



रक्षा लेखा नियंत्रक (क्षेत्रीय प्रशिक्षण केन्द्र)
CONTROLLER OF DEFENCE ACCOUNTS (REGIONAL TRAINING CENTRE)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी - 250001
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001
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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: 23rd July 2018 (1500 hrs)

Date of opening of Commercial Bids: 25th July 2018 (1100 hrs)

TENDER FORM, TERMS & CONDITIONS WITH REFERENCE TO NIT FOR HOUSE KEEPING AND PANTRY SERVICES FOR REGIONAL TRAINING CENTRE HOSTEL, AYUDH PATH, NEAR DPDO, MEERUT CANTT & PANTRY SERVICES FOR REGIONAL TRAINING CENTRE, BELVEDERE COMPLEX, MEERUT FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.08.2018.

This Tender document consists of: -

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|--|---------------|
| 01. General Terms and Conditions of the Tender | Part-A |
| 02. Introduction of RTC, Meerut | 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 for RTC Hostel | Annexure-I |
| 08. Refreshment Menu for RTC, Meerut (office) | Annexure-II |
| 09. Format of Performance Bank Guarantee | Annexure-III |
| 10. Copy of NIT. | Part-C |

Authorized Signatory

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

PART-A

REQUEST FOR PROPOSAL (RFP) FOR HOUSE KEEPING AND PANTRY SERVICES FOR REGIONAL TRAINING CENTRE HOSTEL, AYUDH PATH, NEAR DPDO, MEERUT CANTT & PANTRY SERVICES FOR REGIONAL TRAINING CENTRE, BELVEDERE COMPLEX, MEERUT FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.08.2018

Instructions for the Bidders.

1. Quotations in sealed covers are invited for Housekeeping Services and Pantry Services for Regional Training Centre Hostel, Ayudh Path, near DPDO, Meerut Cantt & pantry services for Regional Training Centre, Belvedere Complex, Meerut for a period of one year with effect from 01.08.2018. The period of the contract may further be extended for a period of one year on same terms and conditions with the mutual consent of both the parties after completion of the contract if RTC Meerut is satisfied with the present arrangement for housekeeping & pantry services or may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of cleanliness/ hygiene and food by the selected Company/ Firm/ Agency after giving one month notice. The RTC Meerut however, reserves right to terminate the initial contract at any time after giving one month notice to the selected service providing Company/ Firm/ Agency. **All the conditions of this RFP will form the integral part of the contract agreement whether expressly mentioned therein or not.**

2. General Information about the tender:-

a)	Tender reference number	AN/X/265/Hostel (M&C)/ Vol-XIII
b)	Last date and time of submission of offers	23rd July 2018 (1400 hrs)
c)	Date of opening of Technical Bids	23rd July 2018 (1500 hrs)
d)	Date of opening of Commercial Bids	25th July 2018 (1100 hrs)
e)	Place of opening of tenders	Conference Hall of CDA (RTC), Belvedere Complex, Ayudh Path, Meerut Cantt
f)	Communication Address	Sr. AO (AN), O/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut Cantt

3. **Tender can only be submitted for both services i.e.** Housekeeping and Pantry Services for RTC Hostel & Pantry Services for office of CDA (RTC), Meerut. **UNDER NO CIRCUMSTANCES, THE COST OF MATERIAL CAN BE QUOTED AS EXCEPTIONALLY LOW 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.** Justification with regard to cost of cleaning material must be given. The successful bidder to whom contract will be awarded must submit bill of cleaning material along with monthly bill.

4. Tender submitted for single service will not be accepted. Conditional bids shall not be considered and will be out rightly rejected at the very first instance. Incomplete tender is liable to be rejected.
5. The quotations should be given in a two bid system, the Technical and Commercial bids. The bids should indicate rates for the services as per format prescribed as Enclosure-IV in the RFP. The following enclosures are forwarded along with this enquiry:-

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

Bids should be forwarded by the bidders under their original memo/letter pad indicating details such as Registration number etc. and complete postal address of their office. The bids should remain valid up to 45 days from the last date stipulated for submission of bids.

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 ACDA (AN), O/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut and should be dropped in the tender box placed at the reception of O/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut marked as Tender Box for providing Housekeeping and Pantry Services for Regional Training Centre Hostel, Ayudh Path, near DPDO & Pantry Services for o/o the CDA (RTC), 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 RTC Meerut before due dates. Late/ delayed tenders received after stipulated date & time would be summarily rejected.

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 lowest bidder (L1) (if deemed necessary) 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 50,000/- (Rupees Fifty 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 from any public sector bank, which shall be returned to the unsuccessful bidders at the earliest after expiry of the final bid validity and latest on or before 30th day after award of the contract.

