

Govt. of Bihar

**APPLICATION FORM FOR HOSPITALITY
MANAGEMENT SERVICES**

in
BAMETI , PATNA

Tender Notice No.: 17/BAMETI/2018-19 - 02

Tender Copy No.:

Issued to

M/s
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DIRECTOR
Bihar Agricultural Management & Extension Training Institute (BAMETI),
Bihar, Patna

Govt. of Bihar
Bihar Agricultural Management & Extension Training Institute (BAMETI), Bihar, Patna

TENDER NOTICE

Reference for proposal for hospitality management at BAMETI, Patna

- 1. About BAMETI, Patna** - The BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE (BAMETI), PATNA is a Prestigious Institute situated at a beautiful location in Patna. Student, Researchers, Guest and visitors from different part of India were regular visitors of institute. Training Classes, Seminars, workshops, other Functions, meetings are regular activities of the Institute. The Institute comprises of Admin. Bldg. and Training Bldg. having total build up area is 4000 sq. mtr. and Green area is 4000 sq. mtr. following details of building were given below:
- 2. Facilities at BAMETI** - “Bihar Agricultural Management & Extension Training Institute” comprises of following Facilities in 2 separate blocks (1. Administrative/Training Building 2. Guest House (Residential Building))

2.1. Administrative Block -

<u>S.No.</u>	<u>Description of Training/Admin. Building</u>	<u>Location</u>
1	Director Office	Ground Floor
2	Director's PA office	Ground Floor
3	Accountant Office	Ground Floor
4	Stabilized Office	Ground Floor
5	Administration Office	Ground Floor
6	Conference Hall	Ground Floor
7	Waiting Lounge	Ground Floor
8	Auditorium (264 Sitting)	Ground Floor
9	4 Extra Room	Ground Floor
10	Exhibition	Ground Floor
11	Computer Lab	1 st Floor
12	5 Faculty Room	1 st Floor
13	Training Room	1 st Floor
14	Class Room	1 st Floor

2.2. Guest House -

<u>S.No.</u>	<u>Description of Residential Building</u>	<u>Location</u>
1	Cafeteria and 6 Dormitories (each 06 separate bedded)	Ground Floor
2	Dormitories 06 Bedded 13 rooms	1 st Floor
3	17 VIP Rooms (each 02 separate bedded)	2 nd Floor

BLOCK -1

Ground Floor:

- 1 Director Office
- 1 Director PA Office
- 1 Accountant Office
- 1 Administrative officer Room
- 1 Established Room
- 1 Conference Room
- 1 Big exhibition Hall
- Waiting Lounge
- Auditorium with 264 people sitting capacity

First Floor

- 1 Computer lab.
- 5 Faculty Room.
- Audio Video Room.
- Training Room.

BLOCK -2

Ground Floor:

- Front Office /Reception
- Ground Floor Comprises of 6 Rooms and every room having 6 beds with common toilet / bathroom and with all furniture & fixtures including AC & telephone.
- One Dinning hall having sitting arrangement of approx 60 – 80 persons.
- One kitchen.
- Two Store rooms.
- One Visitors Toilet.
- Passage Area and Staircase.

First Floor:

- First Floor Comprises of 13 rooms and every room having with 6 beds with common toilet/ bathroom, Lobby area, balcony, all furniture and fixture including AC & telephone.
- Passage area and staircase.

Second Floor:

- Second floor comprises of 17 rooms and every room is double bedded with attached toilet/ bathroom, Lobby area, balcony, all furniture and fixture including AC,TV, Refrigerator and telephone.
- Passage Area and Staircase.

2.3. SCOPE OF WORK:

Contractor should provide the management services in the Training Institute / Guest House in such a manner that the services rendered are of very high quality level to that of a 3 / 4 stars category Hotel.

The services of the Guests should be of very high standard. The hygienic Quality service and behavior of the employees should be courteous and polite. The bidder should ensure that they must have an expertise in management of Training Institute / Guest House.

3. Invitation of Tender -

Director, BAMETI, Patna hereby invites, Sealed Tenders in the prescribed forms for Hospitality Management, equivalent to 3 starred services at BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE, "BAMETI", PATNA, from the reputed organizations having minimum experience of five years, in Hospitality Management of Govt. Training Institute / VIP Guest House of central / state Govt. The Tender Document will be issued on the production of Experience Certificate. The details of bids are as follows;

	Tender Notice No.	
	Name of the work	HOSPITALITY MANAGEMENT AT BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE, "BAMETI", PATNA
	Tender is available & sealed tender deposited at	Director BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE (BAMETI), PATNA.
	Cost of Tender	Rs. 5000/- in the form of cash or Pay Order/ Demand Draft of a schedule bank in favour of BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE (BAMETI), PATNA.

