

**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
RESEARCH PARK FOUNDATION, RAJARHAT, KOLKATA**

CORRIGENDUM/ADDENDUM - I

No. IITKGP/R_{ht}RP/FMS/2024/01

Dated: 18.07.2024

Ref. Tender Notice No.: IITKGP/R_{ht}RP/FMS/2024/01, dated: 19.06.2024 issued for Housekeeping, Reception, Room Services, Catering, Laundry Services, General Maintenance & Facility Management Services of the IIT Kharagpur Research Park Foundation at Rajarhat, Kolkata.

Sl. No.	Reference	In place of	Read as
1.	Page No. 2/77	The contract will be initially for a period of 01 (one) year which may be extended for a period of another 4 (four) years, one year at a time based on the satisfactory performance of the bidder, reviewed by the Competent Authority of the Institute.	The contract will be initially for a period of 01 (one) year which may be extended for a period of 2 (Two) years, one year at a time based on the satisfactory performance of the bidder, reviewed by the Competent Authority of the Institute.
2.	Page No. 2/77	Interested agencies are requested to submit their bid in two-bid system , i.e., two separate sealed envelopes containing Technical Bid (Cover-1) and Commercial Bid (Cover-2) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No.: IITKGP/R_{ht}RP/FMS/2024/01 Dated: 19.06.2024) to be sent by Speed Post/Courier to Professor-in-Charge, IIT KHARAGPUR RESEARCH PARK FOUNDATION, Plot No.-IIIB-12, Category Bulk Land, Action Area-III, New Town, Kolkata- 700160 so as to reach on or before the deadline i.e. 20.07.2024 at 12:30 PM . The Technical bid shall be opened on 20.07.2024 at 3:00 PM	Interested agencies are requested to submit their bid in two-bid system , i.e., two separate sealed envelopes containing Technical Bid (Cover-1) and Commercial Bid (Cover-2) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No.: IITKGP/R_{ht}RP/FMS/2024/01 Dated: 19.06.2024) to be sent by SpeedPost/Courier to Professor-in-Charge, IIT KHARAGPUR RESEARCH PARK FOUNDATION, Plot No.-IIIB-12, Category Bulk Land, Action Area-III, New Town, Kolkata- 700160 so as to reach on or before the deadline i.e. 31.07.2024 at 12:30 PM . The Technical bid shall be opened on 31.07.2024 at 3:00 PM
3.	Page No. 3/77	Last Date & Time of Submission of Tenders: 20/07/2024 up to 12:30 PM	Last Date & Time of Submission of Tenders: 31/07/2024 up to 12:30 PM
4.	Page No. 3/77	Opening of Tender Date: 20/07/2024 Time: 3.00 PM Venue: Meeting Room, IIT KHARAGPUR RESEARCH PARK	Opening of Tender Date: 31/07/2024 Time: 3.00 PM Venue: Meeting Room, IIT KHARAGPUR RESEARCH PARK

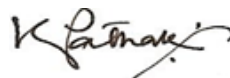
		FOUNDATION AT RAJARHAT, KOLKATA PIN – 700160, West Bengal	FOUNDATION AT RAJARHAT, KOLKATA PIN – 700160, West Bengal
5.	Page No. 3/77	Contact Person and Address for enquiry and submission of sealed tender documents: Professor-in-Charge IIT KHARAGPUR RESEARCH PARK FOUNDATION RAJARHAT, KOLKATA-700160, West Bengal	Contact Person and Address for enquiry and submission of sealed tender documents: Professor-in-Charge/ Executive Officer IIT KHARAGPUR RESEARCH PARK FOUNDATION RAJARHAT, KOLKATA- 700160, West Bengal
6.	Page No. 3/77	Contact Phone Number (s) E-mail Address: +91-3222-283722; pic@respark.iitkgp.ac.in	Contact Phone Number (s) E-mail Address: +91-3222-283722, +91-9831757434; pic@respark.iitkgp.ac.in; shashijh@respark.iitkgp.ac.in
7.	Page No. 4/77	Existing Facilities and Infrastructure: The Research Park has a built-up area of 1.8 lakh sq.ft. with facilities like centrally air- conditioned buildings, auditorium, conference rooms, co-working spaces, cafeteria, guest house and prototype labs for electronics, mechanical and biosciences verticals. The infrastructure can accommodate technology-based start-ups through rental policies. The guest house including kitchen and dining space covers 1500 sq. mt.	Existing Facilities and Infrastructure: The Research Park has a built-up area of 1.8 lakh sq.ft. with facilities like centrally air- conditioned buildings, auditorium, conference rooms, co-working spaces, cafeteria, guest house and prototype labs for electronics, mechanical and biosciences verticals. The infrastructure can accommodate technology-based start-ups through rental policies. The guest house including kitchen and dining space covers an area of about 1841 sq. mt.
8.	Page No. 5/77; Clause No.: 3.2	Experience of having successfully operated and managed guest houses continuously for at least 01 (one) year during the last 05 (five) years as of tender submission deadline and similar completed/ongoing work in Government / Autonomous Bodies / Public Sector Undertakings/ MNC's of having 01 contract of minimum 45 guest rooms OR 02 contracts of minimum 30 Guest Rooms OR 03	Experience of having successfully operated and managed guest houses continuously for at least 01 (one) year during the last 05 (five) years as of tender submission deadline and similar completed/ongoing work in Government / Autonomous Bodies / Public Sector Undertakings/ MNC's of having 01 contract of minimum 28 guest rooms OR 02

