

Tel: 022-24226689

Reply should be addressed to
The Commanding Officer

Headquarters
No. 2 Coast Guard District
(Maharashtra)
Worli PO
Mumbai- 400 0030

DHQ/449/13/01/17-18

14 Nov 17

M/s _____

**REQUEST FOR PROPOSAL FOR INVITATION OF BIDS FOR
OUTSOURCING OF CATERING AND MAINTENANCE SERVICE FOR
CGOM WORLI / POWAI AT MUMBAI FOR
A PERIOD OF ONE YEAR**

1. Indian Coast Guard District Headquarters No. 2 , at Mumbai invites bids in sealed cover (Under two bid system) for **OUTSOURCING OF CATERING AND MAINTENANCE SERVICE FOR CGOM WORLI / POWAI AT MUMBAI FOR A PERIOD OF ONE YEAR.** Bids (Commercial and Technical) to be submitted in separate sealed cover for services described in this RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

(a) Bids/queries to be addressed to : The Commander
Headquarters,
Coast Guard District-2
Worli Sea Face
Worli Colony, Worli
Mumbai-30

(b) Postal Address for sending the Bids : The Commander
Headquarters,
Coast Guard District-2
Worli Sea Face
Worli Colony, World
Mumbai-30

(c) Name/designation of the contact personnel : Logistics Officer, DHQ-2

(d) Telephone numbers of the contact personnel : 022-24226689

(e) E-mail ID of contact personnel : --

(f) Fax Number : 022-24366046

Sankar Salaym

3. This RFP is divided into five Parts as follows:

(a). **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b). – **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c). **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d). **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

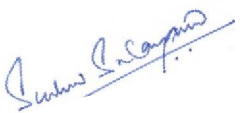
4. This RFP is being issued with no financial commitment and the Beneficiary reserves the right to change or vary any part thereof at any stage. Beneficiary also reserves the right to withdraw the RFP, should it become necessary at any stage.

5. Acceptance of Terms & Conditions. The tender shall clearly mention the following in their offer letter.

"WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN TENDER ENQUIRY NO. DHQ/449/13/01/17-18 DATED 14 NOV 17"



(Sushma Srimannarayana)
Commandant
Logistics Officer
for District Commander



REQUEST FOR PROPOSAL (RFP)

Part I – General information

1. Last date and time for depositing the Bids: 23 Nov 2017 at 1000 hrs

The sealed Bids (both technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as "TENDER BOX" or sent by registered post at the address given below so as to reach by the due date and time.

3. Time and date for opening of Bids: Technical bids will be opened at 1500 hrs 23 Nov 2017 and Commercial bid of only technically qualified firms will be opened on appropriate date post Technical evaluation. (If due to any exigency, the due date for opening of bids is declared a closed holidays, the Bids will be opened on next working day at the same time or on any other day/time, as intimated by the Buyer). The Technically qualified firms will be informed by fax regarding date and time of opening of Commercial bids.

4. Location of the Tender Box: The tender box of **RED Colour** is located in the Guard Room at main gate of RHQ(W)/ DHQ-2. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids: EXO cabin/Board President's cabin. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

7. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

8. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

Sukhdeep Singh

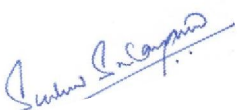
9. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

12. Validity of Bids: The Bids should remain valid till **120 days** from the date of submission of the Bids.

13. Earnest Money Deposit:— Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 2,40,000.00** (**Rupees Two lakh forty thousand only**) along with their bids. The EMD may be submitted in the form of an account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MOD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.



Part II – Essential Details of Items/Services required

**1. Schedule of Requirements – List of items / services required is as follows:
Outsourcing of Catering and Maintenance Services and Positioning of Support staff for MUMBAI (CGOM WORLI AND CGOM POWAI):-**

SL	PROFILE NAME	SHIFT I	SHIFT II	SHIFT III	GENERAL SHIFT	DESIRED QR		Age (Year)	
						Works Experience	Education		
i.	Supervisor (skilled)	----	----	----	0800-1800	01	05 Yrs	Graduate	21-40
ii.	Sr.Cooks (skilled)	01(worli) 01(Powai)	----	----	----	----	05 Yr	10 th	21-40
iii.	Asst. Cook (skilled)	----	01(worli) 01(powai)	----	----	----	02 Yr	10 th	21-40
iv.	Stewards (skilled)	02(worli) 01(Powai)	02(worli) 01(Powai)	01(worli pantry)	01(worli) 01(Powai)	01 Yr	10 th	10 th	21-40
v.	House Keeping staff (Semi/Skilled)	01(worli) 01(powai)	01(worli) 01(powai)	01 (worli)	----	01 Yr	10 th	10 th	21-40
vi.	Laundry man (semi skilled)	----	----	----	01(worli)	01 Yr	8 th	8 th	21-40
vii.	Dish Washer (U/ Skilled)	----	----	----	01(worli)	01 Yr	8 th	8 th	21-40
	Total	07	07	02	05				

NOTE : (I) **CLEANING MATERIAL, EQUIPMENTS AND UNIFORM OF CATERING STAFF WILL BE THE LIABILITY OF THE FIRM.**

(II) **RATES ARE TO BE QUOTED SEPARATELY FOR ALL SERVICES**

2. **Technical Details :** As per **Appendix 'A' & Appendix 'D'**.

3. **Two Bid System** – The quotation must be submitted by the bidder under two bid system i.e. Technical-Bid and Commercial Bid to be submitted in separate sealed covers as per the formats at **Appendix-'A' & 'D' and Appendix-'B' & 'C'** respectively. The documents mentioned in Succeeding Paragraphs should be enclosed with the Technical-Bid. Bidders are also required to furnish clause by clause compliance of eligibility criteria / tendered parameters bringing out clearly the deviations from the eligibility criteria / tendered parameters, if any.

Sudhanshu K. Salunke

4. Pre-Bid Conference. NA

5. Delivery Period – Delivery period for outsourcing of catering would be from the effective date of contract. Please note that contract can be cancelled unilaterally by the beneficiary in case the services are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the beneficiary, with applicability of LD clause.

