

**होटल प्रबंध और खानपान प्रौद्योगिकी संस्थान
कोवलम, तिरुवनन्तपुरम**

**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY,
G.V.RAJA ROAD, KOVALAM, THIRUVANANTHAPURAM-695 527**

Phone : 0471-2480283 –Email : principal@ihmctkovalam.org

निविदा प्रलेख / TENDER DOCUMENT NO.2023/1

सामान्य जानकारी / GENERAL INFORMATION

NAME OF WORK	:	SUPPLY OF MANPOWER FOR 1. Utility Worker for Biogas Plant / Garden/Laundry 2. Kitchen Assistant 3. Kitchen Stewarding staff – 2 hrs duty per day 4. Electrician cum Plumber (on shift duty) 5. Cleaning & Housekeeping staff 6. Manpower for Hostel Mess
COST OF TENDER FORM (Those who download the Tender Form from the website can pay the cost of tender form by NEFT into the account as given below and the proof of the payment should be submitted along with the tender)	:	Rs.500+18% GST = Rs.590/- (RUPEES FIVE HUNDRED AND NINETY ONLY) Institute of Hotel Management and Catering Technology A/c No: 1620800709 IFSC Code: CBIN0280939 Central Bank of India Kovalam Branch
SALE OF TENDER DOCUMENTS	:	16/10/2023 TO 31/10/2023
PRE BID MEETING WITH PRIOR APPOINTMENT	:	30/10/2023
LAST DATE FOR RECEIPT OF TENDER	:	31/10/2023 UP TO 3.00 PM HRS
OPENING OF TECHNICAL BID	:	AT 3.30PM ON 31/10/2023
OPENING OF FINANCIAL BID	:	06.11.2023 at 2.00 PM
E.M.D TO BE REMITTED ALONG WITH THE TENDER	:	Rs.2,50,000/- (Rupees Two Lakhs fifty thousand only)
SECURITY DEPOSIT	:	Rs.4,00,000/- (Rupees Four Lakhs)
OFFICE HOURS	:	MONDAY TO FRIDAY - 09.00 AM TO 5.00PM

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G.V.RAJA ROAD, KOVALAM, THIRUVANANTHAPURAM-695527

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I. Sealed Tenders are invited for the supply of manpower to the Institute of Hotel Management and Catering Technology, G.V. Raja Road, Kovalam, Thiruvananthapuram, from Registered Agencies/Firms having at least 3 years' experience, preferably in Govt. / Semi Govt. or reputed Institutions for the following categories:-

1. Utility Worker for Biogas Plant / Garden/Laundry.
2. Kitchen Assistant.
3. Kitchen Stewarding staff – 2 hrs duty per day.
4. Electrician cum Plumber (on shift duty) per day.
5. Cleaning and housekeeping staff.
6. Man Power for Hostel Mess.

2. TERMS AND CONDITIONS

2.1 The successful tenderer shall supply the required manpower as per the following conditions & requirements.

2.2 Sufficient provision should be made by the tenderer / contractor to pay the workers employed by him according to the 'Minimum Wage Act' applicable.

2.3 Contractor should make sure that the Personnel so posted will be performing the works to the satisfaction of the institute authorities.

2.4 The contract period will be valid for a period of one year from the date of award of contract.

2.5 The agency should provide their personnel the required uniform, ID Card, foot wear, etc and the agency will be responsible for the attendance, duty, performance, behaviour, conduct and turn-out of the staff employed by the agency. All the staff should wear the uniform & ID card during the duty hours.

2.6 Cleaning materials and equipments will be provided by the Institute.

- 2.7 The agency cannot have any future claim with the Institute for permanency of employment for their personnel so engaged in the Institute or for extension of period of engagement.
- 2.8 The tendering firms should not have been blacklisted by any Ministry/Department/Autonomous Organisation of Government of India.
- 2.9 The supervisor of the contractor should visit the Institute Office once in a month and should enter the details of his visit in the register. This should be signed by him and the in-charge of the unit. Institute will not pay any additional amount in this regards.
- 2.10 The Agency should ensure that their employees deployed for duty in the institute are covered under the provisions of the relevant statutes like Payment of minimum wages as prescribed by the Central Government applicable in the State Government, ESI Act, Provident Fund Act etc, and the payment in this respect to be made by the contractor.