		contracts of minimum 25 Guest Rooms in each contract (Dormitory/Meeting Room etc. will not be considered/counted as Guest Room) during the last 05 (five) years. Signed Work Order and Satisfactory Completion Certificate copy from the clients to whom such services are being/have been extended must be enclosed with the technical bid as per Annexure-I (Form-D).	contracts of minimum 18 Guest Rooms OR 03 contracts of minimum 14 Guest Rooms in each contract (Dormitory/Meeting Room etc. will not be considered/counted as Guest Room) during the last 05 (five) years. Signed Work Order and Satisfactory Completion Certificate copy from the clients to whom such services are being/have been extended must be enclosed with the technical bid as per Annexure-I (Form-D).
9.	Page No. 29/77; Clause 4.9	Pest Control The Contractor shall be responsible for maintaining an effective pest control services within the premise (both inside & outside) of the Guest House through Mosquito repellent, anti-mosquito spray/fumigation, rodent and pest control, fly/ultrasonic repellent, or any other effective and modern and safe means etc. to control pests, shall have to be done on a regular basis and additionally whenever required as suggested by IIT KHARAGPUR RESEARCH PARK FOUNDATION AT RAJARHAT, KOLKATA. The contractor shall be responsible for maintaining a pest control log book for record keeping and checking purposes of the Prof-in-Charge, Guest House / Designated Officer. Failing which the contractor is liable for penalties as mentioned in the penalties clause of this tender document.	This clause is excluded from the Tender Document.
10.	Page No. 33/77; Clause No.: 4.10.38	Format for Manpower deployment (Indicative) planning for this tender (For 3 shifts) with one hour break (Indicative staff to be deployed at IIT KHARAGPUR Research Park	Format for Manpower deployment (Indicative) planning for this tender (For 3 shifts) with one hour break (Indicative staff to be deployed at IIT KHARAGPUR

		Foundation at Rajarhat, Kolkata) As per the present NIT	Research Park Foundation at Rajarhat, Kolkata) The revised table will be as per Appendix 1 (given below)
11.	Page No. 38/77	The number of Highly Skilled, Skilled, Semi-Skilled, and Un-Skilled workers are given as a benchmark for tender evaluation only. Actual numbers will be worked out as per the requirements and that number will be used for payment purposes.	The number of Highly Skilled, Skilled, Semi-Skilled, and Un-Skilled workers are fixed and will be used for tender evaluation. However, it may be categorically noted that “This is not a Manpower contract, it’s only a Job Contract” .
12.	Page No. 38/77; Clause No. 4.12 (Table 1)	Requirements of Manpower and monthly price: As per the present NIT	Requirements of Manpower and monthly price: The revised table will be as per Appendix 2 (given below)
13.	Page No. 38/77	Note: No Accommodation for workforce, Supervisors and proprietor shall be provided by the IIT KHARAGPUR RESEARCH PARK FOUNDATION AT RAJARHAT, KOLKATA, the Contractor shall have to make his own arrangements for the lodging and boarding of their workforce	Note: IIT KHARAGPUR RESEARCH PARK FOUNDATION AT RAJARHAT, KOLKATA will try to provide suitable dormitory accommodation for workforce, Supervisors and proprietor. If not, the Contractor shall have to make his own arrangements for the lodging and boarding of their workforce
14.	Page No. 40/77; Table 2, Sl No. 5	Pest Control of the entire guest house and surrounding areas of GH Premise (Both inside and outside plinth area).	This clause is excluded from the Tender Document.
15.	Page No. 47/77; Clause No. 5.4.1	The complete signed tender document along with all necessary supporting documents and annexures along with the EMD / Exemption certificate in Cover-1 and Financial Bid as per Annexure-III in Cover-2 sealed in separate envelopes and placed in a large sealed envelope must reach the office of Professor-in-Charge, IIT Kharagpur Research Park Foundation, New Town, Rajarhat, PIN: 700160 on or before the deadline i.e. 20.07.2024 at 12:30 PM.	The complete signed tender document along with all necessary supporting documents and annexures along with the EMD / Exemption certificate in Cover-1 and Financial Bid as per Annexure-III in Cover-2 sealed in separate envelopes and placed in a large sealed envelope must reach the office of Professor-in-Charge, IIT Kharagpur Research Park Foundation, New Town, Rajarhat, PIN: 700160 on or before the deadline i.e. 31.07.2024 at 12:30 PM.

