

राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला ओडिशा
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA
ODISHA - 769008

**TENDER FOR GUEST HOUSE MANAGEMENT SERVICES
(NORTH BLOCK & SOUTH BLOCK) AT NATIONAL
INSTITUTE OF TECHNOLOGY, ROURKELA**

Tender Notice No.: NITR/PW/GH/2025/350

Date: 04/06/2025

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**NOTICE INVITING TENDER FOR GUEST HOUSE MANAGEMENT
SERVICES (NORTH BLOCK & SOUTH BLOCK) NATIONAL INSTITUTE
OF TECHNOLOGY ROURKELA**
(E-PROCUREMENT MODE ONLY)

"National Institute of Technology Rourkela, an institute of national eminence under the Ministry of Education, Government of India, requires the services of a reputed, well-established, and financially sound Proprietorship/Partnership Firm/Private Limited/Limited Company for Guest House Management Services (South and North Blocks) including Management, Maintenance, Housekeeping, and In-House Catering Services.

On behalf of the Director, NIT Rourkela, online tenders from eligible and experienced bidders are invited through the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>).

Tender Documents may be downloaded from Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) or the NIT Rourkela website <https://www.nitrkl.ac.in/PurchaseSection/ServiceTenders>.

1. IMPORTANT DATES OF TENDER

1.	Title of the Tender	Tender for Guest House Management Services (North block & South block) at NIT Rourkela - 769008
2.	Date of publication of tender	04/06/2025 18:00 Hrs.
3.	Bid Documents download start date	04/06/2025 18:00 Hrs.
4.	Bid Documents download end date	30/06/2025 11:00 Hrs.
5.	Last date of submission of tender	30/06/2025 11:00 Hrs.
6.	Technical Bid Opening Date	01/07/2025 11:00 Hrs.
7.	Financial Bid Opening Date	To be informed to the technically qualified bidders later.
8.	Tender Fee	A non-refundable fee of INR 1,000/- (Rupees One Thousand only) to be deposited through ONLINE mode only using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form..
9.	Earnest Money Deposit / Bid Security	A refundable fee of INR 1,00,000/- (Rupees One Lakh only) to be deposited through ONLINE mode only using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form.
10.	Contract Period	Initially for one year (Extendable for two more years on yearly basis subject to satisfactory performance during the review and assessment at the end of the each year.)
11.	Bid Validity	120 days from the date of opening of technical bids.
12.	Address for Communication	Deputy Registrar (Purchase & Works Office) National Institute of Technology Rourkela Tel: 0661-2462051 Email: purchase@nitrkl.ac.in

IMPORTANT: Prospective bidders are advised to regularly visit the Institute website for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the Institute website."

2. SCOPE OF WORK

The campus has a guest house with two blocks i.e., North Block and South Block. The Guest House has a homely atmosphere and appreciated for traditionally prepared delicious food for the guest. The guest house provides hospitality to the guests and delegates, officials and visitors who visit the campus and avail lodging and boarding services. North Block of guest house has 20 rooms and South Block has 30 rooms with modern amenities such as central air conditioning, TV, Internet facility etc. in each room.

2.1 The contract involves: -

- a) Sweeping and mopping floors of Guest House rooms, kitchen, common area, utility area, passages, and balconies twice a day as per timings specified by Manager, Guest House.
- b) Cleaning of all toilet two times a day (mugs, wash basin, bucket etc.) using requisite cleaning agents as per timings specified.
- c) Dusting of furniture and fixture, fans, window panes, grills, etc. vacuum cleaning wherever required.
- d) Deposit of garbage on daily basis at the specified place.
- e) Ensuring continuous water (Cold/Hot) supply in bathroom/toilets.
- f) House-keeping, in house catering, gardening and maintenance (minor).
- g) Changing of used linen, pillow covers, blankets, towels, sofa covers, etc. and timely laundry / washing of the same.
- h) Removal of cobweb son walls, etc.
- i) Watering and maintenance of indoor plants and outdoor garden.
- j) Cooking and serving hot food, snacks to the Guests.
- k) Keeping the entire premises of the guest house neat and clean and in good hygienic condition and providing good, hot food, snacks etc.

2.2 List of amenities inside guest house at NIT, Rourkela for housekeeping and maintenance services

Sl. No.	Name of the Guest House	No. of Rooms
01.	South Block	30 (including 6 Nos. of suites)
02.	North Block	20
TOTAL		50

The traffic of guests in the previous two calendar years i.e. 2024 & 2023 is 3448 Nos. and 3540 Nos. respectively.

The Guest Rooms are well furnished and equipped with the following amenities and not limited to:

- (a) Telephone (Land line)
- (b) LED television with Cable connection
- (c) 24 hours hot and cold water

- (d) Electric tea/coffee maker
- (e) Wardrobe
- (f) Study Table
- (g) Luggage Rack
- (h) Wi Fi Internet/Router
- (i) Good quality bed and bath linen
- (j) Manual door locks with keys
- (k) Centrally air conditioned system
- (l) Emergency power back up and supply
- (m) Bathroom fittings
- (n) Mirror & wash basin
- (o) Chair / Sofa
- (p) Room Heater

2.3 Special Conditions of the Contract:

1. The Contractor should ensure the following for effective execution of house-keeping, management and maintenance of Guest House (South or North Block) at the contract price. No escalation is admissible.
 - (a) Room service, manning of counters, cleaning, assistance in the kitchen etc. have to be adequately provided. Depending on the skills of the persons to be deployed, the jobs may be shared amongst them.
 - (b) The presence of at least one person deployed by the Contractor in the reception area of the guest house must be ensured.
 - (c) Experienced workers must be deployed in adequate numbers to maintain a clean, hygienic and lively area in and around the guest house at all times.
 - (d) Adequate number of cook(s) and helpers must be deployed in the kitchen and dining area. Since the institute provides the infrastructure and equipment in the Kitchen area, the rates of food items should be less than that of prevailing market rate which will be approved by the Institute on mutual discussion. Meal service should always be available, irrespective of the number of guests present.
 - (e) The Contractor shall not employ any minor for the contract work as prohibited under labour act.
 - (f) “At least one experienced person must be deployed at all times in the reception areas in each of the Guest Houses. One receptionist should be available round the clock in both South & North block guest houses. However, it is mandatory that the receptionist shall mend the reception counter without fail from 08 AM to 10 PM on daily basis”.

- (g) The contractor/bidder shall engage a minimum of 6 nos. of workers in South Block & 4 nos. of workers in North Block Guest House.
 - (h) The kitchen & dining staff will be separately engaged, and they will not be counted as housekeeping /reception staff.
 - (i) There will be separate Dress code for receptionist and housekeeping staffs as well as kitchen staff.
- 2. The Contractor shall be responsible for maintaining all the rooms of guest house in tip top condition at all times and shall ensure the working of the equipment and accessories attached to each room and the Guest House as a whole. In case of any malfunctioning, the same shall be brought to the notice of Manager of Guest House, NIT Rourkela.
- 3. Supply of mops, air freshener, detergent, bath soaps and toilet tissues in each room and cleaning and maintenance of floor vertical surfaces, toilets and bath rooms shall be done every day / at the check in of new guest. The contract price is inclusive of all such expenses.
- 4. The Contractor shall take care of minor repair and maintenance including replacement of electrical bulbs and switches, water and sanitary fittings, maintenance and servicing of water purifier, carpentry and minor civil repair work up to Rs. 5,000/- per month on reimbursable basis. However major civil and electrical maintenance work shall be done by the Institute.
- 5. Bed sheet, pillow cover, curtain and linens shall be provided by the Institute for use in the guest rooms. The Contractor shall maintain the stock of all such items in a Register which shall be made available for inspection by Manager, Guest House or authorized official. The Contractor shall bear the cost of washing of linen, curtain, bed sheet, pillow covers and towels etc. Bed sheet, pillow covers and towels must be washed after two days of use by a single user and curtains and mosquito nets should be washed once a month.
- 6. The Contractor shall ensure the safety of the guest house, as well as the belongings of the guests and visitors.
- 7. Registers in the prescribed format shall be maintained for recording day to day check-in and checking out of guests, by the Contractor.
- 8. The Guest feedback forms supplied by the Institute must be kept in all guest rooms. Contractor shall keep record of all filled up forms and shall submit them to the Manager, Guest House. Loss or non-submission of feedback form shall be treated as breach of Contract.
- 9. The Contractor shall collect the room tariff charges from guest and deposit in the institute account on time.
- 10. Manage the Reception counter by experienced person who will attend the guest with decent and hospitable manner.
- 11. The contractor to:
 - (a) Maintain arrival and departure list of guest one day in advance in triplicate and certified by the Manager, NITR Guest House.
 - (b) Maintain the check-in and check-out register and in e-system for proper record.
 - (c) Make entry on allotment of rooms in the Guest House as per the directive received from Guest House Manager.

- (d) All financial transactions are to be done in online mode however in case of exigency, the contractor shall maintain a receipt book for cash received and deposit to Institute Account on very next working day and obtain the cash receipt through Finance & Accounts Office.
- (e) Prepare credit bills of departmental / project guest and send to the concerned department for settlement.
- (f) Manage cash, Credit Card entries, and credit register on weekly basis and report to Manager, Guest House.
- (g) Submit category wise occupancy report and meal records on monthly basis to Manager, Guest House.
- (h) Arrange safe handling of baggage of the guest.
- (i) Attend the telephones, and maintain call traffic registers and responds accordingly.
- (j) Maintain the Complaint / Suggestion Register which should be available on demand by a guest.
- (k) Arrange emergency transport as and when required by a guest.
- (l) Provide information with regard to rail / air timings and information related to campus to the guests on request.
- (m) Ensure overall cleanliness in the surrounding areas of the Reception Counter, lobby, porch area.
- (n) Submit **Room-wise Occupancy Status** every morning to the Manager, NIT Guest House.
- (o) Attend minor non-functional electrical gadgets (Geyser, Fan, Lights, AC etc.) and other maintenance issues of the rooms as well as common areas. A register to be maintained for this purpose, room-wise and the same to be brought to the notice of the Manager, NIT Guest House daily if need be.
- (p) At the time of check-out, ensure that all the items provided in the room (linen, remote etc.) are available and in case of any missing items report to Manager, NIT Guest House.
- (q) Engage good, experienced and cultured person to ensure hospitality.
- (r) The personnel's engaged by the Contractor are to be treated as employees of the contractor and they will work under the supervision and control of the Contractor. NIT official may guide them if required to ensure good service to the guests.

