#

# **TENDER NOTICE NO.\_\_\_\_\_\_\_\_\_**

TENDER DOCUMENT

For

**SELECTION OF AGENCY**

**FOR**

**OPERATION OF HOUSE KEEPING SERVICES**

**ATSTATE INSTITUTE OF HOTEL MANAGEMENT (SIHM), SIDDHPUR**

***Through online e -tendering process only***

****

**TOURISM CORPORATION OF GUJARAT LTD**

Block No. 16, 4th floor, Udyog bhavan

Sector - 11, Gandhinagar - 382 017

Phone: 91-079 23977219

**www.gujarattourism.com**

APRIL 2020

# **Notice inviting On-line Tender**

# **Details about Tender: Tender Notice No. \_\_\_\_\_\_\_Of 2020**

|  |  |  |
| --- | --- | --- |
| Name of Department/Corporation | : | Tourism Corporation of Gujarat Limited |
| Name of Authority inviting bids/bid opening Authority | : | The Managing Director, TCGL Block No. 16, 4th floor, Udyog bhavan,Sector - 11, Gandhinagar – 382 017Ph: (079) 23977219 |
| Nature of work | : | Selection of Agency for Operation of Housekeeping services at State Institute of Hotel Management, Siddhpur |
| Period of Contract | : | The said project will be awarded for duration of 03 year and it shall be further extendable upto 02years depending upon performance and requirement of SIHM/TCGL. |
| Tender Currency Type | : | Single |
| Tender Currency Settings | : | Indian Rupee (INR) |
| Joint Venture \ Consortium | : | Not Allowed |
| *Amount Details* |
| Bid Document Fee | : | **Rs.1500**/- in form of Demand Draft (DD). The list of acceptable banks for Tender fee/EMD is given at **Annexure -12.** |
| Bid Document Fee Payable to  | : | Non refundable by Demand Draft in favor of **“State Institute of Hotel Management”,Siddhpur** |
| Bid Security /EMD (INR) | : | **Rs.30,000/-** |
| Bid Security/ EMD in favour of | : | (Rupees Thirty Thousand only) in form ofDD in favor of **“State Institute of Hotel Management” at Siddhpur.** The list of acceptable banks for Tender fee/EMD is given at **Annexure -12.**  |
| *Tender Dates* |
| Bid Document Downloading Start Date | : | 30/04/2020 at 15.00 hrs. |
| Bid Document Downloading and Online submission End Date | : | 14/05/2020 at 18.00 hrs |
| Last Date & Time for Submission of Price Bid on N-procure website |  | 14/05/2020 at 18.00 hrs |
| Last Date & Time for Submission of Technical Bid | : | 15/05/2020 at 13.00 hrs |
| Date of Tender Technical Bid opening | : | 15/05/2020 at 15.00 hrs |
| Bid Validity Period | : | 90 days from opening of price bid |
| Submission of certain documents, etc.  | : | Submission of EMD, Tender fee, Technical Bid and other Documents from **30/04/2020 at 15.00hrs**. upto**15/05/2020 at 13.00 hrs** in the office of Managing Director, TCGL Block No. 16, 4th floor, Udyog bhavan, Sector - 11, Gandhinagar – 382 017 |
| Remarks | : | Bidder shall submit their financial offer in electronic format on Nprocure, after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will be accepted and any such offer is received by TCGL will be outright rejected. |
| Phone | : | 8866000653 |
|  |  |  |

# **General Terms and Conditions**

1. Bidders can download the tender document free of cost from the website.
2. Bidders have to submit Price bid in Electronic form only on nprocure website till the last date & time for submission.
3. Price bid offers in physical form will not be accepted in any case.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed. The bidder should contact at below mentioned address for

Free vendor training camp will be organized every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

**(n) Code Solutions**

**A Division of GNFC**

**301, GNFC Infotower, Bodakdev, Ahmedabad –380 054 (India) ,Tel: +91 26857316/ 17/ 18, Fax: +91 79 26857321, E-mail:** **nprocure@gnvfc.net**

**CONTENTS**

|  |  |
| --- | --- |
| CHAPTER NO. | PARTICULARS |
|  | INVITATION FOR BIDS (IFB) |
| I | INSTRUCTIONS TO THE BIDDER |
| II | GENERAL TERMS AND CONDITIONS |
| III | TERMS OF REFERENCE |
| IV | SPECIAL TERMS AND CONDITIONS OF CONTRACT |
| V | ANNEXURES |

### INVITATION FOR BIDS (IFB)

The State Institute of Hotel Management (SIHM) Siddhpur, Patan has been set up with active involvement from Tourism Corporation of Gujarat Ltd, Govt. of Gujarat.

The mission of SIHM is to develop students into leaders of the hospitality industry, contribute to the advancement of the profession and provide service to the community by having an outstanding faculty, challenging curriculum, innovative research, supportive Culture and wide range of professional experiences.

TCGL is inviting agency for General Maintenance&HousekeepingservicesatState Institute of Hotel Management (SIHM) which is located at Siddhpur in Gujarat for the periodof Three year. The approximately area of SIHM is 4.87 acre. The institute and hostel building have ground floor and first floor. The details of venue as shown in annexure 13.

The work includes Complete Cleaning and Up-keep of the Institute Building, Girls & Boys Hostel, Playground, Dinning area, Kitchen area, Comprising of offices, laboratories, classrooms, Ladies/Gents washrooms, lobby area, restaurant, library, seminar hall, laundry room, training kitchens, board room, pentry, Gym, front office, store room, frist aid room, outside premises and the surrounding parking areas at SIHM, Siddhpuron turnkey basis for period of Three Year. **The cost of works under the scope is estimated at Rs. 30.00 Lakhs per year.**

**The bids are invited for SIHM by TCGL.The bidder shall have to deposit Tender fee/EMD on the name of SIHM and submit the bid documents and Tender fee/EMD to TCGL only.The TCGL/SIHM will evaluate the bids and upon selection SIHM will finalise the contract.The TCGL role will be supportive for bid finalization. Further wherever TCGL is referred in this document it should be considered as SIHM/TCGL.**

# **SCHEDULE FOR INVITATION OF TENDER**

|  |  |
| --- | --- |
| To | **Name of Tender:**Selection of Agency for Operation of Housekeeping services at State Institute of Hotel Management, Siddhpur |
|  | **Issue of Tender**From 30/04/2020 at 15.00 hrs to 14/05/2020 at 18.00 hrs |
|  | **Technical Bid Due Date:** 15/05/2020 at 13.00 hrs |
|  | Bid Submission AddresManaging Director, TCGL Block No. 16, 4th floor, Udyog bhavan, Sector 11, Gandhinagar – 382 017 |
|  | **Technical Bid Opening Date & Time:** 15/05/2020 at 15.00 hrs |
|  | **Price Bid opening:** To be communicated later |
|  | **Venue:** Managing Director, TCGL Block No. 16, 4th floor, Udyog bhavan, Sector 11, Gandhinagar – 382 017.  |

**Note:**

1. Please address all queries and correspondence toManaging Director, TCGL, Block No. 16, 4th floor, Udyog bhavan, Sector 11, Gandhinagar – 382 017. **email address: johnbenitojunior@sihm.ac.in**

2. If the Office of the Managing Director, TCGL happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office upto the same time and at the same venue.

3. Please quote Ref. Number in all your correspondence.

**General Instructions**

1. **Technical Bid**: Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid). **Bidder has to submit hard bound document duly numbered. Loose documents shall be outrightly rejected.**

**PART-I:** Bid Security and Price of the Tender Document in a separate sealed envelope superscripted with the Tender Document number. Please enclose EMD of **Rs.30,000/-** and Price of one copy of the Tender Document of **Rs.1500/-** in form of Demand Draft drawn in favour of **“State Institute of Hotel Management”** payable at Siddhpur.

**PART-II:** Original and one copy of TECHNICAL BID complete with all technical and commercial details **except the prices.** Original printed document shall be considered as authentic.

**Note:** **Filling up prices in Part II will render the Bidder disqualified.**

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

1. **Financial Bid**: **Bidder shall submit the FINANCIAL BID online through** [**www.nprocure.com**](http://www.nprocure.com) **only**.
2. Goods offered should be strictly as per specifications mentioned in this Tender document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading **“Deviations”.**
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

Yours faithfully,

Managing Director

Tourism Corporation of Gujarat Limited (TCGL),

Block No. 16, 4th floor, Udyog bhavan,

Sector 11, Gandhinagar – 382 017.

***To be pasted on the outer envelope containing Bid Security,***

***Tender Fees, Technical bid and Main Cover.***

**Important Data**

DO NOT OPEN – THIS IS A BID

*Bid Security/Tender Fees/Technical Bid/Main Cover*

|  |  |
| --- | --- |
| To | **Name of Tender:** Selection of Agency for Operation of Housekeeping services at State Institute of Hotel Management, Siddhpur |
|  | **Issue of Tender**From 30/04/2020 at 15.00 hrs to 14/05/2020 at 18.00 hrs |
|  | **Technical Bid Due Date:** 15/05/2020 at 13.00 hrs |
|  | **Bid Submission Address**Managing Director, TCGL Block No. 16, 4th floor, Udyog bhavan, Sector 11, Gandhinagar – 382 017.  |
|  | **Technical Bid Opening Date & Time: 15/05/2020** upto 15.00 hrs |
|  | **Financial bid opening:** To be communicated later |

**CHAPTER – I**

**INSTRUCTIONS TO THE BIDDER**

***ARTICLE-1: DEFINITIONS***

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

1. **“Agreement”** means the document signed by the TCGL and Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
2. **“Bid”** means the complete bidding document submitted by the Bidder to Managing Director, Tourism Corporation of Gujarat Limited (TCGL) and shall include any corrections, addenda and modifications made therein.
3. **“Bidder”** shall mean a corporate entity or a society or a corporation or a firm eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
4. **“Proposal"** means all documents and information submitted by bidder supporting its bid to provide the goods and services to TCGL, as required under the tender document.
5. “**Contract Period”** shall mean entire term of the contract as indicated in the Article 1, Chapter IV.
6. “**Contract”** shall include the Terms of Reference as outlined under Chapter III within time limits indicated under Article 1, Chapter IV in accordance with the terms and conditions of the Agreement.
7. “**Corrupt Practice**” means the offering, giving, receiving or soliciting of any thing of value, pressurising to influence the action of a public official in the process of Bidder selection and Contract execution.
8. **“Authority”** shall mean Tourism Corporation of Gujarat Limited, Government of Gujarat and also state Institute of Hotel Management(SIHM) for this purpose or any other agency appointed for this purpose.
9. **“Operator/Bidder”** shall mean successful bidder shortlisted and allotted this work
10. **“Defects Liability Period”** shall mean the defects liability period from date of inaugurations of the facilities up to the success full completion during which the selected agency shall undertake the responsibilities, and have the liability for the facility.
11. **“Financial Capability”** means financial worthiness of bidders as per the terms of the Tender.
12. **“Location”** shall mean that specific area specified in the bid documents and shall include any other places as may be specifically designated by the TCGL from time to time as forming part of the place.
13. **“Local Language”** means the language declared by the concerned State Government as their official language.
14. **"Selection Procedure"** means the entire procedure conducted by TCGL to select and appoint the Successful bidder for the provision of the Services pursuant to the Tender process and the subsequent negotiation, finalization and execution of the Agreement.
15. **“Total Accepted Tender Value”** means the total value of services and supplies as covered under this Tender and agreed upon by the Authority and the Bidder.