6. INCOTERMS for Delivery and Transportation – NA

7. Consignee details: As follows

The Commander
Coast Guard DHQ No.2 (MH)
Worli Sea face PO,
Worli Colony,
Mumbai-400 030

8. Qualification Criteria – Firms fulfilling the following Criteria are eligible to submit the tenders :-

- (a) Status of the firm (PVT Ltd/ proprietorily)
- (b) Should be registered with any Govt. Dept. Public Sector unit.
- (c) ESI Registration.
- (d) Firm should have valid PAN Card in its name or in the name of proprietor, in case of proprietor firm. A copy of PAN Card along with copy of last ITR, Tin No./VAT/CST/No./ GST No.
- (e) Cost of Tender (if applicable).
- (f) Experience of last five years in the field of catering and facility management.
- (g) Bank address with EFT Account if applicable.
- (h) Complete postal & E-mail address of their office.
- (j) Earnest Money Deposit of **Rs. 2,40,000.00 (Rupees Two lakh forty thousand only)**
- (k) Registration of Firm (Under shops & Establishment Act)
- (l) The firm shall have a minimum Annual Turn Over of Rs. 75 Lakh in the last three financial years ending on **31 Mar 2017.**
- (m) Firm should have experience of supplying approximately **25** personnel to any Government organization. Copy of job order along with satisfactory completion report from the concerned organization should be

Suresh Balaguru

attached.

-7-

(n) Firm should have valid Sales Tax / Service Tax Registration. Copies of Registration certificate (s) alongwith copies of last premium paid should be attached.

(P) Copy of orders received from Government agencies in last 02 years should be attached.

(q) Registration certificate of Employees Provident Fund Organisation

(r) Audited Balance sheet of last three years

(s) IT Return

9. **Staff of service provider/Contractor.** The charter of duties of the staff of the service provider/contractor is given category wise at para 10. The details of prerequisites / qualifications and minimum number of staff to be positioned by the services Provider/contractor is as per Para I of part II. However, the service provider/contractor will be at liberty to employ any additional manpower for timely accomplishment of the contractual work the same shall not be at any additional cost and to be borne by the service provider/contractor himself. The staffs are to be qualified in their respective fields of work.

10. **Schedule of duties :** The staff employed would be under the supervisory control of service provider/contractor. However, the Mess Secretary, CGOM Worli/Powai will have the over-all control of the staff through Coast Guard staff. The charter of duties of the staff to be provided by the service provider/contractor is given category wise in the succeeding paragraphs.

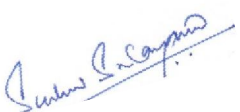
(i) **Supervisor.** The supervisor will be head of the staff of all categories provided by the service provider/contractor. The supervisor will coordinate for the administration of CGOM in pursuance of the contract and shall be responsible for the administration and secretarial services in CGOM Worli/Powai. The supervisor shall be responsible for the administration and secretarial services in CGOM Worli/Powai. The Supervisor shall be responsible for following :-

(aa) Ensure attendance and turn out of all staff. In case of any staff proceeding on leave alternate reliever to be provided by the contractor.

(bb) Ensure discipline, safety and security of service provider's staff and allocation of their duties.

(ac) The supervisor will also coordinate maintenance activities with MES, CGOM and external agencies. A defect registers shall be maintained by the supervisor and put-up for Mess secretary's weekly signature and Commanding Officers monthly signature.

(ad) The supervisor shall be the overall in-charge of the CGOM inventory.



(ae) The supervisor is totally responsible for planning, valuating, maintaining high level of services by the staff and controlling the entire catering, maintenance and conservancy operations.

(af) He shall ensure timely check in check out and payment of bill.

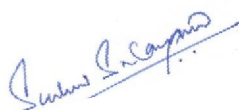
(ag) He shall ensure maintenance of suggestion book, complain book, and check in/out register. Tata Sky register, visitor books.

(ah) He shall ensure that every guest shall be provided with welcome kit including welcome card on behalf of **PMC CGOM**, details of places of tour, list of important telephone number etc.

(aj) He shall ensure that every room has following items, the expenditure towards purchase of these items shall be borne by CGOM. However any loss on account of negligence/miss accounting/theft will borne by the contractor:-

- i. Feedback register for each room as per format given by Mess Secretary.
- ii. Stationery such as folders, CG telephone directory, pen stand with gel pen (red, blue, green) pencil eraser, sharpener, paper cutter, envelopes, A-4 size sheets, glue stick, paper pin, paper clips, scribbling pad, stick pad, etc. First aid kit, mosquito replant house wife kit, paper napkin, laundry bag, 02 towels, 02 pairs of sleeper etc.
- iii. Provision of making tea/coffee including electric kettle, 02 tea bags, 02 coffee sachets, 04 milk sachets, 04 sugar sachets, 04 sugar free sachets, 02 sachets of biscuits, 02 tea/coffee mug, 01 serving etc. The consumed items shall be charged in the occupants bill.
- iv. Drinking water arrangements including 02 tumbler glasses hygienically clean and wrapped along with water jug be provided in each room.
- v. Feedback forms duly filled by guest are to be put-up for perusal of Commanding Officer ICGS Mumbai job weekly basis.

(ak) In addition all VVIP suits, SOC cabins will be provided with fruit basket, chocolate, dry fruits, etc before checkin, 02 English new paper and latest magazine such as India today, outlook, star sports are also to be provided.



(ii) **Stewards.** Excellent customer service skills Awareness of safety and personal hygiene of the workplace. Ability to work calmly and effective under pressure. Good competency for memorizing orders Excellent communication and interpersonal skills. Good numerical skills for handling customers bills. They shall be responsible for following :-

(aa) The stewards collaborate with other members of the catering staff, as required, take the orders, execute the orders, and deliver the orders.

(ab) The stewards will be responsible for hygiene, layout, preparation/ presentation and services in the dining hall. The stewards as per stipulated schedules also shall provide the room service.

(ac) The stewards shall maintain meals registers and ensure regular updating of the same.

(ad) The responsibilities of stewards include accounting and maintenance of crockery cutlery and napkins etc.

(ae) The stewards shall also be responsible for projection of meals requirements as per orders of in-living officers/guests and providing packed meals for officers as per requisition.