12. House Keeping and Maintaining Hygiene

The contractor to –

- (a) Ensure that all the rooms, fixture and fittings attached to the rooms are kept well cleaned, regularly as specified in the cleaning service (Record to be maintained for verification).
- (b) Ensure that room linen are replaced / changed after the departure of a guest and for occupied room on every third day if the stay is of more than 3 days.
- (c) Ensure that following items are available at any point of time in each room. These items will be provided by NIT Rourkela without charge / cost.

- i) Bed Sheet
- ii) Bed Cover
- iii) Pillow Covers
- iv) Duvet
- v) Duvet Cover
- vi) Bath Towel
- vii) Hand Towel
- viii) Tumblers (Glass)
- ix) Coasters
- x) Hangers
- xi) Bucket
- xii) Foot Mat
- xiii) Mug
- xiv) Dustbin (Room)
- xv) Bath Mat
- xvi) Dustbin (Washroom)
- xvii) Electrical Kettle (in Suite)
- xviii) TV with Remote
- xix) DTH with Remote
- xx) Telephone
- xxi) Room Heater during winter season only.

13. The Contractor shall supply the following toiletries and consumable in each room at his cost.

(a) **Complimentary Breakfast for In-House Guests:**

Bidder must provide complimentary breakfast to all in-house guests as part of the service. Based upon the monthly check-out data, bill will be submitted to the institute once in a month and it will be reimbursed to the bidder.

(b) **Guest Room Amenities – for South Block Guest House Only:-**

Each guest room must be supplied with the following items before guest check-in and it will be replenished on everyday basis. Bidders must include the cost in their overall financial bid:

- i) Two (2) water bottles- (1 Litter each)
- ii) four (4) tea sachets
- iii) Four (4) coffee sachets
- iv) Four (4) milk powder sachets
- v) Sugar cubes (8 units' minimum)

(c) **Morning Tea and Evening Tea** will be served to the in-house guests of all room in both the guest houses. Bidders must include the cost in their overall financial bid.

(d) Toiletries for South Block Guest House Only:-

For rooms in the South Block Guest House, the following toiletries and personal care items must be provided and it will be replenished on everyday basis. Bidders must include the cost in their overall financial bid:

- i) Toilet paper tissue roll- 01 number
- ii) Toothpaste- 01 number
- iii) Toothbrush- 01 number
- iv) Soft wipes
- v) Small oil bottle- 01 numbers
- vi) Good quality Comb- 01 number
- vii) Handwashing liquid- 01 small bottle and/or to refill the installed dispenser.
- viii) Soap- 02 numbers
- ix) Shampoo- 02 numbers
- x) Mosquito repellent- 01 No. (to be replaced after exhaustion of the liquid)
- xi) Disposable Shaving kit-01 no
- xii) Disposable slippers: 02 Nos

(e) Room supply amenities for North Block Guest House Only:-

For rooms in the North Block Guest House, the following toiletries and personal care items must be provided and it will be replenished on everyday basis. Bidders must include the cost in their overall financial bid:

- i) Two (2) water bottles- (1 Litter each)
- ii) Small oil sachets- 02 numbers
- iii) Comb- 01 number
- iv) Handwashing liquid- 01 small bottle and/or to refill the installed dispenser.
- v) Soap- 02 numbers
- vi) Shampoo- 02 numbers
- vii) Mosquito repellent- 01 number

(f) The approved detailed menu including meal prices is at **Annexure-XI in the tender document to provide potential bidders with a clearer understanding of the dining services, enabling them to submit more informed and competitive price quotations. The license fee for the usage of kitchen & dining facilities in both the South Block and North Block are as follows:**

- i) South Block Dining Facility: Rs. 10,000/-
- ii) North Block Dining Facility: Rs. 5,000/-

The amount will be deposited by the bidder in the finance section on the 1st week of each month and produce the receipt to the Manager, Guest house.

- (g) The Contractor shall ensure the following items are replenished in each room of both the guest houses at his cost.
- i) Goodnight / All-out mosquito repellent with refills
 - ii) Room fresheners
 - iii) Naphthalene balls
 - iv) Battery Cells (in working condition) for TV, Wall Clock and AC remotes, DTH remotes.
 - v) Newspaper in lobby (Odia, English & Hindi).

All items mentioned above should be of superior / branded quality.

14. Cleaning Services

- (a) It is necessary to maintain the environment of the NIT Guest House in a healthy and hygienic condition round the clock. All living areas are to be kept clean and tidy and effective waste collection and disposal arrangements shall be made. The following works constitute cleaning service.
- (b) Daily Cleaning
- i) Sweeping of the entire premises;
 - ii) Damp moping of tiles, vitrified floors, stair cases, side walls, corridors, passages;
 - iii) Dusting of desk, table, chair and furniture located in the rooms occupied;
 - iv) Special attention will be paid to the cleaning of wash basins;
 - v) Thorough cleaning and sanitization of all the toilets, wash basins, mirrors, dustbins and WC facilities using suitable non-abrasive cleaners and disinfectants;
 - vi) All the wash basins, toilets pan should be kept stain free using harpic / sanifresh etc.;
 - vii) All surfaces shall be free of germs, soap and mud at the wash rooms;
 - viii) Replacement of bathing towels / hand towels on a daily basis in all the wash-up areas;
 - ix) Replacement of multifold soft hand tissue paper on a daily basis in all the wash-up area;
 - x) Cleaning of Door mats; aluminum doors, aluminum Fish plates etc.
 - xi) Odonils, Naphthalene balls, urinal cubes, should be supplied sufficiently in the toilets;
 - xii) Emptying all waste paper baskets from all rooms and washing or wiping them clean with damp cloth, replacing plastic waste paper basket linings and returning of items where they were located.

15. The Contractor shall prepare bills separately for boarding and lodging of individual guest staying in the Guest House and take the following actions:

- (a) Bills in respect of important guests for both boarding and lodging are to be directly

submitted to the concerned office of NIT for processing. The amount towards boarding charges as per fixed menu and rate shall be reimbursed by the Institute.

- (b) Boarding charges in respect of all other guests (i.e. other than (a) above shall be directly collected by the Contractor from the concerned guests or their local hosts and the Institute shall not be responsible for any default thereof.
- (c) The amount so collected shall have to be deposited either at the Finance and Accounts office of the Institute or in the SBI, NIT Campus Branch, Rourkela, Guest House account within 3 working days of collection. The Contractor shall maintain a ledger book and submit a statement of receipts every month to Manager, NIT Guest House.
- (d) The Contractor must ensure that the room tariff collected for a particular month should match with the Booking register. In case of any mismatch the same should be reported with reason along with monthly bill failing which the monthly bill shall not be processed.
- (e) The ledger book and all the counterfoils of the official receipts shall be produced before the competent authority of the institute for the purpose of auditing and verification as and when required and asked by the authority.
- (f) The Contractor shall accept guests only with prior approval of the Institute. He may, however accept guests provisionally after filling up an appropriate requisition form and entering the information on a register if rooms are available with the permission of NIT Authority. The forms and the register are to be submitted to the designated Officer of the Institute on the next working day.
- (g) The Contractor shall ensure effective execution of the above mentioned responsibilities faithfully, diligently with utmost honesty and sincerity.
- (h) The Contractor shall submit the name and address of workers engaged under this contract within 15 days of commencement of the contract.
- (i) The Contractor shall provide two sets of liveries a badge with name of the firm and name of the person each year according to the specification, to all his employees engaged in the Guest House and enforce proper use of the same during duty hours.
- (j) The Contractor shall maintain all record / registers as prescribed under law. The register should be made available to the Institute authorities and government authorities for verification as and when desired. The Contractor shall submit periodical return as per law before the Authority and a copy thereof to NIT, Rourkela.
- (k) The Institute shall provide linen, mosquito nets and curtains of the guest room(s) but the requisition for replacement of worn out linen and curtains is to be made by the Contractor to the Institute Authority beforehand. The Contractor shall store the linens and curtains in proper manner and shall maintain a Stock Book for the purpose duly endorsed by the Institute's authorized representative.

16. The Institute will provide modern kitchen utensils, equipment and the Contractor to keep in safe custody. This is to be returned back to the institute at the end of the contract

without any damage. For shortage or damage book value of the equipment / utensil shall be recovered from the dues of the contractor.

17. The Institute shall place under the care of the Contractor well-furnished guest rooms with attached bathrooms or separate bathrooms along with all sanitary, electrical fittings and air conditioner and DG Set installation (South Block only) which are the exclusive properties of the institute.

The following newspaper shall be provided to the guest house by the Contractor daily.

