

REGISTERED WITH ACKNOWLEDGEMENT DUE

F. No.19-4/12-Contract/Vol.III/

Date: /12/2014.

Serial No. _____

Date _____

NOT TRANSFERABLE

**ICAR-DIRECTORATE OF MEDICINAL & AROMATIC PLANTS
RESEARCH
BORIAVI - 387 310, DIST: ANAND (GUJARAT)**

**INVITATION TO LIMITED TENDER AND INSTRUCTIONS
CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB
WORK CONTRACT FOR PROVIDING THE SERVICES OF COOK,
HELPER AND ATTENDANT-CUM-RECEPTIONIST AT ICAR-DMAPR
GUEST HOUSE, LAMBHVEL ROAD, ANAND.**

- [A] Cost of Tender Form ₹1,000/- (Rupees one thousand only) **IN PERSON** and ₹1,100/- (Rupees one thousand one hundred only) **BY POST**
- [B] Last date of sale of Tender Form is *16/01/2015 up to 15.00 HRS*
- [C] Last date of receipt of Tender in Office is *17/01/2015 up to 15.00 HRS*
- [D] Tenders to be opened at *11:00 AM on 19/01/2015*.
- [E] Tender to remain open for acceptance up to 90 days from the date of opening.
- [F] The Tender document is also available at our website www.ICAR-DMAPR.org.in and [www.http://eprocure.gov.in/](http://eprocure.gov.in/)

NOTE:

1. The Director, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi may at his discretion, extend this date by a fortnight and such extension shall be binding on the Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.



ICAR-DIRECTORATE OF MEDICINAL & AROMATIC PLANTS RESEARCH
BORIAMI - 387310, DIST: ANAND (GUJARAT)

Note: - All communications must be addressed to the Director, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi - 387 310, Dist: Anand.

INVITATION OF LIMITED TENDER FOR PROVIDING THE SERVICES OF COOK,
HELPER AND ATTENDANT-CUM- RECEPTIONIST AT ICAR-DMAPR GUEST
HOUSE, LAMBHVEL ROAD, ANAND

From: Director, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi - 387 310,
Dist: Anand, Gujarat

To

Dear Sir / Madam (s),

Sealed Tenders are hereby invited on behalf of the Director, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi - 387 310, Dist : Anand for contract of PROVIDING THE SERVICES OF COOK, HELPER AND ATTENDANT -CUM-RECEPTIONIST AT ICAR-DMAPR GUEST HOUSE, LAMBHVEL ROAD, ANAND. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions detailed in the Tender's forms and its schedules. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of ₹.13,000/-(Rupees thirteen thousand only) must be deposited in the form of demand draft/pay order payable to "ICAR Unit - ICAR-DMAPR, Anand". The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft / pay order number and the date, failing which the Tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD will be refunded to the unsuccessful tenderers as promptly as possible whereas in the case of successful tender, EMD will be refunded after deposition of Security Deposit @ 5% of the contract value in form of Demand Draft.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resale his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by ICAR-DMAPR. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-DMAPR.



4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and **be signed in full by the Tenderer along with the stamp.** In such cases reference to the additional pages must be made in the Tender forms. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tender. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer after issue of letter of award by ICAR-DMAPR within 15 days, the offer made shall be withdrawn without any notice & earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

8. The original copy of the Tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed " THE JOB WORK CONTRACT FOR PROVIDING THE SERVICES OF COOK, HELPER AND ATTENDANT-CUM-RECEPTIONIST AT ICAR-DMAPR GUEST HOUSE, LAMBHVEL ROAD, ANAND" with address of this office and the Tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by the Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the Office not later than 15.00 HRS on 17/01/2015.

Tender received after the specified date and time for receipt of tender shall not be considered.

9. The rates quoted by each firm for above service contract in Tenders be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be



attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. The ICAR-IDMAPR is not bound to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part. You are, however, at liberty to Tender for the whole or any portion or to state in the Tender that the rates quoted shall apply only if the Tender is considered fully. Other conditional Tenders will not be accepted.