(af) Following room services are to be provided by stewards to all occupants/guests:-

(i) Bed tea at 0630 hrs

(ii) Snacks as per menu and tea/coffee time juice at 1030 hrs

(iii) Evening snacks, tea/coffee, lime juice at 1600 hrs

(iii) **Cooks :** Cook should be specialized in South and North Indian dishes both vegetarian and Non vegetarian dishes. Should have knowledge in preparing popular Chinese dishes and sweets. Should have knowledge of operating various kitchen equipments and maintaining hygiene standards and safety requirements. The cooks will be responsible for following :-

(aa) Planning non repetitive menu (on weekly basis) for the CGOM based on the rations provided by the CGOM

(ab) He will prepare food using standard recipes as per the menu approved by the Mess Secretary, CGOM and as per the ordered quantity at scheduled time.

(ac) The cook's responsibilities include maintenance, upkeep and hygiene of the kitchen/galley and store rooms.

(ad) The cooks shall also plan and advice menu for special occasions /parties/meetings/official engagement and VIP visits.

(ae) The cooks shall estimate time and material required on work orders and convey to the supervisor in advance.

Sudhansu K. Dasgupta

(iv) **House Keeping staff.** The main responsibility of housekeeping staff encompasses following jobs :-

(aa) The scope of work of the house keeping staff will also include lifting baggage of guests.

(ab) The service provider/contractor shall provide housekeeping cards in each room fixed in a pouch. The house keeping staff will make the entries of completed jobs as per schedule. The same will be checked by supervisor and submitted for the signature of the in-living officers/guests or Coast Guard staff as decided by the Mess Secretary, CGOM. The housekeeping cards are to be submitted for the perusal of the Mess Secretary on weekly basis.

(v) **Dish washer.** Cleaning/ of all galley/kitchen equipments/crockery and cutlery items, raw material check and replenish perishables. Wash galley/kitchen floor thrice a day.

(vi) **Laundry Man.** Washing, ironing and preparing of uniforms of officers in occupation of rooms by 0700 hours daily. He will also be responsible for washing /ironing of beddings and curtains of the room / common areas.

11. Scope of catering and maintenance services.

(a) **Scope of Contract.** The proposed contract will be an agreement between the purchaser(buyer) and lowest bidder(s) (supplier) to provide the services included in this tender at specified prices, terms & conditions during the period of the contract. Contract will be in the nature of a standing offer and neither any quantity nor any anticipated draws is guaranteed. As the contract is a standing offer, either party (seller / buyer) can revoke it at any time after giving a reasonable notice (at least 60 days in advance) and opportunity. However, once a supply order is placed on the supplier for supply of definite quantity in terms of the rate contract during the validity period of the rate contract and the supplier will be bound to supply the ordered quantity.

(b) **Area.** The area where the catering and conservancy/maintenance services are to be provided includes Coast Guard Officers Mess (herein after called CGOM Worli/ Powai) premises (Both Open and Covered), gymnasium, library, open areas and green areas at the address given above and in addition at the **The Commander, Coast Guard Headquarters No-2 (MH), Worli Sea face PO,Worli, Mumbai-400 030** (herein after called ICGS Mumbai) for any of the official functions conducted by the Indian Coast Guard on special occasions.

(c) **Manpower :**The bidder would be responsible to provide 21 individuals (per month) as per schedule of requirements given in para 1 of part II of the RFP.

Suresh Balaram

(d) The bidder will ensure that these personnel are trained, disciplined and courteous. The contractor shall ensure that the work force/supervisor engaged by him must bear & display the identity cards prominently on their uniform during their duty period (as the same duly endorsed by the company). Each workforce shall also wear his name badges (to be issued by the contractor) while on duty. All the personnel so deployed will follow strictly security regulations of the Indian Coast Guard, in vogue from time to time.

(e) **Character verifications and Antecedence:** The contractor should get the character/antecedence of each and every workmen deployed by them at the job premises, verified by the Police Authorities before engaging and deploying them in our premises. In case the contractor desires to change the manpower deployed by him due to any reason, the new incumbent should be deployed with clearance of PMC.

(f) **Uniform/ Liveries:** The contractor shall ensure that while on duty, his workforce put proper uniforms in distinctive color code and in neat and clean conditions issued to them by the contractor. The uniforms will be issued by the contractor as agreed upon by Indian Coast Guard.

(g) If any of the staff takes leave or is absent the bidder will make alternative arrangements to ensure the **21(Twenty one)** individuals are available for uninterrupted services at all times

(h) The staff will be in the employment of successful bidder except for the services provider for the contract operating authority. However, the contract operating authority will have the overall supervisory and coordinating control over the staff provided by the bidder. In the event when the successful bidder fails to provide any of the services requisitioned under the agreement, the contract operating authority will have right to have such services from a Third party at the expense of the second party will the prior written concurrence of the Second party.

(j) The bidder will ensure that the staff employed is conversant and understands English or Hindi Language.

(k) The bidder shall strictly ensure health, hygiene and verification of character/antecedent and residential proof of the staff employed by them and produce the copies of above certificates for verification by the contract operating authority. Visitors to the employee of the bidder will not be permitted/ entertained in the Coast Guard Officers Mess Worli/Powai.

(l) The successful bidder will keep the surrounding of the Mess clean and also ensure economical use of electricity /cooking gas provided by the first party in the CGOM (Worli/ Powai)

(m) As and when specially asked for, the successful bidder may have to provide special services for social, official function, conference, VIP visits, from time to time as directed by President Mess Committee/ Mess Secretary.

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(n) The successful bidder representative will meet the Mess Secretary once in a week or on need basis to review the and plan of CGOM.

(p) The Contract operating authority will ensure and enforce strict men /material inwards and outward security system. The successful bidder will cooperate and implement the security and safety procedure imposed by the former.

(q) **Provision of Additional Manpower**: CGOM being a service officer's mess is required to host various official and social functions at very short notice. The service Provider/Contractor shall provide all services requisitioned by CGOM for conduct of such events/engagements, conference, VIP visits including the visits of foreign dignitaries and any such activity arranged at CGOM Worli/ Powai as on required basis. The tenderer winning the tender, on conclusion of the contract shall on requisition by the ICGS Mumbai (at 24 hours notice) provide additional manpower to meet the additional requirement of various official and social functions organized by the CGOM Worli/Powai to the extent of 50% of the contracted total manpower for a specific period on pro-rata basis of the rates quoted for each category in the price bid for the scope of work mentioned

(r) **Catering Services.**

(i) All meals, seven days a week are to be prepared and served at fixed and predetermined times at CGOM, Worli/Powai. Serving would include room services such as morning/evening tea/snacks and meals when specified by the Mess Secretary, COGM.