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 may result in the rejection of the tender. During evaluation and comparison of bids, this office may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in rates quoted in the bid will be sought offered or permitted. No post bid clarification on the initiative of bidder will be entertained. Only bids which are substantially responsive will be considered.
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. **The L1 firm shall be decided on total cost basis of the whole and inclusive of all taxes/charges (GST & Service Charges, etc.), if any.** In case two or more firms quote the same rates the firm that has higher total turnover during the last three financial years i.e. (2015-16 to 2017-18) (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 on receipt of pre-receipted bill complete in all respect subject to rendition of satisfactory services.

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 o/o CDA (RTC), Belvedere Complex, Ayudh Path, Meerut incorporating the SCOC at Enclosure of this RFP, which form the integral part of the Contract. The bidder quoting their rates in response to this tender enquiry would be assumed to have accepted all the terms and conditions mentioned in the Request for Proposal (RFP).

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 o/o the CDA (Regional Training Centre), Belvedere Complex, Ayudh Path, Meerut on any working day during 02nd July 2018 to 21st July 2018 between 1100 to 1300 hrs.

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.

TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY /FIRM / AGENCY

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. Rates quoted by the bidder would be inclusive of all obligatory payments to be made towards EPF, ESI and Service charges for which the contractor will be solely responsible.
22. The Service Provider Company / Firm/ Agency should be registered with the appropriate registration authority.
23. Service Provider Company / Firm / Agency should have its own Bank Account, PAN No., TIN No. and GSTIN.
24. Service Provider Company / Firm/ Agency will have to provide details of income tax returns of their firm for last three assessment years (2015-16 to 2017-18).
25. Service Provider Company/Firm/Agency should be registered with Employees Provident Fund organization (EPFO) and Employees State Insurance Corporation (ESIC) under the respective Acts/laws and will comply to various legal obligations under Factory Act, Minimum wages, EPF Act, ESI Act etc.
26. The Service Provider Company/Firm/Agency has to submit the Audit Balance Sheet and Profit & Loss Account for the preceding three Financial Years (2015-16 to 2017-18).
27. The Service Provider Company / Firm / Agency shall submit affidavit stating that the agency is / has not been black listed by Central Government / State Government / any PSU in last three years.

- 28. Non compliance with any of the above conditions by the Service Provider Company/Firm/ Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.**
29. The service provider/ firm/ agency shall pay wages to their workers through Bank Account only and a certificate to this effect will be invariably enclosed with the bill to be provided to office of the CDA (RTC), Meerut.
30. It is mandatory that Company/ Firm/ Agency should have been registered under Food Safety & Standards Act, 2006 while applying for contract otherwise tender will be out rightly rejected and will not be entertained at all.

FRAUD AND CORRUPT PRACTICES

31. The applicant and their respective officers, workers, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the RTC Meerut may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in *corrupt practice, fraudulent practice, coercive practice, undesirable practice* or *restrictive practice* in the Bidding Process.
32. Without prejudice to the rights of RTC Meerut under Clause 31 hereinabove, if an Applicant is found by the RTC Meerut to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by RTC Meerut during a period of 2 (two) years from the date such Applicant is found by the RTC Meerut to have directly or indirectly or through an agent, engaged or indulged in any *corrupt practice, fraudulent practice, coercive practice, undesirable practice* or *restrictive practice* as the case may be.
33. This organization has zero tolerance for crime/atrocities against women and this must be ensured during operation under the activities included in SOR.
34. For the purposes of clauses 31 and 32 above, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a. "*Corrupt practice*" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;
 - b. "*fraudulent practice*" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

- c. “*Coercive practice*” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person’s participation or action in the Bidding Process;
- d. “*undesirable practice*” means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and
- e. “*restrictive practice*” means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

LEGAL

- 35.** The Contractor shall comply with provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948 and Employment Liability Act 1938, Workmen Compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961 and Contract Labour (R&A) Act 1970 and the modification thereof and other laws relating thereto and the rules made there under time to time.
- 36.** The Contractor should be in possession of a valid license, if required under the Contract Labour (R&A) Act 1970 and Rules framed there under before commencement of the work and continue to hold till completion of the job.
- 37.** The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, Service Tax and any other Laws/ Taxes/ Acts/ Rules etc. governing the matter/ issues etc. If at any point of time it is noticed that the Contractor is not meeting out/violating any procedures/taxes/ Acts/ Rules then that will be met out, out of the Performance Security Deposit made by the contractor, in addition to taking other necessary action as per provisions of the contract.
- 38.** The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the o/o the CDA (RTC) Meerut Cantt to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 39.** The Service provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of RTC Meerut or any other authority under Law.
- 40.** The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by RTC Meerut.
- 41.** In case, the tendering Agency fails to comply with any statutory provision/ taxation liability under appropriate law and as a result thereof the RTC Meerut is put to any loss/ obligation, monetary or otherwise, the RTC Meerut will be entitled to get itself reimbursed out of the outstanding bills or

the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

42. The Service Provider will solely be responsible for any legal case/dispute raised by his workers deployed in the Regional Training Centre Hostel, Meerut Cantt and the Government of India will in no way be responsible for any such dispute and the Service Provider will indemnify the Government of India against any such legal costs/disputes.