Earnest Money Deposit	Rs. 2, 00,000/- (Rs. Two Lakh Only) in form of Pay Order / Demand Draft of a schedule bank, in favour of BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE (BAMETI), PATNA.
Sale of the Tender	From date of advertisement to 10.04.2018
Pre-Bid	10.04.2018 at 11.00 AM in the office of Director BAMETI, Bihar, Patna
Last date & time of Submission of tender	11.04.2018 at 5.00 PM
Opening of tender	12.04.2018 at 11.00 AM in the chamber of Director Agriculture, Vikas Bhawan, New Secretariat, Patna
Validity of the Tender	120 days From opening of the Tender

Note -

- BAMETI, Patna will not be responsible for loss and postal delay.
- Right to accept or reject any or all the offers without assigning any reason whatsoever is reserved by the DIRECTOR, BAMETI, PATNA.
- Tender Document is not transferable.

4. Services Provided by Contractor: The details are as follows;

4.1. FRONT OFFICE MANAGEMENT: (Admin Block & Hostel Block):-

The Contractor should provide Reception service manned by experts' persons Who will welcome the Guest on their arrival and inform them about the room allotted, charges of Room, facilities provided etc.

The Receptionist will provide the service to our guest by keeping / delivering messages, reminder & wake up call, Air / train guidance & other related information about local area etc.

4.2. OFFICE SUPPORT STAFF:

The Contractor will provide required office support staff to assist the Bameti office work.

4.3. HOUSEKEEPING SERVICES:

The Contractor will ensure clean House-keeping Services to the entire area of the Training Institute i.e. Administrative Block, Hostel Block. House-keeping work will include Material, Equipment & Manpower.

The Housekeeping supervisor will monitor the working of House-keeping staff by checking the standard of cleanliness using standard chemicals/detergents/sanitary items/phenyl etc., i.e. sweeping, cleaning, moping of the floors, dusting the furniture, dusting / sweeping of the windows and its fixtures, cleaning of toilets, changing of bed linen, bath & hand towel before arrival of any new guest, House-keeping supervisor will check the room to ensure that Room is O.K. for the guest. (i. e. from hand towel to bed sheet to toiletries item).

The Contractor has to keep the institute premises hygienic and clean equivalent to 3 / 4 starred hotel. The Contractor should provide good quality of housekeeping material, tools, equipments etc. required for the upkeep of the Training Institute.

The Contractor should provide following to each Rooms of the Institute guest house from their own cost.

- Buckets	- Pillow Cover
- Mug (small & Big)	- Bed Cover
- Toilet Buckets	- Blanket
- Bathroom Dustbin	- Door Mat
- Bathroom Mat	- Window Curtains
- Bath Towel	- Door Curtains
- Hand Towel	- Bed Mat
- Bed Sheet (Single/Double)	- Dustbins (Inside & Outside Area)
-	- Wall Clock

Note - Washing and other services charges will be given to the contractor and hence he will have to furnish the charges for this in his financial bid.

4.4. MAINTENANCE WORK :-

1	Electrical work	(A) Operation and maintenance of 500 KV substations equipped with electrical panels, DG set 320 KVA, Transformers, UPS System (B) Maintenance of all electrical Gadgets, fittings & fixtures.
2	Fire Fighting & Fire Alarm System	Operation & maintenance of Automated Fire fighting system and Fire alarm system of entire premises.
3	AV System	Operation & maintenance of Audio Video system of Auditorium.
4	EPABX System	Operation & maintenance of EPABX System of Admin Building & Hostel Building.

5	TV & DTH Recharge	Operation & maintenance of Television Sets and DTH Recharge of Admin Building & Hostel Building.
6	Plumbing Work	Maintenance of all Sanitary ware, Cleaning of overhead water tanks, Operation of water pump.
7	Carpeting Work	Maintenance of all Furniture, Doors, Windows, Sofa Sets, Office Furniture, Auditorium Sitting System etc.
8	CCTV System	Operation & maintenance of CCTV System of Admin Building & Hostel Building.
9	Sewage System	Maintenance of entire sewage system and cleaning of safety tank on routine basis.
10	RO System	Operation & maintenance of RO System of Admin Building & Hostel Building.
11	Pest Control	Pest control of all types of Insects & Reptiles of the entire premises.
12	Gardening & Horticulture	Maintenance of the Garden by the Gardener and providing sufficient tools, plants, Fertilizers & Pesticides.

