



क्षेत्रीय प्रशिक्षण केन्द्र,
REGIONAL TRAINING CENTRE,
रक्षा लेखा नियंत्रक (सेना),

रक्षा मंत्रालय, भारत सरकार
CONTROLLER OF DEFENCE ACCOUNTS (ARMY),
Min. of Defence, Govt. of India,

बेलवेडीयर परिसर, आयुध पथ, मेरठ छावनी-250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250001

दूरभाष संख्या Telephone No. :0121-2647791

फैक्स संख्या Fax No. 0121-2648388

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Name of Contractor: -

Tender Issued on: -

Cost of tender document: -Rs 500.00

Receipt no/DD no: -

Date of opening of Technical Bids: - 19th August 2015 (1500 hrs)

Date of opening of Commercial Bids: - 21st August 2015 (1100 hrs)

TENDER FORM, TERMS & CONDITIONS WITH REFERENCE TO NIT FOR HOUSE KEEPING SERVICES (INCLUDING PEST & RODENT CONTROL) AND PANTRY SERVICES FOR REGIONAL TRAINING CENTRE HOSTEL, AYUDH PATH, NEAR DPDO, MEERUT CANTT FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.09.2015.

This Tender document consists of: -

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|------------------------------------------------|---------------|
| 01. General Terms and Conditions of the Tender | Part-A |
| 02. Introduction of RTC Hostel | Part-B |
| 03. Schedule of Requirement (SOR) | Enclosure-I |
| 04. Standard Conditions of Contract (SCoC) | Enclosure-II |
| 05. Proforma for Submission of Technical Bid | Enclosure-III |
| 06. Proforma for Submission of Commercial Bid | Enclosure-IV |
| 07. Messing Menu | Annexure-I |
| 08. Copy of NIT. | Part-C |

Authorized Signatory

Tender Document No: - No. AN/X/265/Hostel (M&C)/ Vol-IX

PART-A

REQUEST FOR PROPOSAL (RFP) FOR HOUSE KEEPING SERVICES (INCLUDING PEST & RODENT CONTROL) AND PANTRY SERVICES FOR REGIONAL TRAINING CENTRE HOSTEL, AYUDH PATH, NEAR DPDO, MEERUT CANTT FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.09.2015.

Instructions for the Bidders.

1. Quotations in sealed covers are invited for Housekeeping Services (Including Pest & Rodent Control) and Pantry Services for Regional Training Centre Hostel, Ayudh Path, near DPDO, Meerut Cantt for a period of one year with effect from 01.09.2015.

2. General Information about the tender:-

a)	Tender reference number	AN/X/265/Hostel (M&C)/ Vol-IX
b)	Last date and time of submission of offers	19th August 2015 (1400 hrs)
c)	Date of opening of Technical Bids	19th August 2015 (1500 hrs)
d)	Date of opening of Commercial Bids	21st August 2015 (1100 hrs)
e)	Place of opening of tenders	Conference Hall of Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt
f)	Communication Address	AO (AN), Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt

3. **Tender can only be submitted for both services i.e.** Housekeeping Services (Including Pest & Rodent Control) and Pantry Services. **UNDER NO CIRCUMSTANCES, THE COST OF MATERIAL AND/OR MACHINES CAN BE QUOTED AS EXCEPTIONALLY LOW (SAY RE 1, ETC.) AS THE SAME MAY BE CONSTRUED TO BE AN ACTION TAKEN TO BRING DOWN THE COST OF THE TOTAL TENDER VALUE & MISLEADING ACTION OF THE TENDERER FOR AWARD OF THE CONTRACT.**

4. Tender submitted for single service will not be accepted.

5. The quotations should be given in a two bid system, the Technical and Commercial bids. The following enclosure are forwarded along with this enquiry to assist you in preparing your technical and commercial offer :-

1.	Schedule of Requirements (SOR)	Enclosure-I
2.	Standard Conditions of Contract (SCOC)	Enclosure-II
3.	Guidelines for preparation of Technical Bid	Enclosure-III
4.	Guidelines for preparation of Commercial Bid	Enclosure-IV

Normally the Quotations shall remain valid up to 45 days from the date of opening of Technical and Commercial Bid but validity period may be extended with the approval of CFA.