16.	Page No. 47 & 48/77; Clause No. 5.6.1	Technical Bid (Cover-1): The Technical bid shall be opened at the IIT Kharagpur Research Park, New Town, Rajarhat, Kolkata, Pin: 700160, West Bengal on 20.07.2024 at 3:00 PM . The Authorized representative of bidders may attend the Technical bid opening meeting	Technical Bid (Cover-1): The Technical bid shall be opened at the IIT Kharagpur Research Park, New Town, Rajarhat, Kolkata, Pin: 700160, West Bengal on 31.07.2024 at 3:00 PM . The Authorized representative of bidders may attend the Technical bid opening meeting
17.	Page No. 52/77; SI No. 15	Ineffective pest control i.e. presence of rodents, mosquitoes, bed bugs, lizards, cockroaches, flies etc. in kitchen, any of the guest rooms, common toilets and other common areas such as lobby, dining hall, banquet hall etc. or lapse of services	This clause is excluded from the Tender Document.
18.	Page No. 67-77/77, Annexure III, Table 1-9	FORMAT FOR PRICE BID: As per the present NIT	FORMAT FOR PRICE BID: The revised tables will be as per Appendix 3 (given below).
19.	Clause No. 5, General Terms and Conditions	Addition	<ul style="list-style-type: none"> • All interested bidders are suggested to visit during working days for more clarification/inventories etc. • GST will be payable as per GoI rules
20.	Clause No. 6.1.1, Page No. 48/77	The service charges are applicable only on manpower wages. All other charges of Annexure-III are inclusive of all except GST.	<p>The service charges are applicable only on manpower wages only (excluding EPF & ESI Contribution). The cost of Liveries (in every year for male and female persons) and all the other obligatory statutory benefits are included in the service charges except GST.</p> <p>The contractor shall abide, including but not limited to, matters relating to timely payment of wages, payment of provident fund contributions, payment of all other obligatory statutory benefits as per the GOI norms. It is the responsibility of the</p>

			contractor/service provider to paid all the above at their own cost. IIT Kharagpur Research Park, New Town, Rajarhat, Kolkata will not bear any additional cost except wages and Service charge.
21.	Clause no. 4.10.24 Page 31/77	All expenses on account of payment of salary / wages / provisions of food stuff / eatables for contractor's employees /accommodation for contractor's employees uniforms / Personal Protective Equipment and other benefits including statutory payments like Leave, Holiday wages, Gratuity, Bonus, etc., to the contractor's employees shall be met by the Contractor and the Institute shall not incur any liability or additional expenditure, whatsoever for personnel deployed. The Institute will reimburse the wages and the applicable EPF and ESI <u>only</u> as notified by the appropriate authority from time to time.	All expenses on account of payment of salary / wages / provisions of food stuff / eatables for contractor's employees /accommodation for contractor's employees uniforms / Personal Protective Equipment and other benefits including statutory payments like Leave, Holiday wages and all other obligatory benefits as per the Government of India (GOI) norms etc., to the contractor's employees shall be met by the Contractor and the Institute shall not incur any liability or additional expenditure, whatsoever for personnel deployed. The Institute will reimburse the wages and the applicable EPF and ESI <u>only</u> as notified by the appropriate authority from time to time
22.	Clause no. 4.10.25 Page 32/77	The contractor shall bear the full expenditure in respect of payment of bonus/profit sharing to the manpower supplied through them (Refers Payment of Bonus Act, 1965 as revised/amended from time to time).	The contractor shall bear the full expenditure in respect of payment of all obligatory statutory benefits as per the GOI norms to the outsourced manpower at their own cost.
23.	Clause no. 4.8.1.2 Page 19/77	Addition	The service provider/agency should provide the equipments and accessories as listed in Appendix 4 (given below).
Note: All others specifications, terms and conditions of the tender will remain the same.			