South Block

- (a) Indian Express (E)
- (b) Times of India (E)
- (c) The Samaj (O)
- (d) Dainik Jagaran
- (e) India Today (E)
- (f) Telegraph (E)

North Block Guest House

- (a) Times of India (E)
- (b) Indian Express (E)
- (c) Telegraph (E)
- (d) Dharitri (O)
- (e) Hindustan (H)
- (f) India Today Magazine

18. NIT shall take the responsibility for any major maintenance work connected with the building, water supply, electric supply, sanitary and sewerage system which will be carried out through Estate Maintenance department as the case may be.
19. The Institute will bear the cost of electricity (except that consumed in the guest house kitchen, dining hall which has to be borne by the Contractor) and water charges. A separate meter shall be fixed to measure the consumption in kitchen and dining area, for payment by the Contractor.
20. In consideration of all services to be provided, as mentioned here under. Contractor a consolidated amount per month as per the quoted price / agreed upon which shall include (a) wages to the workmen, (b) cost of washing of linen and curtains, (c) cost of minor repair and maintenance, (d) supply of all consumables such as mops, air freshener, detergent, bath soap and toilet tissue etc. and maintaining the guest house complex in top conditions at all times, garden maintenance, and such other matter, connected or incidental to above activity.
- 21.
- (a) The Contractor shall provide catering service to guests as per the menu and price decided. No alcoholic drink or tobacco products are allowed in the premises of the Guest House.
 - (b) All guests staying in the guest house must be served food in hot condition at

dining hall. In case of functions buffet lunch or dinner/snacks may be placed on table so that guests can help themselves.

- (c) The Contractor is not permitted to provide catering service to persons other than those staying in the Guest House or participants of Continuing Education Programmes / Conferences. (He may however, provide catering service to employees of Institute from the facilities just like any other Caterer with prior permission of the competent authority for certain social functions at his cost.
 - (d) The Contractor will provide all consumables in the kitchen like raw materials, vegetables cooking gas cylinders.
 - (e) NIT shall provide all crockery items to be used inside the kitchen and dining area of the guest house at the beginning of the contract. The Contractor shall maintain them in good condition at all times and replace all broken / misplaced items with equal quality of the product throughout the contract period. Any damage due to breakage / rough / negligent use shall be borne by the Contractor and all materials are returned as per list available in Guest House stock register at termination of the contract. The alternative brand must be certified by the institute before replacement against any shortage/damage.
 - (f) Normally other caterers will not be permitted to serve food in Guest House dining hall or in the premises of the guest house. In case, if other caterers are permitted by the institute authorities to serve food in Guest House the Contractor shall cooperate with outside caterers to ensure proper treatment of guests.
- 22. Workers engaged by the Contractor should be free from any contagious disease or sickness that is considered unacceptable for handling food. In such case substitute shall be deployed by the Contractor at his cost.
 - 23. Only authorized brands/products as approved by the institute can be used to ensure quality. A committee of the Institute will monitor the same including quality / brand of input materials and hygiene. Persons authorized by the Institute must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be destroyed without any compensation. Further punitive action, as deemed fit shall be taken against the Contractor.
 - 24. Only purified water (purified by Aquaguard / RO purifiers of reputed brands or other purifier of similar standard) has to be served in the guest house. The institute has installed water purification machines inside the guest house. It shall be maintained at his own cost by his own technical person. It must be ensured to serve clean drinking water to all guests at all times and any default shall be treated as breach of contract.
 - 25. The premises of the guest house shall not be used for any other purpose.
 - 26. No trash is to be thrown inside or outside the Guest House premises except in properly covered bins supplied by the Steward, at his cost.
 - 27. Use of any other fuel except cooking gas is forbidden. Use of electricity for cooking is discouraged except in emergency, with due approval of the institute authority.
 - 28. The assets and articles provided by the institute shall be property of the institute and the Contractor shall be merely the custodian of such assets and articles. On termination of the Contractor, all such property shall be handed over to the Institute in good condition.
 - 29. Contractor shall maintain the building space and rooms in good condition. All floors and

rooms are to be scrubbed regularly with non-corrosive detergent or soap, and all vertical surfaces are to be dusted regularly. The period of cleaning should be such that there is no visible dirt or marks at any time. In case of deficiency the Institute administration shall levy fine or terminate the contract with immediate effect.

30. Food cost and chart will be same for both the guest houses and the same are displayed with approved of the NIT.
31. The Contractor and his employees shall always be treated as “LICENCEE” and Institute as “LICENSOR”. As such, the Contractor and / or his employees shall be bound to vacate the premise failing which shall be treated as unauthorized occupant on the termination/end of the contract. They are liable for eviction if not vacated voluntarily.
32. Deficiency in Service: The institute authorities shall inspect the facility from time to time to assess the performance of the Steward. If any deficiency in service is observed, the contract is liable for termination.
33. The Contractor shall not perform any act that would violate the statutory obligations and shall indemnify NIT in case of any liability imposed on NIT.

3. INSTRUCTIONS TO BIDDERS

3.1 Tender Fee & Earnest Money Deposit (EMD) / Bid Security:

1. Tender Fee (non-refundable) of **Rs. 1,000/- (Rupees One Thousand only)** and EMD / Bid Security (refundable) of **Rs.1,00,000/- (Rupees One Lakh only)** to be deposited through **ONLINE** mode only using **NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form.**
 - a) The bidders are allowed to submit their bid only after the successful payment of EMD.
 - b) The bidders are required to submit a proof of successful payment details of Tender Fee and EMD along with technical bid i.e. transaction reference no, bank details and UTR no. Any other mode of payment shall not be entertained.
 - c) In online payment of Tender Fee and EMD, if the payment is made by the bidder within the last date and time of bid submission but not received by NIT Rourkela within the specified period i.e. **30/06/2025 (11:00 Hrs.)** to any reason(s) whatsoever then the bid will not be accepted. Tender Fee and EMD received after due date and time as specified will be forfeited.
 - d) Bank details for NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form is as follows:

Bank Name: State Bank of India

Branch: NIT Campus, Rourkela, Odisha

Account Name: Security Deposit Account

Account No.: 30046305869

IFSC: SBIN0002109

2. EMD / Bid Security of the unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before 30 days after the award of the contract to the L1 bidder.
3. Bids received without Earnest Money Deposit and Tender Fee shall stand technically disqualified and thus shall not be considered for evaluation at any stage.
4. The EMD / Bid Security of the bidder who withdraws their bid in breach of terms and conditions of the contract, withdraws at any stage after the opening of the technical bid or the price bid and who evades or refuses to accept the Award of Contract after being L1 within the period of validity, shall be liable to forfeiture.
5. The EMD submitted by the successful bidder shall be refunded within thirty days of submission and acceptance of the Performance Security/Performance Bank Guarantee/ Security Deposit in case of award of contract.

3.2 Bid security Exemption:

1. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from EMD. Accordingly, MSEs shall be required to submit a valid Udyam Registration Certificate for availing benefit under MSE Procurement Policy. The benefit as above to MSMEs shall be available only for Goods produced and services rendered by MSMEs. However, traders are excluded from the purview of MSME Procurement Policy.
2. Startup(s) as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
3. Eligible MSE and startup bidders who seeks exemption from Bid Security as per above clause, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to execute the contract, or to submit a performance security before the deadline defined in the request for bids document/contract, they will be suspended for the period of three years or for a period as decided by the competent authority from being eligible to submit bids for future contracts with the NIT Rourkela. Bidders should submit the duly filled and signed declaration as per the attached format in **Annexure-X**.
4. Those firms who have applied for renewal of registration with any of the above bodies but have not obtained the valid certificate as of the closing date of the tender are not eligible for exemption.

3.3 Performance Security / Security Deposit:

1. The successful bidder shall have to deposit a Performance Security (PS) equals to **Rs. 2,00,000/- (Rupees Two lakh only)**, within 15 days after the issuance of the Work Order, in the form of any Insurance Surety Bond, account payee demand draft from a commercial bank, bank guarantee (including e-bank guarantee) issued/confirmed from any of the commercial banks in India, or online payment in an acceptable form (NET-BANKING / NEFT / RTGS / IMPS), safeguarding the purchaser's interest in all respects. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
2. The Performance Security will not attract any interest. Any pending dues shall be adjusted recovered from PS.
3. The Performance Security shall be liable to be forfeited if the successful bidder fails to undertake the work within the stipulated period or fails to comply with any of the terms and conditions of the contract.

3.4 Eligibility Criteria:

1. **Status:** The bidder shall necessarily be a legal entity either in the form of sole proprietorship, partnership, Limited, or Private Limited Company registered under the Companies Act 1956 or subsequent amendments of the act, eligible to provide Garden maintenance services. The bidder in the form of a Joint Venture (JV) / Consortium is not permitted. Copy of Registration No. under the Shop & Commercial Establishment Act may be enclosed. Proof of the status of the bidder shall be submitted. The firm should have Zonal or Regional headquarter in Odisha/Rourkela.
2. **Financial Capacity:** The Bidders should have a minimum average annual turnover of **Rs. 50,00,000/- (Rupees Fifty Lakh)** in the last three financial years i.e. **Financial Year 2021-22, 2022-23, 2023-2024**. Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) and completed work order copy/experience certificate (As per given format) for the last three financial years. All financial documents submitted must be duly certified by a Chartered Accountant. The firms must be willing and/or capable of sustaining themselves financially until bills are processed and payments are released.
3. **Experience:** The bidder shall have **minimum 03 (Three) years of experience** during the **last three financial years (2021-22 & 2022-23 and 2023-24) in managing housekeeping and maintaining Guest House in any educational institutions or of having a hotel with 50 or more rooms**. Interested bidder(s) may participate along with sufficient proof of experience. A copy of the Work Orders / Service Orders along with experience and satisfactory performance certificate against the respective work order should be produced in support of their experience as per given format. Supply of only work order without any satisfactory performance report shall not be counted as a valid experience.

3.5 Documents to be submitted by Bidder along with the technical bid:

1. Category of Bidder, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-operative Society, etc. along with the following documents:
 - a. In the case of Proprietary Firm, attested copy of the affidavit of Sole Proprietary.
 - b. In the case of the Partnership Firm, an attested copy of the Partnership deed along with amendments if any, and proof of registration, if any.
 - c. In the case of Limited Companies, an attested copy of the Memorandum & Articles of Association, Certificate Incorporation, Authorized, Subscribed and paid-up capital.
 - d. In the case of Co-operative Society, an attested copy of the certificate of registration from the Registrar of Co-operative Societies.
 - e. If required, the original documents will have to be produced for verification at the time of the Technical Bid Evaluation.
2. A Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Company shall be signed in the name of the company, by a **person duly authorized on its behalf**. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the

agency is **duly authorized to do so shall accompany the tender**. The Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be technically disqualified.