FINANCIAL

43. Bids, offering rates which are lower than the minimum wages (as applicable for the Govt. of Uttar Pradesh) for the pertinent category, including the statutory contributions such as EPF, ESI etc.(benchmarks provided in the Enclosure-IV i.e. proforma for commercial bids) would be rejected.
44. The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of the contract, including period of extension (if any) . The specimen of PBG form is provided at enclosed **Annexure-III**.
45. In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the Agency will be liable to be forfeited by RTC Meerut besides annulment of the contract.
46. The Agency shall raise the bill, along with attendance sheet in the first week of the succeeding month.
47. The Agency will provide Aadhar Card No. and full bank details, EPF Account No. and ESIC Registration No. for each individual. Whenever new individual is deployed, such details will be provided within one week of deployment.
48. The Claims towards Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till the proof is furnished, at the discretion of RTC Meerut. The copies/ tax receipts/ tokens deposited in respective offices should be submitted to RTC Meerut on monthly basis.
49. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the o/o CDA (RTC) Meerut Cantt. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Controller of Defence Accounts (RTC), Meerut Cantt.
50. The o/o CDA (RTC), Meerut Cantt reserves the right to withdraw/ relax any of the terms and conditions mentioned in the tender document so as to overcome any of the problems encountered at any stage.

51. Bids of those firms who do not fulfill the requisite qualification are liable to be rejected.
52. This RFP is being issued with no financial commitment and o/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut Cantt reserves the right to change or vary any part thereof at any stage. The o/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut reserves the right to reject any or all of the offers without assigning any reason whatsoever. The CDA (RTC) Meerut also reserves the right to withdraw the RFP, should it be so necessary at any stage.

Dated: 28th June 2018

Yours faithfully,

**Sd/xxx
(V.K.Laxkar)
ACDA (AN)**

PART-B

INTRODUCTION

The 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. Tea and Refreshment is served to the participants attending the training in RTC, Meerut twice a day during tea breaks. A cyclic menu of refreshment items to be served during tea breaks of training is provided at **Annexure-II**.

The Regional Training Centre, Meerut Cantt. also possesses modest hostel facilities for the stay of participants of various training courses. 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 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 to the lunch & dinner Tea/ Coffee 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 Services for RTC Hostel, Meerut
2. Pantry (Catering) Service for RTC Hostel & RTC, Meerut

(B) Requirement of Manpower for the services

S. No.	Staff to be Outsourced	Category	No. of persons
i.	Supervisor	Skilled	1
ii.	Waiter	Semi-Skilled	5
iii.	Cook	Skilled	2
iv.	Asst. Cook	Semi-Skilled	3*
v.	Sweepers	Un-Skilled	5
	TOTAL		16

** 2 Asst. Cooks for RTC Hostel & one for RTC, Meerut*

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

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

(E) Menu/ Refreshment items along with their rates which are to be provided in RTC Meerut office are mentioned at **Annexure II**.

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 number of which will be as indicated below:-

S. No.	Staff to be Outsourced	Category	No. of persons
i.	Supervisor	Skilled	1
ii.	Waiter	Semi-Skilled	5
iii.	Cook	Skilled	2
iv.	Asst. Cook	Semi-Skilled	3*
v.	Sweepers	Un-Skilled	5
	TOTAL		16

* 2 Asst. Cooks for RTC Hostel & one for RTC, Meerut

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

- (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 (ACDA (RTC)) 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) Carpets in the rooms will be brushed/vacuum cleaned daily.
- (g) Cleaning and dusting with appropriate material of all decorative items like painting and vases and other artifacts in the building.
- (h) 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 sparking results. Bath soaps, toilet paper and odonil (Air freshener) will be provided by the contractor.

- (i) Maintenance and cleaning on daily basis at 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.
- (j) Environmental standards to be ensured and legislations are complied with.
- (k) 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.
- (l) 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.
- (m) Services will be done in hygienic condition by trained cooks.
- (n) Bed tea will be provided in bedrooms but breakfast, lunch and dinner will be served in dining hall.
- (o) Laundry & mail services will be made available at actual rates to the visitors, if required by them. However, the responsibility for ensuring laundry services and cleanliness of clothings like curtains, bed-sheets, towels, sofa covers, etc. will be solely of the contractor.
- (p) 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.**
- (q) Meals will be provided at fixed rates as per menu for RTC, Hostel as per details are given in **Annexure-I**. Tea & refreshment will be provided at fixed rates as per menu for RTC, Meerut as per details given in **Annexure-II**. The payment of meals provided at RTC Hostel will be charged from the occupants. However, payment on account of refreshment provided by the contractor during training at RTC, Meerut will be claimed in a consolidated bill of all the services rendered on monthly basis.
- (r) the contractor will provide the facility of making payments by the occupants desiring to make payments through cashless mode by installing a POS machine on account of meals provided to them at RTC Hostel.
- (s) Disposals of garbage to be carried out every day as per the instructions and norms of Govt./ Local Bodies/ Cantonment Board.

