

केन्द्रीय इलेक्ट्रॉनिकी अभियांत्रिकी अनुसंधान संस्थान  
पिलानी (राज.)

सं. 3-2(1)2010/E-III

दिनांक 21/09/10

निविदा आमंत्रण सूचना

जन शक्ति व भोजन सेवा उपलब्ध करवाने में अनुभवी व विशेषज्ञता प्राप्त ठेकेदारों से विहित प्रपत्र के भाग I व II में आवेदन आमंत्रित किए जाते हैं।

निविदा प्रपत्र तथा विस्तृत निबंधन व शर्तें सीरी, पिलानी के स्थापना अनुभाग - III से दिनांक 23/09/10 से 01/10/10 तक किसी भी कार्य दिवस में प्रातः 10 बजे से सायं 5 बजे के बीच निदेशक, सीरी पिलानी के नाम जारी डिमाण्ड ड्राफ्ट के माध्यम से रू० 100/- (एक सौ रुपये मात्र) का भुगतान कर प्राप्त किए जा सकते हैं। यह धनराशि अप्रतिदेय (वापस नहीं की जाएगी) होगी। सीरी वेबसाइट से डाउनलोड किए प्रपत्र स्वीकार नहीं किए जाएंगे।

महत्वपूर्ण तिथियाँ

1. निविदा प्रपत्र की बिक्री 23/09/10 से 01/10/10 तक (प्रातः 10 बजे से सायं 5 बजे तक)
2. निविदा जमा करना 04 अक्टूबर 2010, सायं 3.00 बजे तक
3. निविदा दस्तावेज के कॉलम 04 अक्टूबर 2010 प्रातः 10 बजे, सीरी कैफटेरिया में सं. 22(क) के अनुसार प्रस्तुतीकरण
4. निविदा खुलना 04 अक्टूबर 2010 सायं 3.30 बजे।

अपूर्ण व सशर्त निविदाएँ स्वीकार नहीं की जाएँगी। निदेशक, सीरी किसी भी अथवा सभी निविदाओं को बिना कोई कारण बताएँ रद्द कर सकते हैं।

निविदा आमंत्रण सूचना (एन.आइ.टी.)/ निबंधन व शर्तें सीरी वेबसाइट ([www.ceeri.ernet.in](http://www.ceeri.ernet.in)) पर देखी जा सकती है। निविदादाता या उनके अधिकृत प्रतिलिपि निविदा खलने के समय उपस्थित रहें।

प्रशासन नियंत्रक

# CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE PILANI (RAJ.)

## SCOPE OF WORK, TERMS AND CONDITIONS FOR HIRING OF MAN POWER & CATERING CONTRACT OF CEEKI GUEST HOUSE

### SCOPE OF WORK

1. To provide Bed Tea/Break-fast/Lunch/Dinner to the Guests on the rates as mentioned in Annexure-'A'.
2. House-keeping and cleaning of Guests House premises.
3. To keep one Attendent round the clock in the Guest House.

### TERMS AND CONDITIONS

1. The contractor will deposit an amount of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft/Cheque in favour of Director, CEERI, Pilani as earnest money at the time of submission of tender. The earnest money of unsuccessful tenderer will be returned & the earnest money of the successful tenderer will be adjusted against the security deposit of Rs. 20,000/- which will be submitted by the contractor at the time of awarding the contract.
2. Initially the contract will be for a period of three months and if the services rendered by the contractor are found to be satisfactory, the contract may be extended further upto one year.
3. The Contractor will report to the Officer-in-charge of CEERI Guest House.
4. The Contractor will have to provide catering as well as house keeping/cleaning jobs under this contract. However, he has to depute at least 05 persons (one cook, one safaiwala & 3 helpers) for this work. CEERI will pay the wages for these persons as per rates prescribed by Rajasthan/Central Govt. whichever is higher as applicable.
5. The Contractor will provide the Break-fast/Lunch/Dinner etc. as per menu & rates mentioned in Annexure-'A'
6. The Contractor will take charge of the capital items of the Guest House including kitchen & dining hall electrical gadgets by acknowledging the inventory handed over to him. In case of natural wear and tear the contractor will be responsible for their theft/damages/loss. In case of loss due to theft/damage shall be recovered from his bill.
7. The contractor will have to bring his own kitchen utensils. Bone China crockery etc.
8. The Contractor will ensure that his staff members are disciplined, dressed neatly and politely to the guests and officials in CEERI Guest House.
9. CEERI will not be responsible for any injury, loss of life or any mishap to contractor's staff while on duty during stay in CEERI Guest House premises or otherwise.
10. The Contractor will provide uniform to his staff.
11. No stale food (left over) should be served to the guests
12. The payment for refilling of the gas cylinders would be made by the contractor.
13. The Contractor will ensure the use of only standard brands of cooking oils and masala. All items should be of ISI Mark; Agmark.
14. All groceries (provisions) to be used should be of standard quality.
15. Only fresh vegetables would be used and served.

16. The Director, CEERI, Pilani reserves the right to terminate the contract at any time without assigning any reason, whatsoever.
17. The Contractor shall ensure that the rooms of the Guest House, kitchen, Dining Hall & its surroundings and service tables are kept neat and clean.
18. Cooking should be in the most hygienic manner to the satisfaction of Incharge Guest House.
19. The Contractor has to produce licence under CLR Act as applicable under the rules within one month from the award of contract.
20. The contractor will be responsible for discharging liabilities in respect of the workers working under him as per State/Central Govt. rules & regulations.
21. The statutory liabilities viz. EPF,ESI,Bonus, Employees Insurance & Service Tax etc will be reimbursable only against production of authenticated documents.
22. (a) All the Bidders shall have to participate in a demonstration of culinary skills of their identified cook on a days fixed by CEERI.  
(b) The quality of skill of the Cook will be adjudged by the Committee.  
(c) Tenders of only those bidders will be accepted & opened by CEERI whose Cook qualifies in the demonstration.  
(d) Bids received from those bidders who either did not participate in the above demonstration or who participated, did not qualify in the above demonstration will not be opened.
23. The contractor shall have to provide extra man power as & when required by the Institute.
24. The contractor has to sign an agreement on a non-judicial stamp paper worth Rs. 100/- within seven days of award of work.
25. The minimum rates of wage of Central Govt. are as follows:  
-Skilled Labour Rs. 170/- per day.  
-Unskilled Labour Rs. 120/- per day.
26. Rest (Room) facility may be provide to the on duty staff of the contractor.

We agree with the aforesaid terms & conditions

Signature and stamp of the Contractor

**CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE**  
**(Council of Scientific & Industrial Research)**  
**PILANI (RAJ.)**

**Part-I (Technical Bid)**

1. Name of **the** Proprietor
2. Name of the firm\*
3. Address of the firm\*
4. Telephone No.
5. Registration No. if **any**\*
6. Trade for which registered\*
7. Specimen signature of the person authorized :  
for signing the **tender**\*
8. Name & **Address** of the Banker
9. 1. **Tax PAN No. if any**\*
10. Registration *No.* and date, if **any as** under
  - (a) Contract Labour (Regulation & Abolition) Act, 1970
  - (b) **E.P.F. Act**
  - (c) **E.S.I. Act**
  - (d) **Service Tax Act**
11. Details of **Earnest Money**  
(DD No., Date & Amount)

\* **Relevant documents may be attached.**

**Signature of Tenderer with date**

**CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE**  
**(Council of Scientific & Industrial Research)**  
**PILANI (RAJ.)**

**Part-II (Financial Bid)**

- |    |   |             |
|----|---|-------------|
| 1. | Wages for skilled workers (Cook-1) -                      | Rs. _____   |
| 2. | Wages for unskilled worker<br>(1-Safaiwala & 3-Attendent) | Rs. _____   |
| 3. | Leave relief (16.66% of 1+2 above) -                      | Rs. _____   |
| 4. | Statutory Charges *                                       |             |
|    | EPF 13.61 % on 1 & 2                                      | - Rs. _____ |
|    | Bonus 8.33 % on 1 & 2                                     | - Rs. _____ |
|    | Service Tax 10.2% On 1 to 4                               | - Rs. _____ |
|    | Total   | - Rs. _____ |

\* (The above charges will be reimbursable only against valid & authenticated disbursement/ deposit challan as prescribed by Govt.)

5. Service Charge # - in % \_\_\_\_\_ (in Rs. \_\_\_\_\_)  
(#The contractors must ensure that service charge quoted should not be unreasonable.)

**Total Amount .....(In Words ).....**

**Signature of Tenderer wi**

## CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE, PILANI (RAJ.)

## SCHEDULE OF FOOD ITEMS, QUANTITY AND ESTIMATED COST

FOOD ITEMS & QUANTITY	ESTIMATED RATE INCLUSIVE OF INCIDENTAL CHARGE AND LABOUR CHARGES
<b>BREAK FAST</b>	
A. 04 Tost+Butter+Jam+Cornflakes with milk and Tea/Coffee . OR	20.00
B. Veg. Stuffed paratha (2 nos.)+curd/raita +Achar and Tea/Coffee OR	20.00
C. Puri (4nos.)+ Subzi+ Achar and Tea/Coffee OR	20.00
D.02 Egg omelete/fried+04 slice+Cornflakes with milk and Tea/Coffee	
E. Bed Tea/Tea/Coffee(as & when required by the Guests)	04.00

## LUNCH AND DINNER

<b>ORDINARY VEGETARIAN FOOD</b>		
Dal, Vegetable Curry, Seasonal vegetable dry Plain/ Rice, Roti/ Puri, Ordinary salad, Sweet Dish/Seasonal Fruit	Full Diet	Rs. 35
<b>ORDINARY NON-VEGETARIAN FOOD</b>		
Egg Curry/mutton curry(2pes.), Seasonal vegetable, Dal, Plain Rice, Roti Ordinary Salad, Sweet Dish/seasonal fruit	Full Diet	Rs. 50
<b>WORKING OR OFFICIAL LUNCH/DINNER</b>		
<b>VEGETARIAN</b>		
Soup(Tomato/mixed vegetable), Dal one (as per choice), Dry Vegetables(seasonal) 2 nos., Curry (paneer Masala/ matter), Paneer/ Kadahi Paneer/ Veg. Kofta/ Chhola/ Mushroom, Raita/Curd, Salad, Papar, Achar, Pulao, Roti, puri, Sweet/seasonal fruit (Chhena sweet/Gulab Jamun/Kesaria Kheer/Ras malai)	Full Diet	Rs.60
<b>SPECIAL LUNCH/DINNER FOR BANQUETS</b>		
<b>VEGETARIAN AND NON VEGETARIAN</b>		
<b>VEGETARIAN AND NON VEGETARIAN</b>		
Soup (Tomato/mixed veg./Sweet corn/Hot Sour) OR Fruit Juice (Orange/Mango/Pineapple) Paneer/Mushroom preparation OR Chicken preparation Kofta preparation/Dum Aloo/chhola OR Mutton/Fish preparation/Kebab Dry Vegetable (seasonal) – 2Nos. (As per choice) Dal one (as per choice), Curd/Raita/Dahiwada Pulao/Rice(Veg./non-Veg.), Salad Dressing, paper, Pickles, Roti, Missi Roti, puri and Nan (Any three), Sweets (Gulab Jamun/Chhena sweet/Ras Malai (one piece) Kesari Kheer/ Custard Pudding/Carrot Hawala etc.) Ice Cream (Vanilla/Strawberry/Chocolate), Fruit/Fruit salad (seasonal), Mineral water		Rs. 90

Signature of the tender