4.5. MINOR REPAIRING:

The contractor will have to maintain the day to day minor repairing in plumbing, electrical of the institute at their cost. However in case of the major maintenance institute will take care.

4.6. ITEM OF GUEST COMFORT:

The Contractor should provide guest comfort items of standard quality as mentioned in the Annex-1(a) & Annex-2(a) to provide Trainees & VIP Guest.

4.7. CATERING SERVICE:

The Contractor should provide good quality of catering service for which they have to keep experienced cook who can prepare good food i.e. Breakfast, Lunch, and Dinner. The contractors will look after catering needs of the trainees / guests as per the prescribed menu in Annex-1(b) & Annex-2(b) they should use standard quality of ingredients for cooking.

The eatable served by the contractor to the trainees / guest shall be of good quality & completely hygienic Raw material like tea, coffee, masala, ghee, refined oil and eatable like bread, butter, jam, etc also contractor will bring fresh vegetables and meat (chicken / fish / mutton) to be served to the trainees / guest shall be fresh and of good quality.

The details of daily schedule of the Dining Hall timing will be normally as follows,

Bed tea/coffee	Between 6.00am to 7.00am
Breakfast	Between 8.00am to 9.30am
Forenoon tea/coffee	Between 10.45am to 11.30am
Lunch	Between 1.00pm to 2.00pm
Evening tea	Between 4.15pm to 5.45pm
Dinner	Between 8.00pm to 10.00pm

The contractor should provide the following items for catering services from their own cost

- Kitchen Equipments
- Kitchen Utensils
- Crockery and Cutlery
- Serving Dish
- Chafing Dish

4.8. LAUNDRY SERVICES:

The contractor should provide laundry services such as washing / Dry cleaning of the Bed Covers, Bed Sheets, Curtains, Pillow Covers, Cloth Napkins and Towels etc. free of cost. For guest laundry contractor can recover the laundry charge directly from the guest.

4.9. NEWS PAPER / MAGAZINES:

The Contractor should provide Newspapers, Magazines etc. as per the requirement on chargeable basis.

4.10. WATCH & WARD:

Contractor should provide security Guard round the clock for the in house security of Training Institute.

4.11. LIAISON WORK:

Contractor maintain liaison between other service contractor official & BAMETI for maintenance of Training Institute.

4.12. TAKING CARE OF AUDITORIUM and TRAINING HALLS:

The contractor has to provide sufficient skilled staff to operate and manage the auditorium as well as trainings hall.

4.13. ROOM RENT COLLECTION:

The payment from the trainees / guest for the stay as per applicable rate will be collected by the contractor or his representative, proper receipt on behalf of Institute and the collected amount should be deposited to Institute on monthly basis.

5. Conditions of Contract -

- 5.1. The period of the Contract to provide hospitality management at BAMETI, Patna shall be for three years from the date of commencement, which may be extended for a further period of three years subsequently if the services found satisfactory, on mutual agreement, at the discretion of Director, BAMETI. Increment may be based on Consumer Price Index on every three years.
- 5.2. The Contract can be terminated by giving two months notice, if services found unsatisfactory.
- 5.3. Contractor can withdraw the contractor by giving three months notice.
- 5.4. The BAMETI Officers shall have uninterrupted access to the guest house at any time with the permission of Director.
- 5.5. Quality / standard of services and materials shall not be less then provided in Three starred Hotel.
- 5.6. The Tender Documents is not transferable. The bid can only be submitted in the name of the company to whom the bid documents were issued by BAMETI.
- 5.7. Contractor should keep staff in neat Uniforms.
- 5.8. Contractor should liaison with the BAMETI for maintenance of the T.V., Refrigerator, A.C., Water Cooler, Water Purifier etc and other civil / electrical / mechanical maintenance.