***ARTICLE - 2: ELIGIBILITY CRITERIA FOR BIDDERS***

The bidder shall be evaluated in two stages

1. Pre-qualification stage
2. Technical Evaluation of Proposal

The Bidder fulfilling pre-qualification critieria shall be shortlisted for further Technical Stage. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. **Bids from consortiums are not allowed.**

TCGL reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the TCGL’s decision shall be final in this regard. TCGL may, in its absolute discretion, waive any of the conditions and / or requirements in the Tender in respect of any or all of the bidders.

1. **Stage –I : Pre-qualification Criteria for bidders**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Pre-qualification criteria** | **Documentary Evidence** |
| 1 | The bidder should have minimum three years experience in providing housekeeping services in any Educational Institute.  | 1. CA Certificate indicating the turnover from housekeeping activities in the last three years (2016-17, 2017-18 & 2018-19)

2 Audited Reports for the 2016-17, 2017-18 & 2018-19.3 Work order Copies/ Completion certificate of the same clearly indicating work experience from housekeeping activities provided for the last three years (2016-17, 2017-18 & 2018-19). |
| 2 | The Bidder should have achieved **MinimumAnnual Financial Turnover** (in equivalent Housekeeping & cleaning, related work etc) of **Rs. 45 Lakhs** in each of the last 3 years (i.e. 2016-17, 2017-18&2018-19). | Audited Financial Report for2016-17, 2017-18 & 2018-19, CA certificate indicating minimum annual financial turnover from conceptualizing, planning, supervision and execution of Housekeeping & Cleaning work etcfor2016-17, 2017-18& 2018-19. |
| 3 | The bidder should have executed a minimum one similar work of at least **Rs.30.00Lakhs**at a single place in last three years. | The bidder shall provide work order and work completion certificate which mentions clearly the amount of work completed as well as scope of work. |
| 4 | The bidder should have Minimum 25 manpower for house keeping employee. | (Refer and provide detail as per given in annexure-11) |
| 5 | The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract. | Power of Attorney as per the format given in **Annexure -2** |
| 6 | The bidder shall provide PAN, GST copy along with GST return certificate for 2016-17, 2017-18 & 2018-19. | A copy of PAN, GST Return Statement /Certificate.  |
| 7 | The bidder shall provide a valid EMD acceptable to TCGL. EMD of **Rs.30,000**/- has to be submitted along with bid document. Non-refundable Tender fees of **Rs. 1500**/- through DD favoring State Institute of Hotel Management has to be annexed with the bid document. | Tender fee DD and EMD - DD |
| 8 | The bidder should submit proof of ESIC and PF Registration, andlabour license – Attach proof | Attach proof |
| 9 | History of Litigation | As per the format given in **Annexure -8** |
| 10 | The bidder has to submit self certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation | Self certified letter – As per format given in **Annexure-10** |

1. **Stage – II : Technical Evaluation**

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Criteria** | **Documentary evidence** | **Marking Pattern** | **Max Marks** |
| 1 | The bidder should have a minimum experience of three years in conceptualizing, planning, supervision and execution of Housekeeping & Cleaning work.Experience will be considered as on last date of submission of tender | Work Order, Work Completion Certificate clearly indicating experience | if 3<=x< =5 years –**15** if 5<x<=7 - 20x >7 years- **25** | 25 |
| 2 | The Bidder should have achieved **MinimumAverageAnnual Financial Turnover** (inequivalentHousekeeping& cleaning, related worketc) of **Rs. 45 Lakhs** in each of the last 3 years (i.e. 2016-17, 2017-18& 2018-19.). | Audited Financial Report. Chartered Account certificate indicating minimum annual financial turnover from similar works. | If 45<x<=65-**20**If 65<x<=100 **- 25**If x>100- **30** | 30 |
| 3 | No. of similar work in value executed in last 3 years | Work Order/Work Completion certificate clearly mentioning the detail scope of work, cost of work etc. | Single work order of Rs. 30 lakhs & above - **15**Two work order each of Rs. 30 lakhs & above – **20**Three works order or more, each of Rs. 30 lakhs & above -**25** | 25 |
| 4 | The bidder should have Minimum 25manpower for house keeping employee  | Provide detail as per given in annexure-11 | If X.=25 – 5If X>25 -10 | 10 |
| 5 | The bidder should have work experience in any Governement/PSU/corporation/ Central Govt. during last three years. | Work Order, Work Completion Certificate clearly indicating experience | If Yes -10If No-0 | 10 |

**After detailed evaluation of above details, as per marking system, TCGL shall shortlist the bidder securing 60 or more marks for finanacial bid opening. Such bidder shall be considered eligible bidder for price bid opening.**

**The bidder who have been qualified, will be present for price bid opening on a date and time specified by Email or Telephonic communication.**

**The price bids of eligible bidders shall be opened in presence of all the eligible bidders/ their representative’s. the bidder who has offered the total lowest price will be selected as L1 bidder.**

1. **PRICE BID**

TCGL/SIHM reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the services. TCGL shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

TCGL reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

***ARTICLE – 3: CORRECTION OF ERRORS***

Price Proposals determined to be substantially responsive will be checked by the TCGL for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

1. Where there is discrepancy between the rates in figures and in words, whichever is less shall govern
2. Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
3. If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
4. If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totaling.

However, the decision of TCGL in this regard shall be final and binding.

The amount stated in the Form of bid for Price Proposal will be adjusted by the TCGL in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

***ARTICLE – 4- COMPARISON OF PRICE BIDS***

* TCGL will evaluate and compare only the bids determined to be substantially responsive in accordance with relevant clause.
* TCGL’s evaluation of a bid will take into account, in addition to the bid prices indicated in the Schedule of Prices, the following costs and factors that will be added to each Bidder’s bid price in the evaluation using pricing information available to the TCGL, in the manner and to the extent of the requirement of the TCGL.
	1. If the price stated is not realistic the bid is liable to be rejected.
	2. Compliance within the time schedule called for in the Appendix to Price Proposal within and evidenced as needed in a milestone schedule provided in the bid;
	3. The functional guarantees of the facilities offered against the specified performance criteria of the plant and equipment; and
	4. The extra cost of work, services, facilities etc., required to be provided by the Employer of third parties.
* TCGL reserves the right to accept or reject any variation or deviation and other factors, which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the TCGL, may not be taken into account in bid evaluation.
* If the bid of the successful bidder is substantially below the TCGL’s estimate for the contract, TCGL may require the bidder to produce detailed price analysis to demonstrate the internal consistency of those prices.
* If a discount has been offered in any Price Proposal, such discount will be applied pro-rata against each item, the TCGL reserves the right to reject, will call for submission of new Price Proposals. In order to allow comparison on a common basis, each Price Proposal will be carefully scrutinized in accordance with the procedure outlines in relevant Clauses.

***ARTICLE –5: PRE-BID MEETING***

* A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or by fax (hereinafter, the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex) at the Employer's address indicated in the Invitation for Bid. The Employer will respond to any request for clarification which he receives prior to or during Pre-Bid Meeting.
* NO QUERIES OF ANY TYPE SHALL BE ENTERTAINED ON PHONE.
* NO QUERIES SHALL BE ENTERTAINED ONCE PRE-BID MEETING IS OVER.
* Pre-bid meeting shall be as per given above details in the Conference Hall, TCGL, 4th floor-Block no.16, Udyog Bhavan, Gandhinagar. Evaluation criteria and method for Presentation and Price-Bid will be discussed in this meeting. It will be essential for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify any issues related to Tender and related works.

**CHAPTER-II**

**GENERAL TERMS AND CONDITIONS**

***ARTICLE - 1: CHECKLIST OF DOCUMENTS COMPRISING THE BID***

1.1 The bid submitted shall have the following documents:

 **Part-I**

Earnest Money Deposit and Price of one copy of the Tender Document in the form prescribed in the Tender.

 **Part - II**

1. Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duely numbered.
2. A CD containing the softcopy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company- Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations,

OR

 In case Bidder is a corporation- Authenticated copy of the parent statute

 OR

 In case of bidder is a partnership firm- Certified copy of the partnership deed

Certified copies of documents submitted, as above, must be signed and carry the seal of the authorised signatory.

1. List of present Directors/owners/executive council members/trustees/ Board members as applicable.
2. Technical Proposal should include the following:
3. All the annexures except the financial bid format shall be submitted with Technical Proposal.
4. The bidder shall provide an undertaking, on a separate letter on company letter head signed by the authorized signatory, in the technical bid that all the profiles of the proposed resources are complete and accurate. In addition, each profile shall be signed by the resource (*of whom the profile is submitted*) and the authorized signatory.
5. Indemnity Undertaking as per the format given in **Annexure -9**
6. GST Return Statement for **2016-17,2017-18, 2018-19.**
7. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at **Annexure-2.**
8. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the years 2016-17, 2017-18 and 2018-19. Firms that do not publish financial statements, such as partnerships, submit specially prepared statements. A qualified external auditor should certify such statements. Annual reports shall include the auditor's certification.
9. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in **Article 2, Chapter I.**
10. Clause by clause compliance statement for the whole Tender Document including all Annexures.
11. All deviations and/or non-compliance clauses shall be listed separately.
12. Details in the formats as given at Annexures. (please check all the Annexures)

**Part-III**

1. Financial Bid as per ***Annexure – 1*** to be **submitted on-line only**. No deviations and/or non-compliance clauses shall be allowed.

***ARTICLE – 2: BIDDING DOCUMENT***

* 1. Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.**Bidder has to submit hard bound document duly numbered. Loose documents may be outrightly rejected.**

***ARTICLE – 3: CLARIFICATION ON BIDDING DOCUMENTS***

* 1. Bidders can seek written clarifications within 5 days from the first date of issue of the tender document, to Managing Director, TCGL, Gandhinagar. The clarification shall be issued without any delay.

***ARTICLE – 4: AMENDMENT OF BIDDING DOCUMENTS***

* 1. At any time prior to the deadline for submission of bids, TCGL for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
	2. All prospective Bidders who have received the bidding documents will be notified of the amendment thorugh website https://www.**nprocure**.com and such modification will be binding on them.
	3. In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their bids, TCGL, at its discretion, may extend the deadline for the submission of bids.