Submission/Opening of Tenders

6. **PLEASE QUOTE OUR TENDER REFERENCE No. DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.**
7. The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as “Technical Bids for RFP No.....dated.....”and Commercial Bid for RFP No.....dated.....” . The quotes are to be super-scribed with your firms name, address and official seal and ink signed by an authorized representative of the Tenderer. Sealed bids should be addressed to the DCDA (AN), Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut and should be dropped in the tender box placed at the Reception of Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut marked as Tender Box for providing Housekeeping Services (Including Pest & Rodent Control) and Pantry Services for Regional Training Centre Hostel, Ayudh Path, near DPDO, Meerut Cantt.
8. Sealed quotations will be opened by a committee on due date and time. Firm’s authorized representatives duly carrying an authorization letter from the firm can attend the tender opening. Due to any exigency if the date of opening of tender is declared as closed holiday, in such cases, the tenders will be opened on next working day at the same time. **The date of opening of Commercial Bid, if changed, will be intimated after acceptance of Technical bids.**
9. The Tenders sent by Fax will not be considered. To avoid complications with regard to late Receipt/Non-Receipt of Tenders, it may please be noted that the responsibility rests with tenderers to ensure that tenders reach this office before due dates. Late quotes will be rejected outright.
10. Commercial offers of only those firms will be opened, whose technical offers have been found suitable after technical evaluation. Further negotiations will be made only with the lower bidder (L1) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately.

Earnest Money Deposit

11. The bidders are to furnish EMD for sum of Rs 25,000/- (Rupees Twenty five Thousand Only), in form of Fixed Deposit Receipt/ Accounts Payee Demand Draft or Bank Guarantee pledged/ drawn in favour of CDA (Army) Meerut, with validity of 45 days beyond the final bid validity period.

Bid Evaluation Criteria

12. The bidders are to quote for all the sections/subsections mentioned in SOR. Any omission to quote for any item in SOR shall result in the rejection of the tender.

13. **Technical Bids will be opened to see that** The Bidder has provided all the details & meets the essential conditions as mentioned in the preceding points and accepts all the terms and conditions mentioned in succeeding points.
14. **Commercial Bids** in respect of only those bidders who are technically qualified will be opened to evaluate the successful bidder who has quoted lowest total rates for all the services on monthly basis. In case two or more firms quote the same rates the firm that has higher total turnover during the last three years i.e. 2012-13, 2013-14 & 2014-15 (total arrived at by adding each of the three years turnover) shall be the successful bidder.

Payment Terms

15. The payment of the Contractor price will be made after the end of every month within a period of 7 working days.

Standard Conditions of Contract (SCOC)(Enclosure-II)

16. SCOC shall be required to be accepted in full by all the firms participating in the contract. A contract will be signed between the contract operating Authority (COA,.....) and office of the Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut incorporating the SCOC at Enclosure of this RFP, which form the integral part of the Contract.

Pre-Bid Conference

17. The SOR (Enclosure I) and SCOC (Enclosure II) should be carefully considered while preparing the bids. Interested Tenderer may resolve all the clarification by visiting the Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut.

Technical & Commercial Bid

18. The Technical & Commercial bid is to be submitted strictly in accordance with Enclosure-III & Enclosure-IV to this tender enquiry. The commercial bid once opened, will not be unilaterally refused by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.
19. The firm should be registered under Indian Registration Act.
20. 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 Govt. of UP notification in force at the time of submission of tender.
21. Bids of those firms who do not fulfill the requisite qualification are liable to be rejected.

- 22.** This RFP is being issued with no financial commitment and Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt reserves the right to change or vary any part thereof at any stage. The Regional Training Centre, O/o CDA (Army), Belvedere Complex, Ayudh Path, Meerut 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.

Yours Faithfully

(Praveen Ranjan)
DCDA (AN)

PART-B
INTRODUCTION

Regional Training Centre, Meerut Cantt., is one of the pioneer training institute of the Defence Accounts Department wherein participants at all levels from various offices in the North-Western India are trained throughout the year. The building of the RTC, Hostel at Meerut is spread over in approximate 2390 sq mts covered area which includes 03 VVIP suites, 04 VIP , 19 ordinary rooms with attached toilets and bathrooms, 02 Lounge & Dining Space for the occupants. The hostel is being utilized at full swing for stay of the participants and other DAD officers and staff. The senior officers from the Defence Accounts Department, Army Officers, etc. are also often utilizing the transit facility.

Each Living room/ suite has a provision for stay of two persons at a time. The main kitchen along with the pantry is located on the Ground floor adjoining the Dining Hall. The cooking facilities for the officials staying in the Guest house are required to be maintained in this kitchen. The number of officer 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 member on payment basis who will be staying at the Guest House. In addition lunch will be Tea/Coffee/Lunch/Dinner may also be catered during the conference/Meetings/official functions whenever they are organized in the hostel/ Regional Training Centre. The food is required to be provided of an approved standard. The menu rates are indicated in **Annexure-I** and firm have to provide the items mentioned in the menu on the price indicated against each item.