5.9. SPECIAL CONDITIONS of Contract :

- 5.9.1. The contractor shall keep a complaint / suggestion book at a pre-designated place to record complaint suggestion on services rendered by the contractor and such complaint shall be taken note off and acted upon immediately whenever required.
- 5.9.2. Allotment of rooms shall be done on the advice of the Administrative Officer of Institute. The contractor should not allow any other person who is not allotted guest room.
- 5.9.3. The contractor will be given free electricity, water and local Telephone facility by the Institute.
- 5.9.4. Misuse of electric, water and telephone facility shall be considered as a breach of contract and the contractor shall be liable to make good of the same apart from any other action that may be taken under contract.
- 5.9.5. **Income- tax Deduction:** Income Tax at the rate declared by the Government from time to time will be deducted at source from the bill / service charges.
- 5.9.6. **No interest payable :** No claim for interest shall be entertained in respect of above mentioned bill or in respect of any money or balance which may be in their hands owing to any dispute between the Secretary and the Contractor with respect to any delay in making monthly / final payment or otherwise.
- 5.9.7. **Statutory Requirements :** The contractor shall comply with the provisions of all Labour Legislation's of Central and State enactment and any bye-laws, rules, orders or notification of any Government, Municipal or local authority for the time being in force affecting the work undertaken by him. The contractor will keep the Board indemnified against all claims, penalties, losses that may be incurred by reason of any breach, by the contract of statute, bye laws, rules Regulations, Notification, etc.
- 5.9.8. The employees of the contractor shall always be his employees and never of the Institute. The contractor shall especially fulfill all the requirements of the Employees State Insurance Act, 1948 at Employees Provident Fund and Misc. Provisions Act, 1952 as applicable to his employees and keep the relevant original records available for the inspection by the concerned authorities at any time.
- 5.9.9. **Workmen's Compensations:** In the event of any injury, disability or death of any workmen in or about the work employed by the Contractor, the Contractor shall at all times indemnify and save harmless the Employer against all claims, damages and compensation under the Workmen Compensation Act, 1923 as amended from time to time or in other law for the time being in force and rules there under from time to time and also against all costs, charges and expenses of any smooth action by proceedings arising out of such accidents or injury, disability or death of a workmen and against all sum or sums which may with the consent of the Contractor be paid to compromise or compound any claim in this regard. If any award, decree or order is passed against the Contractor for recovery of any compensation under the Workmen Compensation Act, 1923, for any injury, disability or death of a workman by any competent court, the said sum or sums shall be deducted by the Administrative Officer from any sum then due or that may become due to the Contractor or from his Security Deposit or sale thereof in full or part under the Contract or any other contract with the Employer towards fulfillment of the said decree, award or orders.
- 5.9.10. **Licensee's/Contractor's failure:** If the licensee/Contractor fails to fulfill any of the terms and conditions of the contractor or is unable to give satisfactory services, the Institute shall have right to engage other agency at the risk and cost of contractor for the performance of the services for the balance period of the contract. The resultant extra expenditure if any incurred by the Board shall be made good by the contractor.

- 5.9.11. This arrangement will not confer any right of tenancy or ownership on the contractor because of his having the contractor for managing the Training Institute during the contract period.
- 5.9.12. The successful tenderer will have to execute an agreement with the BAMETI, Patna. The agreement will be drawn up by the Director, BAMETI. The stamp duty payable will be borne by the Institute.
- 5.9.13. The contractor has to pay Security Deposit of Rs.2, 00,000/- (Rupees Two Lakh only) in the form of Cash / NSC / FDR / Bank Guarantee.
- 5.9.14. The employees engaged by the contractor will be medically examined by the chief Medical Office / Institute every six months. The cost of such medical examination will be borne by the Institute.
- 5.9.15. The employees must have high order of discipline and expertise in extending hospitality of top order and any employee found by the Administrative as incompetent shall be removed from the work site within 24 Hours.
- 5.9.16. The contractor shall pay wages / allowances to the personnel engaged by him. The Institute shall not be liable / responsible for the staff engaged by the contractor during / after completion of the contract.
- 5.9.17. The tenderers are advised to read the tender set carefully before submission of bid. All documents should be submitted as per the tender condition.
- 5.9.18. The tenderers are advised to visit the site / property in advance at their own cost and collect all information that will be necessary for preparing the tender.
- 5.9.19. The contractor shall be responsible for any breakage/damage by his employees in the process of work and in such an event the amount as determined by Institute will be recovered from the contractor.
- 5.9.20. On expiry of contract or on termination, the contractor shall ensure that personnel deployed by him are withdrawn immediately from the Institute. It shall be explicitly understood that none of the employees of the contractor will have any right against the Board during or after termination / expiry of this contract as it is the fundamental basis of the contractor only and not of the Institute.
- 5.9.21. The prospective tenderers requiring any clarification on the tender document; he may seek the same from **Director, BIHAR AGRICULTURAL MANAGEMENT & EXTENSION TRAINING INSTITUTE (BAMETI), PATNA.**

All corrections and additions should be initialed.

