



NATIONAL POWER TRAINING INSTITUTE

(Ministry of Power, Govt. of India)

An ISO 9001 : 2000 & 14001 Organization

BADARPUR, DELHI-44

BID DOCUMENT

PROVIDING P. G. ACCOMODATION ON CONTRACT BASIS FOR NPTI (NR) TRAINEES

Tender No- NPTI/NR/PG Hostel/2013-14/02 Dated: 16-12-2013

Cost : Rs. 500/- (Non-Refundable)

Sl.No. : _____

Issued to : _____

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BADARPUR, DELHI – 44**

SECTION-I

INFORMATION OF COMPETITIVE BIDDING

Tender No- NPTI/NR/PG Hostel/2013-14/02

Dated: 16-12-2013

Name of Work	Providing Paying Guest Accommodation on contract basis for NPTI NR Trainees
Value of the work	Rs.9,00,000/-
EMD	Rs. 18,000/-
Date of Sale of Bidding Document	From 16-12-2013 to 15-01-2014
Last Date for receipt of Bid	15-01-2014 up to 13.00 Hrs.
Date of opening the Bid	15-01-2014 at 14.00 Hrs.
Place of opening of Bid	Conference Hall in Institute Building
Officers from whom the tender documents can be obtained	JAO/ NPTI (NR)/ Badarpur
With whom the tender documents can be submitted	Tender Box Kept at Office of The Principal Director, NPTI(NR), Badarpur, New Delhi – 44
Tenders addressed to	The Principal Director NPTI (NR), Badarpur, Delhi-44

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SECTION-II

NOTICE INVITING TENDER

Tender No- NPTI/NR/PG Hostel/2013-14/02

Dated: 16-12-2013

Subject - **Providing Paying Guest Accommodation on contract basis for NPTI NR Trainees, Reg.**

The sealed tenders are invited for providing Paying Guest Accommodation as per enclosed annexure by the Principal Director, National Power Training Institute (Northern Region) Badarpur, New Delhi -110044, for a initial period of one year subject to the extendable up to the period of 12 months on the basis of performance of the contractor, on the same terms and conditions. The tender document form duly completed in all respect in accordance with the instructions mentioned here-under should reach this office on or before **15-01-2014 at 13.00 Hrs.** The tenders shall be opened on the **same day at 14 Hrs.** in the presence of the bidders or their authorized representatives who may like to be present at their own expenses.

Principal Director
National Power Training Institute (NR)
Badarpur

SECTION-III

Important Instructions

1. The Tenderers are advised to go through the tender documents, terms & conditions thoroughly and must sign all the pages as a token of their acceptance. The Tenders duly completed in all respect must be submitted along with all relevant terms and conditions, failing which the tenders are liable to be rejected.

2. The Tender Documents should be submitted in two parts viz.

- i) Technical Bid
- ii) Price Bid

Both these parts should be sent in separate sealed cover duly marked as (1) Technical Bid for P. G. Accommodation & (2) Price Bid for P. G. Accommodation on the top of envelopes and these both envelopes should be kept in third big size sealed envelope super scribing with the tender enquiry number and due date of opening on the top of envelope and should be addressed to The Principal Director, National Power Training Institute (NR), Badarpur, New Delhi -110044. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.

i) Technical Bids:-

The Technical bids must contain all the relevant details/specifications/certificates required for running the P. G. Hostel/ Guest house including full particulars of organizations where the contractor has provided such services in the current and two preceding financial years. Self-attested copies of the relevant work orders to be enclosed along with the following commercial terms:

1. Details of EMD submitted by way of DD in favour of National Power Training Institute payable at Badarpur
2. Trade License/ Food license for running P. G. Hostel/ Guest House.
3. Vat/ Sale Tax and Income tax clearance certificate
4. A copy of PAN card
5. Credentials certificate of the contractor/ firm.
6. Terms of payment.
7. Validity of offer should be minimum 90 days from the date of opening the tenders.

ii) Price Bids:-

The price bids should be submitted containing their rates, amount in detail on the body of the original annexure enclosed with the tender schedule, neatly & clearly without any over writing. The prices must be firm and final till the duration of the contract.