Signature of the Professor-in-Charge
IIT Kharagpur Research Park Foundation

To

1. Institute Website
2. CPP Portal
3. Department Notice Board

Appendix 1

4.10.38. Format for Manpower deployment (Indicative) planning for this tender (For 3 shifts) with one hour break (Indicative staff to be deployed at IIT KHARAGPUR Research Park Foundation at Rajarhat, Kolkata)

Guest House	Description of manpower	A shift (0600 to 1500 hours)	B shift (1300 to 2200 hours)	C shift (2130 to 0630 hours)	General shift: G1- (0900 to 1800 hours) G2-- (1000 to 1900 hours)	Total	Penalty/Recovery for observance of absence from site or that of deficiency in performance per day (Rs)
Guest House Complex of IIT Kharagpur Research Park Foundation at Rajarhat, Kolkata	Multitasking Facility Manager cum Housekeeper	0	0	0	1	1	5000/-
	Chef cum Supervisor Kitchen & Dining Area	0	0	0	2	2	4000/-
	Highly Skilled Manpower	1	1	1	0	3	4000/-
	Skilled Manpower	2	2	2	0	6	3000/-
	Semi-Skilled Skilled Manpower	2	2	2	0	6	3000/-
	Un-Skilled Skilled Manpower	2	2	2	0	6	3000/-

Table 1: Requirements of Manpower and monthly price

Sl. No.	Description of Manpower	Requirements*	Rate/ month**
1.	Facility Manager	01	35,000.00
2.	Chef	02	30,000.00
3.	Highly Skilled @ Rs.1028/- per day	03	26,728.00
4.	Skilled @ Rs.948/- per day	06	24,648.00
5.	Semi-Skilled @ Rs.862/- per day	06	22,412.00
6.	Un-Skilled @ Rs.778/- per day	06	20,228.00

ANNEXURE – III**[FORMAT FOR PRICE BID]**

(Format to be filled up by the firm)

Tender No.: . IITKGP/R_{ht}RP/FMS/2024/01

Dated: 19.06.2024

Name of work: Housekeeping, Reception, Room Services, Catering, Laundry Services, General Maintenance & Facility Management Services**Table 1: Monthly Consolidated Salary and Service charges on the Manpower supply**

Sl. No.	Description of Manpower	Require ments	Rate/ month(in Rupees)	Amount (in Rupees, Excluding GST)
1.	Facility Manager (Fixed)	1	35,000.00	----- (a)
2.	Chef (Fixed)	2	30,000.00	----- (b)
3.	Highly Skilled @ Rs. 1028/- per day (26 days)	3	26,728.00	----- (c)
4.	Skilled @ Rs. 948/- per day (26 days)	6	24,648.00	----- (d)
5.	Semi-Skilled @ Rs. 862/- per day (26 days)	6	22,412.00	----- (e)
6.	Un-Skilled @ Rs. 778/- per day (26 days)	6	20,228.00	----- (f)
7.	Total (X = a+b+c+d+e+f)			----- (M)
8.	*Service Charges on basic manpower cost (in 00.00 % format)			----- (N)
9.	Total Monthly Service Charges (Rs. in figure): N1=(M*N/100)			----- (N1)
Total Monthly charges on Manpower except fixed wages component (Rs. infigure): (AA= M+N1)				----- (AA)
Total Monthly charges on Manpower (Rs. in Words):				----- (AA)

*The service charge will be as per the Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India; Office Memorandum No. F.6/1/2023-PPD dated 06.01.2023 and amendment, if any thereafter.

Table 2: Charges on Facility Management Services

PROVIDING INTEGRATED FACILITY MANAGEMENT SERVICES FOR THE IIT KHARAGPUR RESEARCH PARK FOUNDATION AT RAJARHAT, KOLKATA.		
Sl. No.	Description	Total Amount (in Rupees, Excluding GST)
1.(a)	Fixed Cost of providing facility management services as per the detailed scope of work indicated in this document for the per day per occupied Standard room including cable tv recharge: Hence, Monthly Charge (a) = per day per occupied Standard room charges x 18 x 30 days	-----x 18 x 30=(a)
(b)	Fixed Cost of providing facility management services as per the detailed scope of work indicated in this document for the per day per occupied Suite room including cable tv recharge : Hence, Monthly Charge (b)= per day per occupied Suite room charges including cable tv recharge x 18 x 30 days	----- x 18 x 30 =(b)
2 (a)	Fixed Cost for up keeping of the un-occupied Standard room per month: Hence, Monthly Charge (c)= un-occupied Standard room per day charge x 18 x 30 days	----- x 18 x 30 = (c)
(b)	Fixed Cost for up keeping of the un-occupied Suite room per month: Hence, Monthly Charge (d) = un-occupied standard room per day charge x 18 x 30 days	----- x 18 x 30 = (d)
3.	Fixed Monthly Cost for providing facility management services as per the detailed scope of work indicated in this document for the Common areas (Monthly) (e)
4.	Lumpsum Monthly Charges towards repair and replacement of spares/ consumables and various equipment* (Monthly) (f)
TOTAL CHARGES (Rs. in figure) (BB= a+b+c+d+e+f)		----- (BB)
TOTAL CHARGES (Rs. In words)		----- (BB)

NOTE: Considering average occupancy rate of 50% of the total rooms = **18 (approx.)**

*Site visit may be made for actual spares/consumables and various equipment's.

Table 3: Supply of Stores and monthly price

Sl. No.	Description	Total Amount (in Rupees, Excluding GST)	
01.	Cleaning Materials/ Consumables for Kitchen, Dining , Banquet Hall and all areas related to F&B Services (with approved quality materials)	Lump Sum/ Month	----- (a)
02.	Washing of Soiled Linens such as Table Linens, Tablecloths, Cloth Napkins, Buffet Table Clothes, Wiping Cloth, Curtains, etc. of Dining Hall / Banquet Hall/Meeting Room or Special Dining events on a daily basis.	Lump Sum/ Month	----- (b)
03.	Repair/replacement of spare parts of kitchen and dining equipment/consumables/ water Purifiers/ Fly catchers/ KVS/ Roti making machines/ Micro Oven/Deep Freezer/Visi cooler, etc.	Lump Sum/ Month	----- (c)
Total CHARGES (Rs. in figure): (CC=a+b+c)			----- (CC)
Total CHARGES (Rs. in words) :			____ (CC)

Table 4: Menu for Regular and Special Breakfast

Sl. No.	Items	Meal Items	Menus	Rates (excluding GST)
01	Regular Breakfast	Regular	a) 125 ml fresh juice of seasonal fruits/125 ml canned fruit juice b) One cereal bowl Corn Flakes or oatmeal with 200 ml Hot or Cold Milk + required amount of sugar/honey) c) One whole Fresh Fruits (Banana)-150 gm d) 02 nos. Eggs-54 gm each e) 4 Nos. Slices of plain/ toasted White Bread with 30 gm. Jam and Butterchiplets f) Idli-Sambar or Plain Dosa or Uthapam with sambar and chutney or Stuffed Paratha or Chole Bhature or Vada Sambar for Upma or Puri Bhaji or Chinese (Chowmein/pasta) or any other equivalent Indian breakfast- (200gm each without sambar/chutney) g) Tea/Coffee 100 ml. (with separate milk and sugar sachet)/ milk 120 ml.	
Buffet/Table Service:- Menu (Item wise) for Official Special Breakfast only (Minimum PAX- 12 and above)				
02		Canned Juices (125 ml)	Pineapple Juice/ Orange Juice/ Watermelon Juice/ Pomegranate/ Grape Juice/ Cucumber Juice (As per availability)	

03	Juices	Fresh Juices (125 ml)	Pineapple Juice/ Orange Juice/ Watermelon Juice/ Pomegranate/ Grape Juice/ Cucumber Juice (As per availability)	
04	Cut Fruits	(250 gm)	Pineapple/ Apple/ Watermelon/ MuskMelon/ Honey Melon/ Papaya (As per availability)	
05	Cereals	Cat-1	Cornflakes (Served with Hot/Cold Milk)	
06		Cat-2	Wheat flakes/Choco flakes/Dalia/Oats Meal (Served with Hot/Cold Milk)	
07		Cat-3	Sprouts (75 gms)	
08	Egg Preparation		Boiled Egg/Poach/Scrambled/Omelette	
09	Bakers Choice	Cat-1	White Bread/ Brown Bread (Served with preserves and Butter)	
10		Cat-2	Wheat Bread/ Breakfast Rolls/ Danish Pastry/ Brioche/ Croissants/Doughnuts/Muffins (Served with preserves and Butter)	
11	South Indian Specialties	Cat-1	Rava Idli/ Carrot Idly/ Veg. Upma/ Poha/ Semiya Kichadi/ Rava Kichadi	
12		Cat-2	Plain/Masala/Onion/ Veg./Rava Plain Uthappam/Onion/ Masala/ Tomato/ Veg. Uthappam	
13		Cat-3	Plain Vada/Medu Vada/ Dahi Vada/ Masala Vada/ Aloo Bonda/ Mysore Bonda	
14	North Indian Specialties		Aloo Paratha/ Gobi Paratha/ Paneer Paratha/ Poori Bhaji/ Chapati/ CholeBhature/ Luchi	
15	Sweets		Sandesh/ Kalakand/ Dry Sweets/ Rava Kesari Pineapple Kesari/ Kismis Kesari/ Gajar Ka Halwa/ Moong Dal Halwa	
16	Hot beverages		Tea and Coffee and Milk with nutritious supplements (Bournvita/ Horlicks/ Complian)	

Calculation for Table 4: Considering average occupancy rate of 50% of the total rooms = **18 (approx.)**

TOTAL AMOUNT (Rs. in figure): ----- x 18 x 30 days = (DD) DD = ((1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16)/16) x 18 x 30 days
TOTAL AMOUNT (Rs. in words)----- (DD)