To prove the remittance made to the respective Agency relevant Xerox copies of the receipt should be sent to IHMCT office along with the next month's bill.

- 2.11 The contract shall be terminable by either party by giving 30 days notice to this effect. However the management reserves, its right to terminate the services of the agency, if it so desires on genuine responsible reasons, after giving 30 days notice or payment in lieu.
- 2.12 No extra payment will be made other than the agreed monthly payment of Contract.
- 2.13 Bill for the completed month should be submitted on the 1st day of the next month to the office. The same will have to be certified by dealing officer / department before the payments is made. The payment will be made within 10 days after receipt of the certified bill.
- 2.14 Jurisdiction in respect of any dispute or difference arising in respect of this contract shall be in Thiruvananthapuram.

- 2.15 Necessary labour card / Health card as per the State Rules should be made available to the employees by the Contractor.
- 2.16 If the personnel engaged by the Contractor is undesirable and not fit for the job or if he/she/they has/have committed or are likely to commit any act prejudicial to the interest of the Institute, the Institute shall have the right to request the Contractor to replace the personnel with a suitable substitute as and when such a request is made by the Institute, the Contractor is bound to carry out the request forthwith.
- 2.17. If the service is not satisfactory / nor done as per requirement on time, the contract is liable to be cancelled, without notice with forfeiture of security deposit. The security deposit amount so forfeited will neither be a fine nor a compensation but for the damages sustained as a result of failure.
- 2.18. The contractor should adhere to the provisions of the Provident Fund Act / ESI and the Minimum Wages Act to the satisfaction of the Institute.
- 2.19 The contractor should ensure the payment to the employees engaged within 5 days of the month, without waiting for the settlement of the bill by the Institute. All the wages shall be paid by crediting the wages in the bank account of the employee.
- 2.20. The contractor is liable to follow the rules as per the Bonus Act to his employees. But the Institute will not make any payment towards bonus to the contractor / employees as this is an educational Institution and is exempted.
- A) The payment to the contractor will be made through Bank Transfer, within 10 working days from the submission of completed and proper bills verified and certified by Institute. The PF & ESI Portions will be paid only on production of proof of payment of the previous month PF & ESI.
- B) The rates approved are final throughout the contract period and no request for increase of rate during the contract will be entertained in any case. However, if the Government declares revision of rates of the minimum wages or DA, the same will be considered subject to the approval of the Board of Governors.
- 1) The following documents included in the tender bid shall be deemed to form and construed as part of this agreement along with the contractor's offer.

- 1) Notice inviting tender
- 2) Tender submitted by the Tenderer
- 3) General conditions of the contract
- 4) Rate sheet

3 DOCUMENTS TO BE SUBMITTED

- 3.1 The Tender should be submitted in **two separate envelopes superscribed** as “Technical bid” and “Financial Bid”. Both these envelopes must be dropped in the Box provided for the purpose in the administrative office on or before 31/10/2023 at 3 PM. Bids received after the closing date and time shall not be considered.
- 3.2 Submission of technical bid and financial bids in a single envelope shall lead to disqualification.
- 3.3 Tenders shall be accompanied by an EMD of Rs.2,50,000/- (Rupees Two lakhs fifty thousand only) by crossed Bank Demand Draft in favour of Principal, Institute of Hotel Management and Catering Technology, Kovalam. The institute will return the Earnest Money, where applicable, to every unsuccessful tenderer. If the successful tenderer withdraws from the tender, EMD will be forfeited.
- 3.4 A certificate of valid MSME Registration is to be submitted.
- 3.5 Opening of Technical bid will be on 31/10/2023 at 3.30 PM and opening of Financial Bid will be after finalisation of the Technical Bid.
- 3.6 Name of the parties short listed on the basis of technical bid shall be communicated to the bidders by email and published on the institute Web site www.ihmctkovalam.org. **If you are shortlisted, then you may attend the opening of financial bid on 06.11.2023 at 2.00 PM.**
- 3.7 On acceptance of tender, the successful tenderer shall deposit Rs.4,00,000/- (Rupees Four Lakhs only) as security deposit or bank guarantee. The Security deposit is refundable without any interest on successful completion of the contract. In case of cancellation of this contract from the part of the contractor the security deposit will not be refunded under any circumstances.