- 5.9.23. In the event of the tender being submitted by a firm, it must be signed by each partner thereof and in the event of the absence of any partner it shall be on his behalf by a person holding a power of attorney authorize him to do so.
- 5.9.24. If after submitting the tender, the tenderer withdraws his offer or modifies the same or if after acceptance of his tender, the tenderer fails or neglect to complete the necessary formalities or fails to implement the contract within time stipulated for them without prejudice to any other rights, the Institute shall be entitled to forfeit the full amount of the earnest money deposited by the tenderer.

- 5.9.25. The right is reserved to revise or amend the tender document fully or in part before the deadline for submission and deviation / amendment if any shall be communicated in the form of corrigendum or by letter as may be considered suitable.
- 5.9.26. The tenderer is expected to examine carefully all instructions, forms, general rules in the tender document. Failure to comply with the requirement of the tender submission will be tenderer's own risk. Tenders which are not responsive to the requirement of the tender document will be rejected.
- 5.9.27. Tenders which do not fully fill all or any condition or incomplete in any of the conditions or incomplete in any respect are liable for rejection.
- 5.9.28. The acceptance of the tender shall be communicated to the successful tenderer on approval of the competent authority.
- 5.9.29. The tender document shall be part of the tender document.

6. FEE / EMD / DEPOSITS TO BE PAID BY THE TENDERER.

Cost of Tender Documents :

Fee for Tender Document : The Tender document would be made available to the prospective on submission on written request along with the required Experience certificate on payment of Rupees 5000/- in the form of cash or pay order demand draft of a schedule bank in favour of Director BAMETI Patna payable at Patna. The cost of Tender Documents is non refundable.

Only firms with NSIC registration are exempted from payment of Tender Fee & EMD. No other firm can be exempted from payment of Tender Fee & EMD.

Earnest Money Deposit (EMD) :

- i. Tenderer shall furnish Earnest Money Deposit of Rupees 2,00,000 /- (Two lakh Only) along with the tender in the form of pay order / Demand Draft of a scheduled bank, in favour of Director BAMETI Patna.
- ii. A Tender submitted without Earnest Money Deposit shall be treated as invalid and rejected.
- iii. The amount of Earnest Money Deposit (EMD) will be refunded to the unsuccessful tenderer on completing all formalities in respect of the accepted tender or on expiry of the validity period whichever is earlier. The EMD amount does not carry any interest whatsoever.
- iv. In case of the successful tenderer Earnest Money will be refunded on payment of the initial security deposit on completion of required formalities or shall be transferred towards the security deposit to be paid.

- v. In Case the successful tenderer fails to pay the security deposit, execute the agreement or complete the required formalities within the stipulated time, his EMD shall be forfeited by Institute.

Security Deposit:

- i. The successful tenderer shall have to pay amount of Rupees 5,00,000/- (Five Lakh only) as security deposit in form of FDR / NSC / Bank Guarantee in favour of Director BAMETI, Patna Within the stipulated time from the date of acceptance of offer and complete the contract documents, failing which the earnest money will be forfeited.
- ii. All compensation or other sums payable by the tenderer under the terms of the contract or any other or any account may be deducted from his security deposit or from any sums which may become due to him by Institute on any account and in the event of the security deposit being reduced by reason of any such above noted deductions the Tenderer shall within 10 days of receipt of notice of demand from the concerned authority make a good deficit.
- iii. There shall be no liability on the Institute to pay any interest on the security deposit.
- iv. The security deposit shall be refunded after satisfactory completion of this contract after deducting from the deposit any amount that may be payable by the tenderer to the Institute, pay the balance amount to the tenderer.