The price bids of only those firms shall be opened whose technical bids are complete in all respect in accordance with the specifications of the tender document and has been accepted by this office.

In the first instance the technical bids will be opened on the prescribed date and time in the presence of bidders who may like to be present on the date of opening of the tenders. After scrutiny of the technical bids / details of all the tenders, the observations noticed with regard to the various deficiencies will be communicated to the respective tenderers, if so desired by this office with a view to provide them an opportunity to make up the deficiencies / deviations at par, which noticed in their offer. However, such tenderers will be allowed to revise their technical bids whose technical bids are received at the prescribed date and time and are complete in general. The replies of such tenderers together with the additional price bids if any will be opened along with the original price bids on the specified date and time fixed for the purpose by this office.

The tender documents are not transferable.

The tenders found by vague and indefinite expression such as "Subject to immediate acceptance" and other such conditions will not be considered.

3. Earnest Money: The Tenderer's shall have to deposit the earnest Money of Rs.18,000/- (Rs Eighteen Thousand) only in the form of demand draft in favour of the "NATIONAL POWER TRAINING INSTITUTE", payable at Badarpur, or in cash to be deposited in this office along with the Technical Bids. The Technical Bids received without earnest money shall not be considered and liable to be rejected. In the case of the firm is exempted from the deposit of earnest money in an individual case, should enclose an attested photocopy of the valid registration letter issued by the appropriate authority in this regard. However, the original certificate has to be produced, whenever called upon by this office.

The earnest money of the successful Bidder will be refunded after the furnishing of valid Performance Bank Guarantee. For the other Bidders, the Earnest money instrument will be returned within 60 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.

4. Security Deposit: The Contractor is required to furnish the security deposit a sum of Rs. 18,000/- (Eighteen thousand only) only towards the faithful performance of the contract to cover the performance guarantee. The security deposit shall be released on expiry of the contract without interest, after adjustment of the loss (if any) by the NPTI authority at its sole discretion. The security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder. In case the contractor has submitted the performance bank guarantee, the same will be renewed by the contractor, if contract is extended.

5. Payments Terms: The payment shall be made within 30 days after receipt of the Bills in duplicate complete in all respects on monthly basis duly verified from the concerned course coordinator for the P. G. Accommodation provided during preceding month, including all boarding facilities etc. However no advance payments shall be made from any account.

6. The competent authority of NPTI (NR) shall have full powers to inspect the Boarding & Lodging Facilities and shall have the right to visit and inspect the quality of raw material being used, quality of food stuff provided by the contractor at any time. NPTI authority shall have the right to terminate contract forthwith in the case of poor quality and services being provided to the students / trainees, and in case of any deficiency/lapses noticed in this regard, suitable deduction to commensurate therewith will be made from the bills or security deposit for which the complete details and reasons will be intimated to the contractor.

7. The contractor shall be required to execute an agreement on a stamp paper of appropriate value for a period of 1 year within 15 days of receiving the intimation letter of intent from NPTI.

8. The contractor shall have to depute sufficient staff & pay monthly wages to his employees deployed for PG Hostel based on the prevailing minimum wages rate as per Ministry of Labour, Govt. of Delhi as amended time to time. No minor below the age of 18 years and woman candidate shall be employed by the contractor.

9. The contractor shall ensure that his employees wear clean cloths as per prescribed uniform and maintain all type of cleanliness while serving the items and attending the Guest, Trainees Students in Hostel and Guest House. All food items/eatable shall always be kept covered properly and be served in proper utensils with proper serving spoons etc.

10. The contractor shall keep the Hostel Rooms, Premises and Kitchen utensils etc. neat and tidy and shall ensure the hygienic conditions. Healthy sanitation conditions are to be maintained in the Hostel all the time.