***ARTICLE – 5: LANGUAGE OF BID***

* 1. The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and TCGL shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

***ARTICLE – 6: COST OF BIDDING***

**6.1** The bidder shall bear all costs associated with the preparation and submission of the bid and TCGL will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

***ARTICLE - 7: BID FORMS***

**7.1** Wherever a specific form is prescribed in the tender document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

**7.2** For all other cases, the Bidder shall design a form to hold the required information.

* 1. Authority shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

***ARTICLE - 8: FRAUDULENT & CORRUPT PRACTICE***

* 1. Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the TCGL/SIHM of the benefits of free and open competition.
	2. Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

***ARTICLE - 9: LACK OF INFORMATION TO BIDDER***

**9.1** The bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the document.

***ARTICLE - 10 : CONTRACT OBLIGATIONS***

**10.1** If after the award of the contract the bidder does not sign the agreement or fails to furnish the security deposit within the prescribed time limit, the TCGL/SIHM reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

***ARTICLE - 11: BID PRICE***

**11.1** The financial bid should indicate the prices in the format/price schedule given at ***Annexure – 1.***

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

 **a)** Any effort by a bidder or bidder's agent/consultant or representative howsoever described to influence the TCGL/SIHM in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1. The Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the tender.
2. Bids should be submitted directly by the bidder.

**11.2** TCGL reserves the right to seek clarification/justification from the Bidder on the bid price in case TCGL deems it necessary. Based on the justification provided by the Bidder, if TCGL/SIHM feels that the price is unrealistic/infeasible in order to execute a project of this nature, TCGL/SIHM reserves the right to reject the said bid. The Bidders shall be governed by the decision of TCGL.

***ARTICLE - 12: BID CURRENCY***

**12.1** For the services required in the tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

***ARTICLE - 13: BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)***

* 1. The bidder shall furnish, as part of the Bid, a bid security for the amount of **Rs. 30,000/- (RupeesThirtyThousandsOnly**)in favour of **“State Institute of Hotel Management**” payable at Siddhpur in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.
	2. No interest shall be paid on bid security.

**13.3** EMD of bidders not short-listed will be refunded within 30 days from the date of declaration of short-listed bidders. If the bidder is short-listed then the security will be refunded within 30 days from the date of signing of the Agreement.

**13.4** **The successful bidder's bid security will be discharged upon the bidder signing the contract/Agreement, and furnishing the Security Deposit.**

**13.5** The bid security may be forfeited either in full or in part, at the discretion of TCGL/SIHM, on account of one or more of the following reasons:

 **a)** The bidder withdraws their bid during the period of bid validity specified by them on the bid letter form.

 **b)** Bidder does not respond to requests for clarification of their bid.

 **c)** Bidder fails to co-operate in the bid evaluation process, and

 **d)** In case of a successful bidder, the said bidder fails:

 **1.** To sign the Agreement in time; or

 **2.** To furnish Security Deposit

***ARTICLE - 14: PERIOD OF VALIDITY OF BID***

**14.1** Bids shall remain valid for 90 days after the date of bid opening prescribed byTCGL/SIHM. A Bid valid for a shorter period shall be rejected as non-responsive.

**14.2** In exceptional circumstances, the TCGL/SIHM the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request is not required nor permitted to modify the Bid.

###### ARTICLE - 15: FORMAT AND SIGNING OF BID

**15.1** The bidder shall prepare required number of copies of the bid, clearly marking each **“Original Bid” and “Copy of Bid**” as appropriate.**The bidder shall submit all the bid documents appropriately hardbound. If bid is submitted in loose form it shall be outrightly rejected.**In the contract of any discrepancy between original bid document and the copy of the bid, the original shall govern.

**15.2** The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorised to bind the bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

**15.3** The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the TCGL/SIHM or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

***ARTICLE - 16: SEALING AND MARKING OF BID***

 Bidder shall submit their bids in THREE SEPARATE PARTS, out of which two partsareto be submitted in sealed envelopes super-scribed with due date, time, project and nature of bid (Bid Security, Technical) and FinancialBid is to be submitted online.

**Part: I Tender Fee &Bid Security in a separate sealed envelope super scribed with the Tender Document number.**

**Part: II Original and 1 copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out.**

***NOTE: Filling up prices in Part-II will render the Bidder disqualified.***

**PART - III: Original FINANCIAL BID online Only with full price details.**

 The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given below) shall be filled and pasted on the envelopes. All pages of the offer must be signed.

 The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in cases it is declared `late' or the bidder has not submitted the price through online process.

**16.1** If the outer envelope is not sealed and marked as required, TCGL will assume no responsibility for the bid's misplacement or premature opening.

**16.2** The Tender Fee, Bid Security and Technical bids shall be placed in separate envelopes and then placed in double envelope as explained above.

**16.3** If these envelopes are not sealed and marked as required, TCGL will assume no responsibility for the bid's misplacement or premature opening and rejection.

***ARTICLE - 17: BID DUE DATE***

**17.1** Bid must be received by the TCGL at the address specified in the Tender Document not later than the date specified in the bid. Late bid shall be outrightly rejected by GUJSAIL.

**17.2** TCGLmay, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the TCGL/SIHM and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

***ARTICLE - 18: LATE BID/CONDITIONAL BID***

* 1. Any bid received by TCGL after the bid due date/time prescribed in the tender document shall be rejected.
	2. Any bid indicating conditions beyond those indicated in this tender document i.e. conditional bid shall be rejected.

***ARTICLE 19: MODIFICATION AND WITHDRAWAL OF BID***

**19.1** The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the TCGL/SIHM prior to the deadline prescribed for submission of bids.

**19.2** The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.

**19.3** No bid may be modified subsequent to the deadline for submission of bids.

**19.4** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid letter form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its Bid security.

***ARTICLE - 20: OPENING OF BIDS BY THE TCGL***

**20.1** Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.

**20.2** The bidder's names, bid modifications or withdrawals and the presence or absence of relevant Bid security and such other details as the TCGL/SIHM at his/her discretion, may consider appropriate, will be announced at the opening.

**20.3** At the pre-decided time, the TCGL/SIHM contact person shall open the Technical Bids and list them for further evaluation. The Financial Bid will be submitted online. Financial Bids shall be in custody of a designated officer for opening after evaluation of Technical Bids. Any participating Bidder may depute a representative to witness these procedures.

***ARTICLE - 21: CONTACTING THE TCGL/SIHM***

**21.1** Bidder shall not approach TCGL/SIHM officers out side of office hours and/or out side the TCGL/SIHM premises, from the time of the Bid opening to the time the Contract is awarded.

* 1. Any effort by a Bidder to influence the TCGL/SIHM officers in the decisions on bid evaluation bid comparison or contract award may result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the notice of the TCGL/SIHM, it should do so in writing.

***ARTICLE - 22: BID EVALUATION***

* 1. **Parameters and Procedure of Evaluation**

The bidder shall bid for the said work mentioned in this document. SIHM/TCGL is not bound in any manner to select any of the bidders submitting proposals or to select the bidder offering lower quote.

The bidder fulfilling the pre-qualification criteria and technical eligibility criteria mentioned in this document shall be shortlisted for financial bid opening.

The technically eligible bidder securing **L1as per Least Cost Method** will be shortlisted and may be invited for negotiation and contract may be awarded to the bidder after clarifying any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign agreement/issue of work order. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.

Evaluation shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims.

The above evaluation shall be done by an Evaluation Committee decided by the TCGL/SIHM. The Committee shall determine the approach and methodology for the issues, which may arise during the above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

***ARTICLE - 23 : TCGL/SIHM’s RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD***

######

* 1. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the TCGL/SIHM changed order.

***ARTICLE - 24 : TCGL'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS***

* 1. TCGL reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

***ARTICLE - 25: NOTIFICATION OF AWARD & SIGNING OF CONTRACT***

* 1. Prior to expiry of the period of bid validity, TCGL/SIHM will notify the successful bidder in writing that its bid has been accepted and send the successful Bidder the Contract Form.
	2. Within Two (02) days of receipt of the Contract Agreement, the successful bidder shall signand date the Contract Agreement and return it to the TCGL/SIHM. Extension of the timecontained in this clause shall be at the sole discretion of the employer. Failure on the part of bidder to sign the contract agreement within the prescribed time shall empowerthe employer to cancel the Letter of Acceptance and take appropriate action against thecontract including forfeiture of the ‘EMD” and black listing of the bidder.
	3. The person to sign the Contract Agreement shall be the person as described in relevantclause.
	4. It shall be incumbent upon the successful bidder to pay stamp duty on the Contract and all

other legal charges for preparation of the Contract Agreement, as ruling on the date ofexecution of the Contract as specified in the Conditions of Contract.

***ARTICLE - 26: SECURITY DEPOSIT***

* 1. The selected bidder shall submit security deposit of Rs.2.25 lakhs in form of DD/cheque to the SIHM at the time of signing of Agreement/issue of work order and shall be issued from any Nationalized Bank.
	2. The security deposit should be kept valid for a period of 60 days beyond the date of completion of warranty period.
	3. If the selected bidder fails to remit the security deposit, the EMD remitted by them will be forfeited by the SIHM/TCGL and their bid will be held void.
	4. Upon the selected bidder's furnishing of security deposit and signing of contractual documents, the SIHM/ TCGL will promptly notify all Short-listed Bidders and will refund their Bid Security.
	5. In case of bidder does not perform the work at all, or bidder shuts down the services of event before the duration of as agreed upon, the amount of security deposit shall be forfeited and the agency shall be blacklisted. It may also result into heavy penalty as decided by SIHM/ TCGL.

***ARTCILE – 27: FORFEITING OF SECURITY DEPOSIT***

* 1. If bidder fails to sign the agreement within the prescribed time shall empower SIHM/TCGL to cancel the LOI and take appropriate action against the bidder including forfeiture of the ‘EMD” and black listing of the bidder
	2. The successful bidder shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to give the Contract, within the time set forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of security deposit.

 The security deposit maybe fortified in case of but not limited to this:

* 1. **In case of complains in regards to performance of Employee**
	2. **In case of delay in work**
	3. **In case of Termination of Contract by TCGL for any breach of contract mentioned in this document/agreement**
	4. In case, if bidder does not perform the said work at all, or bidder shuts down the services before the duration as agreed upon, the amount of security deposit shall be forfeited and the bidder shall be blacklisted. It may also result into heavy penalty as decided by TCGL.

***ARTICLE – 28: TCGL’sRIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS***

TCGL reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

**ARTICLE 29: INSURANCE:**

Contractor shall at his own expense carry and maintain insurance with insurance companies to thesatisfactionoftheSIHMasfollows:

**EmployeeStateInsuranceAct:**

Thecontractor agrees toanddoesherebyacceptfullandexclusiveliabilityfor the compliancewithallobligationsimposedby theEmployeesStateInsuranceAct, andthecontractor further agreestodefend, indemnifyandholdtheSIHM harmlessfromanyliabilityorpenaltywhichmaybeimposedbytheCentral, StateorLocalauthoritybythereasonof anyviolationbycontractororsub- contractor(s)of theemployee‟sstate insurance act, and also from all claims, suits or proceedings that may by brought against the SIHMarisingunder,growing out orbyreasonsoftheworkprovidedforbythecontractorwhetherbroughtbyemployeesofthecontractor,bythirdpartiesorbycentralorstategovernment authority. Contractorshallalsocarryandmaintainallotherinsurancewhichhemaybe required underany law orregulationfromtimeto time.

**AccidentorInjurytoWorkman&SafetyRegulations:**

TheTCGL/SIHMshallnotbeliableforanydamageorcompensationpayableinrespect of orinconsequenceofanyaccidentorinjurytoanyworkmanorother person in the employment ofthecontractororany sub-contractor,saveandexceptanaccidentininjuryresultingfromanyactordefaultoftheSIHM.The contractor shallindemnifyandkeepindemnifiedtheSIHMareaagainstallsuchdamageand compensation whatsoever in respectorinrelation there to.

In respect of all labour, directly or indirectly employed in the works for the performance of the contractor’s part of this agreement, the contractor shall at his own expense arrange for all the safety provisions as per safety codes, regulations, rules and orders made there under and such other acts as applicable

**Damage to Property**:

Contractor shallberesponsibleformakinggoodtothesatisfactionofthe AuthorisedOfficeranylossoranydamagetoallstructuresandproperties within thestudent’s Hostel, SIHM’s premises. If such loss or damage isduetofaultand/ or thenegligenceoromissionofthecontractor, his employees,agents,representativesorsub-contractors,heshallmakegoodthe loss as assessed by the officer of TCGL/SIHM.

***ARTICLE – 30: BIDDER AS SUBBIDDER***

The bidder shall not be sub-Bidder of another bidder at the bidding stage.

***ARTICLE – 31: FORCE MAEJURE***

IntheeventofeitherpartybeingrenderedunablebyForceMajeuretoperform anyobligationrequiredtobeperformedbythemunderthisagreement,therelativeobligationoftheaffectedpartybysuchforcemajeureshallbesuspended for the period during which such cause lasts. The term “force majeure” as employed herein shall mean, acts of god, war, revolt, riots, fire, flood and act and regulations oftheGovernmentofIndiaoranyofitsauthorized agencies.

Upontheoccurrenceofsuchcauseand uponitsterminationthe partyalleging that ithasbeenrenderedunableasaforesaidtherebyshallnotifytheother party inwritingwithin7(seven)dayofthealleged beginningand endingthereofgiving full particulars and satisfactory proof.

TimeforperformanceorrelativeobligationsuspendedbytheForceMajeureshall be extendedbytheperiodforwhichcauselastsorcondonedbytheTCGL/SIHM without any penalty.

Iftheworkis suspended by forcemajeureconditionslasting formorethan 1 (one) month,theTCGL/SIHM shall havetheoptionofauthorizethecontractinwholeor partthereofatitsowndiscretion.Anysituationofforcemajeureshallnot be payable by the TCGL/SIHM under any circumstances. For the period offorce majeure, no amount shall bepayableto the contractor.

***ARTICLE -32: ARBITRATION***

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before or after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the TCGL at the time of the dispute.

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns for any reason from the position of arbitration, it shall be lawful for the Director of the TCGL to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed de-novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause.

It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.

 The venue of arbitration shall be at Gandhinagar, Gujarat.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

***ARTICLE – 33: BID CORREGENDUM / CLARIFICATIONS***

The bid corrigendum if any shall be provided through nprocureonly.All the clarifications if required shall be raised through email and will be provided through TCGL website/email only.

***ARTICLE -34: COMPLETION OF CONTRACT***

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond 02 (Two) year by mutual consent on same rate of terms of condition.

**CHAPTER – III**

**TERMS OF REFERENCE**

***ARTICLE –1: SCOPE OF SERVICES& CONDITION OF CONTRACT***

The activities of the successful bidder would include all the necessary tasks to execute the work.

**General:**

* The bidder has to deploy minimum staffas per below details

1) Housekeeping Staff-12

2) Office/lab attendants- 3

3) Electrician-1

4.) Plumber/Water management person-1

5.) Manager/Supervisor: 1

* All activities necessary for maintaining high standards of hygiene and cleanliness of all the SIHM Premises consisting of the Student’s Hostel shall be deemed to be included in the house keeping services. Activities broadly defined below, shall be carried out every day.
	+ Cleaning of student room by broom followed by wet moppingwith cleaning agent as well as cleaning linen of every day to be properly done with up to date condition. Housekeeping services shall be available as per Hostel Authority requirement. Student roomsare cleaned by availability of vacant student room.
	+ Cleaningoftoilets, Bathroom, Urinalwithcleaningagentfollowedbywipingwithadryduster.Allglazedwares, floor, walltiles, doorsandwindows, lookingmirroretc. shallbe wiped clean twice in every day.
	+ CleaningofSIHM College Premises and Hostel premises’sallfloor’scorridorsandstaircases, Passage, lobby,sweepingwithbroomfollowed by wet mopping with cleaning agent twice an every day.
	+ Sweepingofbuildingapron,internalroads and walkways, Parking area, open area, lawns, garden areaetconce in a day and Cleaning with pressure jet shall be done on a regular interval as per the SIHM authority requirement and to be followed the instructions received from the Authority.
	+ Regular cleaning and removal of dust and dirt properly from the staircaserailings,Receptionarea, furnitureandfurnishings and other Public areas twice a day.
	+ Regularly collectionofgarbagefrombuildings,itspremises, lab, Dinning area, kitchen areaetc.andensuresits disposal to a designated dustbinoutside the SIHM premises.
	+ Regularly cleaning of corridors, courtyardofHostels etc shall be done twiceadayincludingdisposalofgarbage.
	+ Cleaning of general hall of dining room withbroomfollowed by wet mopping withcleaningagent twice an every day.
	+ Ensure vacuum cleaning ofall Up holstered Furnitureatleasttwice a week.
	+ Completemicrocleaningofallrooms, office, corridors, staircasesandcommonareaswithvacuum cleaner, onceeverymonth, tomakeit completely freefromdustand spiderwebsetc.
	+ Cleaning of overhead tank once in a month, cleaning of underground tank/sump once in a three month. Chlorination of water shall be done after cleaning of the tank. Cleaning of drainage line once in a month by fighter, pressure jet or succumb machine or as when required and requested by the SIHM/Hostel Authority.
	+ Ensure proper cleaning of terrace once in a week.
* Ensure cleaning of completefurniturefurnishing,electrical gadgets andlinenforrooms, completefurniture,stationeryandequipmentforofficeuse once a day.
* Ensure cleaning of Refrigeratorand watercooler. Micro cleaning ofrefrigerator and cooler once in a week.
* Ensure cleaning of all Bulbs,tubelights,fans,geysersroomheatersandotherelectricalappliances and firefightingequipments once in a month and replace it when it damaged.
	+ Wheelcartforhousekeepingandforcarryinggarbageto the dust bins.
	+ All consumables such as Air freshners, toilet paper rolls, Soaps, deodorisers, dusters, brooms, cleaners, mops, dustbins, doormats, Handwash (Dettol/Lifebuoy/Savlon brand), Baygon Spray, Hit Spray, vacuum cleaner and other accessories etc. are required to be provided by the bidder which should be of a good reputed brand.
	+ As and when required, all consumables and cleaning equipments shall be replace/refill by the bidder.
	+ Separate female employee to be engaged for girl’s hostel for Housekeeping service.
	+ Contractor shall have to follow uniform dress code for all housekeeping staff.
	+ House keeping chemical and material which will be supplied and used by bidder must be johnsondiversey/equivalent brand and SIHMhas right to change cleaning material if it found local brand on under lower brand.

**Record Keeping:**

TheManagershallmaintain all records as desired by theSIHMfromtimeto time. The cleaning record shall also be displayed at important places like toilet etc. Thehousekeeping shall beresponsibleforsafecustody,issueanduseofthelinen supplied by theSIHMorganizesits laundry as perrequirement.

House keeping schedule to be prepared in well in advance under the guidance of the management and approved plan to be followed strictly and daily log books to be logged and signed by SIHM as well as hostel authority.

***ARTICLE –2: SITE VISIT***

Bidder is advised to depute a suitable team to visit the site to fully understand the job and ascertain the difficulties that may be encountered during execution of works and for obtaining all information for himself on his own responsibility that may be necessary for preparing the bid and entering into Contract. The site visits shall be entirely at bidder’s own expense. Study of existing soil conditions is mandatory

The bidders and any of his personnel or agents shall be granted permission by the TCGL/SIHM to enter upon its premises and lands for the purpose of such inspection, additional surveys and investigation if he proposes to do etc. but only upon the explicit condition that the bidder, his personnel or agents, shall release and indemnify the TCGL/SIHM and his Personnel and agents from and against all liability in respect thereof and shall be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission would not have arisen.

***ARTICLE -3: USE AND CARE OF SITE***

1. The bidder shall not demolish, remove or alter structures or other facilities on the site without prior approval of SIHM.
2. All garbage/debris shall be removed from site daily or as they accumulate. All garbage/debris shall be disposed to the approved locations by SIHM. The necessary materials required i.e. cartoons/ dustbins etc to be provided by the Bidder at his cost. The transportation for disposing the debris shall also be arranged by the bidder. The Waste disposal shall be done in sealed condition without affecting the Environment.
3. All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.

***ARTICLE-4:SAFETY MANAGEMENT AND RESPONSIBILITIES***

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the supervisor must be present on site at all times of work to carry out safety audit checks to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site.

The Bidder is responsible to ensure that necessary and adequate personal protective equipments are all the times available for the service personnel working.

The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

***ARTICLE -5: OVERHEAD WIRES & CABLES***

Assume that overhead wires & cables are live at all times, and must not work near or on them.

***ARTICLE -6:FIRE***

Know fire escape route. When fire alarm bell sounds, stop working immediately, switch off equipment being used and report the appropriate fire officer.

***ARTICLE -7: SAFETY RULES AT WORK***

The bidder’s supervisor is responsible for ensuring that the workers comply with the safety rules at work.

***ARTICLE -8: ACCIDENTS***

It shall be the sole responsibility of the Bidder to adopt all the safety measures & deploy personnel who are adequately trained in safety.

1. If any accident occurs due to operations or due to negligence on the part of the Bidder’s personnel it shall be the full responsibility of the Bidder.
2. If any damage occurs to the structures/ material & equipment as well as rolling stock due to operations, the cost of damage will be recovered from the Bidder’s bill.

***ARTICLE -9: ELECTRICITY, WATER & GAS***

SIHM shall make available power at one point to the bidderrequired for the execution of work, operation and maintenance of the works. Electricity will be made available by the SIHM free of cost.

Water will be made available by the SIHM free of cost for which the Bidder shall arrange necessary supply fittings, flexible pipes etc. for taking water from taps into the building and the area for the awarded work.

***ARTICLE -10: STAFF AND LABOUR***

A reasonable proportion of the applicant's superintending staff shall have a working knowledge of Gujarati, English and/or Hindi language.

***ARTICLE -11: EPIDEMICS***

In the accommodation facility of any outbreak of illness of an epidemic nature, the applicant shall comply with and carry out such regulations, orders and requirements as may necessary and issued by the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same.

***ARTICLE -12:ALCOHOLIC LIQUOR OR DRUGS***

The bidder shall not, otherwise than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation., sale, gift, barter or disposal by his SubBidders, agents, staff or labour.

***ARTICLE -13:ARMS AND AMMUNITION***

The bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

***ARTICLE -14:ASSIGNMENT***

The biddershall not sub-contract any part of his obligation to any third party without prior approval of the TCGL/SIHM.

***ARTICLE -15: BURIAL OR CREMATION OF DEAD***

The bidder shall make all necessary arrangements for the transport, to any placeas required for burial / cremation of any of his expatriate employees or members of theirfamilies who may die in the Country. The bidder shall also be responsible, to theextent required by local regulations, for making any arrangements with regard to burial /cremation of any of his local employees who may die while engaged upon the Works.

***ARTICLE -16: RIGTH TO VARY***

The SIHM will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall,in his opinion, be appropriate, he shall have the authority to instruct the biddertodo and the bidder shall do any of the following:

* Increase or decrease the quantity of any work included in the Contract.
* Omit any such work (but not if the omitted work is to be carried out by the TCGL/SIHM or by another bidder), before the end of stipulated time limit of the contract.
* Change the character or quality or kind of any such work.
* Change the levels, lines, position and dimensions of any part of the works,
* Execute additional work of any kind necessary for the completion of the works, or
* Change any specified sequence or timing of construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of contract by the bidder or for which he is responsible, any additional cost attributable to such default shall be borne by the bidder.

The bidder shall not make any such variation without informing the TCGL and SIHM

Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions shall be governed according to the payment modality as outlined in the mode of payment schedule as deemed decide by the owner and no objection either in written or oral shall be accepted

***ARTICLE – 17: VARIATION, MODIFICATION***

1. Quantity of items may vary according to requirements of the program; same basis of pricing shall be applicable. In case of variation to an extent of +10% of original work, no extra payment shall be made or deducted.
2. If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:
	1. At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the TCGL/SIHM as to the nearest comparable item shall be final and binding on the bidder.
	2. If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the bidder for such items.
	3. If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis after hearing the bidder before a Committee formed by TCGL/SIHM stationed at the same place or the nearest place, as may be appointed by TCGL/SIHM.
	4. Bidder shall not execute the extra/additional work without prior approval of the TCGL/SIHM Committee Member of the Contract. Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detail cost analysis.
	5. The bidder shall keep all the joint records of measurement duly signed by the Bidder/ SIHM with proper justification as and when require. No extra cost or rate shall be considered if bidder is unable to justify the extra or additional work. If required the measurements shall be supported by Total Survey.

***ARTCILE -18: CONTRACTOR’S LIABILITY WITH RESPECT TO LABOUR / WORKMEN LAWS / ACTS / RULES & REGULATIONS ETC***

The contractor shall comply with all applicable laws, Ordinance, Rules &Regulationsand prescribed in Contract Labour (Regulation & Abolition) Act1970, EPF Act 1952, ESI Act, 1948, Payment of waged Act, 1936, and Workmen Compensation Act, 1923 and other applicable Labour Laws in respect of this contract and shall pay at his own cost all charges and levies and deposits in connection therewith.

The contractor shall comply with all the provisions of the Minimum Wages Act, 1948 applicable for Gujarat, and Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Fund & Misc. Provision Act, 1952, and ESI Act, 1948, amended from time to time and rules framed under and other Labour Law affecting contract labour that may be brought into force from time to time and shall continue to have valid PF Account No. & ESI Registration No. till actual completion of the contract. The contractor by 10th of every month shall provide a monthly statement along with challans showing recoveries of contribution and proof of remittance of provident fund contribution to RPFC and ESI contributions to ESI Corporation in respect of workers engaged in contract work. The Department reserves the right to withhold amount from the Running Account Payments, if ESI/PF. Contributions are not paid by the contractor and proof to that effect have not been produced regularly on due dates.

***ARTICLE-19: PENALTY***

SIHM will maintain a day to day record book where supervisor/SIHM/hostel committee member fill all the detail of work done by their staff. Complaint book also issued by SIHM/hostel where all complained regarding housekeeping work will be registered.

Unsatisfactory or poor performances perform by contractor then SIHM’s committee will decide penalty Rs.500/day but not more than 10% of monthly bill. If the contractor will not start the mobilisation of the work from the date of issuing of LOI/ Work order than 0.5% of the contract value for delay of each day taken by the bidder, subject to maximum of 5% of the contract value.

**CHAPTER – IV**

**SPECIAL TERMS AND CONDITIONS OF CONTRACT**

# ***ARTICLE - 1: CONTRACT PERIOD***

The contract period shall be for Three year from the date of signing of agreement. The contract may be extended for another Two (02) year based on performance of bidder and mutal agreement. However, the decision of Authority will be final in this matter

## ***ARTICLE -2: BIDDER’S OBLIGATION***

* + The bidder has to deploy employee for housekeeping is for 1 shift (i.e. General Shift-8 hours)
	+ Frequency for cleaning are required as per tender conditions. However, in addition to the cleaning of works is part of scope of work.
	+ The standard of cleanliness shall always be to the satisfaction of the Officer-in-charge whose decision in this regard shall be final and binding to the bidder.
	+ Tendered rates shall be for completed work covering all materials, labour, carriage, Machines / equipment, wages, general special liabilities / obligations as mentioned and profits etc all complete.
	+ All consumables such as Air freshners, toilet paper rolls, Soaps, deodorisers, dusters, brooms, cleaners, mops, dustbins, doormats, Handwash (Dettol/Lifebuoy/Savlon brand), Baygon Spray, Hit Spray, vacuum cleaner and other accessories etc. are required to be provided by the bidder which should be of a good reputed brand.
	+ Bidder shall make arrangement at his own cost to prevent any damage to the existing work due to any of his activities. If damage is done on account of his activities, he has to make good the losses incurred.
	+ If required, the bidder may provide accommodation at outside the campus to the workers at his own expense.

## ***ARTICLE - 3:TCGL/SIHM'S OBLIGATION***

1. TCGL/SIHM shall timley release the payment as per the payment terms.
2. TCGL/SIHM shall appoint, an authorised person as ‘Coordinator – TCGL/SIHM to coordinate with the Bidder in all matters related to manpower deploy at SIHM for the successful execution of the work and to be responsible for all necessary exchange of information required.

###### ARTICLE - 4: LIQUIDATED DAMAGES

The completion period of the entire work shall be as per the dates specified for the Contract; thisshall be deemed to be the essence of the contract. The time limit specified above and as approvedin writing by TCGL/SIHM, shall be strictly adhered to and followed. Liquidated Damages will beapplicable, on the entire value of the contract. If the contractor will not start the mobilisation of the work from the date of issuing of LOI/ Work order than 0.5% of the contract value for delay ofeach day taken by the bidder, subject to maximum of **5%** of the contract value.

The penalty shall be recoverable from the Deposit provided by the bidder. In case of delay to deliver the work within stipulated program, TCGL/SIHM reserves the right toterminate the contract and get all the jobs or the delayed job completed through another agency ofits choice. Any extra expenditure that TCGL/SIHM will have to incur for completion of the balance job/sthrough another agency on account of higher rates quoted by the agency will be recovered fromthebidder’s account, retention money, Security deposit. Moreover, TCGL/SIHM shall beentitled to all other legal proceedings as may be required for shortfalls in recovery.

###### ARTICLE - 5: TERMINATION OF THE CONTRACT

6.1 **TCGL/SIHMwill have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:**

1. **It is found that the schedule of implementation of the work is not being adhered to.**
2. **Bidder stops work and such stoppage has not been authorised by TCGL/SIHM.**
3. **Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.**
4. **TCGL/SIHMgives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the TCGL/SIHM.**
5. **Any action/omission not in line with laws of State Government/TCGL/SIHM**

###### ARTICLE - 6: “NO CLAIM” CERTIFICATE

The Bidder shall not be entitled to make any claim, whatsoever, against the Government/TCGL/SIHM, under or by virtue of or arising out of this Contract, nor shall the Government/TCGL/SIHMentertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a “No Claim” Certificate in favour of the Government/TCGL/SIHMin such forms as shall be required by him after the works are finally accepted.

###### ARTICLE - 7: SUSPENSION

TCGL/SIHMmay, by a written notice of suspension to the Bidder, suspend the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension:

1. Shall specify the nature of the failure and
2. Shall request the bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

###### ARTICLE -8: DETAILS TO BE KEPT CONFIDENTIAL

The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of theGovernment. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the Governmentwhose decision shall be final.

The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the Government.

***ARTICLE - 9: TRANSFER OF RIGHTS***

The Bidder shall not transfer the Contract to anybody except with the prior permission of the Government/its Department.

***ARTICLE – 10: BILLING***

The contractor shall raise invoice on the name of State Institute of Hotel management (SIHM). The contractor shall submit a monthly bill in duplicate to the Authorised Officer of SIHM. Payment procedure shall be done by SIHM only.

###### ARTICLE -11: PAYMENT TERMS

**11.1 Terms of Payment**:

Thepaymentfor services under thisagreementshallbemadeonmonthlybasis,payment will be released throughChequeonly.Thepaymentshallbedone within 15workingdaysfrom the date of certification of billforeachcalendarmonth, duly supported with therequisitedetailsofInvoice (i.e.Taxinvoiceasper GSTrulesclearlyindicatingGSTregistrationnumber,ServiceClassification,rateandamount ofGST shown separately).InsurancePoliciesand proofofpaymentofpremium (As applicable). Detailsofstatutory payments like PF,ESI,andEPFetc.(As applicable). UndertakingbytheHousekeeping Agencyregardingcomplianceofall statutes. CertificateoftheHousekeepingAgencythatlabourshavebeenpaidnotless than Minimumwages.(As applicable). Attendance sheet/ manpower deployment sheet (showing non-deployment/short deployment and reasons thereof) any document in support of any other claim permissible under this contract. Thefinal payment shall, however,bemadeonly afteradjustingall thedues/claimsoftheSIHM. If payment not done due to un avoidable circumstances by SIHM, contractor has to provide services for at least 3 months.

**11.2 Taxes,DutiesandLevies:**

Alltaxes(includingVAT),duties,levies etc.,imposedbytheState,CentralGovernmentandlocalbodiesinconnectionwiththiscontractinforceatthetimeofsubmissionofBidsshallbebornebythecontractor. However, if any newtax,dutyorlevyisimposedorenhancedbytheGovernment/Local bodies the sameshallbereimbursedon production ofproofofpayment.

Contractor shall be wholly responsible regarding the minimum wage payment.Asandwhentheminimumwagerateischangedbythe Government, thecontractorshallhavetopaytherevisedratetohisworkersasonthatdate.However,thedifferenceintherevisedwagesandthewagesinforceonthedateof submission of Bidsshallbeadjustedinthebills of the contractor. Thecontractorshallhavehisownsetupincludingregistrationundertherelevant laws governing thetypeof work heis to perform.

Contractor shouldpossessspecialized, experiencedandskilledworkersfor executing the works stipulatedin the contract. Thecontractorshallabidebyalltherulesandregulationsofthelabourlawsandrulesframedthereunderandmaintainalltheregistersrequiredundertheabove-mentioned rules and regulations.

Thecontractorshall paywagesdirectlytotheworkmenwithoutanyinterventionofanylabourcontractor.Thecontractorshallalsoensurethat noamountbywayofcommissionorotherwiseisdeductedfromthewagesoftheworkmen.

###### ARTICLE -12 OTHER SPECIAL CONDITION OF TENDER

1. The bidder shall visit the sites before applying.
2. The staff employed within the SIHM premises shall be provided withuniformby the bidderasper their job assignmentsandtheyshallwearitcompulsorilywhileonduty. Thecolourand styleofuniformshallhavepriorapprovaloftheAdministratorin-charge.The staffshouldwear clean and properly ironeddresswhileon duty.
3. Thebiddershallemployonlyadulttrainedstaffwithgoodhealthandsoundmind,notbelowtheageof18years.He shallalso nominate qualifiedandexperiencedmanager/supervisoracceptable to the SIHMto take orders/ instructions fromAuthorisedOfficerand the guests.
4. TheTCGL/SIHM shallretaintheoriginalagreementandtheContractorshallkeep theduplicateoftheagreement.TheContractorshallbearand pay allthecosts charges and expenses incidental to the preparation and execution of the signedContract in duplicate.
5. The bidder’s staff shall not be treated as the TCGL/SIHM staff for any purpose whatsoever. The bidder shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The TCGL/SIHM shall not be liable, to any penalty under relevant labour rules, enactment or related regulations for which bidder is responsible under the law. However, if the SIHM is forced to pay any cost of any nature on account of bidder’s liabilities the said cost shall be recovered from the dues payable to the bidder.
6. The bidder shall be responsible for fulfilling the requirements of all statutory provisions of relevantenacashment’s viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund & Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The SIHM shall be indemnified for any action brought against it for any violation/ non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Authorised Officer and his authorized representatives shall be entitled to inspect all such records at any time.
7. ThebiddershallsubmittheHousekeepingbillofthepreviousmonthlatestbythe10thofeverymonthtotheconcernedoftheSIHM.TheSIHMshallpaytheContractortowardsthebillwithintwentyworkingdaysafter receiptsoftheclear bill.
8. Thebiddershallbeleviedfinesasperdetailsenclosedhereinin a penalty as per chapter-3 article19.
9. The bidder shall not assign sub‑let or transfer their interest in this agreement without written consent of TCGL/SIHM. Though he may outsource the particular task only upon approval from the authority.
10. TCGL/SIHM shall communicate all changes, decisions, etc. in writing in as short time as possible.
11. Bidder shall be responsible for house keeping of the entire venue during the contract period.

**CHAPTER –V**

ANNEXURES

**TECHNICAL PROPOSAL SUBMISSION LETTER**

To:

 [Location, Date]

Managing Director

TOURISM CORPORATION OF GUJARAT LTD (TCGL)

Block No. 16, 4nd Floor,

Udyog Bhavan, Sector 11,

Gandhinagar – 382011

Dear Sir:

We / I, the undersigned, offer to **Operation of Housekeeping services at State Institute of Hotel Management(SIHM),Sidhpur**as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant]

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 90 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

\* Proposal should be submitted on the official letter head of the company

**ANNEXURE -1**

**FINANCIAL BID FORMAT**

Tender Notice No. :

Tender Document No. :

To,

Managing Director

TOURISM CORPORATION OF GUJARAT LTD (TCGL)

Block No. 16, 4nd Floor,

Udyog Bhavan, Sector 11,

Gandhinagar – 382011

Dear Sir:

I/We hereby bid for**ForOperation of Housekeeping services at State Institute of Hotel Management(SIHM),Sidhpur**as per the Terms of Reference given in this Tender Document of the TCGL,Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. **The price bid is to be filled online only.The price bid is to be filled in the given separate sheet format online on n-procure only**.

|  |
| --- |
| **Price Bid** |
| Sr. | Particular | Unit | Qty | Rate per month | Amount per month |
| 1 | Manager/Supervisor(Skilledworker) | No. | 1 |  |  |
| 2 | Housekeeping staff (Semi-skilled worker) | No. | 12 |  |  |
| 3 | Office/Lab Attendants (Semi-skilledworker) | No. | 3 |  |  |
| 4 | Electrician (Skilled worker) | No. | 1 |  |  |
| 5 | Plumber/Water Management person (Skilled Worker) | No. | 1 |  |  |
| 6 | Consumable like disinfectant, Handwash (Dettol/ lifebuoy/savlon brand), Airfreshners, BaygonSpay, Hit Spray, Cleaning material should be of johnsondiversey/equivalent brand etc. | Ls | 1 |  |  |
|  | **Total Amount** |  |  |  |  |

**Note:**

1. The agencyshall have to supply and use all necessary equipments like vacuum cleaner, fighter, pressure jet for drainage, Moping equipments, brooms, toilet cleaner brushes, urinal tablets,bucket, scrub of good quality, Doormates, Dustbins, Dusters etcwithout any extra cost. The agency has to quote keeping this in mind.
2. The Electrical material and plumbing material shall be provided by SIHM.
3. The extras shall be paid at the rate quoted in the tender and if the tendered rates are not available for the extra person then at the rate of minimum wages, currently in force, notified by the Regional Labour Commissioner (Central), Gandhinagar. In addition to this, negotiated service charges shall be paid on the wage bill of extra labour supplied by the contractor subject to approval of SIHM management authority
4. House keepingshall be done as per terms and requirement and also as per timming set out by the SIHM.

**Signature of the Bidder with Seal**

**ANNEXURE – 2**

**PROFORMA OF GENERAL POWER OF ATTORNEY**

 ***(To be signed and executed in non-judicial stamp paper of Rs. 100/=)***

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

* 1. Sri/Smt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/O\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residing at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Sri/Smt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/O\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residing at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Sri/Smt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/O\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residing at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_having its registered office at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby appoint Sri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Gujarat State Aviation Infrastruture Company Limited, Ahmedabad in connection with its tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_For the supply of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due for opening on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address) Signature of the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders

1.

2.

3.

ATTESTED ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/ society/ trust/ firm)

ANNEXURE – 3

**PROFILE OF THE BIDDER**

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-Bidders for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subBidders.

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Particular** |  |
| 1 | Name of bidder |  |
| 2 | Type of firm: Properitary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO | Partnership deed/MoA- AoA/Society as applicable |
| a | Year of Incorporation/ Registration number | Incorporation certificate as applicable |
| 3 | Communication Detail |  |
| a | Head Office address /Local Office address (if any) |  |
| b | Head Office address |  |
| 4 | Contact detail |  |
| a | Mobile Number |  |
| b | Landline Number |  |
| c | Fax Number |  |
| d | Email detail |  |
| 5 | Nature of Bussiness |  |
|  | 1. Since\_\_\_\_\_\_\_\_ |  |
|  | 2. Since\_\_\_\_\_\_\_\_\_ |  |

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

**ANNEXURE – 4**

**CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA**

**(CHAPTER-I, ARTICLE-2)**

**PRE-QUALIFICATION CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Pre-qualification criteria** | **Documentary Evidence** | **Documentary evidence submitted (Y/N) Pg. No. of proposal** |
| 1 | The bidder should have minimum three years experience in providing housekeeping services | * CA Certificate indicating the turnover from housekeeping activities in the last three years (2016-17, 2017-18 & 2018-19)
* Audited Reports for the 2016-17, 2017-18 & 2018-19.
* Work order Copies/ Completion certificate of the same clearly indicating work experience from housekeeping activities provided for the last three years (2016-17, 2017-18 & 2018-19).
 |  |
| 2 | The Bidder should have achieved **Minimum Annual Financial Turnover** (in equivalent Housekeeping & cleaning, related work etc) of **Rs. 45 Lakhs** in each of the last 3 years (i.e. 2016-17, 2017-18 & 2018-19). | Audited Financial Report for 2016-17, 2017-18 & 2018-19, CA certificate indicating minimum annual financial turnover from conceptualizing, planning, supervision and execution of Housekeeping & Cleaning work etc for 2016-17, 2017-18 & 2018-19. |  |
| 3 | The bidder should have executed a minimum one similar work of at least **Rs.30.00 Lakhs** at a single place in last three years.  | The bidder shall provide work order and work completion certificate which mentions clearly the amount of work completed as well as scope of work. |  |
| 4 | The bidder should have Minimum 25 manpower for house keeping employee. | (Refer and provide detail as per given in annexure-11) |  |
| 5 | The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract. | Power of Attorney as per the format given in **Annexure -2** |  |
| 6 | The bidder shall provide PAN, GST copy along with GST return certificate for 2017-18 & 2018-19. | A copy of PAN, GST Return Statement /Certificate.  |  |
| 7 | The bidder shall provide a valid EMD acceptable to TCGL. EMD of **Rs.30,000**/- has to be submitted along with bid document. Non-refundable Tender fees of **Rs. 1500**/- through DD favoring State Institute of Hotel Management has to be annexed with the bid document. | Tender fee DD and EMD - DD |  |
| 8 | The bidder should submit proof of ESIC and PF Registration, and labour license – Attach proof | Attach proof |  |
| 9 | History of Litigation | As per the format given in **Annexure -8** |  |
| 10 | The bidder has to submit self certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation | Self certified letter – As per format given in **Annexure-10** |  |

**TECHNICAL EVALUATION CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Criteria** | **Documentary evidence** | **Documentary evidence submitted (Y/N) Pg. No. of proposal** |
| 1 | The bidder should have a minimum experience of three years in conceptualizing, planning, supervision and execution of Housekeeping & Cleaning work.Experience will be considered as on last date of submission of tender | Work Order, Work Completion Certificate clearly indicating experience |  |
| 2 | The Bidder should have achieved **Minimum Average Annual Financial Turnover** (in equivalent Housekeeping & cleaning, related work etc) of **Rs. 45 Lakhs** in each of the last 3 years (i.e. 2016-17, 2017-18& 2018-19.). | Audited Financial Report. Chartered Account certificate indicating minimum annual financial turnover from similar works. |  |
| 3 | No. of similar work in value executed in last 3 years | Work Order/Work Completion certificate clearly mentioning the detail scope of work, cost of work etc. |  |
| 4 | The bidder should have Minimum 25 manpower for house keeping employee  | Provide detail as per given in annexure-11 |  |
| 5 | The bidder should have work experience in any Governement/PSU/corporation/ Central Govt. during last three years. | Work Order, Work Completion Certificate clearly indicating experience |  |