7. ELIGIBILITY CRITERIA

- 7.1. Bidder should have minimum five years experience in managing the Training Institute / Guest house or Trainee Hostel of more than 30 rooms of govt. or public sector of minimum accommodation of 50 persons. The bidder should submit work order and satisfactory work completion certificate from the awardee/competent authority.
- 7.2. Bidder should have certificate of experience of Rs. 50 lakh of single work per year.
- 7.3. Should have valid license under Shops and Establishment Act.
- 7.4. Should have a Permanent Income Tax Account Number.
- 7.5. Should have EPF Registration Certificate.
- 7.6. Should have ESIC Registration Certificate.
- 7.7. Should have a license under Contract Labour (Regulation & Abolition) Act 1970 issued by Regional Labour Commissioner.
- 7.8. Should have GST Registration.
- 7.9. The Bidder Firm should be ISO Certification.
- 7.10. Should have 30 employees on the pay roll. PF/ ESIC Challan of at least 3 years.

- 7.11. The Bidder should have not been banned / de-listed / de-barred / blacklisted from business by any PSU / Govt. Department during last three (03) years (attached affidavit for this) .
- 7.12. Should have Annual Turnover of last three years audited financial years must not be less than Rupees 5 crores per annum. Tenderer shall submit last three years audited financial statement (Attached Profit & Loss Statement) duly attested by certified CA net worth of applicants must be positive.
- 7.13. Bidder should submit solvency certificate of Rupees 50 lakhs from a nationalized or scheduled bank.

Note - The bidder should have to enclose all the notarized requisite supporting documents with tender as mentioned in the eligibility criteria. Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be technically qualified. Those bidders who do not qualify technically their financial bids will not be opened.

8. TENDERING PROCEDURE

The bid will be submitted in 02 separate sealed envelop.

- 8.1. Envelop No. 1 : Technical bid - The first envelop will be clearly marked as technical bid. The technical bid will be submitted in T-1 (for eligibility criteria) & T-2 (declaration) format and all the required documents will be enclosed as mentioned in the eligibility criteria.
- 8.2. Envelop No. 2 : Financial bid - The second envelop will be clearly marked as financial bid. The financial bid will be submitted in F-1, F-2 & F-3 format.
- 8.3. The two sealed envelope No.-1 & No.-2 shall be again put together in one common cover and sealed. This sealed cover marked on the left hand top corner **“Offer for the Hospitality Management of BAMETI, Patna.”** The full name & Address of the tenderer shall be written on the bottom left hand corner. If submitted by post, the sealed envelope marked as above, shall be enclosed in another cover addressed and shall be sent by Registered Post Acknowledgement due. The date and time for receipt envelope containing tender shall strictly apply in all cases.
- 8.4. Only one agency will be selected for hospitality management as well as catering services. The term and condition will be that the lowest financial bidder L-1 of F-1 will be selected for overall Hospitality Management including catering services. The service provider/agency selected for Hospitality Management will have to provide the catering services (restaurant management) at lowest L-1 rate of F-3. If the L-1 service provider agency of F-1 will not be ready to provide at L-1 rate of catering services/restaurant management (F-3) rate then the L-1 of catering service provider agency of F-3 will be given the work of hospitality management at L-1 rate of F-1 by taking declaration of that agency (L-1 of F-3 bid). The selected agency will follow the L-1 of F-2.

The tenderer should ensure that their tender is received in the office of the Director BAMETI, Patna on or before the stipulated date and time. BAMETI will be not responsible for any delay and the tender received after due date will not be accepted.

11. State level evaluation committee for evaluating bids-

- | | |
|---|--------------------|
| i. Director Agriculture, Bihar, Patna | - Chairman |
| ii. Special Secretary, Agriculture, Bihar, Patna | - Member |
| iii. Joint Secretary-cum- IFA, Deptt. of Agriculture | - Member |
| iv. Director, PPM, Bihar, Patna | - Member |
| v. Joint Director Agriculture (Stat)-cum- OI/c, ATMA Nodal Cell | - Member |
| vi. Joint Director (Chem) Compost-cum-Biogas, Bihar, Patna | - Member |
| vii. Director, BAMETI, Bihar, Patna | - Member Secretary |

**Director
BAMETI, Bihar, Patna**

Application format for Bid : T-1

Sr. No.	Description of Information	Furnished description	Page No.
1	Name of the firm		
2	Nationality of the firm		
3	Complete Address of Regd./Head Office i) Postal Address ii) Telegraphic/Telex iii) Telephone/Fax iv) E-mail		
4	Former name of the firm (if any)		
5	Type of the firm i) Proprietary: ii) Partnership: iii) Private Ltd. Co.: iv) Public Ltd. Co.:		
6	The firm is a i) Member of a group of Companies (if yes, give name, address, connection and description of other Companies) : ii) Subsidiary of a large organization (if yes, give full details of the holding Company)		
7	Are you registered with any Government / Public Sector Undertaking (if yes, give details) for supply of similar equipments, covered under the Specifications.		
8	Minimum five years experience in managing the Training Institute / Guest house or Trainee Hostel of more than 30 rooms of govt. or public sector of minimum accommodation of 50 persons.		
9.	Certificate of experience of Rs. 50 lakh of single work per year.		
10.	License under Shops and Establishment Act.		
11.	Income Tax Permanent Account Number.		
12.	EPF Registration Certificate.		
13.	ESIC Registration Certificate.		