11. **Security deposit @ 5%** of the contract value is to be deposited by the Selected Agency / Successful Tenderer through Account payee Demand Draft only after receiving a communication from the ICAR-IDMAPR. In the event of non-deposition of the same, the earnest money will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

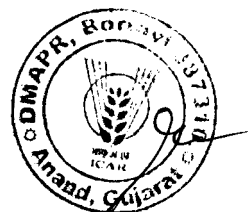
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and the Institute will not entertain any claim whatsoever in this respect. However the service tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rules.

14. The Director, Directorate of Medicinal and Aromatic Plants Research reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

15. Decision of the Director, Directorate of Medicinal and Aromatic Plants Research will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and will not be referred to arbitration.

16. Acceptance by the Institute will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Express letter etc. should be acted upon immediately.



17. **The following documents/ vouchers are required to be enclosed with the tender forms which are the terms and conditions of the Tender document:**
- (a) Registration certificate of the firm under the work contract of the appropriate authority [Registration under Shop & Establishment Act, 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act].
 - (b) **Last Three years experience of the firm in the field** of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form [*page No. 15 of the document*].
 - (c) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
 - (d) Duly certified copies of the satisfactory services / copy of work order awarded where the Tenderer is providing the services for the last three years.
 - (e) Employee EPF registration certificate issued by local govt. etc.
 - (f) Employee ESI registration certificate issued by local govt. etc./ WC Policy whichever applicable.
 - (g) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
 - (h) Nos. of workers registered under ESI & EPF separately along with their ESI & EPF contributions. Documentary proof of vouchers [**i.e. challan for the month of July, 2014 to September, 2014**] to be required and may be attached.
 - (i) Income Tax Permanent Account allotted by Income Tax dept.
 - (j) Service Tax No. allotted by Central Custom and Excise Dept. [**please attach a copy of challan for the month of July, 2014 to September, 2014**]
 - (k) Certified copy of ISO Certificate
 - (l) Successful tenderers will have to enter into detailed contract agreement with ICAR-DMAPR on non judicial paper of ₹.100/- (Rupees one hundred only)

Note:

1. The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
2. Please attach a Photostat copy of all the documents mentioned against Sl. No.17(a)to(k).



- # The firms which are engaged strictly in hospitality business would only be considered.
- # The firms are advised to strictly adhere to the Minimum Wages prescribed by GOI for Gujarat State.

Yours faithfully,

[Handwritten Signature]
23/12/2014

Administrative Officer
For and on behalf of the Director



TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF COOK, HELPER AND ATTENDANT-CUM- RECEPTIONIST AT ICAR-DMAPR GUEST HOUSE, LAMBHVEL ROAD, ANAND

From

Full Name & Address of the Tenderer In addition to Post Box No.,if any, should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

To:

The Director,
ICAR-Directorate of Medicinal and Aromatic Plants Research,
Boriavi - 387 310, Dist : Anand

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **providing the services of cook, helper and attendant -cum- receptionist at ICAR-DMAPR Guest House, Lambhvel Road, Anand** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender _____ . The Schedules-I & II to accompany this Tenders are at pages_____ .

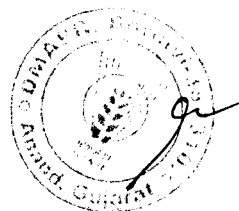
4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. _____ of ₹. _____ drawn in favour of "ICAR Unit - ICAR-DMAPR" and payable at Anand is enclosed as earnest money required.

Yours faithfully,

Dated :

Signature & Seal of the Tenderer



Telephone No. Office
Resi. Mobile

Name of Witness:

Address

Occupation

Signature of witness to contractor's signature :

Address :



SCHEDULE TO TENDERS

PART - I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932
(Please give names of partners)
 - c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute concerning business of the partnership to arbitration
 - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner



5. Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART - II

8. Earnest Money Deposited: Yes/No

PART - III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting ICAR-DMAPR regarding the contract

Date _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages and to be numbered wherever needed by the Tenderer.



GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING THE SERVICES OF COOK, HELPER AND ATTENDANT -CUM- RECEPTIONIST AT ICAR-DMAPR GUEST HOUSE AT LAMBHVEL ROAD, ANAND

- 1] **Scope of Work:** The work of providing the services of **Helper and Attendant -cum- Receptionist round-the-clock (24 hrs)** and **Cook for two shifts**. The work of providing Breakfast, Lunch, Dinner, tea etc. to the visitors who have been allotted the rooms at ICAR-DMAPR Guest House shall have to be under taken without causing any damage to the ICAR-DMAPR properties. In case, any damage is caused by the manpower deployed by the contractor to do the work the same shall be made good by the contractor. The items are to be served as per Annexure-A. All the items have to be prepared in the ICAR-DMAPR, Guest House Kitchen itself. Specials like fish curry, chicken roast or any other item have to be prepared with special rates mutually accepted by the guest and cook.
- 2) **The Firm/Party should have experience for providing Hospitality Services in the Government establishments/reputed organizations.**
- 3) The Firm/party will have to ensure availability the services of Helper and Attendant -cum- Receptionist work Round-the-Clock (24 hrs.) and Cook for two shifts for a period of one year purely on contractual basis in the ICAR-DMAPR Guest House.
- 4) The persons engaged by the firm/party for this purpose, must be able to cook and serve South Indian and North Indian foods and should be able to converse in Hindi also. The Cook will be engaged for performing the duties of Cook work in the ICAR-DMAPR Guest House under the proper supervision and monitoring of the In-charge, Guest House.
- 5) The services of Helper and Attendant-cum-Receptionist is to be made available Round-the-clock and for Cook in two shifts, by deputing at least one person for each work turn-by-turn.
- 6) The Firm/Party will have to collect the money directly from the Guests and serve the food according to their requirement as per the approved rates decided by the Directorate. The Directorate will only provide cooking facilities such as kitchen, utensils and empty cooking gas cylinder. No consumable items will be provided by the Directorate.
- 7) The kitchen, dining hall, tables, chairs etc. should be kept clean and hygienic. Standards should be maintained in preparation and serving of food. The Cook, Attendant and Receptionist must be decently dressed in clean clothes.
- 8) No liquor/prohibited items are allowed in the guest house and premises.



- 9) No electrical equipment except microwave oven, mixer-grinder will be allowed for cooking purposes.
- 10) Kitchen wares, utensils, lunch plates, refrigerator etc. will be provided for which receipt has to be acknowledged during take-over of charge.
- 11) They will provide Bed Tea/Coffee, Breakfast, Lunch, Evening Tea and Dinner according to the requirement of the Guests.
- 12) They should not charge more than the rates given in Annexure-A.
- 13) The Firm /Party is expected to provide a wholesome/superior quality food at all times. Inspection in this regard would be carried out by the Guest House-In-Charge/Authorized Officer of ICAR-DMAPR periodically and lapses if any would be viewed seriously. Service of substandard food would result in termination of the Contract.
- 14) The Firm/Party should have to keep the usage of the water and electricity to a reasonable level.
- 15) No child (below 18 years) should be employed in the Guest House for any type of service.
- 16) The Contractor will have to execute an agreement on ₹100/- Non-Judicial Stamp Paper with the Director, ICAR-DMAPR, Boriavi valid for the period of one year from the date of work order before the commencement of the Contract.
- 17) In cases of any dispute, the decision of the Director, ICAR-DMAPR would be final and legally binding.
- 18) The Agency/Firm shall not appoint any Sub-Contractor to carry out any obligations under this Contract.
- 19) The contractor has to carry out the work on needs basis. However the contractor shall carry out the contract work under the direct supervision/ instruction/ satisfaction of the Director or his nominee. The Contractor shall complete the job works within the stipulated time.
- 20) Payment for above work contract will be made monthly upon submission of pre-receipted bill. However, the bill may be prepared with full details indicating all the charges separately. Payment will be made through NEFT/RFGS. The contractor must provide the following information for making the payment.
(a) Account number (b) Name of Bank (c) Full Bank address, Agency name and IFC code etc. **A cancelled cheque may be enclosed.**
- 21) An earnest money of ₹. 13,000/- (Rupees thirteen thousand Only) in the form of DD/Pay Order only is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resiles from the offer.