Enclosure I of RFP

Schedule of Requirements (SOR)

(A) Area of Responsibility and Service Required

1. Housekeeping (Including Pest & Rodent Control) Services
2. Pantry (Catering) Service

(B) Requirement of Manpower for the services

S. No.	Staff to be Outsourced	Category	No. of persons
i.	Supervisor cum EPABX Operator cum Receptionist	Skilled	1
ii.	Waiter	Semi-Skilled	5
iii.	Cook	Skilled	2
iv.	Asst. Cook	Semi-Skilled	2
v.	Sweepers	Un-Skilled	5
	TOTAL		15

(C) Cleaning Material shall be of good brand and in sufficient quantity.

(D) Machines Required for House- keeping.

1. Wet & Dry Vacuum Cleaner (Industrial) (02 Pcs.)
2. Single Disc Machine (01 Pcs.)
3. Maids Trolley/Wringer Trolley (03 Pcs.)

(E) Menu/ Foods items along with their rates which are to be provided in RTC Hostel are mentioned at **Annexure I**.

Enclosure II of RFP
(Standard Conditions of the Contract)

1. SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR.

- (a) Reception and accommodation of officials 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 RTC, Meerut)**, well mannered and trained attendants, the employees will wear aprons gloves/cotton gloves during working in the premises. The minimum number of which will be as indicated below:-

S. No.	Staff to be Outsourced	Category	No. of persons
i.	Supervisor cum EPABX Operator cum Receptionist	Skilled	1
ii.	Waiter	Semi-Skilled	5
iii.	Cook	Skilled	2
iv.	Asst. Cook	Semi-Skilled	2
v.	Sweepers	Un-Skilled	5
	TOTAL		15

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

The EPABX Operator provided by the contractor will sit on the EPABX Board/ hostel Reception (including Saturdays and Sundays) and will be responsible for receiving the visiting officials, registration of entries in register, billing and collection of cash realized. He will also connect all the incoming calls to the respective officers/rooms.

- (c) Maintenance and cleaning on daily basis of all the rooms of Guest House (Toilet, Bathroom) corridors, stair case, dining rooms kitchen, entire administrative block(all the four floor), inside the boundary wall. Corridor/stair case may be swabbed and cleaned with ISI mark phenyl/detergent 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, quilts, towels, etc., should be properly marked "RTC, Meerut" to avoid being replaced during washing. **In the event of supply of unwashed towels, bed sheets, etc., penal deduction, as deemed necessary by the Competent Authority (DCDA (AN)) may be imposed on the contractor for each day default and the recovery will be made from the monthly bills. The recovery will be decided on the feedback received from the participants/ occupants from time to time.**
- (e) Floors of all the rooms will be cleaned daily with ISI mark detergent/chemical and will be kept clean all the time.
- (f) General Rodent and Pest control service will be done on monthly basis.

- (g) Carpets in the rooms will be brushed/vacuum cleaned daily.
- (h) Cleaning and dusting with appropriate material of all decorative items like painting and vases and other artifacts in the building.
- (i) Wash rooms in common areas will be cleaned twice daily and mopped with ISI mark phenyl WCs will be thoroughly washed and cleaned. The toilets & bathrooms attached within the rooms will be washed and cleaned once daily in the similar manner as specified above. Deodorants will be used for sparkling results. Bath soaps, toilet paper and odonil (Air freshener) will be provided by the contractor.
- (j) Maintenance and cleaning on daily basis appropriate intervals will be done for corridor, courtyard and road/path of complex inside the boundary wall and ensured that the place is neat and clean.
- (k) Environmental standards to be ensured and legislations are complied with.
- (l) The kitchen will always be kept spick and span clean. The utensils, crockery, cutlery, refrigerator and other kitchen gadgets will be kept clean and arranged properly.
- (m) Flower arrangement will be done and indoor plants will be kept in order to beautify the rooms/corridors which will be changed and cleaned on regular basis.
- (n) Services will be done in hygienic condition by trained cooks.
- (o) Bed tea will be provided in bedrooms but breakfast, lunch and dinner will be served in dining hall.
- (p) Two daily newspapers, two weekly magazines as approved by the RTC, Meerut will be provided by the contractor at its own expenses.
- (q) Laundry & mail services will be made available at actual rates to the visitors, if required by them.
- (r) 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 07 days, falling which the amount will be recovered from security deposit, which will have to be recouped by the contractor immediately.**
- (s) Meals will be provided at fixed rates as per Menu. For Guest House details are given in Annexure-I.
- (t) Disposals of garbage to be carried out every day.
- (u) The firm will ensure police verification of all the employees on its rolls who are working for Regional Training Centre Hostel, Meerut Cantt. No

other employees will be allowed to enter the premises of above building. All employees will use I-Cards, while carrying out their jobs.