14.	License under Contract Labour (Regulation & Abolition) Act 1970 issued by Regional Labour Commissioner.		
15.	GST Registration.		
16.	ISO Certification.		
17.	30 employees on the pay roll. PF/ ESIC Challan of at least 3 years.		
18.	Not been banned / de-listed / de-barred / blacklisted from business by any PSU / Govt. Department during last three (03) years (attached affidavit for this) .		
19.	Annual Turnover of last three years audited financial years must not be less than Rupees 5 crores per annum. (attached balance sheet and profit & loss account of latest 03 years) 2014-15 2015-16 2016-17		
20.	Solvency certificate of Rupees 50 lakhs from a nationalized or scheduled bank.		

Place :

For & on behalf of

Date :

Signature

Designation

T-2

DECLARATIONS

Description: *Declarations to be submitted by bidder*

Sl. NO	Annexure	Declaration Type	Declaration	Acceptance/ Rejection
1.	A	No Deviation Declaration	This is to certify that our offer is exactly in line with your tender enquiry. This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.	
2.	B	Undertaking	We hereby undertake that we have studied and understood all the terms and conditions as mentioned in tender document (including ITB, Conditions of Contract, Scope of work and Technical Specifications of work) and we agree to abide by the same unconditionally.	
3.	C	Declaration for Delisting	We hereby declare that, we have not been banned/de-listed/black listed from business by any PSU or Govt. Department during the last three years.	
4.	E	Correctness of bid	We hereby declare that information furnished with Bid is correct in all respect	

Date :

Signature & seal of Bidder

F-1
Format for Financial Bid : Envelop No. 2

Tenderer's Name and Address

**To,
The Director,
BAMETI,
Patna.**

Sub. :- Submission of financial bid for Providing Hospitality Management Services at BAMETI Patna.

Sir,

In response to your Tender Document No. _____ Dated _____ having carefully studied and understood the provisions and terms and conditions, general rules and directions given in the tender Document. I / We _____ submit my / our bid for as below:-

SL. NO.	Description of work	Amount in Rs. (Inclusive all taxes)
1	Electrical work	
2	Fire Fighting & Fire Alarm System	
3	AV System	
4	EPABX System	
5	TV & DTH Recharge	
6	Plumbing Work	
7	Carpeting Work	
8	CCTV System	
9	Sewage System	
10	RO System	
11	Pest Control	
12	Gardening & Horticulture	
13	Others	
	TOTAL	

Our offer of Monthly Hospitality Services Management Fees Applicable for the three years of agreement is Rupees_____ per month.(Inclusive of all taxes) (Rupees_____per month) (Inclusive of all taxes) for three years from the date of award of the contract.

Thanking You,

Yours faithfully,

Place :

Date :

Authorize Signature :

Name :

Designation :

Company Seal :

F-2

The service charges for washing of bed etc. taken from the guest

S.No.	Details of bed	Service charges per person per day (Rs.)
1.	V.I.P.	
2.	General	

Place :

Date :

Authorize Signature :

Name :

Designation :

Company Seal :

F-3

Service Charges for different items in restaurant/catering services

S.No.	Type of services	Name of Items	Rate per person/ per cup (Rs.)
1.	General		
		Tea or coffee at morning	
		Breakfast	
		Lunch	
		Dinner	
		Total	
2.	V.I.P.		
		Tea or coffee at morning	
		Breakfast	
		Lunch	
		Dinner	
		Total	

Note - General or V.I.P. items rate will be on the basis of the menu given in the annexure.