3. Information about the officer of the firm/company being an employee, past or present, or relationship of any employee of NIT Rourkela with Proprietor, Partner – Director of the firm is to be furnished.
4. Whether the bidder or any of the Proprietor, Partner, Director, Shareholders, or their spouse working as contractors in NIT Rourkela, or any Government Department / Public Undertaking has been:
 - a. Blacklisted.
 - b. Removed from the approved list of Contractors.
 - c. Demoted to the lower class of job.
 - d. Under orders for banning or suspending business with him/them. if yes, give the details indicating the period.
 - e. Convicted by a court of committing any offense.
5. RPFC Registration Code Number, if any;
6. Copy of GST Registration Certificate;
7. Copy of Permanent Account Number (PAN);
8. Copy of Food License, issued by the FSSAI;
9. Copy of Labour License, issued by the Labour Commissioner;
10. Registration Certificate of Employee Provident Fund Organization (EPFO);
11. Registration Certificate of Employee State Insurance Corporation (ESIC);
12. Copy of Audited Balance sheet, Profit & Loss Statement, and Income Tax Return for last three years ending on 31st March 2023;
13. Proof of local office Address (valid rental agreement/ proof of ownership documents);
14. Copy of requisite work order/service order/completion certificate/experience/performance satisfactory certificate issued by the organization;
15. Duly signed Checklist of bidder (Annexure – I);
16. Duly signed Pro-forma for technical bid (Annexure –II);
17. Duly signed tender acceptance letter (Annexure-IV);
18. Duly signed Self Declaration-Non-Blacklisting (Annexure-V);
19. Duly signed Performance Report issued by previous organization (Annexure – VI)
20. Duly signed Experience details of the bidder (Annexure-VII);
21. Copy of the work orders of similar supply;
22. Duly signed Annual turnover details of the bidder (Annexure-VIII);
23. Duly signed Company details of the bidder (Annexure-IX);
24. Duly signed Bid security declaration for EMD-exempted bidders (Annexure-X); (if applicable)

NOTE: The Bidder must attach self-attested copies of the above-mentioned documents along with the techno-commercial bid. Any bid not accompanied by the above documents shall be technically disqualified.

3.6 Bid Evaluation Procedure:

3.6.1 Techno-Commercial Bid Evaluation:

1. Techno-commercial bids will be opened on the specified date & time by the Tender Evaluation Committee duly constituted by the competent authority of NIT Rourkela. The bids will be evaluated based on the documents submitted by the bidders in the e-Procurement module of CPP Portal and the satisfactory performance report from the previous works. The decision of the committee will be final and binding on all bidders and can't be questioned at any stage of evaluation.
2. The Institute also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder.
3. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid. The committee's request for clarification and the response shall be in writing through e-procurement mode only. No other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.
4. If any bidder fails to provide the requested clarification/information within the stipulated date and time given by the Institute, the bid shall be technically disqualified.
5. The request for clarification and the response shall be in writing, without any alterations in the price or substance of the bid submitted.
6. Financial bids of those bidders whose techno-commercial bids are found technically qualified shall be opened by the Committee on the specified date & time. The same shall be communicated to the prospective bidders through e-mail by NIC.

3.6.2 Financial Bid Procedure & Evaluation:

1. Bidders are encouraged to participate in bidding for either South Block Guest House or North Block Guest House, or for both South Block and North Block according to their eligibility. The contract shall be awarded separately for South Block and North Block based on the lowest bid (L1) basis for each block. **If a firm is determined to be L1 for both South Block and North Block, the committee reserves the right to split the work between two or more parties at the L1 rates, at its sole discretion.** The rate quoted in the tender shall include all statutory duties / taxes / levies, as on date of tender, except GST.
2. The Financial bid (BOQ) shall be in Excel sheet form. The financial bid (BOQ) of all techno-commercially qualified bidders may be opened by the committee on the scheduled date & time.
3. After evaluation, the work shall be awarded to the supplier who quoted the lowest price (L1) after complying with all the Acts/provisions stated/referred to for adherence in the tender. In case two or more agencies are found to have quoted the same price, the Committee shall decide the L-1 Agency based on the following tie breaking criteria:
 - a. The turnover for the financial year 2023-24 shall be considered.
 - b. If further required for tie breaking the turnover for the financial year 2022-23 shall be considered.
 - c. If further required for tie breaking the turnover for the financial year 2021-22 shall be considered.

- d. Further, if the tie persists then the L1 will be decided by a draw system in the presence of the concerned bidders. The decision in this regard by the committee shall be final and binding on all concerned.
4. Being L1 will not be the sole criterion for eligibility for the award of a contract. The Feasibility of the lowest quote by the bidder will be examined by the committee with reference to relevant rules in vague, terms & conditions of the tender and the decision of the committee in this regard shall be final & binding on all concerned.
5. If a tenderer quotes predatory pricing/abnormally low bids, the tender evaluation committee may ask for written clarification from the tenderer for detailed price analysis/ price break-up/price justification of its bid price in relation to scope, schedule allocation of risks and responsibilities, any other requirements of the bid documents during the financial evaluation.
6. If, after the evaluation of the price analysis/price justification, the bidder fails to demonstrate the basis of the quoted price with substantiating documents/evidence/calculation, the committee at its sole discretion shall reject the bid.
7. NIT Rourkela reserves the right to split the entire tender to any two or more parties at L1 rates. In case the agency with the lowest rate at any stage after the award of the contract fails to execute/perform successfully / satisfactorily, the contract shall be terminated with forfeiture of the Bid security/performance security and the Bid security exempted bidders will be suspended from the future tenders of NIT Rourkela as decided by the competent authority.
8. If required, negotiation will be held with L-1 tenderer only. However, all the tenderers may be required to explain /justify the basis of their quoted price as and when asked for. In case, any tenderer fails to justify his quoted price or refuses to co-operate in this regard, the bid shall be disqualified and the bids shall not be considered during retendering.

3.7 Monthly Payment Terms:

1. Submission of Bills:

- The successful bidder/contractor shall submit monthly bills in duplicate after satisfactory completion of the services for the preceding month.
- Bills are to be submitted to the designated officer of the Institute by the **7th of each month** for certification and processing.
- The designated officer will verify the work records, documents, and satisfactory performance reports prior to initiating the payment process.
- The contractor shall ensure timely disbursement of wages and statutory payments to its deployed personnel in accordance with applicable laws and regulations, independent of bill settlement timelines by the Institute.

2. Supporting Documents:

Each monthly invoice must be accompanied by the following documents without exception:

- Original Tax Invoice
- Acquaintance (Wage) Register duly signed by individual contract labour
- Attendance Register
- Satisfactory Performance Report, duly signed by the concerned Head of Department for the relevant month
- ESI (Employees' State Insurance) remittance challan along with consolidated breakup details for the relevant month

- EPF (Employees' Provident Fund) remittance challan along with consolidated breakup details for the relevant month
 - GST payment challan (B2B Form) for the relevant month
 - Proof of bank remittance for wages paid to all deployed personnel for the relevant month, duly signed
3. Payment shall be made by the Institute on a monthly basis upon submission of complete and verified documentation, along with a satisfactory performance certificate from the concerned department(s) of the Institute. No part-payment shall be entertained.
 4. **Statutory Deductions:** The Institute shall deduct applicable statutory levies such as Income Tax (TDS), GST TDS (if applicable), or any other government-imposed deductions, including penalties if levied under extant laws.
 5. **Wage Disbursement:** The contractor shall ensure that monthly wages and all statutory dues (EPF, ESI, etc.) to the personnel deployed are paid **on or before the 7th day of each month**, irrespective of the status of bill settlement by the Institute.
 6. **Under no circumstances shall the delay in processing of bills by the Institute be linked to wage disbursement by the contractor.**
 7. **Mode of Payment:** All payments by the Institute will be made via bank transfer. The contractor must furnish the following bank details to the Institute:
 - Account Number
 - Bank Name and Branch Address
 - Branch Code and IFSC Code
 - PAN and GSTIN
 8. **No advance payment** shall be made under any circumstances.
 9. For electricity charges, the Contractor will submit an initial deposit of Rs. 20,000/- which is refundable at the end of the contract period on vacating the premises. Electricity bill should be cleared within one week of receiving the bill. If the monthly bill exceeds Rs. 8,000/-, the deposit amount will be revised upwards.

3.8 Key factors to be considered during bid submission:

1. The tender shall be valid for 120 days for acceptance from the date of opening of the technical bid and withdrawal in between shall entail the forfeiture of Earnest Money Deposit.
2. Tenders containing overwriting or erasing, without authentication with full signature in the page(s) of "Schedule of Rates" (Financial Bid) and amount/quantity not shown in figures and words will be liable for rejection.
3. The rates quoted in the tender by the tenderer shall be in figures as well as in words. In case of a discrepancy in the rate between the figure and words, the value written in words shall be taken as the final quoted rate.
4. Tenders with rates in units different from those prescribed in the "Schedule of Rates" and Price Bid (BOQ) not received in the prescribed format shall be disqualified.
5. The rate in the tender shall cover/include all statutory duties/taxes/levies etc. as on the closing date of tender excluding GST, unless specified.
6. Conditional tenders either in Part – I or Part – II of the tenders shall be liable to be rejected.
7. Any request from the bidder in respect of any additions, alteration, modification, correction, etc. of either terms and conditions or quoted rate, after the opening of the technical bid, shall not be entertained under any circumstances.