- (v) The firm will advise its workmen to restrain themselves from entering into any arguments with any Govt. Official present in RTC, Meerut or its Hostel. All employees will strictly follow the guidelines of CDA (Army) Meerut as applicable.

NOTE: - A daily maintenance register covering the items mentioned above (from serial number {(a) to (v)} shall be maintained by the contractor which will be subject to check by RTC, CDA (Army), Meerut. Any deterioration in providing the above services shall attract the provisions given in the standard conditions of Contract.

2. OBLIGATIONS OF D.A.D.

The department shall provide and maintain:-

- (a) The building and the rooms with all fittings and fixtures.
- (b) Air conditioner, voltage stabilizer, fans, electric heat convectors, booster pumps, etc.
- (c) Gas stoves empty gas cylinder, oven/cooking range gas, food warmer etc., utensils, crockery cutlery, kitchen equipments, choppers, knives, pressure cookers, electric toaster, mixers/grinder, refrigerator, deep freezer, thermo flask, buckets, stationery for visitors etc.
- (d) Telephone and extension, if required.
- (e) Electrical tube lights, bulbs, initial supply and replacements.
- (f) Payment of electric water conservancy, telephone bills, house tax, and municipal tax shall be made under arrangement of DAD. Any bills received by the contractor on this account will be forwarded to RTC, Meerut for payment.
- (g) Initial provisioning and replacement of linen, crockery, cutlery, furniture, towels plants, paintings, vases decoration pieces etc.
- (h) Renovation /Additions to the buildings for the efficient usages. Maintenance of Air Conditioners, Electric Gadgets, electric fitting plumbing sewage works, building works and other requirement etc.
- (i) Racks, Almirahs, locking arrangements, etc., if required additionally.
- (j) Any other additional non-consumable stores/equipment required for efficient running for the RTC Hostel, Meerut Cantt.

3. TERMS AND CONDITION AND GENERAL SPECIFICATION

- a) The contractor will not allow or permit their employees to participate in any trade union activities or agitation in the premises of the owner.
- b) Any theft or damages caused by the contractor's personnel shall be borne by the contractor.
- c) No women employee should be employed **beyond evening or in the early morning** or late night hours
- d) All personal and their bags and baggage connected with the contractor shall be liable for physical check both at the time of entry and passing out of campus.
- e) 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.

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 for the RTC Hostel, Meerut Cantt.

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 electronically or by a crossed cheque payable at Meerut, as deemed necessary, after making due deductions. For this purpose contractor will be required to furnish an e-payment mandate form on the format supplied by RTC, Meerut after the award of the contract.
- (c) If the scope of services increases and /or the time of 12 months is to be extended then fee to be mutually agreed upon shall be payable to the contractor.

6. Security Deposit

The contractor shall submit a Bank Guarantee Bond for 10% of total cost of per annum, in favour of the Controller of Defence Accounts (Army) towards security deposit, to be valid till three months after the period of agreement. The security deposit so lodged with the CDA (Army)

Meerut will be released after three months of expiry of agreement period, if not otherwise extended on mutual understanding.

7. TERMINATION OF CONTRACT

If the services of the contractor are not found satisfactory, they will be issued one month notice and the contract will be terminated after one month notice. 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 of the contractor 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 book to be provided by DAD to record and any suggestion, on the performance of services, by the visitors and produce 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 RTC, Meerut.

10. MISBEHAVIOUR OF EMPLOYEES

The employees of the contractor shall maintain strict discipline and not use any violent, obscene or offensive languages while at the centre. In case of misbehaviour, ACDA/DCDA (AN) has right to terminate the contract as per clause 7 above.

11. BREAKAGE

Breakage of crockery items up to 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 RTC, Hostel will be made from the monthly bills. The recovery will be decided by the ACDA/DCDA (AN) based on the feedback received from the participants from time to time.