Place :
Date :

Authorize Signature :

Name :

Designation :

Company Seal :

Management of Restaurant at Guest House

For Trainees/General Guests

Contractor should provide full day meal, as details given below and guest comfort items to the trainees/General Guests for their use as the menu given below;

Details of item wise services

1. Morning Tea / Coffee

2. Standard Breakfast

Puri bhaji / Aloo Paratha / Sattu Paratha/ Idli/ Poha / Upma
With Tea / Coffee / Kachcha Aam / Sattu in drinking form

3. Lunch

Roti- Chapati / Paratha / Puri
Rice- Steam Rice / Peas Pulao / Jeera Rice
Dal- Dal Makhani/ Yellow Dal / Kadhi
Veg- 1 Gravy item
1 Dry item
One Fruit, Curd, Papad, Pickle, Salad

4. Evening Tea with Snacks/ Biscuits

Dinner

Soup- Veg soup / Tomato soup
Roti- Chapati / Paratha / Puri / Sattu Roti
Rice- Steam Rice / Peas Pulao / Jeera Rice
Dal- Dal Makhani/ Yellow Dal / Kadhi
Veg- 1 Gravy
1 Dry
Non Veg- 1 Non veg Item
Papad, Pickle, Salad
Sweets / Ice cream

1 (B)
GUEST COMFORT ITEMS FOR TRAINEES/General Guest

Contractors have to provide following items to all the Trainees

Toilet Soap/Liquid Soap	Bed sheet (Washed & Fresh)
Bath Soap	Bed Cover (Washed & Fresh)
Shampoo	Pillow Cover (Washed & Fresh)
Hair Oil	Blanket (Washed & Fresh)
Glass cover	Bath Towel (Washed & Fresh)
Glass wrapper	Mosquito Net (Washed & Fresh)
Water Glass	
Water jug	
Sewing Kit	
Shoe Shine	
Mosquito Repellent	
Room Freshener	
Bathroom Sleeper	
First Aid Kit	

Note - The Contractor will get Rs. 50/- per person/ per bed/per day for washing and other services from the trainees who stay at night from BAMETI.

Management of Restaurant at Guest House

FOR VIP GUESTS

Contractor should provide full day meal, as details given below and guest comfort items to the VIP Guests for their use as the menu given below;

Details of item wise services

1. Morning Tea / Coffee

With cookies

2. Standard Breakfast

Bread with Butter / Jam / Poha / Puri Bhaji / Aloo Paratha

Sattu Paratha / Idli / Cornflakes with Milk / Egg etc

With Juice / Tea / Coffee

3. Lunch

Soup-

Veg soup / Tomato Soup

Roti-

Chapati / Paratha / Puri

Rice-

Steam Rice / Peas Pulao / Jeera Rice

Dal-

Dal Makhani/ Yellow Dal / kadhi

Veg-

2 Greavy items

1 Dry item

Non Veg-

1 Non veg Item

One Fruit, Papad, Pickle, Salad

Evening Tea with snacks/ Biscuits

4. Dinner

Soup-

Veg soup / Tomato soup

Roti-

Chapati / Paratha / Puri / Sattu Roti

Rice-

Steam Rice / Peas Pulao / Jeera Rice

Dal-

Dal Makhani/ Yellow Dal / Kadhi

Veg-

1 Gravy

1 Dry

Non Veg-

2 Non veg Item

Papad, Pickle, Salad

Sweets/ Ice Cream

2 (B)

GUEST COMFORT ITEMS FOR VIP

Contractors have to provide additional items to the VIP Guest

Toilet Soap	Bed sheet (Washed & Fresh)
Bath Soap	Bed Cover (Washed & Fresh)
Shampoo	Pillow Cover (Washed & Fresh)
Hair Oil	Hand Towel (Washed & Fresh)
Talcum Powder	Bath Towel (Washed & Fresh)
Hair Comb	Blanket (Washed & Fresh)
Glass cover	Mosquito Net (Washed & Fresh)
Glass wrapper	
Water Glass	
Water jug	STATIONARY FOLDER
Sewing Kit	Welcome Slip
Shoe Shine	Guest Message Slip
Mosquito Repellent	Letter Pad
Bathroom Sleeper	Note Pad
Shower Cap	Pen / Paper Pin / Paper Clip
Tooth Brush Kit	
Shaving Kit	
Iron	
Tea kit with Electric Kettle	
News Paper	
First Aid Kit	

Note - The Contractor will get Rs. 100/- per person/ per bed/per day for washing and other services from the trainees who stay at night from BAMETI.

Place:
Date:

Signature:
Name of the Authorized Signatory:
Address of the Contractor: