

OFFICE OF THE CHIEF ENGINEER
RURAL CONNECTIVITY TRAINING CUM RESEARCH CENTRE,
VILLAGE JHANJH, SECTOR-24, NAYA RAIPUR-492002 (C.G.)
NO. 378 /CE/RCTRC/2016 Naya Raipur Dated 24 / 11/ 2016

Expression of Interest

Chief Engineer, Rural Connectivity Training cum Research Centre, Raipur invites proposal for Management of RCTRC & RRNMU i/c Security, House Keeping, Gardening, Mess/catering arrangement, Transportation etc. for Field visit as per schedule.

Submit your offer for the job as specified. Your offer should be submitted in sealed cover as specified in this tender document and addressed to the Chief Engineer, Rural Connectivity Training cum Research Centre, Village Jhanjh, Sector-24, Naya Raipur with our reference number super-scribed on the cover and on the understanding that you have read through the Terms and Conditions of this invitation and the enclosures and undertake to abide by them. Tender documents will be available from 28.11.2016 and onwards on all working days during office hours from the office of Superintending Engineer, CGRRDA, Project Circle, collectorate campus Raipur after paying bank draft of Rs. 10,000/- (non refundable) in favour of Superintending Engineer, CGRRDA, Project Circle, Raipur payable at Raipur. The tender documents can also be downloaded from the website: <http://prd.cg.gov.in> for which document cost will be submitted along with the bid envelope 1.

CHIEF ENGINEER
RURAL CONNECTIVITY TRAINING CUM RESEARCH CENTRE,
VILLAGE JHANJH, SECTOR-24, NAYA RAIPUR, 492002 (C.G.)

1. Name of Services- Management of RCTRC & RRNMU building

Working field include – Security, Gardening, Maintenance of premises, House Keeping, Mess/catering arrangement, Transportation etc. The work will be on the complete turnkey basis.

Tender documents will be available from 28.11.2016 and onwards on all working days during office hours after paying bank draft of Rs. 10,000/- (non refundable) in favour of Superintending Engineer, CGRRDA, Project Circle, Raipur payable at Raipur. The tender documents can also be downloaded from the website: <http://prd.cg.gov.in>, Tender Document Fee will be paid by the Bidder at the time of submission of the bid if document is downloaded from website. Tender documents complete in all respects shall be submitted to the office along with a refundable security deposit (DD, FDR or Banker's Cheque) of Rs. 2,00,000/- (in words Rs. Two Lakhs only) favoring Superintending Engineer, CGRRDA, Project Circle, Raipur payable at Raipur within below specified time frame Last Date of receipt of Tender is 20.12.2016 by 3:30 PM. Date of opening of Tender is 20.12.2016 from 04:00 PM. Prebid meeting will be held on 05.12.2016 at 11:30 AM at Office of The Chief Engineer, Rural Connectivity Training Cum Research Centre, Village Jhanjh, Sector-24, Naya Raipur-492002 (C.G.)

The Successful bidder should submit a performance guarantee of Rs. 5,00,000/- (Rs. Five Lakhs) only in shape of D.D./ Fixed Deposit/ Bank Guarantee favoring Chief Engineer, Rural Connectivity Training Cum Research Centre, payable at Raipur.

Note: No Tender document will be accepted without the Security Deposit in prescribed format.

2. Eligibility Criteria

The agencies intending to bid for appointment as a Hospitality service provider shall fulfill the following pre-qualifying criteria:-

1. The principal bidder should be registered business entity (company/partnership/firm/proprietorship) and should have been operating in the same field for at least last 3 financial years.
2. The Bidder should have three work order in the same field of minimum total value of Rs. 1 Crore, out of which one work order should be in state of Chhattisgarh with minimum value of 25 lakhs during the last two financial years.
3. The bidder should have Income Tax PAN,TIN/ Sales Tax, Service Tax Registration Certificate by Commercial Tax Department, Valid Catering

license like FSSAI (Food Safety and Standards Authority of India) or from competent authority.

4. The bidder should have sound financial position and should have cumulative turnover of Rs. 1 Crore (Rupees One Crore Only) for last three financial year.

3. Scope of Services

- a. Maintenance and up keeping of all the bathrooms, toilet, washbasin and cleaning both times daily as per requirements.
- b. Keeping the premises clean by cleaning the rooms/ kitchen/ dining hall and whole premises every day.
- c. Garbage disposal facility to the location specified by NRDA, strictly following the idea of Swachha Bharat Mission.
- d. Provision of sufficient number of male and female security guards for overall security of premises and infrastructure.
- e. Maintenance of internal electrification and water supply within the premises.
- f. The Bidder has to establish a modern equipped kitchen to prepare food hygienically.
- g. The Bidder should provide welcome drink to each visitor on arrival.
- h. To provide morning tea, breakfast, lunch, evening tea with snacks and dinner during trainings/workshops/meetings.
- i. Housekeeping services.
- j. Bidder has to provide the required blanket, fresh bed seats & pillow cover. Bed seats/ pillow cover to be changed every third day.
- k. To Provide entertainment facilities like LED Projector/ TV with setup box connection in common area as directed by the Chief Engineer, RCTRC.
- l. Bidder should provide one reception counter (24 x 7) with persons who have good communications in Hindi, English & local languages.
- m. Providing Executive bag, note pad, pen etc. to trainees and trainers.
- n. Bidder should have a team with proper dress code and with ID cards.
- o. Bidder should do the documentation in the form of photography and videography of each field visit.
- p. Required overall up keep of Lodging & Boarding facilities drinking water, Security.

4. Submission of Tender:-

Tender shall be prepared and submitted in one sealed envelope containing 2 individually sealed envelopes inside. All envelopes shall be surely sealed and shall have super inscription on the cover indicating name and reference of the tender and envelop number.

1. Envelope 1: It will contain EMD & Technical bid. Earnest money deposit in the form of crossed bank draft/FDR or Bankers Cheque of Rs. 2,00,000/- (Rs. Two lakh only) refundable without interest of any nationalized bank in favor of Superintending Engineer, CGRRDA, Project Circle, Raipur payable at Raipur. Technical bid shall contain all documents required in support of meeting the eligibility criteria as stated above in Para 2 Eligibility Criteria.

2. Envelope 2: It will contain Financial bid in the prescribed format.

5. Evaluation of technical Bids

Technical qualification will be done by CGRRDA as per eligibility criteria.

6. Award of Work: -

Work will be awarded to successful bidder by CGRRDA.

7. Duration of Agreement: -

This agreement is valid for two years from the date of issue of work order. Further it can be extended up to a period of one year with mutual consent.

8. Basis and interpretation of signing the tender form: -

The signing of the tender by the Bidder shall be deemed an acceptance of all stipulations and provisions of these conditions and associated documents as an integral part of the contract. No provision in these general conditions shall be rendered inapplicable except only so far as these provisions are not consistent with provisions contained in any specification and technical condition, in which case the later shall be effective provision.

9. Period of validity of tender: -

The Bidder agrees that the tender once dispatched/ submitted shall remain irrevocable and open for acceptance for a period of 6 months from the date of opening of tender. If any Bidder withdraws his tender before the said period or makes any modification in the terms and conditions of the tender, which are not acceptable to the CGRRDA, the CGRRDA shall without prejudice to any other right be at liberty to forfeit the earnest money deposit absolutely.

10. Acceptance of tender: -

The acceptance of tender will vest with the CGRRDA, who reserves to himself the authority to give relaxation in any terms and conditions or reject any or all of the tenders without assigning any reasons. Tenders in which, any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The CGRRDA does not bind the right of accepting the whole or any part of the tender and the Bidder shall be bound to perform the same. Unsealed tenders are also liable to be rejected.

11. Tender Deposit: -

The Bidder shall submit tender along with EMD of Rs. 2,00,000/- (Rs. Two Lakhs only) (refundable) in the form of demand draft/FDR or Bankers Cheque of any nationalized bank in favor of Superintending Engineer, CGRRDA, Project Circle, Raipur payable at Raipur. If the successful Bidder to whom the contract is awarded refuses or neglects to sign or fails to furnish the performance bond, his earnest money deposit shall be forfeited. The EMD (without any interest) of unsuccessful Bidder will be returned as soon as practicable after the award of contract to successful party or termination of the validity of the tender proposal, whichever comes first. Any tender without EMD (Earnest Money Deposit) will be rejected. The successful bidder must furnish a performance guarantee of Rs. 5,00,000/- (Rs. Five Lakhs) only in shape of D.D./Fixed Deposit/ Bank Guarantee in favour of Chief Engineer, Rural Connectivity Training cum Research Centre, Village Jhanjh, Sector-24, Naya Raipur

12. Representation: -

- i) On acceptance of the bid, the name(s) of the accredited representative(s) of the contractor who would be responsible for taking instructions from the competent authorities shall be intimated to the RCTRC/ CGRRDA.
- ii) Canvassing about tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

13. Taxes: -

Service Tax, Sales Tax, Excise duty or Statutory Taxes and other liabilities as applicable on any matter in respect of the contract shall be payable by the Bidder. Bidder should include all such relevant taxes in his bid. TDS implication will be as per law.

14. Implementation Plan: - The Bidder shall submit an implementation plan to complete all the services in accordance with the scope of work.

- 15. Management Plan:** - The Bidder shall submit a chart of the Organization personnel's which he proposes to establish for the execution of the project covering both home and field work and including the name and Curriculum Vitae of key personnel.
- 16.** Photographs and video coverage of the field visit if any at the time of training shall be prepared and copies/ CD of the same shall be submitted to the RCTRC.
- 17.** The Chief Engineer, RCTRC has the right to make necessary changes in the plan at the eleventh hour.
- 18.** All rights will be reserved with CGRRDA through Chief Engineer, Rural Connectivity Training cum Research Centre, Village Jhanjh, Sector-24, Naya Raipur, any dispute arising shall be subject to Raipur Jurisdiction.
- 19.** Govt. of CG/CGRRDA/RCTRC will not liable or responsible for any mis-happening & casualty during any stage of work.
- 20.** The Bidder shall employ qualified/ skilled staff and labour and shall ensure availability of all safety measures as per standard practices. Any casualty/ mis-happening during installation and un-installation work shall be sole responsible of the Bidder. Chhattisgarh Govt./ CGRRDA will not be liable in any manner. Insurance of all the employees, employed by the Bidder is necessary.
- 21.** The Bidder shall obtain certification from registered civil/ electrical engineer regarding adequacy of standard safety measures from fire and electrical wiring and quality of structure to survive rain, wind and fire as per established norms. Also sufficient insurance coverage shall be obtained to cover losses on account of any unforeseen mis-happening to structure and life of individuals.
- 22.** The Bidder shall secure the entire venue by deployment of adequate security personnel both male and female considering high footfall as stated above for safety of Individuals.
- 23.** The payment will be made monthly for the monthly bills received as certified by the training in charge in RCTRC.

Form of Bid

Notes: The Bidder shall detach this form, fill in and submit this Bid form with the envelope dully sealed and marked Financial Bid.

To

Chief Engineer
Rural Connectivity Training Cum Research Centre,
Village Jhanjh, Sector-24, Naya Raipur-492002 (C.G.)

Description of the Works: -

Management of RCTRC & RRNMU building i/c Security, House Keeping, Gardening, Mess arrangement, Training arrangement and Transportation etc. for Field visit as per schedule.

I/We offer to execute the services described below with the conditions of contract specification, on following rate:-

S.no	Name of Services	Unit.	Estimated Quantity during the year	Rate per unit	Amount
1.	Providing security arrangements, Gardening, maintenance of building & Premises, Cleaning/ Sweeping of Office campus, building, floors, rooms, house keeping of lodging facility etc. as per scope of work excluding Mess/catering service	Per month	12		
2.	<u>Mess/Catering services</u> <u>(as per Annexure -'A')</u>				
	(a) for residential	Per person per day	1600		
	(b) for non-residential	Per person Per day	2000		
3.	Transportation arrangements				
	(a) 40 seater Bus or equivalent make (100 km. average)	Per trip	40		
	(b) 18 seater Mini Bus or equivalent make	Per trip	20		
	(c) Innova/Honda city car or equivalent make	Per month	12		
	(d) Indigo/Scorpio or equivalent make	Per month	12		
	(e) Bolero/ Tata sumo or equivalent make	Per month	12		
		Total -			

DECLARATION

I partner/proprietor/director of
..... on behalf of the firm/company hereby
declare that all the above information is true and correct. We are willing
to provide services for Rural Connectivity Training cum Research Centre,
Village Jhanjh, Sector-24, Naya Raipur for Management of RCTRC &
RRNMU building i/c Security, House Keeping, Gardening, maintenance
of building and premises, Mess/ catering arrangement, Training
arrangement and Transportation for Field visit as per schedule

Authorized Signatory:.....

Name/Title of the Organization Submitting the bid

.....

Type of Organisation- Company (Private/
Limited)/Partnership firm/Individual

Address

.....

Contact Person with designation.....

Contact No.....

Fascimile (FAX) No.....

Electronic Mail Identification (E-Mail ID):-.....

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1 For residential training/workshop

Menu
welcome Drink
Breakfast
Morning tea with Biscuit
poori Bhaji/Aaloo Paratha/Poha-Jalebi/Bhajiya/Samosa/Upma/Idli/sambhar vada/dokla/bread sandwich etc.
Tea/ Coffee
Sweet Dish
Fruit
Lunch
VEG Salad,Papad,Achaar,chutney
2Seasonal bhaji
Daal/Mix Daal
Rice/Jeera Rice/pulao
Chapaties/tawa Roti/ Tandoori Roti/paratha
Rayta/Curd
Sweet dish + ice cream
Evening Snacks
Bhajiya/Bread Pakoda/Samosa/kachodi etc.
Tea/ Coffee/and Biscuit
Dinner
SOUP
VEG Salad,Papad,Achaar,chutney
2Seasonable Vegetable
Daal/Mix daal
Rice/Jeera Rice/pulao
1 Special Chhattisgarh Vyanjan
Chapaties/tawa Roti/ Tandoori Roti/paratha
Rayta/Curd
Sweet dish

2 for non residential training/workshop/meeting

Breakfast
Morning tea,coffee with Biscuit/Namkeen
Lunch
VEG Salad,Papad,Achaar,chutney
2Seasonal bhaji
Daal/Mix Daal
Rice/Jeera Rice/pulao
Chapaties/tawa Roti/ Tandoori Roti/paratha
Rayta/Curd
Sweet dish

This menu is only indicative. Menu can be modified as per requirement. Each week menu to prepared and got prior approval from RCTRC as per seasonal availability and weather conditions.