- (i) In case of shortage of manpower, an amount proportionate to the shortage of manpower, taking into account number of employees as well as duration with a penalty of Rs 300/- per person per day shall be deducted from the monthly bill of the contractor.
- (ii) In case of non-maintenance of cleanliness, deduction 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 ACDA/DCDA (AN) shall be final.
- (iv) If the work is found unsatisfactory and below the expected standard in a particular area or areas, ACDA/DCDA (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 ACDA/DCDA (AN) shall be final in this regard.

Enclosure III of RFP

Guidelines for Preparation of Technical Bid

Sl. No	Description	Compliance	Enclosed documents.
1.	Name of the Firm.	Y/N	
2.	Complete Address of Regd. Office with Tel No/Fax/Mob No	Y/N	
3.	Registration No of agency	Y/N	
4.	PAN	Y/N	
5.	ESI registration certificate	Y/N	
6.	EPF registration certificate	Y/N	
7.	Service Tax Registration Certificate	Y/N	
8.	Specify whether the tenderer is sole proprietor or partnership firm. If partners, please provide names, complete address and Tel Numbers of all the partners.	Y/N	
9.	Current Income Tax Return (AY 2014-15)	Y/N	
10.	Whether the company complies with statutory obligation i.e. Minimum Wages ACT and other related labour laws. Enclose Undertaking as per clause 20 of RFP	Y/N	
11.	Indicate acceptance of the entire scope of work	Y/N	
12.	Indicate EMD had been attached	Y/N	
13.	Acceptance of Standard Condition of Contract	Y/N	
14.	Annual turnover of the firm (i) 2012-13 (ii) 2013-14 (iii) 2014-15 (enclose audited balance sheets)		
15.	Experience (if any) (Indicate in terms of number of years)		
16.	Letter of Authorisation in respect of the authorised signatory of the firm.		

Note: (i) An affidavit to the effect that information furnished in respect of financial status and experience is true must be enclosed.

(ii) Incorrect/false information is liable to forfeiture of EMD and initiation of legal proceedings.

Signature of the proprietor/ auth signatory with firm's seal

Enclosure IV of RFP

Guidelines for Preparation of Commercial Bid

Commercial Bid

SI.No.	Particulars	Requirement	Rates per person Per month	Total monthly cost
1.	Supervisor cum EPBAX Operator cum Receptionist (Skilled)	01		
2.	Waiter (Semi- Skilled)	05		
3.	Cook (Skilled)	02		
4.	Asst. Cook (Semi- Skilled)	02		
5.	Sweeper (Un-Skilled)	05		
6.	Cost of Cleaning Material*	--	--	
7.	Pest control charges*	--	--	
8.	Rodent control charges*			
9.	Service charges*	--	--	
10.	Cost of 02 magazines and 02 news papers	--	--	
11.	Add Service Tax on Total Billing as per rates in force	--	--	
Total				
Annual Cost				

1. The wages for all the employees as mentioned in above must be quoted as per minimum wages circular, circulated vide Govt. of UP notification in force at the time of submission of tender.
2. *Cost of (i) cleaning material (ii) pest & rodent control charges and (iii) service charges must be quoted keeping in view the total area to be maintained and justification of rates thereof must be submitted on a separate sheet. **UNDER NO CIRCUMSTANCES, THE COST OF MATERIAL AND/OR MACHINES CAN BE QUOTED AS EXCEPTIONALLY LOW (SAY RE 1, ETC.) AS THE SAME MAY BE CONSTRUED TO BE AN ACTION TAKEN TO BRING DOWN THE COST OF THE TOTAL TENDER VALUE & MISLEADING ACTION OF THE TENDERER FOR AWARD OF THE CONTRACT**
3. The cost of (i) two magazines (a) India Today(English) and (b) Outlook (Hindi) and (ii) two news papers (a) Times of India (English) (b) Dainik Jagran (Hindi), based on MRP, must be quoted and if any firms fails to do or quotes free of cost its bid is liable to be rejected.