- (t) The firm will ensure police verification of all the workers on its rolls who are working for the above contract. No other individual will be allowed to enter the premises of above building. All workers will use I-Cards, while carrying out their jobs to be issued by the contractor.
- (u) 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.

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 the CDA (RTC), Meerut. Any deterioration in providing the above services shall attract the provisions given in the standard conditions of Contract.

- (v) The contractor shall provide all cleaning material which shall be harmless and eco-friendly and shall in no way damage the floors and other items by way of fading stain, foaming, eroding etc. No escalation of cost of consumable cleaning materials will be allowed during the period of the contract.

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

Sl.No	Particulars	Minimum Qty. Required per month
1.	Liquid Soap (Dettol/Lifebuoy/Lux)	30 bottles
2.	Lizol/Phenyl	15 Ltr
3.	Glass Cleaner (Colin)	5 Bottle
4.	Duster Cloth	36
5.	Toilet Cleaner (Harpic/ Domex)	25 bottles of 400 ml each
6.	Soft Broom	10
7.	Coconut Broom	06
8.	Odonil	30
9.	Paper Napkin (good quality; soft 2/4 ply)	50 pkt
10.	Garbage Bag (Big)	10
11.	Garbage Bag (Small)	50
12.	Toilet Brush	04
13.	Scrub Pad	15
14.	Mug & Bucket	04 each
15.	Toilet Roll	30 pkt
16.	All Out/ Goodnight/ Mortein mosquito repellent	25 refills + (25 machines one time)
17.	Air/ Room Freshener	05 Bottles
18.	Mosquito Spray	05 Bottles
19.	Detergent Cake	07
20.	Detergent Powder	03 kg

21.	Dust Pan	04
22.	Mop Stick/Wiper	04
23.	Mopping Clothes	20
24.	Naphthalene Balls for urinals	02 Kg
25.	Special Air purifier balls for Wash Basins	01 Kg

{Total (inclusive of all taxes) to be quoted at Sl No. 7 of Enclosure IV to this RFP}

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 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.

- b) The contractor will not allow or permit their workers to participate in any trade union activities or agitation in the premises of the owner.
- c) Any theft or damages caused by the contractor's personnel shall be borne by the contractor.
- d) No women employee should be employed **beyond evening or in the early morning or** late night hours
- e) All personnel 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.
- f) 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.
- g) The contractor is responsible for payment of monthly wages on due date to the workers.
- h) The Contractor shall comply with provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948 and Employment Liability Act 1938, Workmen Compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961 and Contract Labour (R&A) Act 1970 and the modification thereof and other laws relating thereto and the rules made there under time to time.
- i) The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, GST and any other Laws/ Taxes/ Acts/ Rules etc. governing the matter/ issues etc. If at any point of time it is noticed that the Contractor is not meeting out/violating any procedures/taxes/ Acts/ Rules then that will be met out, out of the Performance Security Deposit made by the contractor and further necessary action will be taken as per the provisions of the contract.
- j) In case, the tendering Agency fails to comply with any statutory provision/ taxation liability under appropriate law and as a result thereof the RTC Meerut is put to any loss/ obligation, monetary or otherwise, the RTC Meerut will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- k) The Service Provider will solely be responsible for any legal case/dispute raised by his workers deployed in the Regional Training Centre Hostel, Meerut Cantt and the Government of India will in no way be responsible for any such dispute and the Service Provider will indemnify the Government of India against any such legal costs/disputes.
- l) Within fifteen (15) days of effective date of contract, the Agency will submit the list of workers deployed at RTC Hostel along with following documents:

- (i) Aadhaar number of each worker alongwith copy of Aadhaar.
- (ii) Bank Account details of each workers
- (iii) EPFO A/C No. and copy of front page of EPFO Passbook of each worker.
- (iv) Copy of ESI ID of each of the workers
- (v) Police Verification of each of the workers

Whenever there is deployment of new personnel, the above requirements will be complied with.

- m) The Claims towards Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till the proof is furnished, at the discretion of RTC Meerut. The copies/ tax receipts/ tokens deposited in respective offices should be submitted to RTC Meerut on monthly basis.
- n) Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the o/o CDA (RTC) Meerut Cantt. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Controller of Defence Accounts (RTC), Meerut Cantt.
- o) The Contractor should be in possession of a valid license, if required under the Contract Labour (R&A) Act 1970 and Rules framed there under before commencement of the work and continue to hold till completion of the job.
- p) The contractor is solely responsible for the statutory payments such as ESI, PF etc. paid to the concerned authorities. Proof of such payments have to be produced along with the bill.
- q) The contractor shall submit the bills alongwith relevant documents for the current month in the succeeding month or thereafter so as to enable the Department to process the same and pay the contractor.
- r) Tax shall be deducted at source as per the Income Tax Act from the monthly bills.
- s) If in the opinion of the Department, the contractor engages inadequate number of workers or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the Department may get the work done through a third party contractor, without any written notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment and/or the money available with the Department as performance guarantee.
- t) In the event of extension of the contract beyond its original period with mutual consent of both the parties on the same terms and conditions as embodied in this contract, the decision to the contractor may be communicated prior to the expiry of this agreement. In such

circumstance, parties to this agreement shall be governed by this agreement for future or further transactions.

- u) It shall be the responsibility of the contractor to comply with the service conditions of its workers including fixation and payment of their wages. However, in order to keep the Department informed, for the purpose of the Department's statutory responsibilities and liabilities if any, as may be applicable from time to time, the contractor shall intimate the Department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The Department may verify such payments made in the wage register maintained by the contractor.
- v) The contractor shall ensure that its workers present themselves clean and tidy and in proper attire whenever they carry out the work covered by this agreement. Their uniform shall be decided in consultation with the ACDA (AN), O/o CDA (RTC), Meerut.
- w) The contractor shall indemnify and shall keep the Department indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.
- x) The contractor shall, at all times, indemnify the Department against any claim which could arise under the workmen's Compensation Act, 1953 and/or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the contractor or other persons whose entry into the Department premises has been authorized by the contractor. The contractor shall insure all the workers engaged for this job and such policy shall be produced to the Department on demand.
- y) In the event of any exigencies, the Department shall have discretion to call upon the contractor to provide such additional workers as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement and payment will be proportionately regulated according to contractual terms.
- z) GST as per laws in force shall be paid by the Contractor.
- aa) Statutory increases, if any i.e. GST, Rates of Minimum Wages, EPF & ESI Contributions as notified by Central/ State Govt. during the period of currency of the contract shall be borne by the Department
- bb) That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.

- cc) That it shall be clearly agreed and understood by the contractor that all the persons provided shall be the workers of the contractor and all disputes between the contractor and its workers shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex-employee of the contractor. The contractor is fully responsible for disciplined behaviour of its workmen. **Neither the department will have any direct dealing with the workers deployed by the contractor nor will those workers have any claim over the Department.**
- dd) The contractor shall not allow or incite his workers to participate in any trade union activities, agitations in any of the two premises.
- ee) All damages caused by the contractor or that of the contractor's workers or arising out of its employee's instruction shall be charged to the contractor and recovered from his dues/bills or adjusted against the performance guarantee.
- ff) Failure by the contractor to comply with any statutory requirement and/or the terms of the agreement during the period of contract shall result in deductions from the bill at the rate fixed by the Department for each lapse and/or termination of the contract and subsequent disqualification from participation in any future tender of the Department and/or any other government department..
- gg) Besides the above, an undertaking as follows shall also be furnished:-
"The contractor hereby agrees to undertake that he/she shall abide by and conform to the various provisions in so far as they relate to him as specified in the Contract Labour (R&A) Act, 1970".
- hh) The workers will work punctually at the prefixed / timings
- ii) Insurance coverage and accident risks of the workers will be the responsibility of the contractor.
- jj) All workers of the contractor shall be free from infectious disease.
- kk) The Contractor shall be fully responsible and liable for any theft burglary, fire any other mischievous deeds by its workers.
- ll) The Contractor's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character in the event of any damage to Govt. property.
- mm) The CDA (RTC) office shall have the right to impose cash penalty on the Contractor in the event of any damage to Govt. property.
- nn) The Contractor will ensure that proper license/permission from the concern authority whenever applicable are obtained promptly.

- oo) The Contractor will ensure that the services under this agreement shall not be transferred to any other person without prior permission from the Customer in writing.
- pp) The Contractor shall deploy sufficient number of workers and ensure the supervision of their work.
- qq) The CDA (RTC), Meerut reserves the right to order any worker of the contractor to leave the premise of the RTC, Meerut or RTC Hostel, Meerut office if his presence at any time is found undesirable.

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 Agency shall raise the bill on monthly basis along with following documents
 - (i) GST Invoice for the month in duplicate
 - (ii) EPFO details of the workers with copy of online statement of the Agency for previous month highlighting the payment of subscription to EPFO by the Agency in respect of each of the worker deployed at RTC Hostel, Meerut
 - (iii) ESIC Challan for depositing premium/ subscription for all workers deployed at RTC Hostel, Meerut
 - (iv) Challan of consumable items
 - (v) Other supporting documents relating to challan.
- (b) 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.
- (c) 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. Failure to provide e-payment mandate form will lead to rejection of the offer.
- (d) 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), Meerut** 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. DAMAGES AND LOSSES

All the equipment and the items at site stand at the risk of the contractor and will 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.

8. 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.

9. MISBEHAVIOUR OF WORKERS

The workers 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 13 of this Contract Agreement.

10. 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 workers, 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.

11. REPLACEMENT

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

12. PENALTY CLAUSE

- a) **If the performance of the contractor is not found to be satisfactory, up to maximum of 10% of the bill amount of the month shall be deducted and in case of continued poor performance contract will be terminated after giving written notice.**
- b) The contractor is liable for payment of penalty at the discretion of the Department up to a maximum of Rs. 1,000/- (Rupees one thousand only) per instance for poor services, inadequate staff, improper upkeep or cleaning, use of the office properties by the workers deployed by the contractor etc. and/or for non-compliance of any terms of the contract and the same shall be recoverable from the bills payable to the contractor. This applies to all the work covered in this contract.
- c) Short Attendance of Labour: In addition to the non-payment of wages for the period of absence, Rupees 300/- (Three hundred) per head per day will be recovered from the bill for any short attendances during the month.
- d) Quality Cleaning Material: In case any shortcoming or inferior quality is noticed in the cleaning materials as shown above at Para 1 (w), the same will be purchased from the market and bill amount will be recovered from the monthly bill of contractor. In case it happens on more than two occasions in a month, a penalty of Rs. 1000/- (Rupees One Thousand only) will be recovered for each such occasion in addition.
- e) Quality of food: Food should meet the highest quality standards of the Government of India and the market. Sample check of the food can be sent for checking/testing. Any material used in kitchen or served as food item must be meeting FSSAI Standards and not be after expiry date. All milk products must be used within 1-2 days as per the manufacturer's instructions.
- f) Catering services: In case service is found unsatisfactory on any account penalty as deemed fit by the BOO nominated by the competent authority would be imposed.

13. TERMINATION OF CONTRACT

- i. Either Party reserves the right to terminate this agreement in the event of the other party not discharging his obligations under terms and conditions.
- ii. Either party can terminate this agreement without any cause by giving 30 days notice of such termination to other party. Failing to serve the notice, Contractor shall be liable to pay the expenses incurred during the notice period.

- iii. On termination of this agreement, Contractor's obligations under this contract ceases in its entirety.

14. ASSIGNMENT

The Contractor shall not assign this agreement or any part there of or any benefit or interest therein or there under without the prior written consent of this office.

15. NON-DISCLOSURE OF CONTRACTUAL DOCUMENTS/INFORAMTION

Except with the consent in writing of this office, the Contractor shall not disclose the contract or any provision, to any person, other than a person employed by the Contractor in the carrying out of the contract. Any disclosure to any person permitted under above clause shall be made in confidence and shall extend only so far as necessary for the purpose of contract.

16. FORCE MAJEURE

Neither party shall be liable or deem to be in default for any delay or failure to perform any of its obligations under of arising out of this contract such failure results from any force majeure, act of God, Fire, Storm, Earthquake, Explosion, accident, embargo, imminence or the existence of any state of Emergency, war, War-like condition, Civil commotion, Riot embargoes any measures taken by the Government which renders it impossible or impracticable to perform obligation under this contract. In such cases the affected party shall give notice to the other party immediately upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

17. ARBITRATION

In case of any dispute or difference arising between this office and the Contractor with regard to this contract, the matter (s) under dispute shall be referred to single Arbitrator in case the parties can agree upon one. Failing such agreement two arbitrators, one to be appointed by each party and in case of disagreement between the two arbitrators aforesaid in so far as and to the extent that they disagree to an umpired shall be appointed by such two arbitrators before they enter upon the reference. All such arbitration proceedings shall be in accordance with the Indian Arbitrator Act 1980 or any new enactment replacing extending or modifying the same. Arbitrator proceedings shall take place at Meerut (UP).

18. LAW

The contract for outsourcing which would be placed on successful bidder shall be considered and made in accordance with the laws of the republic of India. The contract agreement shall be governed by and interpreted in accordance with laws of Republic of India.

Sd/xxx
(V.K.Laxkar)
ACDA (Admin.)

Enclosure III of RFP

Guidelines for Preparation of Technical Bid

SI. 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 (attach self attested copy)	Y/N	
5.	ESI registration certificate (attach self attested copy)	Y/N	
6.	EPF registration certificate (attach self attested copy)	Y/N	
7.	GST Registration Certificate (attach self attested copy)	Y/N	
8.	Registration Certificate under Food Safety & Standards Act, 2006	Y/N	
9.	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	
10.	Income Tax Return for last three assessment years i.e.2015 -16, 2016-17, 2017-18	Y/N	
11.	Whether the company complies with statutory obligation i.e. Minimum Wages ACT and other related labour laws. Enclose Undertaking as per clause _____ of RFP	Y/N	
12.	Indicate acceptance of the entire scope of work	Y/N	
13.	Indicate EMD had been attached	Y/N	
14.	Acceptance of Standard Condition of Contract	Y/N	
15.	Annual turnover of the firm (i) 2015-16 (ii) 2016-17 (iii) 2017-18 (enclose audited balance sheets)	Y/N	
16.	Experience (if any) (Indicate in terms of number of years)		
17.	Letter of Authorisation in respect of the authorised signatory of the firm.	Y/N	
18.	An affidavit to the effect that information furnished in respect of financial status and experience is true and also stating that the agency is/ has not been blacklisted by Central Govt./ State Govt./any PSU during last three years must be enclosed	Y/N	

Note: 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

S.N.	Particulars	Requirement	Minimum Wages as notified by UP Govt. (benchmark)	Rates per person Per month (to be quoted by service provider)	EPF Employer's Contribution @ 13.36% of (e)	ESI Employer's Contribution @ 4.75% of (e)	Total Cost per person {(e) + (f) + (g)}	Total monthly cost { (c) x (h) }
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1.	Supervisor (Skilled)	01						
2.	Waiter (Semi-Skilled)	05						
3.	Cook (Skilled)	02						
4.	Asst. Cook (Semi- Skilled)	03#						
5.	Sweeper (Un-Skilled)	05						
6.	SUB TOTAL							
7.	Cost of Cleaning Material inclusive of all taxes* (monthly) {Clause 1 (v)}	--	--	--			--	
8.	Laundry Charges (monthly) {Clause 1 (o)}							
9.	Service charges* @ (monthly)	--		--			--	
10.	Add GST on SI No. (6+8+9)	--	--				--	
11.	GRAND TOTAL							

Two for RTC Hostel & one for RTC, Meerut

1. The wages for all the workers as mentioned in column (e) 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. The rates to be quoted in column (h) above in r/o SI No. 1,2,3,4 & 5 should include the mandatory EPF & ESI contribution at the rate of 13.36% & 4.75% respectively.

3. *Cost of (i) cleaning material (ii) Laundry 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 CAN BE QUOTED AS EXCEPTIONALLY LOW 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. Justification with regard to cost of cleaning material must be given. The successful bidder to whom contract will be awarded must submit bill of cleaning material along with monthly bill. All the columns prescribed above must be duly filled in, otherwise the bids are liable to be rejected.**

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

MESSING MENU FOR RTC HOSTEL

S. No.	ITEMS	Rates
BREAKFAST		
1.	Bread White/ Brown (4 Slices) with butter or Jam & Tea	32/-
	OR	
2.	Bread (2 Slices) with 2 eggs omelette & Tea	32/-
	OR	
3.	Paratha Suffed (2 Pcs) with curd & pickle & Tea	32/-
	OR	
4.	Poori (4 Pcs) with Subzi & Tea	32/-
LUNCH/ DINNER		
5.	STANDARD LUNCH/ DINNER: One Seasonal Vegetable dish, Dal, Rice, Chapati, Salad, Curd/ Raita & Pickle. * Cyclic Menu will be adopted for lunch/ dinner with as much variations as possible.	55/-
6.	DELUX LUNCH/ DINNER: Two Vegetable dishes including one paneer, Dal, Rice (basmati), Papad, Green Salad, Chapati, Green Salad, Curd/ Raita, Pickle and one dessert	100/-
OTHER SNACKS & BEVERAGES		
7.	Tea per Cup	7/-
8.	Coffee per Cup (Nescafe/ Bru)	12/-
9.	Hot/ Cold Milk per glass of 200 ml	20/-
10.	Vegetable Sandwich (with butter spread)	12/-
11.	Lassi (Sweet/ Salted) from 100 ml curd one glass	20/-
12.	Cold Coffee (Nescafe/ Bru) per glass of 200 ml	25/-
13.	Stuffed Paratha (1pc)	16/-
14.	Puri (1 pc)	5/-
15.	Bread Toast (per Slice)	4/-
16.	Bread Toast (per Slice) with butter/ jam	8/-
17.	Omelette One Egg	15/-
18.	Omelette Two Eggs	25/-
19.	Nimbu Pani (Sweet/ Salted) per glass	6/-
20.	Packed Ready Snacks (Peanuts/ wafers/ kurkure etc.)	As per MRP (printed on pkt)
21.	Soft Drinks (200ml/ 300ml/ 500 ml) & tetra-packed juices	As per MRP (printed on bottle)
22.	Paneer Dish (on advance order) per plate (100 gm paneer)	85/-
23.	Chicken Curry(on advance order) per plate (2 pieces)	125/-

Permissible Brands of Consumables

ITEMS	BRANDS
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands (AGMARK Grade 'A')
Ketchup	Maggi, Kissan, Heinz
Oil	Soyabean/Olive/Groundnut/Rice Bran Refined oil such as Patanjali, Safola, Sundrop, Nature Fresh, Fortune
Pickle	Mother's, Priya
Atta	Aashirvad, Pillsbury, Nature Fresh, Shakti Bhog
Butter	Amul, Britannia, Mother Dairy, Nestle.
Bread	Harvest/Britania/Oven Fresh
Jam	Kissan, Bhutan
Milk	Amul/Parag/Mother Dairy
Paneer	Amul/Mother Dairy or Fresh Paneer
Tea/ Tea Bags	Brook Bond, Lipton, Tata, Double Diamond
Coffee	Nescafe Gold, Bru Gold,
Biscuits	Britannia, Parle, Good day or as directed by RTC, Meerut
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Kwality Walls, Havmor
Mixtures/Chips	Haldiram's, Bikano
Mineral Water	ISI marked Kinley/Bisleri/Aquafina
Besan, Dal	Rajdhani/Shakti Bhog/Tata/Patanjali
Rice	Basmati, Basmati Long Grain (for Delux Lunch/Dinner)
Cold Drinks	Pepsi, Coke etc.
Juices (without added sugar)	Real Active, Tropicana 100%

Note: The above brands are only indicative for maintaining quality standards.

CYCLIC REFRESHMENT MENU FOR RTC, MEERUT (OFFICE)**(Per person) (as per order placed)**

<u>DAY</u>	<u>MORNING</u> <u>(TO BE SERVED AT</u> <u>11:15 AM)</u>	<u>EVENING</u> <u>(TO BE SERVED AT</u> <u>03:30 PM)</u>	<u>RATE</u> <u>Per</u> <u>person</u> <u>per day</u>
MONDAY	TEA (1 cup) SAMOSA (1 pc.) MAWA BARFI (1 pc.)	TEA (1 cup) NAMAKPAARE (5 pcs.) NAN-KHATAI (1 pc.)	Rs 30
TUESDAY	TEA (1 cup) AALOO PAKORA (1 pc.) GULAB JAMUN (1 pc.)	TEA (1 cup) POTATO WAFERS (10 pc.) SWEET BISCUIT (4 pc.)	Rs 30
WEDNESDAY	TEA (1 cup) VEG PAKORA (1 pc.) JALEBI (1 pc.)	TEA (1 cup) SALTED BISCUIT (4 pc.) CAKE SLICE (1 pc.)	Rs 30
THURSDAY	TEA (1 cup) BREAD PAKORA (1 pc.) IMARTI (1 pc.)	TEA (1 cup) NAMAKPAARE (5 pcs.) SWEET PETHA (2 pcs.)	Rs 30
FRIDAY	TEA (1 cup) AALOO PATTIES (1 pc.) RASGULLA SMALL (2 pc.)	TEA (1 cup) MATHRY (2 pc.) PINEAPPLE PASTRY (1 pc.)	Rs 30

Performance Bank Guarantee Format

From:

Bank _____

To,
The President of India
Ministry of Defence,
Government of India
New Delhi

Dear Sir,

Whereas you have entered into a contract No. _____ dated _____ (hereinafter referred to as the said Contract) with M/s _____, hereinafter referred to as the "service provider" for supply of goods as per Part-II of the said contract to the said service provider and whereas the service provider has undertaken to produce a bank guarantee for (%) of total Contract value amounting to _____ to secure its obligations to the President of India.

2. We the _____ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the service provider that, in the event that the President of India declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of _____ Rupees _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

3. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

4. In no case shall the amount of this guarantee be increased.

5. This guarantee shall remain valid for months from the date of JRI acceptance of test consignment in India or until all the store, spares and documentation have been supplied according to the contractual obligations under the said contract.

7. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

8. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s _____.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank
and address of the Branch

PART-C



रक्षा लेखा नियंत्रक (क्षेत्रीय प्रशिक्षण केन्द्र)
CONTROLLER OF DEFENCE ACCOUNTS (REGIONAL TRAINING CENTRE)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी - 250001
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001
☎ 0121-2647791 फ़ैक्स संख्या Fax Nos. 0121-2648388
ई/डी.मेल आई-**e-mail id: cdartcme-up@nic.in**



NOTICE INVITING TENDERS (3rd CALL)

O/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut invites sealed tenders in two bid, i.e. Technical Bid and Commercial Bid for Housekeeping and Pantry Services for Regional Training Centre Hostel, Ayudh Path, near DPDO and Pantry Services for Regional Training Centre, Meerut Cantt for a period of one year with effect from 01.08.2018

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, Income Tax Returns for the last three assessment years, EPF, ESI, FSSAI and GST Registration Certificate in support of their eligibility and financial health.

Tender documents containing scope of work, general terms and conditions and all other relevant details will be available from Sr. Accounts Officer (Admin), o/o the CDA (RTC), Belvedere Complex, Ayudh Path, Meerut Cantt on any working day from 02nd July 2018 to 20th July 2018 at the payment of Rs 500/- per tender form. The bidders would be required to furnish Earnest Money Deposit to the tune of Rs 50,000/- (Rupees Fifty 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> free of cost.

The important dates are:

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|---|---------------------------------------|
| a) Commencement of sale of offer documents: | 02 nd July 2018 (1100 Hrs) |
| b) Last date and time of sale of offer documents: | 20 th July 2018 (1700 Hrs) |
| c) Last date and time of submission of offers: | 23 rd July 2018 (1400 Hrs) |
| d) Date of opening of Technical Bids: | 23 rd July 2018 (1500 Hrs) |
| e) Date of opening of Commercial Bids: | 25 th July 2018 (1100 Hrs) |

The CDA (RTC), 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: 28th June 2018

Sd/xxx
(V.K.Laxkar)
ACDA (Admin.)