide the required quantity of water or/and electricity for catering/cosmetic maintenance work / house keeping without charging for the same.

The Institute shall not be responsible for any loss, breakage or theft of contractor's material for which he has to make his own arrangements for storage.

The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the contractor. It will be the sole responsibility of the contractor.

D. CONTRACTOR'S OBLIGATIONS

1. Area of operation for "**Providing Catering assistance and housekeeping the canteen premises for IMSc Canteen for the Year 2013(01.01.2013 – 31.12.2013**" in brief are as follows:
 - a) Preparation of good quality different varieties of food including non-vegetarian food in hygienic condition - All the days including the Conferences etc.,
 - b) Serving the food in hygienic condition - All the days.
 - c) Cleaning of Guest House Canteen Building including Dining Area and Kitchen - Daily
 - d) Cleaning of Students' Hostel Building including Dining Area and kitchen - Daily
 - e) General:
 - Cleaning the floors of all the above mentioned buildings. - Shall be mopped Daily with chemicals
 - Cleaning the toilets of both Guest House & - Shall be cleaned and Mopped with dis-Infectants, water. closets shall be thoroughly cleaned daily using suitable material.
 - Students Hostel Canteens

All the utility areas and area within the canteen area - Daily
On all sides of the buildings shall be swept and
Shall be kept clean all the time

f) Supply of 2 skilled cooks, 4 semi-skilled cooks, 2 stewards and 4 cleaners for Guest House Canteen } Daily on 2 shifts
Supply of 1 skilled cook, 2 semi-skilled cooks and 2 } [0600 to 1430
cleaners for Students Hostel Canteen } hrs &
1400 to 2230 hrs.]

2. The contractor shall pay his workers the minimum wages fixed by the Central Govt. which will include Basic Pay, Special Allowance, EPF, Bonus, M.L. Welfare charges, paid Holidays, etc. for unskilled/Semi-skilled/Skilled workers from time-to-time, throughout the tenure of contract in the presence of the representative of the Director of the Institute. You shall pay wages to multi-task workers employed by you not less than the minimum wages on 7th of every month along with payment slip as per Central Labour Enforcement Authority.

3. In the event of local problems arising while discharging the functions at IMSc the contractor will deal with them appropriately and he will not bring IMSc on the scene for such matters. The contractor will intimate the status and action taken to the Registrar.

E. THE CONTRACTOR WILL PROVIDE – House Keeping:

1) **Consumable Materials:** All sanitary material including, Stick brooms, Soft brooms, Dust pans, Garbage bags (Small & Large size), Floor mops, Dusters, Glass dusters, Glass wipers, Wet & Dry mops, Rubber squeezers, Toilet scrubber brush, Buckets, Sink suckers, Nylon scrubber, Toilet rolls, Tall brush, Squeeze, Toilet air freshener, Room air freshener, Scotch brite, Yellow duster, Shine it/Vim powder, Mop stick, Hand gloves (Red & White), Road brush, Glass Kit, Mop refill (Wet & Dry) Disinfectants, Deodorants, Detergents, soap, Antiseptics, Odorex, Sodium hypochlorite, Steel Polish, Naphthalene balls, Stain removers, Fresheners, Sanitary cubes (urinal cakes) Hospital disinfectants & cleaners, Mild Acid, Bleaching powder, Dettol, Hit spray, Odonil s6icks, etc. Floor cleaner (Spiral Taki) Bathroom Cleaner Concentrate (R1, Taski), Glass and Hard Surface cleaner (R2, Taski), cleaner / Sanitizers Concentrate (R3, Taski), Furniture polish (R4 Talki), Air freshener (R5, Taski), Toilwr Boql Xlwnwe (R6, Taski), Floor Cleaner Concentrate (R7, Taski), disinfectant Hand wash (Liquid Lifebuoy), perfumed Hand Cleanser (Liquid Lux). *Taski products of Diversey Lever.

2) **Non-Consumables:** Housekeeping Trolley (For each floor), Auto Scrubber dryer, floor Scrubber, High Pressure Jet Machine; Light Duty Vacuum Cleaner, Compact spray and Extraction Machine; Telescopic Pole Aluminum ladders, Dry-Wet Vacuum machine, Handy hand Held Wall/Upholstery Cleaner, Safety belts, Pans, Baskets, Buckets, Double buckets. Mop Wringer bucket, Garbage drums, Mugs wheel barrows Trolleys, Vans, Carts, Spades, Bamboo's Ladders, Dusters, Mops, Brushes, Brooms, Vacuum Cleaners, Floor scrubbers, Lobby dust Pan, Scraper, Boards (Cleaning in progress, Slippery surface, We floor, etc.) etc.

