



भारत सरकार
Government of India
परमाणु ऊर्जा विभाग Department of Atomic Energy
परमाणु खनिज अन्वेषण एवं अनुसंधान निदेशालय
Atomic Minerals Directorate for Exploration and Research

Name of the work: Annual Contract for catering, Hospitality and Housekeeping services for Guest House(7-001 & 002, 7th block) DivyaShakti Apartments, Ameerpet, Hyderabad.

NIT NO. : AMD/C&ESG/T-02/2019-20

FINANACIAL BID

Atomic Minerals Directorate for Exploration & Research
No.1-10-153-156, AMD Complex, Begumpet, Hyderabad – 500016

Annual contract for catering, hospitality and housekeeping services for guest house(Quarter No. 7-001 & 002) 7th block, DSA, Ameerpet, Hyderabad.

SCHEDULE

GENERAL

NOTES

1. The workers should have experience in cooking, serving the food, house keeping /cosmetic maintenance to perform their duties satisfactorily. They should be skilled, trained, strong, healthy and medically fit, alert, polite, courteous and able to perform their duties diligently. The said workers should be properly dressed and disciplined. Any discourteous behaviour on their part may lead to termination of the contract.
 2. Minimum workers to be engaged by the contractor is Cook: 1,Women / Men helper:1 and house keeping helper -1/2 day in each day
 3. The contractor shall provide Uniforms to his workers having name of Contractor with address and telephone number. All the workers must wear uniform while on duty.
 4. The tenderers are advised to visit the site and understand the prevailing site conditions, scope of the work etc. before quoting the rates.
 5. In the course of their activities, the workers shall not spoil the cleanliness / tidiness of the guest house in any manner whatsoever. They shall not disturb / cause inconvenience to the occupants or their property in any case.
 6. If performance of the contractor is found unsatisfactory , the department reserves the right to terminate his Contract at anytime during the contract period by giving one month notice. However, if the services rendered by the contractor is found satisfactory, the department may consider to renew for a further period of one year on mutual agreement at the same rates, terms and conditions of agreement.
 7. The Contractor shall adhere to the provisions of applicable labour laws such as Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948, Employees State Insurance Act, Equal Remuneration Act, 1970 and rules made there under.
 8. The rates shall be quoted in figures and words and shall be inclusive of GST and other taxes, Labour cess etc.
 9. The Contractor shall, at his own expense, arrange to take and maintain an Insurance Policy towards Workmen's Compensation from any subsidiary of General Insurance Corporation till the end of the contract period, towards, injury and/or death etc. of the persons engaged for this work
10. The Contractor, on the request of the Department, shall immediately dismiss from the work any of the Contractor's workers or any person/s engaged by them to carry out the above jobs, who, in the opinion of this department may be unsuitable or incompetent for the work entrusted. Further if any of the workers commits any misconduct, such person/s shall not be employed again by the Contractor without the permission of the dept. Suitable replacement to be made immediately.
11. Water and Electricity will be provided in the guest house by the department at free of cost. However, the contractor is not allowed to use electrical gadgets like electrical burners, heating elements, hot plates etc. for cooking purpose. In case, if it is happened to be found using such gadgets, disciplinary action will be initiated by the department.

Sl.No	Description	Unit	Qty	Rate	Amount
1	<p>Providing Hospitality , Catering services round the clock and cooking, preparation, serving the food, beverages, snacks etc. to the Guests/ Occupants staying in the Guest House as per requirement which shall consist of the operations given below. The menu to be adopted for serving Guests on rotation basis shall be as given in Annexure -A, (The cost towards these shall be charged from the occupants at the rates approved by Department)</p> <p>I. Providing all the required materials/ implements for maintaining the cleanliness / hygiene of the Guest House.</p> <p>II. Maintenance of records-such as log book on day to day basis and recording the activities performed/ pending which shall be available at all times for inspection by the Department's officials.</p> <p>III. Laundry Services- washing and ironing of used bed linen, pillow covers, blankets, towels, sofa covers, etc.ensuring timely replacement/ availabaility of items.</p> <p>IV. Other allied services -Room rent at the rates prescribed by the Department are to be collected against receipts and handed over to the officer in charge. Printed bill books shall be provided by Department.</p>	Each Month	12		

	<p>Note:</p> <ol style="list-style-type: none">1.All house hold utilities for cooking like vessels, utensils, crockery, cutlery, mixer cum grinder, toaster, Gas connection, four burner cooking range, including fuel/gas etc., shall be provided by the contractor at his cost.2. Also the contractor shall arrange all cooking materials such as vegetables, groceries, milk, curd, pickle etc. at his cost.3. Charges for washing and ironing of linen, bath towels etc. including required washing powder, iron box shall be provided by the contractor at his cost. The rate for this is deemed to be included in the rate quoted above.3. However, micro oven & fridge will be provided by the department				
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2	<p>Daily sweeping, cleaning, mopping & removing all dust,& dirt on all floors cob - webs over walls/ceilings/balconies etc. in all rooms/ corridors/ entrance foyers and cleaning, washing all toilets once in a day for the entire Guest house having different floorings like vitrified,IPS, Kota stone, Granite, using brooms, soft brushes, etc as the case may be and collecting the swept materials and dumping at the GHMC earmarked garbage bins including cleaning,washing & Scrubbing glazed tiled flooring, dado, flush tanks IWC & EWC, wash basins, Granite counter tops, shelves and all sanitary fittings like bib cock,stop cock,pillar cock,flush tank, wall mixer, geyser, towel rods mirrors etcwith cleansing powder/ agent for complete cleaning , including cost of material, tools & plant, labour, safety equipments etc. complete all as directed by the officer-in-Charge.</p> <p>Note: Water and electricity shall be arranged by Dept. for which no charges shall be collected from contractor</p>	Each Month	12		
	Total cost per 12 moths				
(In words rupees _____ only)					
<p>Signature of the tenderer with date and seal</p>					

Annexure-A

Sl. No	Food Items	Rates fixed by AMD Rs.
1	Tea (per each Cup)	10
2	Tea (with 2 cups placed on the tray)	20
3	Coffee (per each Cup)	10
4	Coffee (with 2 cups placed on the tray)	20
5	A glass of milk (200 ml)	20
6	Breakfast (Veg.) including tea/coffee/milk	50
	a. Idly-4 with Chutney & Sambar	
	b. Sandwichwith Butter/Jam-4 slices and a cup of coffee	
	c. Cornflakes with milk 200 ml.	
	d. Stuffed paratha -2 with curd 200gm	
	e. Utappa-2 with sambar, chutney	
	f. Poori-4 with Sabji, chutney	
	g. Upma & medu vada-2 with sambar, chutney	
	h. Kanda Poha with sambar, chutney	
	i. Veg. Cutlets with Sauce- 1 Plate	
	j. Masala Dosa/Onian Dosa- 2 with Chutney and Sambar	
7	Omlet – 1 egg	15
8	Omlet – 2 egg	25
9	Veg. salad	20
10	Veg. soup	20

11	Lunch/Dinner (Veg.)	70
	a. Pulka/chapathi/Roti/ Poori/ Paratha- 2 Nos.	
	b. Vegetable Gravy (North Indian / South Indian)- 1 No.	
	c. Vegetable Dry (North Indian / South Indian)- 1 No.	
	c. Rice Super fine(1 Big bowl)	
d. Dal (all varieties/rajma/kabuli channa/lobia)		
e. Plain Curd/Pickle/Papad		
12	Lunch/Dinner (Non-Veg) European style	80
13	Soft drinks/soda/mineral water etc.	At Actual Cost
14	Biscuits	At Actual Cost
15	Any special items (Veg/Non. Veg) on demand	At Actual Cost