11. It shall be responsibility of the contractor to comply with the provisions of various Statutory/ Labour laws and shall faithfully discharges all the liabilities under the Statutory / Labour laws. The contractor shall indemnify the NPTI(NR) against the claims arising out the non fulfillment of obligations by him under various Statutory / Labour laws. The contractor shall at his own cost comply with the provisions of all laws, rules, acts, orders, regulations and notifications whether central or local authorities as applicable to him and his employees from time to time.

12. NPTI(NR) reserves the right to terminate the contract at any time with prior notice of 30 days under normal circumstances. Discontinuation of the contract by the contractor may be permitted at the discretion of the competent authority but the contractor shall submit prior notice of 60 days.

13. Prices: The prices quoted should be firm till the contract period (initially for a period of one year)

14. Late Receipt of Tenders: The tenders received after the due date and time due to postal delay or any other reasons whatsoever will not be considered and no correspondence would be entertained in this regard. Any

tenders received by FAX will not be considered.

15. Revision of Price Bid: No tenderers shall be allowed to revise the original price bid after opening the technical bids, unless some deficiencies/ deviations are noticed in their offer requiring alterations to bring at par with the intent of the N.I.T. Specifications and they have been specifically asked for by this office to revise their prices before opening their price bids.

16. Acceptance of Tender: This office reserves the right to accept or reject, any or all the tenders, wholly or partially received, without assigning any reason whatsoever. This office does not bind him to accept the lowest tender.

17. Safety: The FIRST AID Kit must be kept in the Hostel/ Guest House for any emergency conditions. The contractor shall be responsible for the safety of the Hostel building from Fire, Theft etc.

Instructions to Bidders:

1. This Notice for Inviting tender is open to reputed agencies who have successfully provided PG Accommodation in Government Institution / PSUs or any other reputed organization for a period of one year during last three years for more than hundred candidates. Certificates of successful execution and a copy of self attested work orders issued by different organizations should be enclosed. **The agency should have a turnover of at least Rs. 5 lacs per year during last two financial years in the similar line of business.**

2. National Power Training Institute, Badarpur, hereinafter will be referred to as The “**Purchaser**” and the successful bidder shall be referred to as the “**Supplier**”

3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.

4. The bidder is required to fill up the Profile of its Organization in the format given as per Annexure – 1 of the Bid Document.

5. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their mailing address at the time of obtaining the bid document, will be notified of the amendment, which will be binding. The amendment will also be available in the NPTI website www.npti.in, www.nptidelhi.net

6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.

7. The bid prepared by the bidder, as well as all correspondence and documents Shall be written in English language.

8. The bidders having Similar experience of providing PG accommodation executed with Govt. Departments/ Organizations/ Enterprises will be given preference.

9. The contractor shall have to provide the information to the purchases as under :-

(a) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.

(b) Details regarding any work order that was abandoned at any stage, Prematurely terminated or

resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).

(c) Details of support facilities to execute the order.

(d) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.

(e) **Valid Service Tax, Food License** obtained from appropriate authority.

10. Bids shall remain **valid for 120 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive

11. In exceptional circumstances, the Purchaser may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting its EMD. A bidder granting the request will not be required nor permitted to modify the bid. All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.

12. Deadline for Submission of Bids

(a) Bids will be received by the Purchaser up to the specified date and time. In the event of the specified date for the submission of Bids being declared a holiday, the Bids shall be accepted on the next working day.

(b) The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

13. Modifications and Withdrawal of Bids:

(a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

(b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Purchaser should receive it before the deadline for submission of bids.

(c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

14. PG Hostel Inmate Strength

it is expected that 10-30 or more trainees may be staying in the PG Accommodation as per the training program. However the strength may vary from time to time or from season to season.

15. Opening and Evaluation of Technical Bids:

- (a) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.
- (b) No bidder shall contact the Purchaser on any matter relating to its bid from the time of opening the bid to placing the contract /order. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.
- (c) Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- (d) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately.