Table 5: Menu for regular Lunch & Dinner

Sl.	Course	Category	Items	Rates / Head (Pax) excluding GST
01	Regular Lunch/ Dinner	Veg Meal	I) Common Items a) Steamed Long grain Basmati Rice (Dehradun Long Grain size must be greater than 6.5mm, good quality raw/parboiled with < 5% broken rice)** b) Plain Daal** (correct consistency, neither very thick nor very thin) c) Two seasonal Vegetable** (one dry and one curry preparation) d) Chapati - Tawa/Tandoori (Any One)** e) Green Salad (one B&B plate of sliced tomato, cucumber, carrot and Onion with lemon and green chilli) 200 gm. f) Curd-100 ml g) Sweet-One Rasgula/Gulab Jamun (75gm)/Sandesh (50gm) h) Pickle (1-teaspoon) i) Papad- (1 no. 12cm diameter) II) Special Item- Paneer preparation (100 gm) with additional gravy or Veg (Mushroom, Paneer, Kofta) preparation (200 gm) with additional gravy. ** Rice, Dal, Vegetables, and Chapatis are to be served in unlimited quantities and to be kept at the lunch/ dinner table.	-----X 18x 30 days =(EE)
		Fish Meal	I) Common Items as mentioned in Veg Meal (a-i) plus II) Special Item- Fish Curry (Rohu/Katla or equivalent) two pieces of 80gms each with additional gravy.	
		Chicken Meal	I) Common Items as mentioned in Veg Meal (a-i) plus II) Special Item- Chicken Curry with Bone (200gms) with additional gravy.	

Calculation for Table 5: Considering average occupancy rate of 50% of the total rooms = 18 (approx.)

AMOUNT (Rs. in figure): ----- x 18 x 30 days =(EE)
AMOUNT (Rs. in Words) ----- (EE)

Table 6: Menu for Buffet Special Lunch/Dinner (Minimum PAX- 12 and above)

Sl. No.	Course Items	Sample Menu	Rate/ Head (Pax) excluding GST
01	Assorted Welcome Drink	Buttermilk , Aam Panna or Blue Lagoon or equivalents*	----- x 18x4 =(FF)
02	Soup Veg./NonV eg.	Veg. Clear Soup, or Chicken Soup o reivalents	
03	Starter Veg. 2 Nos	Hara Bhara Kebab, Veg Cutlet/ French Fry or equivalents	
04	Starter Non Veg. 2 Nos	Fish Amritsari with Kasundi and Chicken 65 OR equivalents	
05	Salads	Assorted Green Salad OR equivalents	
06	Main Course (Vegetarian Dish)	Mushroom Matar Malai or equivalents	
		Kadai Paneer or equivalents	
07	Dals	Dal Tarka or equivalents	
08	Main Course (Non-Vegetarian Dish with bone) 2 Nos	Shorshe Hilsa or equivalents	
		Chicken Kasa or equivalents	
09	Assorted Rotis	Tawa Roti and Laccha/Plain Paratha	
10	Rice	Plain Basmati Rice/Fried Rice/ or equivalents(Long grain Basmati)	
11	Chutney	Mixed Fruit Chutney or equivalents	
12	Sweets/Desserts	Rasgulla or equivalents	
		2 Scoops of Ice cream (Butterscotch/ Vanilla / Chocolate)	
13	Mouth Freshner	Assorted mouth freshner	
14	Water	250 ML Packed water Bottle of reputed brand only	

Calculation for Table 6: Considering average occupancy rate of 50% of the total rooms = 18 (approx.) and assume Once in a week required in complete month, i.e., 4 in one month

TOTAL AMOUNT (Rs. in figure): ----- x 18 x 4 =(FF)
TOTAL AMOUNT (Rs. in words) ----- (FF)

Table 7: Menu for Buffet Super Special Lunch/Dinner (Minimum PAX- 12 and above)

Sl.No.	Course Items	Sample Menu	Rate/Head (Pax) excluding GST
01	Assorted Welcome Drink	Aam Panna and Blue Lagoon or equivalents*	----- x 18 x 4=(GG)
02	Soup Veg./Non Veg. 2 Nos	Cream of Tomato with bread croutons/ Sweet BabyCorn Soup and Chicken Soup or equivalents	
03	StarterVeg.	Veg. Sheek Kebab or equivalents	
04	Starter Non Veg. (1- 2 Nos)	Crumb Fried Vetki with Tartar Sauce and Tandoori Chicken (with bone) with mint sauce or equivalents	
05	Salads (6 Nos)	Assorted Green Salad	
		Pasta Salad, Corn with Thai sauce, Chana Chaat, Sprouted Beans and Fruit Salad	
06	Main Course (Vegetarian Dish)	Stuffed Sahi Capsicum or equivalents	
		Mushroom Matar Malai or equivalents	
		Paneer Butter Masala or equivalents	
07	Dals	Dal Makhani or equivalents	
08	Main Course (Non-Vegetarian Dish)- 04 nos.	Bhapa Hilsa and Prawn Malai Curry or equivalents	
		Chicken Butter Masala (with bone) or equivalents	
		Mutton Rogan Josh or equivalents	
09	Assorted Rotis 2 Nos.	Tandoori Naan and Laccha Paratha	
10	Rice	Dehradun Plain Basmati Rice or equivalents (of Super fine Long grain Basmati)	
11	Chutney	Bengali Style Mango Chutney or equivalents	
12	Sweets/Desserts	Baked Rasgulla/Hot Gulab Jamun/Anguri Rosmalai or equivalents	
		Kesar Malai Kulfi or equivalents	
		2 Scoops of Ice cream (Butterscotch/ Vanilla / Chocolate)	
13	Mouth Freshener	Mitha Paan with assorted mouth freshner	
14	Water	250 ML Packed water Bottle of reputed brand only	

* For Equivalents of Table 6 & 7: Please refer **Menu for Special /Super Special Lunch/Dinner**

**** Plain Curd, Papad and Pickle will be provided without any extra charge in the buffet.**
Calculation for Table 7:

Considering average occupancy rate of 50% of the total rooms = 18 (approx.) and assume Once in a

week required in complete month, i.e., 4 in one month

TOTAL AMOUNT (Rs. in figure): ----- x 18 x 4 = (GG)

TOTAL AMOUNT (Rs. in words) ----- (GG)
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Table 8: Refreshment/Snacks for Meetings (Only on prior orders)

Sl.	Particulars	Rates (excluding GST)
	Tea / Black Tea 250 ml Tea (with tea/ sugar/ creamer sachet – to be served in teapot with 2 pc Biscuit)	
	250 ml. Coffee (with coffee/ sugar/ creamer sachet – to be served in pot with 2pc Biscuit)	
	Tea/Coffee 100 ml.(with separate Milk and Sugar Sachet)	
	Green Tea/ Lemon Tea	
	02 No. Grilled Sandwiches(Cheese/ Chicken/ Egg/ Vegetables)	
	100 gm good quality Cake/Pastry	
	125 ml fresh juice of seasonal fruits	
	250 ml hot milk.	
	Finger Chips (150 gm)	
	Veg. Soup	
	Chicken Soup	
	2 boiled egg (54 gm each)	
	Paneer Pakora (125 gm)	
	Omelette of 2 eggs (54 gm each)	
	Onion/Veg Pakora (125 gm)	
	VIP Fruit Basket: 6 types of seasonal whole fruit (01 each) or 750 Gms.	
	Regular Fruit Basket: 4 types of seasonal whole fruit (01 each) or 500 Gms.	
	Assorted toffees for meeting purpose (12 Pcs)	
	Chicken Cutlet/Chicken Pakora (with bone) (125 gm)	
	Ice Cream (125 ml)	
	200 ml Soft Drinks(Bottled/Canned/ Tetra Pack)	
	125 ml canned fruit juice	
	Tender Coconut (Daab) (01 Big Size)	
	Bottled Mineral Water 1 L	
	Bottled Mineral Water 500 ml	
	Bottled Mineral Water 250 ml	
	Lassi/ Buttermilk	
	Fresh Lime soda	
	Tea / Coffee with cookies, wafers & 8 pieces Roasted Almonds / Cashew	
	Tea / Coffee, freshly prepared Snacks	
	Tea / Coffee, freshly prepared Snacks, Sweet Dish, Roasted Almonds/ Cashew	
	Meal Parcel Charges (for machine sealing and wrapping of disposable meal tray/box/container etc.)	
	Cookies & Chocolate platter (seal packed 02 pcs. each of 02 different flavoured cookies and 05 different types of chocolates (01 Five star, 01 midium size Dairy Milk, 02 Pcs of Ferrero Rocher, 01 Pcs. of nickers or Kit Kat)	
	Dry Fruits Platter: (20 gms. each of Almonds, Raisins or Monaca, Pistachios and Salted Cashews	

	Energy Drinks (Tetra Packs) : ButterMilk, One Sweet lassi, One Mango Fruity, One Sprite bottle, One Diet Coke, One Soda bottle	
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Calculation for Table-8: Considering average occupancy rate of 50% of the total rooms = 18 (approx.)

TOTAL AMOUNT (Rs. in figure)----- x 18 x 30 days (HH) HH = (1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23+24+25)/25
TOTAL AMOUNT: (Rs. in words)_ ----- (HH)

Signature & Seal of the Bidder

Table 9: Summary of Tables with weightage on monthly price

Sl	Name of the Table	Weightage on Rate / month (excluding GST)
1.	Table 1: Monthly Consolidated Salary and Service charges on the Manpower supply	-----40% of (AA)
2.	Table 2: Charges on Facility Management Services	-----10% of (BB)
3.	Table 3: Supply of Stores and monthly price	-----7.5% of (CC)
4.	Table 4: Menu for Regular and Special Breakfast	-----7.5% of (DD)
5.	Table 5: Menu for Regular Lunch & Dinner	-----30% of (EE)
6.	Table 6: Menu for Buffet Special Lunch/Dinner	-----2% of (FF)
7.	Table 7: Menu for Buffet Super Special Lunch/Dinner	-----2% of (GG)
8.	Table 8: Refreshment/Snacks for Meetings	-----1% of (HH)
GRAND TOTAL AMOUNT (in figure)		----- (GT)
GRAND TOTAL AMOUNT (in words)		----- (GT)

Signature & Seal of the Bidder

Important Note:

- **The contract shall be awarded to the successful lowest accepted bidder as per the above Table 9 considering 50% occupancy.**
- **Non-conformities between Figures and Words:**
- **If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly;**
- **If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and**
- **If there is a discrepancy between words and figures, the amount in words shall prevail.**

Appendix 4

Sl No.	Main Cooking Section	Size	Quantity
1.	DOUBLE BURNER INDIAN COOKING RANGE WITH 1 U/S	24"X24"X34" +6"	2
2.	MASALA TROLLEY WITH 2 UNDER SHELF	18"X18"X34"	1
3.	WET GRINDER	5litres	1
4.	BUTCHERY TABLE WITH 1 UNDER SHELF	36"X24"X34" +6"	1
5.	WORK TABLE WITH 2 UNDER SHELF	60"X24"X34"	2
6.	INDUCTION PLATE COMMERCIAL 3.5 K.W	STRD	1
7.	SANDWICH GRILLER ELE	JUMBO	1
8.	JUICER	STRD	1
9.	FOUR DOOR VERTICAL CHILLER	1200 LTR	1
10.	HARD TOP DEEEP FREEZER	500 LTR	1
11.	SS STORAGE RACK 5 SHELF	44"X18"X72"	1
12.	CLEAN DISH RACK 5 SHELF	36"X18"X66"	1
13.	WORK TABLE WITH 2 UNDER SHELF	72"X18"X34"	1
14.	HOT BAINMERIE TABLE TOP MODEL 16 LTR-1 PAN 8 LTR 4 PAN	45"X26"X12"	2
15.	HOT PLATE TABLE TOP ELECTRIC	700X500X235	1
16.	IDLI STEAMER		1
17.	COMMERCIAL TOASTER		1
18.	MIXER GRINDER 1700 W COMMERCIAL		1
19.	NON STICK FRYING PAN AND POT		3
20.	MICROWAVE OVEN		1

21.	BASIC COOKING UTENSILS		
22.	GARBAGE BINS		2
	LINEN ITEMS		
1.	DOUBLE BED SHEET		315 (35X3X3)
2.	PILLOW COVER		210 (35X2X3)
3.	DOUBLE BED BLANKETS/DUVETS WITH COVER		35 (35X1)
4.	BATH TOWEL		210 (35X2X3)
5.	HAND TOWEL		210 (35X2X3)
6.	BATH MAT		52 (35X1.5)
	OTHER ITEMS		
1.	CROCKERY AND CUTLERY		120
2.	TABLEWARE		120
3.	LPG GAS CYLINDERS		As per requirement
4.	RAW MATERIALS		Sufficient quantity for smooth running of kitchen and dining
	TABLEWARE FOR EACH GUEST ROOMS		
1.	SMALL TRAY		1
2.	GLASSES		3
3.	CUPS		2
4.	SAUCERS		2
5.	SPOONS		2
6.	COASTERS		3
7.	TEA KIT: 02 TEA SACHETS, 02 COFFEE SACHETS, 04 MILK SACHETS, 04 SUGAR SACHETS, 02 SUGAR FREE SACHETS (01		

	SET FOR SINGLE OCCUPANCY AND 02 SET FOR DOUBLE OCCUPANCY)		
8.	TOILET BASKET <ul style="list-style-type: none"> ✓ GARGLE GLASS: 1 ✓ TOOTH KIT: AS PER OCCUPANCY (SINGLE/DOUBLE) ✓ SOAP: 01 (50 GMS) ✓ SHAMPOO SACHET: 01 STANDARD SIZE 12-15 ML ✓ HAIR OIL SACHET: 01 2-5 ML 		1

The above this list is indicative and not exhaustive