**Signature of the Bidder with seal**

**ANNEXURE -5**

**OVERALL ORGANISATION STRUCTURE**

* Overall organization chart of the company showing position of Managing Directors and HO organization
* Give list of employees: technical and non-technical (Ensure availability of minimum nos. as enlisted in bid). Submit their CVs and list indicating their Roles & Responsibilities at site during entire contract period.
* Give list of sister-concerns, if any.

|  |
| --- |
| **Format for Project Team Members’ Resume** |
| **Sr**  | **Item** | **Details** |  |  |
| 1 | Name |  |  |  |
| 2 | Specify role to be played in the project & whether `prime’ or `alternate’ |  |  |  |
| 3 | Current job title |  |  |  |
| 4 | Experience in yrs. (provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.) |  |  |  |
| 5 | Name of Organization | From | To | Designation/Responsibilities |
|  |  |  |  |  |
|  |  |  |  |  |
| 6 | Number of years with the Current Organization |  |  |  |
| 7 | Current job responsibilities |  |  |  |
| 8 | Summary of Professional/domain Experience |  |  |  |
| 9 | Skill sets |  |  |  |
| 10 | Highlights of assignments handled |  |  |  |
| 11 | Educational Background, Training/Certification including institutions, % of marks, specialization areas etc. |  |  |  |
| 12 | Degree (including subjects) | Year of Award of Degree | University | % of marks |

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member

Date :

Signature of Authorized Signatory Date :

Company Seal :

**ANNEXURE -6**

**OBLIGATION / COMPLIANCE TO BE INSURED BY BIDDER**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Particular** | **To be complied by bidder** |
|  |  | Yes | No |
| 1 | GST registration |  |  |
| 2 | Compliance of Provision of child labor act, workman compensation act |  |  |
| 3 | To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC act  |  |  |
| 4 | Send accident report to Regional Labour Commissioner (RLC) |  |  |
| 5 | PF registration number with detail of deployed staff |  |  |

**Signature of the Bidder with seal**

**ANNEXURE -7**

**LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of Client** | **Location of project/event** | **Description of work** | **Value of Contract/Work in Rs.** | **Duration (Start dtd –Completion dtd)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**NOTES:**

* Each of the listed works shall be supported with the copy of work order & Work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
* At least 5 Photographs of the work executed shall be attached.
* Non disclosures of any information in the schedule will result in disqualification of the firm.

**List of works on hand shall be attached as under.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of Client** | **Location of project/event** | **Description of work** | **Value of Contract/Work in Rs.** | **Duration (Start dtd –Completion dtd)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

**Signature of the Bidder with seal**

 **ANNEXURE -8**

**HISTORY OF LITIGATION**

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Award for/ or against bidder** | **Name of Client** | **Litigation & Dispute Matter** | **Disputed Amount in Rs.** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NOTE**

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

**Signature of the Bidder with seal**

**ANNEXURE -9**

**INDEMNITY UNDERTAKING**

I on behalf of M/s …………………………………………………… hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s

………………………………………………………… will abide by all safety rules and procedures. I declare that I M/s ………………………………………. will be responsible for any safety violations/ accident etc. TCGL/SIHM will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure TCGL/SIHM that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Contract at ………………….

I hereby declare that I am sole responsible on behalf of M/s…………………….

………………………………………….. for giving such declaration.

------------------------------ -----------------------

Name of Indemnifier/Agency Signature of Indemnifier/Agency

Stamp/Seal of the Indemnifier /Agency

--------------------------------

Signature of TCGL/SIHM Official

**ANNEXURE-10**

**SELF DECLARATION OF NOT-BLACKLISTED**

**(On company letter head)**

To Date:

Managing Director

TOURISM CORPORATION OF GUJARAT LTD (TCGL)

Block No. 16, 4nd Floor,

Udyog Bhavan, Sector 11,

Gandhinagar – 382011

Dear Sir,

This is to declare that our company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not blacklisted by any Central/State Government Department/Public Sector Undertaking.

**Name of Bidder:**

**Signature of the Bidder with seal**

**ANNEXURE -11**

 **Details of existing Manpower**

|  |  |  |
| --- | --- | --- |
| **Sr.No** |  **Manpower** | **No.of manpower** |
| 1 | Supervisor/Manager |  |
| 2 | Housekeeper |  |
| 3 | Office attendants |  |
| 4 | Electrician |  |
| 5 | Technician like plumber/carpenter |  |
|  | Total |  |

**ANNEXURE-12**

**LIST OF ACCEPTABLE BANKS FOR TENDER FEE/EMD**

1. DD/Pay Order/Banker’s Cheque issued by following banks will be accepted as EMD/SD :
2. All Nationalized Banks including the Public Sector Bank- IDBI Ltd.
3. DD/Pay Order/Banker’s Cheque issued by following Banks will be accepted as EMD/SD for period up to March 31, 2019. The validity cut-off date is with respect to date of issue.
	* Rajkot NagarikSahakari Bank Ltd.
	* The Mehsana Urban Co-Operative Bank Ltd.
	* The Surat District Co-op. Bank Ltd.
	* The Ahmedabad Mercantile Co-Operative Bank Ltd.
	* NutanNagarikSahakari Bank Ltd.
	* The Kalupur Commercial Co-Operative Bank Ltd.
	* Saurashtra Gramin Bank
	* Baroda Gujarat Gramin Bank
	* RBL Bank
	* Karur Vysya Bank
	* AXIS Bank
	* ICICI Bank
	* HDFC Bank.
	* Kotak Mahindra Bank
	* Induslnd Bank
	* DCB Bank
	* FEDERAL Bank
	* YES Bank