(ii) The staff shall be capable of preparing multi cuisine (Indian/Continental Food) and laying, decorating/presenting the meals at the highest standards. In case if, a particular item preparation is beyond the capacity of the regular staff of the services provider/Contractor and the same is required by the CGOM, the service Provider/Contractor shall expressly arrange a specialist in that item on casual basis so as to meet the requirement within the specified time at no extra charges.

(iii) Maintain clean & hygienic conditions in dinning hall, kitchen and wash areas at all times.

(iv) CGOM, Worli/Powai will provide all necessary equipments like utensils, kitchen implements table and service ware, crockery, cutlery, washing and cleaning equipment and all other cool and cold storage equipment in working condition. The Service/provider/Contractor shall assume full responsibility for all property which have been handed over for its care, custody and control except for loss by fire, food and caused beyond the control of the Service/Provider Contractor will be responsible for replacement of all losses and breakages attributable to his staff.

Suresh Salgado

(v) CGOM, Worli/ Powai will provide rations, consumables, cooking gas water and electricity etc to enable the Service Provider/ Contractor to provide quality catering services. Adequate and appropriate space and facility for storage will be provided by CGOM.

(s) **Housekeeping Services.**

(i) **General :** The area covered for housekeeping services would include all floors of the mess area in the building, transit accommodation and CGOM Annexe. The main mess includes, Pashimsuite (VVIP Suite), 01 VIP suite , Two VIP Cabins, 04 living rooms of officers, one transit officer rooms, dinning spaces, kitchen, TV room, conference hall, gymnasium, library, officers bar, store rooms, corridors/ verandahs, open spaces, lofts, lifts, exhaust/ventilation and such other areas within the premises of the CGOM Worli. The CGOM Powai premises includes Samar Suite(VVIP cabin), 04 inliving officers cabin, library, gymnasium and kitchen, bar room and common area.

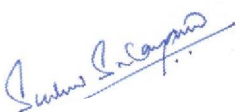
(aa) The service provider/contractor will be responsible for maintenance of all living spaces and will be required to take over the inventory in respect of each cabin. Replacement of any loss would be the responsibility of service provider. He will be responsible to bring any deficiency/loss to the notice of the Mess Secretary, CGOM wherever required.

(ab) The service provider/contractor shall maintain the details of cleaning schedules and submit the outline of schedule planned to the Mess Secretary.

(ac) CGOM, Worli /Powai would provide all equipments of Pmt nature related to housekeeping. However, items of Quasi Pmt / consumable nature such as detergent phenyl, Acid, Sponge cloth, Cleaning chemicals, buckets, mugs, broom, scrubber, brushes, mops etc. are to be provided by the contractor.

(ad) Maintenance and upkeep of items as per cloth inventory will be responsibility of service providers/contractor.

(ae) Liaising with outside agencies like cable operators, gardeners will be done by the service provider/contractor.



(ii) **Daily Housekeeping Services.** The house keeping services to be provided on daily basis are as follows:-

(aa) Sweeping and wet mopping of all the areas specified at para 7(b) above and also include all recreation and guest rooms, spaces under the cupboards/almirahs, Mopping of the passages/corridors and stairways will have to be done three times a day.

(ab) Clean, prepare room and lay beds in each and every living room.

(ac) Clean all windows from inside; clean all tabletops, chairs, partition glass panels thoroughly.

(ad) Pressing and preparing/making of uniforms of officers in occupation of rooms by 0700 hours.

(ae) Cleaning and polishing of shoes of the in-living/guest officers in \ occupation of the rooms by 0700 hours.

(af) Cleaning of all galley/kitchen equipments, rear material, check and replenish perishables. Wash galley/kitchen floor thrice a day.

(ag) Washing and pressing of all uniforms and civil cloths of all officers occupation of the rooms. The cloths are to be collected from and delivered to the rooms.

(ah) Cleaning of fridges and freezers.

(aj) Cleaning of drinking water cooler areas including attached sink and tiles etc with detergents, chemicals once day and more often if required.

(ak) Thorough cleaning and fumigation of the toilets including WCs and Urinals with attached water tanks and washbasins with chemicals/detergents once a day and more often, if needed.

(al) Cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets by using disinfecting materials like to be provided by the CGOM Worli/Powai.

(am) Replenish sanitary cubes, naphthalene balls, air-fresheners (odonil), sanitizers, liquid soaps in the toilets(material will be supplied by the CGOM Worli/Powai).

Suresh Balayya

(an) Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of waste water.

(ap) Watering and care of indoor plants and cycling these plants with nursery.

(aq) Polishing of brass ware.

(ar) Sweeping of the internal roads and open areas including garden and green patches.

(as) Collect all the sweepings, garbages and wastes and dispose off the same in the nearest garbage bins/premises, which require to give proper cleaning service.

(at) Brinding to notice any MES related works required to be done in the CGOM Worli / premises, which require to give proper cleaning service.

(au) Brand new toiletry items of daily use such as shaving kit, toothbrush. Toothpaste, soap , shampoo, body lotion, shoe polish, shoe brush are to be provided in all the rooms (initially the material will be supplied by CGOM). Any material listed above, if used by the occupant is to be billed and replaced with new (sealed) item. The billing and replacement of the item shall be the responsibility of the contractor.

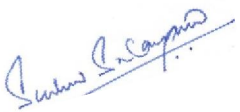
(av) Complete ladies makeup kit including branded nail polish, lipsticks, kajal, comb, hair oil, talcum powder, perfume, deodorant, nail cutter etc. Shall be provided in each room (initially the material will be supplied by CGOM). Any material listed above, if used by the occupant is to be billed and replaced with new (sealed) item. The billing and replacement of the item shall be the responsibility of the contractor.

(aw) The housekeeping staff shall coordinate with agency holding AMC for pest control and ensure regular and safe pest control in CGOM.

(iii) **Weekly Housekeeping Services.** The housekeeping services to be provided on weekly basis (on a day specified by the Mess Secretary CGOM) are as follows:-

(aa) Removal of cobwebs in all the rooms, halls, corridors and lavatories Dustup/clean all beams and ceilings, clean lights, lights fittings fans, A/C grills, fittings and fixtures.

(ab) Change the bed sheets in all the rooms every fourth day or on vacation of room by an occupant, whichever is earlier. Wash and press the used bed sheets on the day of change itself.