8. By submitting a bid, the bidder will be deemed to have satisfied himself that the rate quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached and all conditions and difficulties that may arise during its progress/execution have been considered. Any complaint in this regard after submission of the offer shall not be entertained.
9. Canvassing in any form is strictly prohibited and the bid submitted by the tenderer who resorts to canvassing will be liable for rejection.
10. The Authority of NIT Rourkela reserves the right to accept/reject any or all bids without assigning any reason thereof or divide the work with multiple bidders on acceptance of the lowest price.
11. Proprietary firms, Registered Firms, Registered Partnership Firms, Private Limited Companies, Public Limited Companies, Co-operative Society etc. formed after the publishing date of the tender are not eligible.
12. It shall be the responsibility of the person/firm submitting the tender to ensure that the tender has been submitted in the format as per the terms and conditions prescribed in the Institute website and no change is made therein after submission of the tender. In the event of any doubt regarding the terms and conditions/format, the person concerned may seek clarification from the authorized officer of the Institute. In case any tampering / unauthorized alteration is noticed in the submitted tender documents, the said tender shall be rejected straightaway.
13. Before submitting the tender, the tenderer should ensure that the details/documents are submitted as per the checklist.
14. For any clarification, please contact: -

Prof. Braja Gopal Mishra, PIC (Guest House)

Ph. No- 0661-246-2659/4040

Email Id: - managergh@nitrkl.ac.in

brajam@nitrkl.ac.in

4. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

4.1 Definitions

1. **Approved** means approved in writing, including subsequent confirmation of previous verbal approval.
2. **Competent Authority** means the Director, NIT Rourkela or any officer authorized in this regard.
3. **Contract** means the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the tenderer including his price offer, Performance Guarantee Bond and other Bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
4. **Contract Rate / Price** means the sum named in the tender that has been accepted subject to such additions thereto or deductions therefrom as may be made during the tender evaluation or thereafter.
5. **Contractor or Agency or Firm or Company** means “The Tenderer” whose tender has been accepted and includes the Contractor’s authorized representative, successors, permitted assignees and legal heirs.
6. **Director** means and includes the Director of NIT Rourkela or his authorized representative.
7. **Duration of Contract / Contract Validity** means the period stipulated in the contract or work order and includes any extended period thereof, if any made through a written communication.
8. **NIT** means National Institute of Technology, Rourkela represented through an authorized officer for this contract or Director as the case may be.
9. **Authorized officer / Representative** means and includes Asst. Registrar, Deputy Registrar, Registrar, Dean and Warden, HOD of NIT authorized or designated for this contract.
10. **Institute** means National Institute of Technology Rourkela. (in short NITR).
11. **Notice in writing** or written notice including notice in digital mode means a notice in written, typed, or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post/courier (with POD) to the notified address or the Registered office of the addressee, or the contractor’s site office and shall be deemed to be sufficient service if so sent or left at that address.
12. **Terms and Conditions** means the General terms and Conditions of the Contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and/or agreement.
13. **Tender** means an offer against enquiry/advertisement/Notice Inviting Tender submitted by the tenderer in a single part or multiple parts like Techno-commercial part, price bid part.
14. **Tenderer** means and includes the person or firm or company who has submitted a valid tender and also includes its authorized representatives, heirs, executors, administrators, successors, and assignees as approved by the employer.
15. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for the fulfillment of the Scope of Work and as set forth and

required by the specifications and such additional instructions issued from time to time during the progress of the work.

4.2 Responsibilities of NIT Officials:

1. NIT's representative must watch and oversee the work. He / She shall have no authority to relieve the contractor of any of his duties or obligations under the contract except through explicit written order under the contract or to order any work involving any delay or extra payment by NIT not to make any variations in the works.

4.3 Assignment and Sub-Contracting:

1. The contractor shall not assign the contract, or any part thereof, any benefit or interest therein to any third party without prior written consent of NIT Rourkela.
2. The contractor shall not sub-contract the works without written consent of NIT Rourkela and such consent if given shall not absolve the contractor from responsibility, liability, or obligation under the contract and he shall be responsible for the acts defaults or neglects of any sub-contractor, his agents, servants, or workman as fully as if they were the acts, defaults, or neglects of the contractor, his agents, servants or workman.

4.4 Contract Documents:

1. **Documents mutually explanatory:** The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by NIT who shall thereupon issue to the contractor instructions / directions indicating the manner in which the work is to be carried out.
2. **Further instructions:** The representative of NIT shall have full power and authority as delegated to him to issue to the contractor, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the Contractor(s) shall carry out and be bound by such further instructions.

4.5 General Obligations of the Contractor:

1. **Sufficiency of Tender:** The contractor shall be deemed to have satisfied himself before submitting the tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.
2. **Bankruptcy and Breach:** A contract if the contractor becomes bankrupt or has an order for appointment of any receiver made against him or shall present any position bankruptcy or shall make an arrangement with or assignment in favor of his creditors or shall agree to carry out the contract under a committee of inspection of his creditors or being a corporation shall go into liquidation (other than voluntary liquidation, for the amalgamation, absorption or reconstruction) or if the contractor assigns the contract without the prior consent of NIT Rourkela or it is found that the contractor –
 - a. has abandoned the contract or;

- b. without reasonable explanation has failed to commence the work or has suspended the progress of the works for 7 days after receiving written notice to proceed or;
- c. is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract or;
- d. has to the detriment of good workmanship or in defiance of NIT instructions to the contrary sublet any part of the contract or;
- e. otherwise failed to perform his part of the contract according to the true intent and meaning thereof.

NIT may after giving 7 days of notice in writing to the Contractor, enter upon the site and expel the contractor therefrom, without thereby avoiding the contractor or releasing the contractor from any of his obligations or liabilities under the contract or affecting the rights and power conferred on NIT or otherwise available under the law, may appoint any other contractor to complete the work at the cost and risk of the Contractor. However, on happening of any eventualities as per the above sub clause (a) to (e) the NIT shall be at its discretion to terminate the contract by giving 7 days of notice and the contract shall stand terminated w.e.f. the 8th day from the date of issue of notice. In any of the eventualities mentioned above in (a) to (e), NIT shall have the right to take possession of the plants and machinery of the contractor and realize the dues by sale of the said plant's machinery, and equipment.

3. **Illegal gratification, breach of contract:** The contract may also be terminated and the Contractor shall be liable to make good any loss or damage resulting from such cancellation, if any bribe gratuity, gift, loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any person employed by NIT in any way directly or indirectly interested in the contract or if the Contractor has committed a breach of any of the terms of the contract.
4. **Code of Integrity:** All bidders are required to adhere to the Code of Integrity for Public Procurement in accordance with the regulations issued by the Government of India. Any violation of this code may lead to punitive actions, including contract cancellation, banning, blacklisting, or other actions initiated by NIT Rourkela as per extant rules.

5. **Debarment of Business Dealings:**

- I. As per the Rule 151 of GFRs 2017 a bidder shall be debarred if he has been convicted of an offence

- (a) Under the Prevention of Corruption Act, 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

If a bidder debarred under the aforementioned clause then the bidder or any successor of the bidder shall be ineligible to participate in procurement processes of NIT Rourkela for a period as decided by the Competent Authority with maximum ceiling of three years commencing from the date of debarment.

- II. NIT Rourkela reserves the authority to debar a bidder or any of its successors from participating in procurement processes for up to two years if it is determined that the bidder has violated the code of integrity, as outlined in Rule 175 of GFRs 2017.
 - III. The Institute will maintain a list of debarred entities, which will also be publicly accessible on its website and may forward to appropriate ministry/department for hosting it in their domain.
 - IV. The Institute adheres to the guidelines of the Ministry of Finance vide Office Memorandum No. F.1/20/2018-PPD dated 02/11/2021 for the purpose of debarring firms from bidding and participating in the procurement processes.
- 6. Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance to influence the bid).
- 7. Final Certificate:** The contract shall not be considered complete until a Final Certificate has been signed and issued to the contractor stating that the works have been completed by the terms of the contract. The Contractor has to submit a no-dues certificate evidencing the closure of contract.
- 8. Notice:**
- a. **Service of notice on Contractor:** Any notice given to the Contractor under the terms of the contract shall be served to his representative by registered post/courier or by hand of its registered office or at the Contractor's site office.
 - b. **Service of notice on NIT:** Any notice to be given to NIT under the terms of the contract shall be served by sending the same by registered post/courier to the office of Registrar, NIT Rourkela – 769008, Odisha.
 - c. **Change of Address:** Any change of address of the Contractor shall immediately be notified to the Registrar, NIT Rourkela – 769008, Odisha.
- 9. Safety:**
- a. The Contractor will be responsible for ensuring the safety of the people working under them.
 - b. Except in special circumstances (to be recorded in writing and with due approval) the contractor will not be allowed to employ a subcontractor / petty contractor.
 - c. If required Contractor will employ a supervisor with specifically assigned duties for ensuring safe working and will inform in writing.
- 10.** For violation of safety norms, the penalty may be imposed on the Contractor. The penalty shall be decided after investigation and obtaining the report from the committee constituted for the purpose.
- 11. Policing of work:** Should the general conduct of the works including the Premises of NIT under the occupation of the Contractor lead to violation of any of the provisions of the Bharatiya Nyaya Sanhita either in consequence of riotous or illegal proceeding of the contractor's labour or supervising staff or others to such an extent as to necessitate the

deployment of Special Police or Magistrate the cost of such extra forces is to be defrayed by the Contractor and not by the institute.

12. The Law in Force in Relation to Contract: The contract or amendments thereof entered between the Principal Employer and the Contractor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.

13. Statutory Obligation: The Contractor shall comply with all statutes, rules, regulations, by law and orders of statutory authority including but not limited to compliance of:

- a. Payment of Wages Act. (Linked to Govt. of India, as per rule/guidelines/circular of the Central Govt.)
- b. Minimum Wages Act. (Linked to Govt. of India, as per rule/guidelines/circular of the Central Govt.)
- c. EPF Act. (As per rules/guidelines/circular of the Central Govt.)
- d. ESI Act. (As per rules/guidelines/circular of the Central Govt.)
- e. Contract labour (R&A) ACT & such other laws if applicable for execution of the contract in question as employer of this staff engaged / deployed in execution (Linked to Govt. of India).