- 30) On proceeding on leave, etc. by the employee of the Agency/Firm, his substitute shall be posted immediately under intimation to this Institute without any additional charge or expenses. Changing of workers should be intimated to the Officer-in-charges, Guest House.
- 31) The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, if required as per rules.
- 32) The Contractor/Service provider will make the payment to the worker by account payee cheque only.
- 33) The Contractor must also ensure that minimum wages is paid to their workers as per the existing minimum wages act. **The statutory payment is being indicated at Sl. No. 33 (Other Terms & Conditions).**

32) LIQUIDITY DAMAGES CLAUSE:

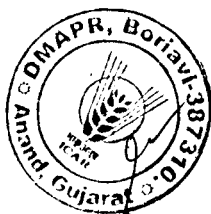
- 1) An amount equivalent to two days of contract amount, subject to a minimum of ₹.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by ICAR-DMAPR and if no action is taken within one hour liquidated damages clause will be invoked.
- 2) Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

33) Other terms & Conditions:

- 1.1 In the tender for labour/manpower supply contracts, compliance by contractors regarding compliance of EPF & MP Act' 1952 needs to be specified along with other labour laws, names of contractors covered under the EPF & MP Act. The same can be searched and downloaded from the website - www.epfindia.gov.in
- 1.2 Principal employer / D.D.O's should get a copy of ECR, e- challan and salary/wages register reflecting P.F. deductions, before release of payment.
- 1.3 Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with 12% employer share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR's of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.



- 22) The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event , the work **FOR PROVIDING THE SERVICES OF COOK, HELPER AND ATTENDANT-CUM-RECEPTIONIST AT ICAR-DMAPR GUEST HOUSE, LAMBHVEL, ANAND** shall be got done from other source at the expenses of the defaulting firm.
- 23) The Agency/Firm will provide sufficient sets of Uniforms to its employees and ensure that they should wear them all the time and maintain them clean. The employees of the Agency/Firm shall be issued Identity Card bearing their photographs. Photographs for Identity Card shall be provided to the employees by the Agency/Firm at their own cost.
- 24) The Institute will pay the *Wages and Variable Dearness Allowance* at the enhanced rate announced by the Govt. time to time.
- 25) The Agency/firm shall employ fresh, good and reliable workers with robust health and clean record preferably within the age group of 18 to 45 years. The Agency/Firm shall be responsible for the conduct and decent behavior of its employees. In case any employee of the Agency/Firm is found misbehaving with any staff of the Instituted, visitors, etc. or creating any disturbance to the peaceful atmosphere in the guest house etc. the Agency/Firm shall withdraw them at their own risk and responsibility. The Agency/Firm shall therefore, issue necessary instruction to its employee to act upon the instructions given by the concerned officers of this Institute.
- 26) After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the ICAR-DMAPR, Boriavi / Lambhvel shall have to be furnished along with the Tender. However, the Tender should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
- 27) The Agency/Firm will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Agency/Firm shall indemnify and keep indemnified the ICAR-DMAPR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, Directorate of Medicinal and Aromatic Plants Research shall be final and binding on the contractor.
- 28) Service Tax/Educational Cess/SHE Cess/ Income Tax will be deducted from the payments due for the work done as per the rules.
- 29) The Agency/Firm shall be responsible to the Director of this Institute and other Officers nominated by him for the execution of the contract and for day to day work as mentioned above.



1.4 At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.

1.5 Employees may be guided to obtain e- passbooks from EPFO website.

The Director, Directorate of Medicinal and Aromatic Plants Research reserve the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, Directorate of Medicinal and Aromatic Plants Research shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.



CHECK LIST REQUIRED TO BE SUBMITTED ALONG WITH TENDER DOCUMENTS:

Name of the Firm:

[a]	E.M.D. for ₹ 13,000/- furnished	
[b]	Registration certificate of the firm under the work contract of the Appropriate Authority. [Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/Or any other Act.]	
[c]	Three years experience of the firm in the field of providing Hospitality Services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form [page No. 15 of the document] [The firm must have such running contract at present]	
[d]	Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant IT return for the previous year.	
[e]	Copy of Employee EPF registration certificate	
[f]	Copy of Employee ESI registration certificate / WC Policy	
[g]	Nos. of workers registered under ESI & EPF separately. Along with their ESI & EPF contributions. Documentary proof of vouchers [i.e. <i>challan for the month of July, 2014 to September, 2014</i> to be required and must be attached.	
[h]	Copy of Income Tax Permanent Account Number allotted by Income Tax Dept.	
[i]	Service Tax No. allotted by Central Custom and Excise Dept. [Please attach a copy of challan for the month of <i>July, 2014 to September, 2014</i>]	
[j]	Only those firms will be considered for financial bid who will qualify in the technical bid	
[k]	The rates for man days should be as per the minimum labour wages act in the relevant field	
[l]	Certified copy of ISO Certificate	

Note: All the pages of documents attached with the bid must be signed and stamped.

DOCUMENTS FROM [a] TO [i] ARE COMPULSORY



FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 17/01/2015 UP TO 15:00 HRS

Date of opening of Bid : 19/01/2015 AT 11:00 AM
At ICAR-DMAPR , Boriavi - 387 310

To,
The Director,
Directorate of Medicinal and Aromatic Plants Research,
Boriavi - 387 310
Sir,

I/We wish to submit our Tenders for PROVIDING THE SERVICES OF COOK, HELPER AND ATTENDANT-CUM- RECEPTIONIST AT ICAR-DMAPR GUEST HOUSE, LAMBHIVEL, ANAND on contractual basis on the following rates:

S. No.	Name of Service	Description of work	Rate per month ₹
1	Availability of Cook[s] [Two shifts] - Skilled	Person deployed for this work must be able to cook South Indian/ North Indian foods and should be able to converse in Hindi also.	
2	Availability of Attendant-cum-Receptionist[s] [Round the clock] - Skilled	Person deployed for this work should be skilled to communicate in Hindi-Gujarati and a bit in English. He has to perform work related to attending/reception for guiding the visitor and attend a call from visitors.	
3	Availability of Helper[s] [Round the clock] - Unskilled	Person deployed for this work shall have to serve the food, clean the tables, chairs etc. and any other work as per requirement.	
	TOTAL ₹		
	Bonus		
	EPF @ 13.61%		
	Others: Admin. Charges, Liveries, ESIC/WC etc.		
	TOTAL ₹		
	Add. Service tax @ 12.36%		
	Grand Total ₹		

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. _____ MobileNo. _____

Date : _____



RATE LIST

S. No.	Items	Rate ₹.
1.	Normal Tea	5/-
2.	Special Tea	10/-
3.	Tea [Tea bag/ with sugar free	10/-
4.	Coffee	10/-
5.	Breakfast [Veg.]	30/-
6.	[1]. Puri with Vegetable [2] Aloo/Gobi Paratha [3] Vada Sambhar [4] Upama [5] Spl. Potato Poha [6] Khaman [7] Potato vada with Chatani [8] Bread Butter [9] Curd vada	40/-
7.	Special break fast [1] Idli sambhar [2] Dosa sambhar [3] Patish- sev khamani-sweet [4]Fruit dish [5] Sandwich [with Fruit jam and sauce] [6] Garlic bread with cheese [7] Pizza [8] Methi Thepla with curd [Rates with fresh juice/ tea/ coffee]	40/-
8.	Dinner Roti/ Bhakhari, Kadhi, Khichadi, one vegetable, Papad, Salad	40/-
9.	Standard Lunch/Dinner Rice/Pulav, Dal/Kadhi, Roti/Puri/Bhakhari, Papad, Pickle, Salad, Curd/Raita, One dry vegetable, One green vegetable, Channa/Rajama[Kathore any one]	50/-
10.	Special Lunch/Dinner Special dray vegetable, one paneer items, Dal fry/ Kadhi, Basamati Rice/ Pulav, Salad, Papad, Farsan, Pickle, Curd/Raita, Channa/Rajama[Kathore any one], Roti/Puri/Bhakhari, Sweet dish [like, Gulab jamun, Kal jam, Rasdi, Angoor rabadi, Mengo barafi, Shrikhand.]	90/-
11.	Deluxe Lunch/Dinner Special soup, one special dry vegetable, one paneer item, Dal fry/ Kadhi, Basamati Rice/ Pulav, Channa/Rajama[Kathore any one], Special Salad, Papad, Farsan, Pickle, Curd/Raita, Roti/Puri, Sweet dish [like, Gulab jamun, Kal jam, Rasdi, Angoor rabadi, Mengo barafi, Shrikhand,], Ice Cream [only AMUL], Pan,	130/-
	Cold Drinks, Mineral Water	At actuals