**Annexure-13**

**Details of Venue**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Room No.** | **Room type** | **Carpet Area (In Sq. Mt)** |
| 1 | C-1 | Classroom | 87.28 |
| 2 | C-6 | Tutorial Room | 55.8 |
| 3 | C-7 | Classroom | 87.28 |
| 4 | C-8 | Classroom | 87.28 |
| 5 | L-1  | Bakery | 70.48 |
| 6 | L-3  | Confectionary | 70.1 |
| 7 | L-4 | Basic Training | 70.48 |
| 8 | L-5 | Advanced Training Restaurant | 66.47 |
| 9 | L-8 | Quantity Food Kitchen | 170.58 |
| 10 |  L-18 | Computer Center | 101.54 |
| 11 | L-6 | Advanced Training Kitchen | 101.91 |
| 12 | L-7 | Larder Kitchen | 101.54 |
| 13 | L-2 | Boys Common Room | 70.1 |
| 14 | L-14 | Girls Common Room | 94.75 |
| 15 | L-10 | Front Office  | 46.52 |
| 16 | L-11 | Housekeeping | 46.23 |
| 17 | L-12 | Linen Room | 46.23 |
| 18 | L-13 | Laundry Room | 22.94 |
| 19 | L-15 | Food Science Lab | 32.44 |
| 20 | L-16 | Demonstration Lab | 32.49 |
| 21 | L-17 | Eng. language Lab | 67.45 |
| 22 | C-2 | Classroom | 58.12 |
| 23 | C-3  | Classroom | 58.12 |
| 24 | C-4 | Classroom | 58.12 |
| 25 | C-5  | Classroom | 58.12 |
| 26 | SRH | Seminar Hall | 136.38 |
| 27 | LIB | Library  | 136.38 |
| 28 | S-10 | Reading Room | 66.54 |
| 29 | A-1 | Principal Cabin | 22.97 |
| 30 | A-13 | Rest Room- Principal | 7.48 |
| 31 | A-4 | Training & Placement Office | 87.28 |
| 32 | A-2 | Board Room | 22.97 |
| 33 | A-3 | PA Cabin | 10.2 |
| 34 | A-5 | Accountant Cabin | 10.2 |
| 35 | A-6 | Cashier Cabin | 3.86 |
| 36 | A-7 | Telephone Operator Cabin | 3.86 |
| 37 | A-8 | Computer Record Room | 3.78 |
| 38 | A-9 | Record Room | 32.2 |
| 39 | A-10 | Staff Cabin 1 | 5.95 |
| 40 | A-11 | Staff cabin 2 | 5.95 |
| 41 | A-12 | HOD Cabin | 11.3 |
| 42 | A-14 | Rest Room-Admin | 7.48 |
| 43 | A-15 | Admin Cabin (F.F.) | 7.35 |
| 44 | A-16 | Left Admin Cabin (F.F.) | 7.35 |
| 45 | A-17 | Left Admin Cabin (F.F.) | 7.35 |
| 46 | A-18 | Left Admin Cabin (F.F.) | 7.35 |
| 47 | A-19 | Left Admin Cabin (F.F.) | 7.35 |
| 48 | A-20 | Left Admin Cabin (F.F.) | 7.35 |
| 49 | A-21 | Left Admin Cabin (F.F.) | 7.35 |
| 50 | A-22 | Left Admin Cabin (F.F.) | 7.35 |
| 51 | A-23 | Right Admin Cabin (F.F.) | 9.52 |
| 52 | S-2 | Departmental Office | 22.23 |
| 53 | A-32 | Staff Cabin - 3 | 9.52 |
| 54 | A-24 | Faculty Room | 7.35 |
| 55 | A-25 | Faculty Room | 7.35 |
| 56 | A-26 | Faculty Room | 7.35 |
| 57 | A-27 | Faculty Room | 7.35 |
| 58 | A-28 | Faculty Room | 7.35 |
| 59 | S-9  | Central Stores |  33.02 |
| 60 | A-23 | Maintenance | 10 |
| 61 | A-32 | Housekeeping | 10 |
| 62 | L-9 | Examination Control Office | 60.46 |
| 63 | A-33 | Pantry for Staff | 10 |
| 64 | A-35 | Pantry for Staff | 10 |
| 65 | A-30 | Right Admin Cabin (F.F.) | 7.35 |
| 66 | A-31 | Right Admin Cabin (F.F.) | 7.35 |
| 67 | A-29 | Right Admin Cabin (F.F.) | 7.35 |
| 68 | A-37 | Left Record Room (F.F.) | 7.35 |
| 69 | A-38 | Right Record Room (F.F.) | 7.35 |
| 70 | SEC | Security | 8 |
| 71 | T-1  | Principal Toilet | 7.12 |
| 72 | T-2  | Admin Toilet | 7.12 |
| 73 | T-3  | Staff Gents Toilet | 25.84 |
| 74 | T-4 | Students Gents Toilet | 25.84 |
| 75 | T-5 | Staff Ladies Toilet | 25.84 |
| 76 | T-6 | Students Ladies Toilet | 25.84 |
| 77 | T-7 | Staff Gents Toilet | 25.84 |
| 78 | T-8 | Students Gents Toilet | 25.84 |
| 79 | T-9 | Staff Ladies Toilet | 25.84 |
| 80 | T-10 | Students Ladies Toilet | 25.84 |
| 81 |  A-34 | Stationery Store | 10 |
| 82 |  A - 36 | First Aid & Sick Room | 10 |
| 83 | S-7 | Store Room | 46.86 |
| 84 |  CAF | Cafeteria |  154.54 |
| 85 | **GIRLS HOSTEL** |   |   |
|   | G. ROOM 001 | ROOM | 22.01 |
| 86 | G. ROOM 002 | ROOM | 21.24 |
| 87 | G. ROOM 003 | ROOM | 21.58 |
| 88 | G. ROOM 004 | ROOM | 21.58 |
| 89 | G. ROOM 005 | ROOM | 21.58 |
| 90 | G. ROOM 006 | ROOM | 21.53 |
| 91 | G. ROOM 007 | ROOM | 21.53 |
| 92 | G. ROOM 008 | HANDICAP RM. | 21.64 |
| 93 | G. ROOM 009 | ROOM | 21.27 |
| 94 | G. ROOM 010 | ROOM | 22.01 |
| 95 | G. ROOM 101 | ROOM | 22.01 |
| 96 | G. ROOM 102 | ROOM | 21.24 |
| 97 | G. ROOM 103 | ROOM | 21.58 |
| 98 | G. ROOM 104 | ROOM | 21.58 |
| 99 | G. ROOM 105 | ROOM | 21.58 |
| 100 | G. ROOM 106 | ROOM | 21.53 |
| 101 | G. ROOM 107 | ROOM | 21.53 |
| 102 | G. ROOM 108 | ROOM | 21.64 |
| 103 | G. ROOM 109 | ROOM | 21.27 |
| 104 | G. ROOM 110 | ROOM | 22.01 |
| 105 | G. TOILET-1 |   |   |
| 106 | WC - 1 | TOILET | 1.94 |
| 107 | BATH - 1 | TOILET | 2.44 |
| 108 | WC - 2 | TOILET | 1.99 |
| 109 | BATH - 2 | TOILET | 2.51 |
| 110 | G. TOILET-2 |   |   |
| 111 | WC - 1 | TOILET | 1.94 |
| 112 | BATH - 1 | TOILET | 2.44 |
| 113 | WC - 2 | TOILET | 1.99 |
| 114 | BATH - 2 | TOILET | 2.51 |
| 115 | G. TOILET - 3 |   |   |
| 116 | WC - 1 | TOILET | 1.94 |
| 117 | BATH - 1 | TOILET | 2.44 |
| 118 | WC - 2 | TOILET | 1.99 |
| 119 | BATH - 2 | TOILET | 2.51 |
| 120 | G. TOILET -4 |   |   |
| 121 | WC - 1 | HANDICAP TOI. | 4.02 |
| 122 | BATH - 1 | HANDICAP TOI. | 4.02 |
| 123 | G. TOILET - 5 |   |   |
| 124 | WC - 1 | TOILET | 1.94 |
| 125 | BATH - 1 | TOILET | 2.44 |
| 126 | WC - 2 | TOILET | 1.99 |
| 127 | BATH - 2 | TOILET | 2.51 |
| 128 | G. TOILET-6 |   |   |
| 129 | WC - 1 | TOILET | 1.94 |
| 130 | BATH - 1 | TOILET | 2.44 |
| 131 | WC - 2 | TOILET | 1.99 |
| 132 | BATH - 2 | TOILET | 2.51 |
| 133 | G. TOILET - 7 |   |   |
| 134 | WC - 1 | TOILET | 1.94 |
| 135 | BATH - 1 | TOILET | 2.44 |
| 136 | WC - 2 | TOILET | 1.99 |
| 137 | BATH - 2 | TOILET | 2.51 |
| 138 | G. TOILET - 8 |   |   |
| 139 | WC - 1 | TOILET | 1.94 |
| 140 | BATH - 1 | TOILET | 2.44 |
| 141 | WC - 2 | TOILET | 1.99 |
| 142 | BATH - 2 | TOILET | 2.51 |
| 143 | G. ELECTRICAL ROOM -1 | SERVICES | 3.89 |
| 144 | G. ELECTRICAL ROOM -2 | SERVICES | 4.89 |
| 145 | **BOYS HOSTEL** |   |   |
|   | Hostel Office 1 | ADMIN | 17.39 |
| 146 | Hostel Office 2 | ADMIN | 17.39 |
| 147 | Hostel Office 3 | ADMIN | 17.39 |
| 148 | HOSTEL WAITING ROOM |   | 17.39 |
| 149 | B. ROOM 001 | ROOM | 21.7 |
| 150 | B. ROOM 002 | ROOM | 21.7 |
| 151 | B. ROOM 003 | ROOM | 21.7 |
| 152 | B. ROOM 004 | ROOM | 21.7 |
| 153 | B. ROOM 005 | ROOM | 21.7 |
| 154 | B. ROOM 006 | ROOM | 21.7 |
| 155 | B. ROOM 007 | ROOM | 21.7 |
| 156 | B. ROOM 008 | ROOM | 21.7 |
| 157 | B. ROOM 009 | ROOM | 21.7 |
| 158 | B. ROOM 010 | HANDICAP RM. | 21.7 |
| 159 | B. ROOM 011 | HANDICAP RM. | 21.7 |
| 160 | B. ROOM 012 | ROOM | 21.7 |
| 161 | B. ROOM 013 | ROOM | 21.7 |
| 162 | B. ROOM 014 | ROOM | 21.7 |
| 163 | B. ROOM 015 | ROOM | 21.7 |
| 164 | B. ROOM 016 | ROOM | 21.7 |
| 165 | B. ROOM 017 | ROOM | 21.7 |
| 166 | B. ROOM 018 | ROOM | 21.7 |
| 167 | B. ROOM 019 | ROOM | 21.7 |
| 168 | B. ROOM 020 | ROOM | 21.7 |
| 169 | B. ROOM 101 | ROOM | 21.7 |
| 170 | B. ROOM 102 | ROOM | 21.7 |
| 171 | B. ROOM 103 | ROOM | 21.7 |
| 172 | B. ROOM 104 | ROOM | 21.7 |
| 173 | B. ROOM 105 | ROOM | 21.7 |
| 174 | B. ROOM 106 | ROOM | 21.7 |
| 175 | B. ROOM 107 | ROOM | 21.7 |
| 176 | B. ROOM 108 | ROOM | 21.7 |
| 177 | B. ROOM 109 | ROOM | 21.7 |
| 178 | B. ROOM 110 | ROOM | 21.7 |
| 179 | B. ROOM 111 | ROOM | 21.7 |
| 180 | B. ROOM 112 | ROOM | 21.7 |
| 181 | B. ROOM 113 | ROOM | 21.7 |
| 182 | B. ROOM 114 | ROOM | 21.7 |
| 183 | B. ROOM 115 | ROOM | 21.7 |
| 184 | B. ROOM 116 | ROOM | 21.7 |
| 185 | B. ROOM 117 | ROOM | 21.7 |
| 186 | B. ROOM 118 | ROOM | 21.7 |
| 187 | B. ROOM 119 | ROOM | 21.7 |
| 188 | B. ROOM 120 | ROOM | 21.7 |
| 189 | B. TOILET - 1 |   |   |
| 190 | WC - 1 | TOILET | 1.97 |
| 191 | BATH-1 | TOILET | 2.42 |
| 192 | WC - 2 | TOILET | 1.89 |
| 193 | BATH-2 | TOILET | 2.33 |
| 194 | B. TOILET-2 |   |   |
| 195 | WC-1 | TOILET | 1.97 |
| 196 | BATH-1 | TOILET | 2.42 |
| 197 | WC - 2 | TOILET | 1.89 |
| 198 | BATH-2 | TOILET | 2.33 |
| 199 | B. TOILET - 3 |   |   |
| 200 | WC - 1 | TOILET | 1.97 |
| 201 | BATH-1 | TOILET | 2.42 |
| 202 | WC - 2 | TOILET | 1.89 |
| 203 | BATH-2 | TOILET | 2.33 |
| 204 | B. TOILET - 4 |   |   |
| 205 | WC - 1 | TOILET | 1.97 |
| 206 | BATH-1 | TOILET | 2.42 |
| 207 | WC - 2 | TOILET | 1.89 |
| 208 | BATH-2 | TOILET | 2.33 |
| 209 | B. TOILET -5 |   | 13.93 |
| 210 | WC - 1 | HANDICAP TOI. | 1.89 |
| 211 | BATH-1 | HANDICAP TOI. | 2.33 |
| 212 | B. TOILET - 6 |   | 13.93 |
| 213 | WC - 1 | HANDICAP TOI. | 1.89 |
| 214 | BATH-1 | HANDICAP TOI. | 2.33 |
| 215 | B. TOILET - 7 |   | 13.93 |
| 216 | WC - 1 | TOILET | 1.89 |
| 217 | BATH-1 | TOILET | 2.33 |
| 218 | B. TOILET - 8 |   | 13.93 |
| 219 | WC - 1 | TOILET | 1.89 |
| 220 | BATH-1 | TOILET | 2.33 |
| 221 | B. TOILET - 9 |   |   |
| 222 | WC - 1 | TOILET | 1.97 |
| 223 | BATH-1 | TOILET | 2.42 |
| 224 | WC - 2 | TOILET | 1.89 |
| 225 | BATH-2 | TOILET | 2.33 |
| 226 | B. TOILET - 10 |   |   |
| 227 | WC - 1 | TOILET | 1.97 |
| 228 | BATH-1 | TOILET | 2.42 |
| 229 | WC - 2 | TOILET | 1.89 |
| 230 | BATH-2 | TOILET | 2.33 |
| 231 | B. TOILET - 11 |   |   |
| 232 | WC - 1 | TOILET | 1.97 |
| 233 | BATH-1 | TOILET | 2.42 |
| 234 | WC - 2 | TOILET | 1.89 |
| 235 | BATH-2 | TOILET | 2.33 |
| 236 | B. TOILET - 12 |   |   |
| 237 | WC - 1 | TOILET | 1.97 |
| 238 | BATH-1 | TOILET | 2.42 |
| 239 | WC - 2 | TOILET | 1.89 |
| 240 | BATH-2 | TOILET | 2.33 |
| 241 | B. ELECTRICAL ROOM - 1 | SERVICES | 5.48 |
| 242 | B. ELECTRICAL ROOM - 2 | SERVICES | 5.48 |
| 243 | B. ELECTRICAL ROOM - 3 | SERVICES | 5.48 |
| 244 | B. ELECTRICAL ROOM - 4 | SERVICES | 5.48 |
| 245 | B. WATER COOLER 1 | SERVICES | 3.86 |
| 246 | B. WATER COOLER 2 | SERVICES | 3.86 |
| 247 | B. WATER COOLER 3 | SERVICES | 3.86 |
| 248 | B. WATER COOLER 4 | SERVICES | 3.86 |
|  | Total Carpet -Area |  | 4395 |