- (ac) Thorough washing, rubbing and cleaning of corridors, passages and stairways.
- (ad) Thorough cleaning of kitchen / galley exhaust system, washing of store rooms.
- (ae) Complete stock taking of housekeeping items and linen, making of breakage statement, rearrangement of stores, cleaning of valuable store items.
- (af) Check and replenish first-aid box and fire extinguishers (material will supply by CGOM)
- (ag) Cleaning terrace of the buildings on weekly basis.

(t) **Working Days.** Seven days week will be observed for providing daily/weekly service mentioned above.

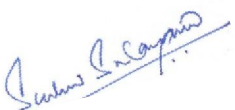
(u) **Quality of Housekeeping and Material.** The contractor shall ensure that all material, machines, and chemicals used for housekeeping are of good quality and Govt. approved.

Suresh S. Sanyal

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service provider in the Contract) as selected by the Beneficiary. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) for a period of **one year** and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of Undue influence:** The Service provider undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Beneficiary or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or utilized to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Service provider or any one employed by him or acting on his behalf (whether with or without the knowledge of the Service provider) or the commission of any offenses by the Service provider or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Beneficiary to cancel the contract and all or any other contracts with the Service provider and recover from the Service



provider the amount of any loss arising from such cancellation. A decision of the Beneficiary or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Service provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service provider towards any officer/employee of the Beneficiary or to any other person in a position to influence any officer/employee of the Beneficiary for showing any favour in relation to this or any other contract, shall render the Service provider to such liability/ penalty as the Beneficiary may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Beneficiary

5. **Access to Books of Accounts:** In case it is found to the satisfaction of the Beneficiary that the Service provider has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Service provider, on a specific request of the Beneficiary, shall provide necessary information/ inspection of the relevant financial documents/information.

6. **Non-disclosure of Contract documents:** Except with the written consent of the Beneficiary/ Service provider, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

7. **Liquidated Damages:** In the event of the Service provider's failure to submit the Bonds, Guarantees and Documents, supply the service / goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Beneficiary may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SERVICE PROVIDER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered service / services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed service .

8. **Termination of Contract:** The Beneficiary shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the service is delayed for causes not attributable to Force Majeure for more than (02 Months) after the scheduled date of delivery.

(b) The Service provider is declared bankrupt or becomes insolvent.

(c) The delivery of material is delayed due to causes of Force Majeure by more than (02 Months) provided Force Majeure clause is included in contract.

(d) The Beneficiary has noticed that the Service provider has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.



9. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting:** The Service provider has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Breakage and maintenance of items/equipments:** In case of any breakage of mess items/equipments i.e. crockery, cutlery, glassware furniture etc complete in relation to mess and other will be mustered and handed over to the contractor by the mess. The Contractor shall responsible for the maintenance of said items and replacement of items lost or broken or damaged within a month. If any payment due for damaged items will be deposited in the same month by the contractor to Mess.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Service provider shall indemnify the Beneficiary against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Service provider shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. **Taxes and Duties**

(a) **In respect of Foreign Bidders:** NA

(b) **In respect of Indigenous bidders**

(i) **General**

(aa) Bidder must indicate separately the relevant Taxes/Duties likely to be paid in connection with delivery of completed goods specified in RFP. In absence of this, the total cost quoted by them in their bid will be taken into account in the ranking bids.



(ab) If a bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty / tax will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/ quantum of any Duty/ tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the Buyer later to enable the Seller to obtain exemption from taxation authorities.

(ac) Any changes in levies, taxes and duties levied by Central/State/Local governments such as excise duty, VAT, Service tax, Octroi/entry tax, etc on final product upward as a result of any statutory variation taking place within contract period shall be allowed reimbursement by the Buyer, to the extent of actual quantum of such duty/tax paid by the seller. Similarly, in case of downward revision in any such duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc, if any obtained by the Seller. Section 64-A of Sales of Goods Act will be relevant in this situation.

(ad) Levies, taxes and duties levied by Central/State/Local governments such as excise duty, VAT, Service tax Octroi/entry tax etc on final product will be paid by the Buyer on actual, based on relevant documentary evidence. Taxes and duties on input items will not be paid by Buyer and they may not be indicted separately in the bids. Bidders are required to include the same in the pricing of their product.

Suresh Balapuro

Part IV – Special Conditions of RFP

1. **Performance Guarantee:**

(a) **Indigenous cases:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to **10%** of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15(Available in MoD website and can be provided on request).

2. **Option Clause:** Not applicable

3. **Repeat Order Clause** – No applicable.


4. **Tolerance Clause** – Not applicable

5. **Extension of Contract:** The present contract will be valid for period of one year from the date of signing of contract. However, will have provision of extension of two years (one year each time) based on the performance of the contractor and on mutual concern of both parties with same terms and condition. The total contract period will be for 3 years post extension i.e, initial period 01 year + Ist extension +IInd extension (each time one year only)

6. **Renewal of Contract** : It should be ensured that new rate contract (renewal)is made operative right after the expiry of the existing rate contract. In case, however, it is not possible to renew the new rate contract due to some special reasons, timely steps are to be taken to extend the existing rate contract with same terms & conditions for a period of not more than three months. Also, while extending the existing rate contracts, it shall be ensured that the price trend is not lower.

7. **Payment Terms for Indigenous Service providers** - It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request).

8. **Advance Payments:** No advance payment will be made.



9. **Paying Authority:** The Principal Controller of Defence Accounts (Navy), Mumbai, The payments of bill will be made on submission of the following documents whichever applicable , by the service provider to the paying authority along with the bill:

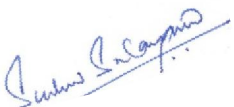
- (a) Original invoice (in duplicate) revenue stamp duly affixed.
- (b) Muster Roll in original signed by the supervisor.
- (c) Claim for statutory and other levies to be supported with requisite documents/proof of payment such as service tax, add service tax, proof for EPF/ESIC contribution with nominal roll beneficiaries
- (d) Bank guarantee/warranty certificate (if applicable)
- (e) Performance bank guarantee/indemnity bond (as applicable)
- (f) Details of electronic payment viz Account no., account holders name, bank name, branch name & address, account type, account no., IFSC code, MICR code.
- (g) Any other documents/certificate that may be provided in the contract

10. **Risk & Expense clause.** In the event of the failure of the contractor to supply the services as requisitioned under the contract, Mess Secretary /user shall hire similar personnel at his discretion from other sources at the risk and expenses of the contractor on the prevailing market rates. Such hiring from alternative sources shall be binding on the contractor. Due to shortage of time, no prior information can be given to the contractor or such hiring. Expenses incurred on risk and expenses hiring, shall be debited from the security deposit of the contractor.