3) **Uniforms- House Keeping & Catering Assistance:** Minimum Two Sets of Uniforms to his workers as approved by the authority (Both Males & Females) while on duty. Sufficient number of uniforms would have to be provided so that

the worker is always with neat and tidy uniform. It will be strictly monitored & severe fine imposed and will be deducted from the bill if the worker is found without uniform. Food should be served by wearing hand gloves after washing their hands with soap.

- 4) **Identify Cards – House Keeping & Catering Assistance:** The contractor will issue identity cards to his workers/supervisors after getting them verified by IMSc. Any worker found without identity card will be fined. He will post a supervisor at a specific point to receive & manage / complaints & instructions.

Note: All consumable, non-consumable materials should be approved by Officer-in-charge, IMSc before actual use.

F. REPORT

1. The contractor or his representative shall daily report to Canteen Supervisor/Officer-in-charge, IMSc to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
2. The contractor is responsible for the materials issued to them for cooking, serving etc. and maintain proper account of the same. After conclusion of the contract, the contractor should return all the materials issued to him in proper condition. The consumable item issued for cooking should be properly accounted and the balance quantity if any to be returned to the Canteen Supervisor/Officer-in-Charge of canteen management. Any loss to the Institute on this account will be recovered from the Contractor.
3. The contractor will prepare a schedule on the works to be carried out in the areas of works allotted before commencement of actual works.
4. The contractor will prepare a list of protocol and daily check's for housekeeping works and displaying the same all areas of work to be carried out.
5. The contractor/his representative should approach the Canteen supervisor/Officer-in-charge, if he needs any instructions help or has any difficulties.
6. The contractor/ his representative should all the time be available at work site during the course of his work.
7. The contractor should provide catering assistance for cooking in kitchens of Students' Hostel and Institute's canteen involving one skilled cook, one semi-skilled cook & a cleaner in each shift for Students canteens and one skilled cook, two semi skilled cook, one steward for the Guest House Canteen for each shift.

G. SCOPE OF WORK

1. In brief the job function is to prepare and serve the quality food and to maintain the aesthetic looks in the IMSc canteen premises by maintaining pleasant odour and cleanliness, keeping the building & the surrounding area under contract neat, clean & tidy every day keeping them in hygienic & sanitary conditions of high standard.
2. Providing the assistance for the cooking in the kitchen, to attend serving of bed

Tea, break fast, lunch dinner etc. at dining halls of the canteens of Guest House and Students Hostel and to attend any other catering support including cleaning vessels, dish washing. The catering staff are required to work in two shifts [0600 to 1430 hrs and 1400 to 2230 hrs.] and as and when required in the exigency of work.

3. The Catering assistance Include preparation, supply of food & cleaning works in connection with catering services at Coffee Pantry and at fixed venues on all the days and during Conference/Workshop/Seminar Days.
4. The Cooking and Housekeeping staff will be present in the premises and carrying out duty for entire eight hours excluding meals / tea hrs. in shifts / staggered duties as assigned by competent authorities.

The guidelines of cleaning process are as under-

DAILY – House Keeping.

1. The cook and Assistant Cook should ensure preparation of quality food as instructed in time.
2. The Stewards and others employee should ensure proper serving of food. They should be polite with the Visitors to the canteen and behave in a gentle manner. They should be dressed properly and wear gloves while serving the food. In general they should maintain the hygienic condition while serving the food.
3. Proper washing of vessels, sweeping & mopping of all floors in the building twice daily. Cleaning of walls, cleaning railings, corridors & lifts, entry roads of various buildings etc. covering the entire constructed areas, no betel stains or cob webs etc. should be visible any where inside/ near the canteen area.
4. Cleaning of Waste Paper Baskets, Sanitation Bin & Spittoon set & disposing of garbage/refuse as directed. They should ensure the waste is disposed properly and preparation of manure as directed by the Canteen Supervisor.
5. Cleaning glasses of windows, doors, partitions etc
6. The contractor will provide heavy-duty bags for collection of classified garbage from the canteens & will be responsible for satisfactory disposal of the garbage for preparation of manure as directed by the Officer-in-charge/Canteen Supervisor.
7. Toilets & urinals including floors to be the cleaned regularly and continuously at every two hours throughout the day with phenyl and other disinfectants. Suitable number of female cleaners should be deployed for taking care of cleaning works of ladies toilets and ladies rooms in both the canteens.
8. Porcelain fixtures to be cleaned with Vim. To provide Naphthalene balls, Toilet rolls & Liquid soap etc.
9. To spray space with room fresheners/ perfume to maintain pleasant odour as & when required inside kitchen/dining hall.

10. Spray of Gammexine, bleaching powder & Finit /Hit or good insecticide on regular basis to prevent breeding of flies/ mosquitoes, cockroaches, lizards and big ants all kinds of pests.
11. To attend & clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes & sewer lines, whenever required for smooth functioning and as directed by Officer-in-charge.
12. To clean the vertical Marble & Mosaic surfaces within the canteen wherever required or as instructed by the canteen supervisor/ in-charge.
13. Daily collection of infectious and non-infectious waste from canteens and proper disposal of the same as per instruction of the Canteen Supervisor/ Officer-in-Charge.

WEEKLY – House Keeping:

1. Cleaning of fans, tube-lights, false ceiling, ceiling, walls within the canteen premises.
2. Cleaning false ceiling sheets, polishing of steel body.
3. Cleaning of terraces in the Canteen buildings.
4. Cob-webs in all the walls and ceilings to be removed as often as necessary and at least once a week.
5. Mosquito repellent, chemical spray to be done in all the areas.

FORTNIGHTLY – House Keeping:

1. Cleaning of ceiling with electrical fitting & roofs.
2. Washing & Scrubbing of floor with automatic (as described earlier) machines with required cleaning material.
3. Cleaning storm water drains, water pipes & over head tanks.

MONTHLY – House Keeping:

1. Wax Polishing of floor & polishing the furniture if required at as per agreed extra cost.
2. Washing of building from outside with prior permission from Canteen Supervisor/ Officer –in-charge.

Occasionally (As required):

The contractor shall supply manpower for rearranging of the department material or furniture during Conference/Seminar time for which no extra payment shall be made.

SUPERVISING – House Keeping & Catering Assistance:

1. The service of the workers deployed is required on all days in a month irrespective of holidays and they should be prepared to work on shifts as indicated earlier. The Contractor has to ensure proper attendance of the personnel deployed and should produce Character and antecedent's verification reports of the persons engaged by the Contractor.
2. The labourers provided by the Contractors shall maintain personal hygiene as per the instruction of the Guest House in-charge such as cutting of nails, daily shave, short hair etc., as per catering norms.
3. The contract personnel should wear prescribed uniform while on duty, which shall be supplied by the Contractor at his cost.
4. The persons deployed for service should be most reliable, trust worthy, alert and efficient.
5. The contract personnel should be well disciplined, polite with good behaviour.
6. The contract personnel shall undergo medical examinations to ensure that they are free from any communicable diseases if felt necessary/by this Institute at the cost of the contractor.
7. No food/breweries, accommodation, transport will be provided to the labourers at Guest House or else where free of cost or even on payment. The contractor has to make his own arrangements for this.
8. The attendants/Safaiwalas engaged by the Contractor are responsible for the proper safe custody and account of cooking and other material issued to the contractor. In case of any shortage, the cost will be recovered from Contractor's bill at the replacement value. Contractor has to give acknowledgement in writing for the materials received in the Canteen from the Officer-in-Charge.
9. The contractor shall not lease or sub-contract the whole or any part of the contract to any body without the permission of the Director, IMSc.

H. PAYMENT CONDITIONS

1. The Contractor will submit the pre-receipted bills in triplicate after satisfactory completion of the work every month to the canteen supervisor or any other office nominated by the Director of IMSc for payment. The officer on the receipt of the bill, will check the work record and there after process for payment.
2. All bills should be submitted on printed forms, duly signed and pre-receipted.
3. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the certificate of satisfactory performance of work from the concerned officer of the IMSc & after verifying the records of

Materials challan, Muster Roll, Payment sheet, and deduction of E.P.F., E.S.I.S (with proof of payment to respective authorities) taxes etc. as per rules. The Contractor should ensure the remittance of EPF/ESIS/Provisions/Payment in respect of the workers deployed for their works as per the rules.

4. There should be no linkage between this payment and payment of wages to the workers employed by the contractor. The contractor would be required to ensure the payment of its workers by 7th of every month.
5. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor for which certificate can be issued by the Institute on request.

I. COMMENCEMENT OF WORK

The Contractor is required to start the above mentioned works with effect from the date of acceptance of contract or the date indicated in the contract. In case it is found that the work has not been taken up from the above date, the IMSc at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

J. CANCELLATION OF CONTRACT

1. Notwithstanding any other provisions made in the contract, the IMSc reserves the absolute right to terminate the contract after giving three months notice in writing, without assigning any reasons. The Contractor shall raise no compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be canceled and Security Deposit issued to the IMSc shall be forfeited without any claim whatsoever on IMSc.

LETTER OF ACCEPTANCE

I have read the General Terms and Conditions of the contract given above. I agree to abide by them:

Signature of the Contractor & Seal:

Name of authorized person: -----

Name of the firm:.....

Address for Correspondence: -----

Date: _____

Contractor's Seal & Signature

PART – II - PRICE BID

Group Description of work	No. of employees proposed to be engaged	Category wise wages per man day Rs.	Amount per month (*all Inclusive) Rs.	Amount per anm. Rs.
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a.) Catering Assistance:

Providing -

- | | |
|-----------------------|----|
| 1. Skilled Cooks | 04 |
| 2. Semi-skilled Cooks | 06 |
| 3. Stewards | 02 |
| 4. Kitchen Cleaners | 06 |

for Guest House Canteen & Students Hostel Canteen Including preparation supply of food catering services at Coffee Pantry and at fixed venues on all the days and during conference/ Workshop/Seminar days and cleaning works of Canteen premises/Pantry premises

b.) Housekeeping:

- | | | | |
|-------------------------|----|----|---|
| 1. CONSUMABLE MATERIALS | -- | -- | @ |
|-------------------------|----|----|---|

c.) Non-Consumable Materials:**d.) Any other item**

TOTAL

Per Annum Quote: Rs. [In words Rupees]

* enclose sheet showing break up of the amounts.

@ enclose sheet showing quantities of consumables & Non-Consumables that would be used in one month to perform housekeeping and maintenance jobs in the above buildings.

Break-up of cost for each category of numbers to be furnished.

Date:**Signature of Tenderer
Seal & address**

NOTE:

1. The rate shall be inclusive of cost of disinfectant/acid/detergent of approved quality & make. Brushes/brooms, mops or any other material required as mentioned in the list of consumable items and non consumable items required to carry out operations by the by contractor for carrying out the work satisfactory are to be provided by the Contractor.
2. Full manpower to be engaged daily basis for maintenance and catering work on rotation basis as per given schedule or as per instructions of Officer-in-charge.
3. The firms are requested to make site visit in order to evaluate their required level of services to be rendered and should quote accordingly.
4. The bidder is required to specify the number of persons to be engaged daily (man-power) to complete all the works as mentioned above at IMSc.
5. Payment will not be made for the work not carried by the contractor in any of the above area.
6. It should be ensured that liquid soap is filled in soap dispenser all the time/2447, Toilet tissue paper in toilets, Naphthalene balls in Wash Basins, Urinal pots, & at necessary places, Odonil air purifier tablets in Toilets, etc. are available at all times. Day to Day emptying of Dust Bins, Garbage & other waste material, etc. are carried out separately.
7. Waste material must collect in polyethylene bags/ substitute as approved by State govt. & dispose in to the CIDCO waste bins.
8. Daily disposal of biomedical and non-biomedical waste at required place.
9. Housekeeping material stocks to be maintained weekly or monthly and material delivery challans have to be submitted to the Canteen Supervisor/ Officer-in-charge.
10. The contractor will provide staff for shifting of furniture and small equipments as and when required by IMSc.
11. Bills will be paid on pro-rata basis.
12. The contractor has to pay minimum wages as per Labour Enforcement Authority.
13. The holiday list of the housekeeping staff should be approved by the Competent Authority..
14. The agency should pay minimum wages as per the Labor Enforcement Authority + PF + ESIC + BONUS + Paid Holidays (5). Payment should be made on 7th day of every month.
15. Substitute should be available as and when required.
16. Branded commodity items should be used.
17. Liquid soap should be available at all times for all the washbasins and sinks
18. Minimum Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes should be given within 15 days of award of work.

Date:

Contractor's Seal & Signature