Signature of the proprietor/ auth signatory with firm's seal

MESSING MENU

S. No.	ITEMS	Rates
BREAKFAST		
1.	Bread (4 Slices) with butter or Jam & Tea	25/-
	OR	
2.	Bread (2 Slices) with 2 eggs omelette & Tea	25/-
	OR	
3.	Paratha Suffed (2 Pcs) with curd & pickle & Tea	25/-
	OR	
4.	Poori (4 Pcs) with Subzi & Tea	25/-
LUNCH/ DINNER		
5.	Two Seasonal Vegetable dishes, Dal, Rice, Chapati, Salad, Curd/ Raita, Pickle and one dessert. * Cyclic Menu will be adopted for lunch/ dinner with as much variations as possible.	40/-
OTHER SNACKS & BEVERAGES		
6.	Tea per Cup	5/-
7.	Coffee per Cup	7/-
8.	Hot Milk per glass of 200 ml	10/-
9.	Vegetable Sandwich (with butter spread)	8/-
10.	Lassi (Sweet/ Salted) from 100 ml curd one glass	15/-
11.	Stuffed Paratha (1pc)	12/-
12.	Puri (1 pc)	4/-
13.	Bread Toast (per Slice)	3/-
14.	Bread Toast (per Slice) with butter/ jam	5/-
15.	Omelette One Egg	10/-
16.	Omelette Two Eggs	16/-
17.	Nimbu Pani (Sweet/ Salted) per glass	6/-
18.	Packed Ready Snacks (Peanuts/ wafers/ kurkure etc.)	As per MRP
19.	Soft Drinks (200ml/ 300ml/ 500 ml)	As per MRP
20.	Paneer Dish (on advance order) per plate (100 gm paneer)	80/-
21.	Chicken Curry(on advance order) per plate (2 pieces)	100/-

PART-C



**क्षेत्रीय प्रशिक्षण केन्द्र,
REGIONAL TRAINING CENTRE,
रक्षा लेखा नियंत्रक (सेना),
रक्षा मंत्रालय, भारत सरकार
CONTROLLER OF DEFENCE ACCOUNTS (ARMY),
Min. of Defence, Govt. of India,
बेलवेडीयर परिसर, आयुध पथ, मेरठ छावनी-250001
Belvedere Complex, Ayudh Path, Meerut Cantt-250001
दूरभाष संख्या Telephone No. :0121-2647791
फैक्स संख्या Fax No. 0121-2648388
e-mail id: cdarteme-up@nic.in**



NOTICE INVITING TENDERS

Regional Training Centre, O/o the CDA(Army), Belvedere Complex, Ayudh Path, Meerut invites sealed tenders in two bid, i.e. Technical Bid and Commercial Bid for Housekeeping Services (Including Pest & Rodent Control) and Pantry Services for Regional Training Centre Hostel, Ayudh Path, near DPDO, Meerut Cant for a period of one year with effect from 01.09.2015

1. The quotations should be given in two bid proforma, i.e. Technical Bid and Commercial Bid. Combined quotation will not be accepted and hence rejected.
2. The firm (s) should comply with statutory obligation eg. Minimum Wages Act, 1948 and other related labour laws. The firm(s) will have to give an undertaking to this effect in this regard.
3. The firm (s) should enclose copies of PAN, current Income Tax Return, EPF, ESI and Service Tax Registration Certificate in support of their eligibility and financial health.

Tender documents with scope of work and general terms and conditions will be available from Accounts Officer (Admin), Regional Training Center, O/o CDA(Army), Belvedere Complex, Ayudh Path, Meerut Cantt on any working day from 28th July 2015 to 18th August 2015 on payment of Rs 500/- (Rupees five hundred only) per documents. The bidders would be required to furnish Earnest Money Deposit to the tune of Rs 25,000/- (Rupees Twenty Five Thousand only), in form of Account Payee Demand Draft or Fixed Deposit Receipt/Bank Guarantee pledged/drawn in favour of CDA (Army) Meerut, with validity of 45 days beyond the final bid validity period. Tender forms can also be downloaded from <http://cdaarmymeerut.nic.in>. **Technical Bids in respect of tender forms downloaded from website must be accompanied with the separate Demand Draft of Rs 500/- drawn in favour of CDA (Army) Meerut on account of cost of tender document.**

The important dates are:

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|---------------------------------------------------|-----------------------------------------|
| a) Commencement of sale of offer documents: | 28 th July 2015 (1100 Hrs) |
| b) Last date and time of sale of offer documents: | 18 th August 2015 (1700 Hrs) |
| c) Last date and time of submission of offers: | 19 th August 2015 (1400 Hrs) |
| d) Date of opening of Technical Bids: | 19 th August 2015 (1500 Hrs) |
| e) Date of opening of Commercial Bids: | 21 st August 2015 (1100 Hrs) |

The CDA (Army) Meerut reserves the right to reject any offer at any stage without assigning any reason whatsoever. The financial offer of non-eligible firms (those not fulfilling eligibility criteria and those deviating from technical specifications in the offer documents) shall not be opened.

Dated: 23.07.2015

(Praveen Ranjan)
DCDA (Admin.)