11. **Accidents.** In circumstances, when the personnel is involved in services meet with an accident, resulting in loss or damage to property or life with respect to the person or any third party, the responsibility for any legal or financial implication shall rest solely with the contractor. The Commanding Officer, ICGS Mumbai or the Government of India shall have no liability, whatsoever, in this regard.

12. **Compliance of Labour Laws.** The contractor shall fulfill all obligations under various labour laws in force regarding deployment of contract workers in respect of the services provided under this contract.

13. **Inspection Authority/ Performance Evaluation:-** Performance evaluation of the support staff (Cooks & Stewards) will be carried out by the competent authority or any officer nominated by the competent authority.



14. **Fall Clause:-** The following Fall clause will form part of the contract placed on successful Bidder –

(a) Not applicable

(b) If at any time during the said period the service provider reduces the price chargeable under the contract, the shall forthwith notify such reduction or sale or officer of sale to the Director General of supplies & Disposals and the price payable under the contract for the service of such reduction of sale or offer of the sale shall stand corresponding reduces. The above stipulation will, however not apply to:-

- i. Exports by the service provider.
- ii. Sales of goods as original equipment at the price lower that the price charged for normal replacement.
- iii. Sale of good such as drugs which has expiry dates.
- iv. Sales of goods at lower price on or after the date of completion of sale /placement of the order of goods by the authority concerned under the existing or previous rate contracts also under any previous contract entered into with the ventral of state government. Including their undertaking excluding joint sector companies and or private parties and bodies.

c. The service provider shall furnish the following certificate to the paying authority alongwith each bill for payment for supplies made against the rate contract we certify that there has been no reduction in sale price of the service of the description identically to the service supplied to the government under the contract here in and such service shall not been/offered /sold by me /us to any person including the purchaser or any dept. of central of state government as the case may be upto the date or of bill/ the date of completion of supplies against all supply orders placed during the currency of the rate contract at price lower than the price charged to the government under the contract except for quantity of service categories under sub-clauses (a),(b) & (c) of sub para (ii) above details of which are given below.

15. **Price variation clause** : The Price variation clause is being included in the contract only to the extent that, if there is any change in the govt. taxation policies or any change in the basic minimum wages or its components will be period to the successful bidder as and when it will take place.

16. **Quality Assurance:** Service provider would provide the trained manpower for carrying out the tasks and will be fully responsible for their conduct within the premises. The police verification certificate will be mandatory for all employees. The beneficiary reserves the right to reject any to the employees at any time during the contractual period. The service provider will have to replace with new person within 48 hours from the time of discharge of duties by the defaulting employees.

Suresh Salapuri

17. **Guarantee / Warranty form work man ship:** - The contractor has to employ the good and healthy employees who should understand any one language from Hindi/ English. The workers must have reasonable experience and knowledge of their respective domain. The employees should be medically fit and should have police verification certificate from the police stations concerned.

18. **Period of completion & Liquidated:** - Not applicable view a continuous process.

19. **Minimum wages.** The service provider should ensure payment of existing minimum wages as per Minimum Wages Act, 1948 as revised from time to time to the catering staff deployed by him. No adherence to the Minimum Wages Act, 1948 will result in cancellation of the contract, forfeiting of EMD/PBG and appropriate administrative action. The service provider would be required to ensure payment to the manpower to be deployed by him for execution of the proposed catering services as per the existing minimum wages promulgated by the Labour Commission Maharashtra State Labour Department, for the catering staff. Any dispute regarding payment or other amenities shall be dealt with by the service provider as the principal employer.

20. **EPF, ESI, EDLI.** The amount of EPF, ESI, EDLI shall be as per prescribed Govt. rates. However payment for these statutory obligations will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the Service provider in the concerned account of the individual deployed on duty.

21. The Service provider shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.

22. The Service provider shall pay to the labour employed by him wages as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.

23. The Service provider shall fix the wage period not exceeding one month to make payment to the labourers employed by him and shall ensure payment before expiry of the 7th day after the last of the wage period.

24. The bill for catering services should be furnished along with the copy of wage roll countersigned by **The Commander, Coast Guard District Headquarters No.2, Mumbai** by 07 of each month for onward submission to PCDA (Navy) for issue payment.

25. It shall be the responsibility of the Service provider to issue employment card to each labour as per the prescribed format and to maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation and Abolition) Act. He is also responsible to provide the accommodation/messing to the staff.

26. The Service provider shall arrange for such facilities as provided for in the Contract Labour (Regulation and Abolition) Act for the welfare and health of the labour employed on the work.

Suresh S. Sanyal

27. The Service provider agrees to indemnify the Customer against all claims for compensation by or on behalf of any workman employed by him in connection with this agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923).

28. The Service provider shall be responsible for all commissions and omissions on part of manpower engaged for the purpose. The District Commander, shall not be responsible in any manner whatsoever, in matters of injury/death/health etc. of the service provider's employees performing duties under this contract.

29. The service provider shall be obliged and solely responsible to comply with all requirements in respect of the manpower engaged by the firm and The District Commander shall not be a party to any dispute arising out of such deployment by the service provider.

30. The service provider shall be the primary employer for the purpose of performance of the contract and manpower deployed by the service provider under this contract shall be the employee of the service provider and in no circumstance shall ever have any claim of employment with the District Commander.

31. **Responsibility regarding payment of wages** The service provider shall make payment to the contract labour employed on monthly basis under the contract in the presence of District Commander or an officer nominated by him in the premises of **the Commander, Coast Guard District Headquarters No.2, Mumbai**), on or before the 7th of every month on a date mutually convenient to both the parties. The payment in any case shall not be delayed beyond the 7th of the following month. In case the service provider fails to make payment of wages within the period or makes short payment, Indian Coast Guard reserves the right to make payments to the contract labour by deducting from any amount payable to the service provider under any contract or as debt payable by the service provider. However, any discrepancies in payment to employees will be sole responsibility of the contractor.