14. The bidder shall not allow any visitor on the work sites, without the prior permission of NIT.

15. If a tenderer quotes an unworkable rate and is considered for placement of the order, the firm will be asked to justify the rate quoted and will have to give a Performance Guarantee Bond in addition to the Performance Security in the form of Bank Draft / Bank Guarantee. The amount of performance guarantee bond will be decided by NIT at the time of placement of the order. The Earnest Money Deposit (EMD) of the tenderer who refuses to give a performance guarantee bond will be forfeited and they will not be considered in retendering if the order/contract is not finalized from the present tender.

16. Arbitration:

All disputes or difference of any kind whatsoever arising out of or in connection with the contract work during the subsistence of the contract or otherwise, shall be governed by the provisions of ARBITRATION AND CONCILIATION ACT, 1996 and any statutory rules/amendments thereof.

17. Jurisdiction & Right to Amend the Rules:

- a. The Institute reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course of time which shall be final and binding on the firm.
- b. The Institute rules shall be binding for the execution of the contract. If differences persist ever after arbitration & there are compelling reasons to go to the court, it will be decided in the Courts having jurisdiction over Rourkela.

18. Contract Validity:

- a. Initially, the contract period will be for one year from the date of issue of the work order. It may be extended for two more years on year-to-year basis subject to satisfactory performance and requirement of the Institute on the approval of competent authority. Any further extension beyond the aforementioned tenure shall be purely based on performance of the service provider and as per the need of the institute. The contract shall be reviewed at the end of each tenure and the contract value may be revised based on the decision of the competent authority.
- b. If the successful firm fails to initiate the job within one calendar month from the date of issue of the work order, the work order shall be cancelled immediately without assigning any reason thereof along with forfeiture of the Performance Security.
- c. At any stage during the tenure of the contract if the agency intends to withdraw the service the same may be addressed to the Registrar NIT Rourkela.
- d. The notice for withdrawal of the contract will be a minimum of 60 days from the date of confirmation given to the Institute in writing. The Performance Security shall be forfeited and the next eligible bidder shall be offered.

19. Contractor's Background:

- a. Persons convicted for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for execution of allotment Contract and if such a person procures any Contract by suppression of information, it will be cancelled.

20. Liabilities, Control, etc. of the Persons Deployed:

- a) The personnel presented to the Institute by the agency should be of good character and should not have any Police records/criminal cases against them.
- b) **Medical Fitness:** The service provider must ensure that personnel presented at NIT Rourkela are medically fit to perform their duties. NITR will not bear any expenses related to the medical fitness assessments, medical expenses, or other costs associated with ensuring that the personnel meet the necessary medical and legal standards. These costs are the sole responsibility of the service provider.
- c) **Compliance with Labour Laws:** The service provider is required to strictly follow all applicable labour laws, rules, and regulations concerning the deployed personnel. This includes ensuring that the rights and welfare of the personnel are safeguarded according to applicable laws.
- d) **Liability for Non-Compliance:** Any liability that may arise from the service provider's failure to comply with the medical fitness requirements or labour laws will fall solely on the service provider. NIT Rourkela will not be held responsible for any such liabilities, whether they are financial or otherwise.
- e) The persons deployed shall neither have nor shall claim, any benefits/compensation/absorption/regularization/ appointment of services from/in NIT Rourkela under the provision of the Industrial Disputes Act 1947 and Contract Labour (Regulation & Abolition) Act, 1970. This also includes any claim of compensation, or interest thereon, for injury, temporary or permanent disability, or death under any Law. All other statutory requirements in respect of any personnel/employees of the agency shall be the responsibility of the agency and

these must be taken into account while making the financial proposal. All such liabilities are those of the outsourcing agency as the employer and therefore, all such claims shall be made only with the agency, and the Institute will not bear these liabilities for any reason whatsoever.

21. Risk And Cost:

- a) **Poor Performance and Non-compliance:** If the service provider fails to meet the requirement or operational standards as defined in the scope of work, NIT Rourkela shall immediately take over the job, either partially or entirely, at the contractor's expense as mentioned in the scope of work.
- b) **Claims of Ignorance or Oversight:** The agency cannot claim that they were unaware of their liabilities or that any rules were missed by oversight. The contract provides adequate opportunities for bidders to understand all obligations and seek clarifications. If any issues arise after the contract is awarded, the agency will be liable for damages, as decided by the institute.
- c) If the contractor fails to comply with the terms of the contract, NIT Rourkela shall recover damages as deemed fit and also use the Performance Security deposit to cover financial obligations to deployed personnel, as per applicable government laws. The agency must replenish the Performance Security if used.
- d) **Loss or Damage Caused by Personnel:** In case, the deployed personnel cause any loss to NIT Rourkela, the service provider must bear the cost of the loss. The Director of NIT Rourkela has the authority to deduct the appropriate amount from the agency's bill or Performance Security. Additionally, frequent lapses by personnel could lead to contract termination or other actions, at the discretion of the Director.
- e) **Negligence and Termination of Contract:** If the service provider fails to execute the contract as per the terms & conditions, NIT Rourkela can hire alternate source to complete the service at the risk and cost of the service provider. The contract may be terminated, and the agency may face blacklisting or debarment due to non-compliance to the terms and conditions of a WO/Contract.

22. Fore-closure/Termination of the service contract in full or part:

- a. NIT Rourkela reserves the right to terminate the contract at any time as per the conditions laid down in the following section. On termination of the contract, the manpower engaged by the firm shall also be presumed as terminated.
 - i. By giving one month notice by the Institute to the agency without assigning any reason thereof.
 - ii. The agency/firms not performing its duties properly as per the agreed terms and conditions of the contract.
 - iii. For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof or benefit or interest therein or hereunder by the agency to any third party for subletting whole or part of the contract.
 - iv. On the agency being declared as insolvent by the court of law. During the period for termination of contract in the situation contemplated above, the agency shall keep discharging its duties as before till the expiry of notice period. On termination of the contract, it shall be the duty of the contractor to ensure that no person creates any disruption/hindrance/problem of any nature to NIT, Rourkela.

23. Cancellation of Tender:

- a. Notwithstanding anything specified in this tender document, NIT Rourkela at its sole discretion without assigning any reasons, reserves the rights.
 - I. To accept or reject lowest bidder or any other bidder or all the bidders.
 - II. To accept any bid in full or in part.
 - III. Float/ initiate a parallel tender for identical requirement.
 - IV. Cancel the tender at any stage.

24. Indemnity:

- a. The agency service provider is responsible for all involved risks, liabilities, and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances the NIT Rourkela shall be held liable for any mishap, injury, accident, or death (s) of contractor's manpower during duty and even off-duty time. The firm/agency shall have all the responsibility in all cases. The Service Provider/Agency shall be liable to pay the compensation as per the provisions of the Act, Laws, or Rule (as applicable) of land. In case of loss to the Institute due to negligence of the manpower deployed the same may be recovered from the Service Provider/Agency.

25. Liquidated Damages (LD):

- a. If there is any damage to the Institute property or any other financial burden on the Institute because of willful or negligent action by the contractor or its personnel/employees, the Institute shall be entitled to recover ten times the cost as compensation from the contractor and may adjust/recover from the dues of the contractor.
- b. The agency/firm/contractor shall ensure execution as per the frequency indicated in the scope of work. The institute authorities shall inspect the Institute from time to time to assess the performance of the Contractor. If any deficiency in service is observed, the inspecting personnel may assess the value of the deficiency and recommend appropriate liquidated damages to be levied from the monthly bill. Such damages will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the LD shall include not only the saving to the contractor in materials, equipment usage and personnel, but also the consequence of poor performance by the contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of Director, NIT Rourkela shall be final and binding. For any deviation from the contract or any job not performed or left out or default or any delayed performance/unsatisfactory performance, the agency/firm/contractor shall be liable for liquidated damages subject to a minimum limit of 0.5% and maximum of 10% of the monthly billed value.

26. Operational guidelines of the Contract:

1. The contractor after award of the contract shall mobilize its resources for execution of the work as per terms of contract.

2. The contractor shall discharge its responsibility strictly adhering to this scope and shall ensure cleanliness as per frequency indicated in the contract.
3. Any mid-year increase in expenditure because of enhancement of minimum wage of the central government cost of goods and services in the market or other tax rates / statutory levies (except service tax) will be absorbed by the contractor, and it shall be inclusive of contract price.
4. The institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the Contractor. Any unpleasant incident occurring during the contract period is the sole responsibility of the Contractor. The institute shall in no way be liable for any such incident or financial liability if any.
5. The contractor while discharging, its aforesaid of responsibility shall carry out the instructions of Officer In-charge/ Engineer from time to time.
6. The NITR shall provide storage space for the agency/firm/contractor at a suitable place inside the campus as per availability. The agency/firm/contractor shall ensure that all the tools/tackles along with required consumables etc. are kept at the appropriate place, specified for the purpose.
7. The waste materials, collected during the cleaning shall be disposed of at the designated place.
8. Utmost care is to be taken while working to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/contractor and the agency/firm/contractor shall be liable to compensate the loss, if any to the NITR, which shall be recovered from the bills accrued to the agency/firm/contractor.
9. The agency/firm/contractor shall obtain written permission in respects of all its staff and officials for entry and working inside the campus premises and shall maintain record in this regard. Unauthorized entry and deployment of persons without prior permissions of the Registrar's office is prohibited.
10. The agency/firm/contractor shall ensure that proper discipline is to be maintained by the staff and officials engaged by the agency/firm/contractor, and they shall have to behave soberly at all times while functioning inside academic and administrative buildings. The conduct safety and security of the staff and officials shall be the sole responsibility of the agency/firm/contractor.
11. Payment will be made/ released on monthly pro-rata basis to the agency/firm/contractor during the preceding month based on the certification by concerned PIC.
12. The assets and equipment provided by the Institute shall be property of the Institute and agency/firm/contractor shall be merely the custodians of such assets and equipment. On termination/expiry of contract. Any such property shall be handed over to the Institute in proper working condition.

CHECKLIST FOR PREPARATION OF TENDER

Sl. No.	Particulars	Yes / No
1	Have you filled and signed the details and enclosed relevant documents?	
2	Have you read and understood various conditions of the tender and willing to abide by them?	
3	Have you submitted a tender fee of 1,000/- (Rupees One Thousand only) through offline mode of the e-Procurement module of the CPP Portal? The same should reach the Institute within the due date and time physically in the shape of demand draft (DD).	
4	Have you submitted a EMD of Rs.1,00,000/- (Rupees One Lakh only) through offline mode of the e-Procurement module of the CPP Portal? The same should reach the Institute within the due date and time physically in the shape of demand draft (DD).	
5	Have you taken a print of all the sections & annexures of the tender in the prescribed paper size and signed on all pages of the tender document and submitted it in the e-Procurement module of the CPP Portal?	
6	Have you attached proof of having met the eligibility criteria?	
7	Have you attached a self-attested copy of the documents to show the financial status?	
8	Have you attached a copy of the registration certificate with Government bodies like IT, GST, EPFO, ESIC, Labour license, or Legal Entity?	
9	Have you attached a copy of the self-attested work order along with a experience, satisfactory performance report and completion certificate?	
10	Have you attached all the supporting documents along with the technical bid as per clause no. 3.5?	
11	Have you attached the proof of authorization to sign on behalf of the Bidder?	
12	Has your techno-commercial bid been submitted as per the requirements of the tender?	
13	Is your Price Bid (BOQ) submitted as per the prescribed MS Excel format in the e-Procurement module of the CPP Portal?	
14	Have you submitted the tender documents in two parts with the respective cover in the e-Procurement module of the CPP Portal?	

Signature of the Tenderer

ANNEXURE – II

PROFORMA FOR TECHNICAL BID

Sl. No.	Particulars	Document is attached (Yes / No)	Page No
1	Details of the Firm		
2	Other business of the Firm		
3	Valid Tender Fee		
4	EMD Exemption Certificate		
5	Incorporation/Registration certificate of the company		
6	GST Registration No. (attached self-attested copy)		
7	EPF, ESIC, Labour License Registration No. (attached self-attested copy)		
8	PAN & Bank details (attached self-attested copy)		
9	Tender acceptance letter (Annexure-IV)		
10	Non-Blacklisting undertaking (Annexure-V)		
11	Satisfactory service performance certificate/reports of similar services (report on the letter head of the clients under signature of the authorized signatory with seal. (attach separate list if necessary) (Annexure-VI).		
12	Experience: The bidder shall have minimum 03 (Three) years of experience during the last three financial years (2021-22 & 2022-23 and 2023-24) in managing housekeeping and maintaining Guest House in any educational institutions or of having a hotel with 50 or more rooms . A copy of the Work Orders / Service Orders along with experience and satisfactory performance certificate against the respective work order should be produced in support of their experience as per given format. (Annexure-VII).		
13	The Bidders should have a minimum average annual turnover of Rs. 50,00,000/- (Rupees Fifty Lakh) in the last three financial years i.e. Financial Year 2021-22, 2022-23, 2023-2024 . Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) and completed work order copy/experience certificate (As per given format) for the last three financial years. All financial documents submitted must be duly certified by a Chartered Accountant. (Annexure-VIII).		
14	Company details (Annexure -IX)		
15	Bid Security declaration for EMD exempted bidders (Annexure-X)		

NOTE: All the above details are required to be compulsorily attached with the form, which is necessary for evaluation of technical bid failing which the technical bid shall be disqualified.

Signature of Tenderer

ANNEXURE – III

BOQ (Bill of Quantity) /PRICE BID / QUOTED PRICE FORMAT
[Should only be uploaded in the Price-Bid cover. Not to be enclosed with the Techno-commercial bid]

[Validate](#) [Print](#) [Help](#) [in Wise BoQ](#)

Tender Inviting Authority: REGISTRAR, NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Name of Work: GUEST HOUSE MANAGEMENT SERVICES (SOUTH & NORTH BLOCK) AT NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

Tender Ref. No.: NITR/PW/GH/2025/350 Date: 04/06/2025

Name of the Bidder/ Bidding Firm/ Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE in Figures To be entered by the Bidder in Rs. P	GST (If applicable in Percentage)	GST Amount in Rs. P	TOTAL AMOUNT excluding taxes in Rs. P	TOTAL AMOUNT including taxes in Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	6	7	8
1	Description of Service:						
1.01	Consolidated price / cost per month for providing house-keeping, catering management and maintenance (including gardeners) service for Guest House South Block (30 Rooms including 6 Nos of suites) which also includes all taxes and duties, wages of worker (including PF&ESI), cost of washing, cost of minor repair and maintenance. Supply of all consumables, other incidental expenditure, cost of uniforms and other benefits given to workers engaged by Contract.			0.00	0.00	0.00	INR Zero Only
1.02	Consolidated price / cost per month for providing house-keeping, catering management and maintenance (including gardeners) service for Guest House North Block (20 Rooms) which also includes all taxes and duties, wages of worker (including PF&ESI), cost of washing, cost of minor repair and maintenance. Supply of all consumables, other incidental expenditure, cost of uniforms and other benefits given to workers engaged by Contract.			0.00	0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	

(ON THE LETTERHEAD OF THE FIRM)

**DECLARATION
(TENDER ACCEPTANCE LETTER)**

To,

The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Sub: Acceptance of all the terms & conditions of tender.

Ref.: Tender for Guest House Management Services (North block & South block).

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the CPP Portal or NIT Rourkela web site(s).
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished for this tender are authentic to the best of my knowledge and belief.
4. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
6. I / We/ are aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my / our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal

(ON THE LETTERHEAD OF THE FIRM)
SELF DECLARATION – NON-BLACKLISTING

To,
The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref:

Dear Sir,

I / We, Proprietor / Partner(s) / Director(s) of M/s., hereby declare that the Firm / Company namely M/s has not been blacklisted or debarred / no Police Case or Vigilance inquiry pending or ever been punished by any Hon'ble Court / no due towards Income Tax declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period as on the date by NIT Rourkela or any other Govt. Organization / PSU / Central Autonomous Body from taking part in tenders.

We further declare that presently our Firm / Company M/sis not blacklisted or debarred and not declared ineligible for any reason by any State / Central Government / PSU / Autonomous Body on the date of bid submission including violation of relevant Labour Laws.

If this declaration is found to be incorrect then without prejudice to any other action than may be taken, our Performance Security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Date:

Place:

Signature of Authorized person
Name
Designation with agency seal

PERFORMANCE REPORT***(ON THE LETTERHEAD OF THE ISSUING ORGANIZATION)***

Performance report/experience certificates form for the completed and in progress during the last 5 years (attach copies of work order/agreement – Please use different sheets for different organization and may be followed as per requirement).

1	Name of the Firm/Agency	
2	Name of the work / Project & Location	
3	Nature of Work	
4	Agreement No. / Work Order No. <i>(Please enclose copy of the work order with Authorized Signatory)</i>	
5	Tendered Cost	
6	Value of work done	
7	Tenure of the contract from: _____	To: _____
8	Date of Commencement	
9	Date of Completion (Please mention “under progress/continuing” if not completed)	
10	Performance report based on quality of services provided <i>Excellent / Good / Satisfactory / Bad / Very Bad (Please select Any one)</i>	

Note: Bidder must submit the performance report on the above format.

Date:

Head of the Department or
Equivalent with seal & signature

ANNEXURE – VII

Experience
(As per tender Clause No. 3.5 (3))

Bidder's Experience details during the last three Financial years				
Financial Year	Name of the work	Purchase Order No. & Date (Copy of Work Orders to be attached)	Date of successfully completion of Work (copy of report from client to be attached)	Contact Details of Client
2021-22				
2022-23				
2023-24				

NOTE: *In case of ongoing projects/works please mention continuing and enclose the experience certificates*

Date:

Place:

Signature of Authorized person
Designation with agency seal

ANNEXURE – VIII

Annual Turnover
(As per tender Clause No. 3.5 (2))

Bidder's Annual Turnover details for the last Three Financial years			
Financial Year	Turnover in Rs.	Remarks	Please submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) etc. for the last three financial years. All financial documents submitted must be duly certified by the Chartered Accountant with this Annexure.
2021-22			
2022-23			
2023-24			

Date:

Place:

Signature of Authorized person
Designation with agency seal

ANNEXURE – IX

COMPANY DETAILS

Name of the bidder		
Date of Incorporation / Registration details		
PAN Number		
GST Registration Number		
Bidder's Bidding Capacity for the tendered items (As a Manufacturer/Trader/ dealer/channel partner/system integrator/Service provider etc.)		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Registered Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Date:

Place:

**Signature of Authorized person
Designation with agency seal**

(ON THE LETTERHEAD OF THE FIRM)
BID SECURITY DECLARATION

To,
The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref: Tender for **Guest House Management Services (North block & South block).**

Dear Sir,

We, the undersigned declare that

1. We understood that, according to the tender conditions, bids must be supported by a Bid Security Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of 3 years or as per decided by the NIT Rourkela starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we;
 - a. have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - b. having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:

Place:

person

Signature of Authorized

Name

Designation with agency seal

Rate Charts

MENU

TEA & COFFEE

Tea	100 ml	Rs. 10.00
Black Tea	100 ml	Rs. 10.00
Coffee	100 ml	Rs. 15.00
Biscuit	4 pcs.	Rs. 10.00



BREAKFAST



Idli, Sambar & Chutney	01 Pax	Rs. 50.00
Poori, Aloo mutter Curry	01 Pax	Rs. 50.00
Plain Paratha and Veg Curry	01 Pax	Rs. 50.00
Aloo Paratha with Curd and Pickle	01 Pax	Rs. 50.00
Chole, Bhature	01 Pax	Rs. 50.00
Shemai, Upama with Sambar & Coconut Chutney	01 Pax	Rs. 50.00
Bread toast (5 pcs), Omelets (Double Egg), Butter & Jaam	01 Pax	Rs. 50.00
Cornflakes, Milk (200 ml.) with Tea	01 Pax	Rs. 50.00
Uttapam, Sambar with Chutney	01 Pax	Rs. 50.00

LUNCH & DINNER: (General Menu with Buffet Setup)

Roti/Poori, Rice, Yellow Dal, Seasonal Veg 2 type of veg dish, Pickle, Curd, Green Salad, Papad, Sweet.	01 Pax	Rs. 110.00
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A LA CARTE MENU: (Approved Rice- Basmati/Dawat) (Quantity-350 gram)

1) Veg Biryani with Raita	Rs. 100.00
2) Paneer Biryani with Raita	Rs. 130.00
3) Chicken Hyderabad Biryani (2 Pcs with 1 Egg) with Raita	Rs. 150.00
4) Mutton Biryani (2 Large Pcs with 1 Egg) with Raita	Rs. 250.00
5) Egg Chicken Fried Rice (Double Egg) with Raita	Rs. 100.00
6) Egg Fried Rice (Double Egg) with Raita	Rs. 70.00

ADDITIONAL ITEMS

Mutton Curry (160 gram)	1 Pax	Rs. 160.00
Chicken Curry (4 Pcs.)	1 Pax	Rs. 70.00
Fish Curry (2 Pcs.)	1 Pax	Rs. 60.00
Fish Fry (2 Pcs.)	1 Pax	Rs. 50.00
Egg Curry (2 Pcs.)	1 Pax	Rs. 50.00
Omelette (2Pcs)	1 Pax	Rs. 30.00
Paneer/Mushroom preparation	1 Pax	Rs. 70.00



*N.B: All the above prices are exclusive of GST as applicable.

MENU

SPECIAL THALI FOR IN HOUSE GUESTS/VISITORS



₹160/-

SPECIAL VEG THALI

Green Salad, Papad, Roti/Poori, Yellow Dal/Dal Fry, Veg Sabji, Veg Chips/Brinjal & Aloo Chips, Paneer/Mushroom Preparations, Rice, Curd- 50 Gram. Dessert (Gulab Jamun/Rasgola)



CHICKEN THALI

Green Salad, Papad, Roti/Poori, Yellow Dal/Dal Fry, Veg Chips/Brinjal & Aloo Chips, Chicken Curry (4 Pcs.), Rice, Dessert- (Gulab Jamun/Rasgola)



₹160/-



₹160/-

FISH THALI

Green Salad, Papad, Roti/Poori, Yellow Dal/Dal Fry, Veg Chips/Brinjal & Aloo Chips, Fish Curry/Masala (2 Pcs.), Rice, Dessert- (Gulab Jamun/Rasgola)

MUTTON THALI

Green Salad, Papad, Roti/Poori, Yellow Dal/Dal Fry, Veg Chips/Brinjal & Aloo Chips, Mutton Curry (05 Pcs), Rice, Dessert- (Gulab Jamun/Rasgola)



₹260/-



₹140/-

EGG THALI

Green Salad, Papad, Roti/Poori, Yellow Dal/Dal Fry, Veg Chips/Brinjal & Aloo Chips, Egg Curry/Masala (2 Pcs.), Rice, Dessert- (Gulab Jamun/Rasgola)

PRAWN THALI

Green Salad, Papad, Roti/Poori, Yellow Dal/Dal Fry, Veg Chips/Brinjal & Aloo Chips, Prawn Curry/Kassa (Medium Large 06 Pcs), Rice, Dessert- (Gulab Jamun/Rasgola)



₹220/-

*N.B: All the above prices are inclusive of GST @ 5%.

MENU

FOR SPECIAL OCCASION/ACADEMIC EVENTS (BUFFET SETUP)



₹250/-

VEG MENU NO. 1

Green Salad, Papad, Pickles/Chutney, Soup (Tomato/Sweet Corn/Manchow), Roti/Methi Poori/Poori, Yellow Dal/Dal Makhni/Rajma/Cholley, Rice/Veg Pulao/Zeera Rice (Basmati), Veg Kundan/Navaratna Kurma/Malai Kofta, Paneer/Mushroom Preparation, Indian Dessert (Gulab Jamun/Rasgola/Chenna Poda)

VEG MENU NO. 2

Green Salad, Papad, Pickles/Chutney, Soup (Tomato/Sweet Corn/Manchow), Roti/Methi Poori/Poori, Yellow Dal/Dal Makhni/Dal fry, Rice/Veg Pulao/Zeera Rice (Basmati), Veg Kadhahi/Mixed Veg/Aloo Potal Kassa/Gobi Masala, Paneer Butter Masala/Mushroom Masala Preparation, Indian Dessert (Shahi Tukda/Gajar Halwa/Payassam), Ice Cream (Kone/Kulfi)- Rs. 30/- Meetha Pan- Rs. 10/-



₹300/-



₹250/-

VEG MENU NO. 3 (SOUTH INDIAN)

Green Salad, Papad, Pickles/Chutney, Soup (Tomato/Sweet Corn/Manchow), Yellow Dal/Dal Makhni, Sambhar/Rasam, Rice Preparations (Basmati),(Tamarind/Tomato/Lemon), Curd Rice, Tawa Roti/Methi Poori/Poori, Vegetable Bonda, Mirchi Bajji, Curd, Indian Dessert (Gulab Jamun/Rasgola/Chenna Poda)

SPECIAL LUNCH & DINNER: (BUFFET SETUP)

Veg Soup, Sambar, Rice(Basmati), Dal Preparation, Rooti/Poori, Seasonal Veg Curry, veg chips, one type of non-veg/veg preparation (Chicken/Fish or Paneer/Mushroom preparation)
Green Salad, Papad, Curd, Sweet, Pickle.

₹220/-



*N.B: All the above prices are exclusive of GST @ 5%.

MENU

SPECIAL COMBO MENU (BUFFET SETUP) FOR ACADEMIC EVENTS

VEG & NON-VEG COMBO MENU NO. 1

₹400/-



Green Salad, Papad, Pickles/Chutney, Soup (Tomato/Sweet Corn/Manchow), Poori/Roti, Yellow Dal/Dal Makhni/Rajma/Cholley, Rice/Veg Pulao/Zeera Rice (Basmati), Veg Kundan/Navaratna Kurma/Malai Kofta, Chicken Biryani- Basmati Rice (2 pcs. with 1 egg), Raita, Paneer/ Mushroom Preparation, Indian Dessert (Gulab Jamun/Rasgola/Chenna Poda)- Any one dessert.



VEG & NON-VEG COMBO MENU NO. 2

₹440/-

Green Salad, Papad, Pickles/Chutney, Soup (Tomato/Sweet Corn/Manchow), Methi Poori/Roti, Yellow Dal/Dal Makhni/Dal fry, Rice/Veg Pulao/Zeera Rice (Basmati), Veg Kadhai/Malai Kofta/Aloo Potal Kasa/Gobi Chilly, Chicken Butter Masala, Fish Fry, Paneer Butter Masala/Mushroom Masala Preparation, Indian Dessert (Shahi Tukda/Gajar Halwa/Payassam)- Any one dessert. Ice Cream (Kone/Kulfi)- Rs. 30/- Meetha Pan- Rs. 10/-

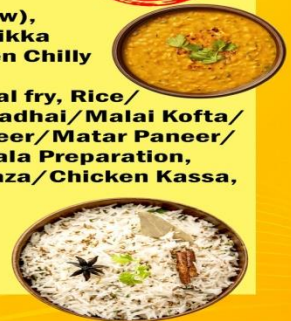


VEG & NON-VEG COMBO MENU NO. 3

₹530/-



Green Salad, Papad, Pickles/Chutney, Starter:
1) Soup (Tomato/Sweet Corn/Manchow),
2) Paneer 65/Paneer Pakora/Paneer Tikka
3) Chicken Pakora/Chicken 65/Chicken Chilly
Main Course:
Poori/Rooti, Yellow Dal/Dal Makhni/Dal fry, Rice/Veg Pulao/Zeera Rice (Basmati), Veg Kadhai/Malai Kofta/Aloo Potal Kasa/Gobi Chilly, Shahi Paneer/Matar Paneer/Paneer Butter Masala/Mushroom Masala Preparation, Chicken Butter Masala/Chicken Do Pyaza/Chicken Kassa, Fish Masala/Fish Fry,
Indian Dessert:
(Shahi Tukda/Gajar Halwa/Payassam)
Ice Cream (Kone/Kulfi)- Rs. 30/-
Meetha Pan- Rs. 10/-



VEG & NON-VEG COMBO MENU NO. 4

₹699/-

Green Salad, Papad, Pickles/Chutney, Starter:
1) Soup (Tomato/Sweet Corn/Manchow),
2) Paneer 65/Paneer Pakora/Paneer Tikka
3) Chicken Pakora/Chicken 65/Chicken Chilly
4) French Fries with sauce
Main Course:
Naan/Butter Naan/Kulcha/Lachha Paratha, Yellow Dal/Dal Makhni/Dal fry, Rice/Veg Pulao/Zeera Rice (Basmati), Veg Kadhai/Malai Kofta/Aloo Potal Kasa/Gobi Chilly, Shahi Paneer/Matar Paneer/Paneer Butter Masala/Mushroom Masala Preparation, Chicken Butter Masala, Fish Fry, Mutton Kassa/Curry,
Indian Dessert:
(Shahi Tukda/Gajar Halwa/Payassam)
Ice Cream (Kone/Kulfi)- Rs. 30/-
Meetha Pan- Rs. 10/-



*N.B: All the above prices are exclusive of GST @ 5%