16. Opening and evaluation of Financial Bids:

- (a) The contractor will have to quote as per the enclosed annexure.
- (b) Quoted rate & breakup rate should be rounded off to nearest rupee.

17. The decision of The Principal Director, NPTI (NR), Badarpur in finalization of the tender will be final and binding.

- (a) The contractor shall maintain Suggestion / Complaint Register in the dining hall and record of all suggestions / complaints by the trainees / students and corrective actions shall be made immediately to the satisfaction of trainees/students and entries shall be made in the register, which shall be produced to the Purchaser, whenever asked for.
- (b) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment / value of this job order shall be reduced on pro-rata basis by the Purchaser and would be binding on the Supplier.
- (c) No escalation of price whatsoever would be allowed during the pendency of the contract.

18. The Purchaser reserves the right to accept or reject any or all the bids at any time, without assigning any reason what so ever, thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

19. The Purchaser will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best evaluated bid, within 30 days of the opening of the Financial Bid.

20. The "bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.

21. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.

22. The Bid document filed by the bidder shall be typed or written in indelible ink.

23. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid covers separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not

indicated in the Technical Bid cover in any manner. The Purchaser reserves the right to reject the bid having deviations from the prescribed terms and conditions.

24. It will be the sole responsibility of the bidder alone to execute the entire contract on its award.

25. Prior to the submission of Bid, the Bidder/authorised representative should personally visit Purchaser's premises at Badarpur at his own cost and under prior intimation. This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed therein and expected from the Supplier.

26. It will be mandatory for all the prospective bidders to bid for all the items specified in the bid document.

27. The Purchaser at its discretion may exercise an option to place order on the successful tenderer to provide the services in part. The Purchaser shall exercise this option not later than 30 days of the opening of the financial bid. The tenderer shall, at his option, agree to the above, in writing within 15 days of the written offer by the Purchaser.

28. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

29. Where the bid has been signed by the Authorised Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract.

30. Arbitration:

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, claim, matter or things whatsoever in any way arising out of the works relating to the contract of execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person to be appointed by the Director General, National Power Training Institute. The proceedings of the arbitration shall be carried out in New Delhi only. The decision of the arbitrator so appointed, will be the final and binding on both the parties.

SECTION-IV

TERMS & CONDITIONS OF CONTRACT

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.

2. The successful bidder will be required to provide to the Purchaser a documentary proof of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Supplier under this contract, along with any approval / other order of such Labour Commissioner that the Supplier may be required by any Law or Act in force at the time of the awarding of the contract to the Supplier. In case the Supplier is exempted from obtaining such Registration or approval or other order from the Labour Commissioner, it will be required to produce an Affidavit duly signed by the Principal Officer or the Authorised signatory on behalf of the Supplier that it is so exempted or not required to obtain any such Registration or approval or other order from the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Supplier under this contract.

3. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.

- 4.** In the event of bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
- 5.** All above conditions will be enforced, unless written order of Purchaser is obtained relaxing any specific condition in any specific instance.
- 6.** The Purchaser does not bind itself to accept the lowest tender.
- 7.** Any change in the constitution of the concern of the Supplier shall be notified forthwith by the Supplier in writing to the Purchaser and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Supplier in respect of this contract unless he / they agree to abide by all the terms and conditions of the contract.
- 8.** In the event of the Supplier failing to fulfill the commitment or committing any breach of any of the terms and conditions of this contract; or if the Supplier or his employees are guilty of fraud in respect of the contract or any other contract entered into by the Supplier or any of his partners or representatives thereof with the Purchaser; or if the Supplier or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the Purchaser in any way relating to such officers or person or persons, office or employment; or if the Supplier or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the Purchaser, that the Supplier has misled it by giving false/incorrect info, then without prejudice to the Purchaser's right and remedies otherwise, Purchaser, shall be entitled to terminate this contract forthwith, encash the bank guarantee and to blacklist the Supplier and purchase or procure or arrange otherwise at the Supplier's risk and at the absolute discretion of the Purchaser, as regards the manner, place and time of such purchases. The cost of such supplies, together with all incidental charges or expenses, shall be recoverable from the Supplier on demand.
- 9.** In any question, difference or objection whatsoever that may arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof, or the rights, duties or liabilities of either party, then, save in so far as the decision of any such matter as hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regard the rights and obligations of the parties as the result of such termination, shall be decided by the Purchaser and the decision shall be final and binding on the Supplier.
- 10.** The Supplier will be responsible for the conduct of all workers deployed for the work and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Supplier or any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Purchaser will not be liable for any loss or harm to any person from any act of omission or commission of any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract.
- 11.** The Purchaser shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Supplier or death due to accident or otherwise, which may arise out of any circumstances related or unrelated, Purchaser shall be indemnified by the Supplier for all such claims.
- 12.** Without prejudice to the preceding term of contract, the Supplier will be liable to reimburse the Purchaser of any cost or legal liability / penalty / fine imposed on the Purchaser by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Supplier or any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract.

13. After the award of contract, the Supplier shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.

14. The Supplier shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The Purchaser shall not be liable for any contravention/non-compliance on the part of the Supplier. Any contravention/non-compliance on the part of the Supplier would be construed as a sufficient ground for termination of the contract at the discretion of the Purchaser. Notwithstanding this, in the event of the Purchaser visited with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Supplier to any statutory laws/rules/regulations etc., the Purchaser reserves the right to recover such fine/penalty etc., from the Supplier by way of recovery from the bills raised by the Supplier or by any other means.

15. The Purchaser may discontinue the contract at any point of time, by giving a notice at least **30 days** before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Supplier or any other person.

16. The Supplier may discontinue the contract at any point of time, by giving a notice at least **60 days** before the intended date for discontinuation. But will forfeit its performance guarantee submitted by it in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The Purchaser will have the right to claim damages, and recover them from the payments due to the Supplier or by any other means, in addition of Forfeiting the performance guarantee of the Supplier.

17. On the expiry of the contract, Performance Bank Guarantee will be released by the Purchaser if the Purchaser is fully.

18. A panel of PG service providers will be prepared based on rates/ distance from NPTI/ ambience & vicinity (Max. distance approx. 10Km. from NPTI).

SECTION-V

Scope Of Work Specification of Services to be rendered

The services required to be carried out by the Bidder are given below. These are only indicative and not exhaustive. The services expected from the contractor should be of the highest standards and are indicated in the following paragraphs. The Bidder shall have suitable staff deployed for this purpose with his own system of supervision and management of PG accommodation.

1. Every room shall have the following facilities:-

- One bed/ two/three separate beds as per room size
- Proper lighting & ventilation arrangement
- One table & one chair along with small cupboard with locking facility for each trainee.
- Mosquitoes replant kit
- One room heater during winter
- 2 blankets during winter for each trainee
- Water heater (Geyser) for hot water provision
- One water jug & 02 glasses for each trainee

In addition to above, all the rooms and bathrooms should be cleaned everyday with disinfectant like phenyl, domexetc. Bed sheets & pillow covers should be changed every alternate day. There should be arrangement for TV in Common room/ lounge.

2. The Bidder has to provide HYGIENIC and quality FOOD and other items as per the approved MENU and RATES as agreed upon. The food materials used for cooking must be of best quality as approved by relevant authorities viz. FPO / AGMARG / ISO etc. and good quality vegetables, which is subject to the verification of NPTI authorities.

3. The Bidder shall not be allowed to sublet or sub-contract the premises/contract to any other agencies under any circumstances.

4. The bidder shall be personally responsible for satisfactory execution of the contract. He shall make himself available on the site as frequently as actually needed by the work requirement. He shall also make himself available whenever called by the NPTI authority for taking corrective measures for better performance. The contractor shall post an experienced and qualified supervisor on regular basis, who shall interact with the NPTI authority for day-to-day requirements.

5. There will be strict check on quality of food. The prohibited items like baking soda, chemical colors, adulterated oils should not be used for preparation of food/sweets. The food supplied should be qualitatively good & tasty as per menu prescribed in the bid document.

6. HYGENIC CONDITIONS

- a. Crockery & serving bowls must be properly cleaned.
- b. Kitchen & Mess hall should be thoroughly cleaned daily.
- c. Drums meant to store atta & food grains should be properly covered.
- d. Fresh vegetables must be used. Waste vegetables must be disposed off immediately.
- e. Proper cleanliness inside as well as outside of the Mess premises should be maintained

7. GENERAL CONDITIONS FOR PREPARATION OF FOOD & ITS SERVING

- a. Rice should be cooked properly.
- b. Chapatti should be baked properly & it should be soft.
- c. For preparation of SABJI each day, the vegetable shall be changed in rotation.
- d. Potatoes mixed with any vegetable should not exceed 20 %.
- e. Basmati rice of reputed brand should only be used.
- f. Readymade atta should not be used for chapati. Branded atta only should be used.
- g. Different salad items to be served each time. At least two items of salad are to be provided during LUNCH & DINNER as per Menu.
- h. OIL of approved quality only must be used for cooking. Re-use of oil is prohibited.
- i. Sweets served should be prepared of pure ghee. It should be fresh & tasty. In case it is to be procured from outside it must be from reputed brand, viz, Haldiram Bhujawala.
- j. Fruits served should be fresh & good quality.
- k. Milk served at breakfast & for tea / coffee etc., must be branded packaged milk, viz of "Mother Dairy / Amul, etc..
- l. On every Sunday, during LUNCH time VEGETABLE PULAO should be prepared using BASMATI RICE (White) ONLY.
- m. Mineral water / cold drinks / ice-cream should be served on extra payment on demand.

8. PENALTY CLAUSE

I. If the quality or quantity of food items is not provided as per the menu prescribed in the bid document a penalty of rupees Rs. 15/- per item per trainee will be imposed for the first time. On second instance, if the same deficiency is repeated then a penalty of Rs. 30/- per item per trainee will be imposed as decided by the mess committee.

II. Finally if the same lapse is persistent even after giving two chances & penalties imposed, the case will be

referred to the competent authority for imposing the fine, which may range from Rs. 500/- to Rs.10,000/- on each occasion.

III. The amount of penalty so imposed by the mess committee should be deposited with J.A.O/Accounts section, NPTI, Badarpur within six days of imposing the penalty as approved by Head of the Institute, NPTI, Badarpur.

IV. The decision of The Principal Director, NPTI(NR), Badarpur in case of imposing of penalty will be final and binding.

V. In case of gross misconduct, misbehavior or major deviation from the terms & conditions prescribed in the tender by the contractor, then the competent authority may terminate the contract with the forfeiture of S.D.

VI. If the leftover food and other disposable items are not disposed within the same day then a penalty of Rs.700/- may be imposed per occasion.

VII. If hygienic condition is not observed in the cleaning of utensils and other serving bowls then a penalty of Rs.500/- per occasion may be imposed.

VIII. Employment of child labour is strictly prohibited. No women employee should be employed in the late night hours.

9. The Bidder should submit a copy of the valid food license to run the mess obtained from the appropriate authority of MCD/NDMC.

27. Mineral water facility shall be provided at each floor.

28. Power back should be provided for 24 Hrs.

29. In winter , Hot water facility shall be provided in bathrooms.

SECTION-VI

Standard Menu for Dining

1. BREAKFAST (WITH TEA/ COFFEE):

Tea/ coffee of a minimum 100 ML. (Water & Milk should be in the ratio of 1:1). Coffee should be prepared from "Nescafe" along with any one of the items mentioned below:-

1. Bread Britannia with butter-20 gms and mixed fruit Jam	4 Pcs large
2. Masala Dosa with Chutney & Sambhar (only on Sunday)	2 Pcs
3. Stuffed Paratha (with Sauce/ Chatni/ Achar/ Curd)	2 Pcs
4. Idli with Sambar & Chutney	4 Pcs
5. Sambar Wada with Chutney	4 Pcs
6. Puri With Bhaji	4 Pcs
7. Cholay Batore	2 Pcs
8. Pav Bhaji	2 Pcs
9. Uttappam with Sambhar & Chutney	1 Pcs

Minimum Menu for Lunch/Dinner:

1. Salad, Pickles & Papad	5. Tawa/ Tandoori Roti
2. One seasonableVegetable	6. Rice/Pulao (Basmati Rice)
3. Paneer dish/ Malai Kofta	7. Curds/ Raita
4. Dal/ Channa/ Rajma	8. Sweet dish or Ice cream 100 ml or fruits

Evening Tea & Snacks

a) **Snacks** (With Tomato Sauce/Chutney)(Limited):-**50 To 70 Gms** Any One of the following on rotation basis.(1) Alu Bonda, (2) Besan Pakoda, (3) Mung Pakoda, (4) Samosa (5) Cutlet , (6) Wafers, Etc.

Note: Food Must Be Tasty with Less Masala, Salt & Oil.

SECTION – VII

TENDER FORM (Technical Bid)

(On the letter head of the concern submitting the bid)

The Principal Director
National Power Training Institute (NR)
Badarpur, New Delhi – 110044

Tender No- NPTI/NR/PG Hostel/2013-14/02

Dated: 16-12-2013

Sir,

1. I/We hereby undertake to provide the **Paying Guest Accommodation Services** as specified in the Bid/ tender document and agree to hold this offer open for a period of 120 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

2. I/we have understood the instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and my/our offer is to supply the services strictly in accordance with the requirement.

3. A crossed Bank Draft in favour of the N.P.T.I, Badarpur for Rs. 18,000/- (Rupees eighteen thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on _____ Bank payable at Badarpur.

4. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor/ constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney. (NOTE: Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorized to sign the bid document).

5. Certified that the bidder has the experience of more than _____ years in providing housekeeping and related services. Certified copies at least one work-order pertaining to each of the last two years are enclosed with this bid.

6. Certified that the bidder has a turn-over of over Rs. 10 Lacs in this line of business in each of the last two years. Certified copies of the annual statements of accounts including the Profit & Loss Account and the Balance sheet are enclosed with this bid.

7. A detailed profile of the organization as filled in as prescribed in the Annexure-1 of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

(a) Full particulars of organizations where we have supplied such services in the current and two preceding financial years. (Self-attested copies of the relevant work orders to be enclosed). Or Experience Certificate for satisfactory performance of catering services for minimum 2 years in Central/State/Undertaking/ Govt. Autonomous offices Mess/ Canteen.

(b) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2010-11 to 2012-13)

(c) A copy of PAN card.

(d) Copy of Sales Tax Registration Certificate / Service Tax Registration Certificate, if any.

(e) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.

(f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay alongwith reasons for the same (copies of relevant documents to be enclosed).

(g) Details of support facilities to execute the order.

(h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is/ was involved.

(i) Earnest Money Deposit (EMD) of Rs. 18,000/- by demand draft drawn in favour of 'NPTI(NR), Badarpur'

(j) Valid Food Licence obtained from Delhi Municipal Corporation.

8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of bidder)

Dated this _____ day of _____ of 2013

Address _____

Telephone/Mobile _____

FAX _____

E-mail _____

Company Seal

**SECTION-VIII
TENDER FORM
(Financial Bid)**

(On the letter head of the concern submitting the bid document)

The Principal Director,
National Power Training Institute (NR)
Badarpur, New Delhi – 110044

Tender No- NPTI/NR/PG Hostel/2013-14/02

Dated: 16-12-2013

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for providing services as per the invitation and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the services of the bid document is as below:

1. Lodging charges Per Trainee

Sr. No	Description	Rates per Bed			
		Daily Basis	Weekly Basis	Fortnightly Basis (15 Days)	Monthly Basis
1	A.C.Room	Rs. (in fig.)	Rs. (in fig.)	Rs. (in fig.)	Rs. (in fig.)
		Rs..... (in words)	Rs..... (in words)	Rs..... (in words)	Rs..... (in words)
2	Non A.C.Room	Rs. (in fig.)	Rs. (in fig.)	Rs. (in fig.)	Rs. (in fig.)
		Rs..... (in words)	Rs..... (in words)	Rs..... (in words)	Rs..... (in words)
<p>Note: 1.Each Room shall have max. 3 beds only. 2.Rates quoted shall be inclusive of service & other taxes, as applicable</p>					

Signature

Name of contractor with office seal

2. Boarding charges per Trainee

Sr. No	Description	Rates per Trainee			
		Daily Basis	Weekly Basis	Fortnightly Basis (15 Days)	Monthly Basis
1	Bed Tea+ Breakfast+ Lunch +Evening Tea+ Dinner	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)
2	Bed Tea+ Breakfast+ Evening Tea+ Dinner	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)
3.	<u>Weekly 4 days (Monday to Friday)</u> Bed Tea+ Breakfast+ Evening Tea+ Dinner & <u>Weekly 2 days (Saturday & Sunday)</u> Bed Tea+ Breakfast+ Lunch +Evening Tea+ Dinner	Not Applicable	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)	Rs. (in fig.) Rs..... (in words)

Note: -

1. The Institute follows a 5 day working week. In case of Institute holiday, lunch will be provided by PG contractor

2. Rates quoted shall be inclusive of service & other taxes, as applicable

Signature

Name of contractor with office seal

SECTION -X

ANNEXURE – 1

PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern : Proprietor/ Partnership/ Private/ Govt. / Others (Specify)
- _____
- _____
3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Website :
8. Year of Establishment :
9. Activities/ Services Offered:
10. PAN allotted by IT Deptt. :
11. Returned Income for preceding
Three Financial Years :
- FY 2011-12 _____
- FY 2012-13 _____
12. Name of the Head of the
Organization/ Managing Director

Date:

Place:

Signature of Authorised Signatory

ANNEXURE – 2
FORM FOR PERFORMANCE GUARANTEE

To
The National Power Training Institute

WHEREAS

.....
.....
..... (name and address of the Supplier) (hereinafter called “the Supplier”) has undertaken, in pursuance of contract no.
dated..... to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the Supplier such a bank guarantee :

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of.....
..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This gurantee shall be valid until the Day of 20.....

.....
(Signature of the authorized officer of the bank)

.....
Name and designation of the officer)

.....
Seal, name and address of the Bank and address of branch

(Bank’s common seal)

ANNEXURE – 3

**CERTIFICATE
(None of relative is working in NPTI)**

I S/O Shri
..... R/o
.....

..... hereby, certify that none of my relative (s) as defined in tender documents is / are employed in NPTI. In case at any stage, it is found that the information given by me (us) is false/ incorrect, The Principal Director, NPTI, Badarpur shall have the absolute right to take any action as deemed fit without any prior intimation to me (us).

Signature

Date:
Place:

Name.....

Address

.....
Phone no.

ANNEXURE - 4

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach The Principal Director, NPTI (NR), Badarpur, New Delhi-44, before the date of bid opening)

To

The Principal Director
National Power Training Institute,
Badarpur, New Delhi-110044.

Subject : Authorisation for attending bid opening on 15-01-2013 (date) in the tender of
"Providing Catering services on Contract basis for NPTI Hostels"

Ref.:Tender No- NPTI/NR/PG Hostel/2013-14/02, Dated: 16-12-2013

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I		
II		
Alternate Representative		

Or

Officer authorised to sign the bid documents on behalf of the bidder

Note:

1. Maximum 2 (Two) representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened, may be refused in case authorisation as prescribed is not received.