32. **Warning Clause**. In case any complaint is received from users, the following penalty will be imposed in addition to deduction of amount equivalent to deficiency in manpower deployment/material supplied:

- (a) First Complaint - Verbal Warning.
- (b) Second & Third complaint - Written Warning/Show cause notice.
- (c) Subsequent Complaint - Issue of show Cause notice for termination of contract and PBG of the contract will be forfeited



Part V – Evaluation criteria & Price Bid issues

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially. Following documents are to be submitted mandatorily alongwith quotation:-

- i. Cheque for the amount as Earnest Money Deposit.
- ii. FORM ST-2
- iii. Registration certificate of Employees of the factories and establishment with ESIC as per ESI Act (1978).
- iv. Registration certificate of Establishment – Form D (clearly mentioned for catering / housekeeping & maintenance services) and registered with India Shop and Establishment act.
- v. Registration certificate of Employees Provident Fund Organisation
- vi. Certificate of Enrolment under Sub –Section (2) of section 5 of MH state tax on professions (Form II-A)
- vii. Certificate of Registration under Sub-section (1) of section 5 of MH state tax on professions (Form I-A)
- viii. Copy of Pan Card
- ix. Financial statement of account, profit & loss account, balance sheet etc.
- x. Undertaking by the firm for payment to their employees as per minimum wages act.
- xi. The firm should have satisfactorily executed at least 3 similar service contracts in the last 4 years amounting to not less than 20,00,000.00 (Rupees Twenty lakhs) per annum in Govt. Depts. PSUs or private undertakings. Submit copy of work order or related documents.

(ALL ABOVEMENTIONED DOCUMENTS SHOULD BE VALID AND DULY CTC BY ANY GAZETTED OFFICER, GOVT OF INDIA)

(Office of the Coast Guard District Headquarters No.2, Mumbai reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to accept or reject any or all tenders without giving any notice or assigning any reason and no correspondence will be entertained in this regard. The decision of the Commander, Coast Guard District Headquarters No.2, Mumbai in this regard should be final and binding on all.)

b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below.

c. The Bidders are required to spell out the rates of GST, Customs duty, Excise duty, VAT, Service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.

Srinivas Balasubramanian

d. If there is any discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is discrepancy between words and figure, the amount in words will prevail for calculation of price.

2. Price Bid Format (to be used for L-1 determination):- The price Bid Format **in general** is given below and Bidders are required to fill this correctly with full details, **as required under Part-II of RFP (The format indicated below is only as an illustration. This format should be filled up with items / requirements as mentioned in Part-II of RFP) :-**

Basic Price of :-

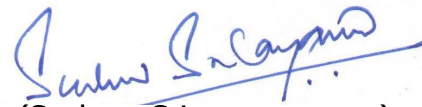
Sl. No	Designation	Supervisor	Sr. Cook	Asst cook	steward	House keeping	Laundry man	Dish Washer
1.	Basic WAGES							
2.	DA							
3.	HRA							
4.	EPF							
5.	ESIC							
6.	EDLI							
7.	BONUS							
8.	Leave With Wages (LWW)							
9.	Uniform Allowance							
10.	Total Cost Per Head (1+9)							
11.	Management charges (on 10)							
12.	Cleaning Material charges (As per Appendix 'C')							
13.	Total (10+11+12)							
14.	GST (on 13)							
15.	Grand total per month (13+14)							

Note : 1. Determination of L-1 will be done based on total basic prices (not including levies, Taxes and duties levied by Central / state / Local Governments such as excise duty,VAT Service tax Octrai / entry tax / GST etc on final product) of all items / requirements as mentioned above.

Suresh Salaym

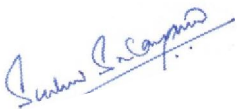
3. Additional information in Price Bid on Taxes and Duties not in scope of L1 determination)

(a)	Is Excise Duty extra?
(b)	If yes mention the following :- (i) Total Value of items on which Excise Duty is leviable. (ii) Rate of Excise Duty (item wise if different ED is applicable) (iii) Surcharge on Excise Duty, if applicable ? (iv) Total Value of excise duty payable;
(c)	Is Excise Duty Exemption (EDE) required :
(d)	If yes then mention and enclose the following: (i) Excise notification number under which EDE can be given
(e)	Is VAT extra ?
(f)	If yes then mention the following : (i) Total value on which VAT is leviable : (ii) Rate of VAT : (iii) Total value of VAT leviable :
(g)	Is service Tax Extra ?
(h)	If yes, then mention the following (i) Total value of services on which Service tax is leviable (ii) Rate of service tax leviable : (iii) Total value of Service Tax leviable:
(j)	Is custom Duty Exemption (CDE) required :
(k)	If yes then mention the following : (i) Customs notification number under which CDE can be given (enclose a Copy) (ii) CIF value of stores to be imported : (iii) Rate of Customs Duty payable. (iv) Total amount of customs Duty payable.
(l)	Octroi / Entry taxes.
(m)	Any Other taxes /Duties /GST/Overhead/Other costs:



(Sushma Srimannarayana)
Commandant
Logistics Officer
For District Commander

Coast Guard Dist. HQ.No. 2
Worli Sea Face P.O.
Worli Colony
Mumbai – 400 030



FORMAT FOR SUBMISSION OF TECHNICAL BID

(To be submitted in a separate sealed envelope with all supporting documents)

**OUTSOURCING OF CATERING AND MAINTENANCE SERVICE FOR
CGOM WORLI / POWAI AT MUMBAI FOR
A PERIOD OF ONE YEAR**

SL	TENDER NO.:	TENDER DATE:
1	NAME & ADDRESS OF THE BIDDER:	
2	REGISTERED ADDRESS OF THE FIRM	
3.	COMMUNICATION ADDRESS OF THE FIRM	
4.	OFFICE TELEPHONE NO, FAX AND EMAIL ADDRESS	TELEPHONE NO : FAX NO .
5	Questionnaires:- (eligibility criteria)	Answer
	(a) Status of firm(Proprietary /Pvt Ltd/Any other (attached Article of association/memorandum of	YES / NO
	(b) Is the firm registered with govt / PSU	YES / NO
	(c) proof of ESI registration of the firm	YES / NO
	(d) Copy of PAN Card attached	YES / NO
	(e) Past similar experience in Govt organization/semi GOVT	YES / NO
	(f) EMD Submitted for Rs. 2,40,000.00 as per RFP	YES / NO
	(g) Is the firm registered under shops & Establishments Act	YES / NO
	(h) Annual turnover (attach proof)	YES / NO
	(j) Registration No. with date & Validity (Attach copy of registration certificate)	YES / NO
	(k) Does the firm have required number of personnel as advertised to meet the eligibility to meet this	YES / NO
	(l) Copy of service tax registration attached	YES / NO
	(m) Proof of EPF registration attached	YES / NO
	(n) GST No.	YES / NO
	(p) any order from government agencies (attach proof	YES / NO
	(l) audited balance sheet of last three years	YES / NO
	(m)IT Return	YES / NO
	(n) under taking by the firm to pay their employees as per minimum wages act.	YES / NO
NOTE: bidder is requested to fill in the details , tick () the relevant option and enclosed the documents. enclose this check of list in technical bid		



(A) THIS IS TO CERTIFY THAT I/WE BEFORE SIGNING THIS TENDER HAVE READ AND FULLY UNDERSTOOD.

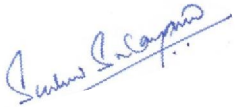
(B) ALL THE TERMS AND CONDITIONS CONTAINED HEREIN AND UNDERTAKE MYSELF/OURSELVES ABIDE BY THEM.

(C) "WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN TENDER ENQUIRY NO. DHQ/449/13/01/17-18 DATED 14 NOV 17

Note: Wherever documentary evidences have been asked for in the tender document, bidder is required to furnish copy of the relevant document alongwith the Technical Bid

(Signature of the bidder) Name and Address

(with seal)

A handwritten signature in blue ink, appearing to read "Suresh Salayam", is written in the lower-left quadrant of the page.

FORMAT FOR SUBMISSION OF COMMERCIAL BID

**OUTSOURCING OF CATERING AND MAINTENANCE SERVICE FOR
CGOM WORLI / POWAI AT MUMBAI FOR
A PERIOD OF ONE YEAR**

**(PER HEAD RATE OF SINGLE COOK/ STEWARD/ HOUSEKEEPER/
SUPERVISOR FOR ONE MONTH)**

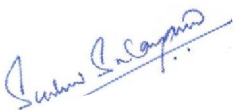
Sl. No	Designation	Supervisor	Sr. Cook	Asst cook	steward	House keeping	Laundry man	Dish Washer
	No. of Personal	(01)	(02)	(02)	(09)	(05)	(01)	(01)
1.	Basic WAGES							
2.	DA							
3.	HRA							
4.	EPF							
5.	ESIC							
6.	EDLI							
7.	BONUS							
8.	Leave With Wages (LWW)							
9.	Uniform Allowance							
10.	Total Cost Per Head (1+9)							
11.	Management charges (on 10)							
12.	Cleaning Material charges (As per Appendix 'C')							
13.	Total (10+11+12)							
14.	GST (on 13)							
15.	Grand total per month (13+14)							

- **Note: - (i) Basic wage will be latest minimum wage promulgated as per minimum wages Act. (and proof of that may be attached)**

(ii) All allowances should be included in the final total.

(iii) Service charge should be ethical and should not be quoted as Nil while quoting service charge, the same may be quoted taking into account section 194 C of IT act 1961, which stipulates 2% tax deduction during payment to contractors. .

Signature of the firm rep



Appendix 'C' Commercial Bid

COST OF HOUSEKEEPING CONSUMABLES PER YEAR

SI NO	House keeping items	Deno	Per quarter	Rate per item	Cost per quarter
1.	Bathroom Surface cleaner (Domex)	½ Ltrs Bottle	50		
2.	Multiple surface cleaner (Domex)	1 Ltrs Bottle	75		
3.	Colin Glass Cleaning Concentrate	Per Bottle	12		
4.	Harpic Toilet Cleaner	Bottle	15		
5.	Checked cloth duster	Piece	50		
6.	Air Freshner 300 ML	Can	20		
7.	Odonil 75 grams	Cake	15		
8.	Floor Mops /Pocha	Piece	20		
9.	Floor Squeezers	Piece	10		
10.	Wet / dry Mopping	Piece	15		
11.	Toilet brush	Piece	15		
12.	Garbage Bags 25 kg cap	Roll	25		
13.	Garbage Bags 15 kg cap	Roll	10		
14.	Dust Pans	Piece	10		
15.	Soft Brooms	Piece	06		
16.	Hard Brooms	Piece	10		
17.	Bucket	Piece	04		
18.	Feather Brush	Piece	10		
19.	Toilet Paper	Roll	12		
20.	Naphthalene Balls	Kgs	02		
21.	Steel Wool	Piece	30		
22.	Vim Bar 200 gms	Piece	30		
23.	Liquid soap 150 gms	Piece	10		
Total Cost of items per Quarter					

Note : The total cost of the consumables per year will be considered as a part of the Commercial Bid.

Sudhansu S. Sanyal

APPENDIX-'D'

SL NO	PARAMETER/ TERMS & CONDITIONS	RELEVANT PARA NO	COMPLIANCE TO SPECIFICATION BY FIRM WHETHER YES / NO	IN CASE OF NON COMPLIANCE DEVIATION TO BE SPECIFIED IN UNAMBIGUOUS TERMS
1.	Validity of Bids 120 days	Clause 12 of Part I of RFP		
2.	<u>Earnest Money deposit</u> (firms seeking EMD waiver must enclose required registration certificate)	Clause 13 of Part I of RFP		
3.	All Technical/ Physical parameter as per specifications and part number	Para 2 of Part II of RFP		
4.	<u>LD clause of RFP</u>	Part III including LD clause mentioned at para 7		
5.	Taxes and duties	Clause 14 of Part III of RFP		
6.	Performance guarantee	Clause 01 of Part IV of RFP		
7.	Extension of Contract	Clause 05 of Part IV of RFP		
8.	Renewal of Contract	Clause 06 of Part IV of RFP		
9.	Acceptance of payments terms	Clause 7 to 9 of Part IV of RFP		
10.	Inspection Authority clause	Clause 13 of Part IV of RFP		
11.	Price Bid Format	Clause 02 of Part V of RFP		
12.	Tender Fees	DD for Rs. 250.00		