4. DETAILS OF MANPOWER RQUIRED

4.1 UTILITY WORKER FOR BIOGAS PLANT / GARDEN /LAUNDRY (4 Nos.) UNSKILLED

BIOGAS PLANT (1): Category: Unskilled: Two years' experience in operating similar kind of plants. They have to segregate biodegradable and non degradable waste and have to work as per the instructions given from time to time. Sweeping of the road area is also part of the duty.

GARDEN: (2) : Category: Unskilled: Two years experience in Garden duty. Sweeping of the road area is also part of the duty.

LAUNDRY (1 No.) Category: Unskilled: Two years' experience in working in a laundry. Responsible for cleaning of the Laundry and Housekeeping lab.

There will be 22 / 23 working days in a month. Saturday and Sunday will be holidays. Payment will be given only for the duty days. In the event of extra duty, payment will be given for the duty done in addition to the working days as per the rate quoted for the days worked extra.

4.2 KITCHEN ASSISTANT (Male) (6 Nos.) – Category - Skilled: Must have passed a certificate course in Food Production / Cookery of HSR /VHSC/Food Craft / DFP. Responsible for cleaning and maintenance of the Lab and kitchen.

There will be 22 / 23 working days in a month. Saturday and Sunday will be holidays. Payment will be given only for the duty days. In the event of extra duty, payment will be given for the duty done in addition to the working days as per the rate quoted for the days worked extra.

4.3 KITCHEN STEWARDING STAFF (Ladies) (7): Category: Unskilled

Kitchen stewarding staff (ladies) is required for dish washing and plate washing in the training kitchens and cafeteria on working days. The maximum duty will be 2 hours per day from 12.30 pm to 2.30 pm. The rate is to be quoted on a hourly basis.

4.4 ELECTRICIAN CUM PLUMBER: (4 Nos.) Category: Skilled

ITI holders in the trade having 2-3 years' experience of electrical and plumbing jobs. 3 persons for 24 hours' duty ie 1 person at a time for 8 hours' duty. In addition, one person is to be on day duty from 8.00 am to 4.00 pm-Monday to Saturday.

4.5 CLEANING AND HOUSEKEEPING STAFF :

- a) Cleaning and Houskeeping Staff : 07 (Unskilled)
- b) Houskeeping Supervisor : 01 (Skilled)

The Contractor has to provide 07 cleaning staff and one Supervisor in order to undertake the cleaning and houskeeping work of the Institute, hostels and the campus.

The Supervisor will look after the duty performance of the cleaning and houskeeping staff, utility workers of bio gas plant, garden and laundry.

The schedule of the cleaning area and activity is attached as Annexure – I

4.6 HOSTEL MESS : (8)

Cook – Male – 1 (Skilled)

Asst.Cook Male – 4 (Semi Skilled)

Utility worker-Hostel Mess (Female – 2) (Male -1) (Unskilled)

The Cook is responsible for the smooth functioning of the hostel mess, kitchen staff attached and for the preparation of Food and the service.

The Contractor is responsible for the health card of the workers employed in the kitchen.

The above number of Contract staff is indicative. The number may be reviewed as per the requirement . The contractor is liable to provide the required man power if requested extra.

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TECHNICAL BID

5.1 Part I

1.	Name of the Firm/Agency	:	
2.	Full address with telephone no.	:	
3.	ESI Registration number	:	
4.	Provident Fund Registration No.	:	
5.	Constitution of the Firm/Agency Is the firm registered under	:	
	a.Indian Companies Act, 1958	:	
	b.Indian Partnership Act,1932 (Please give names of partners)	:	
	c.Any other Act, if not, the owners	:	
	d.Registration Certificate No. from the Competent authority as provided Under section 7 of Contract Labour Regulation act (enclose a copy thereof)	:	
.	i)For Partnership firms whether registered under the Indian Partnernrship Act, 1932; please state further whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender	:	
	ii)if answer to the above is negative to whom there is any general power of attorney executed	:	

	by all the partners of the firm authorising the partner who has signed the tender to refer disputes concerning business of the partnership arbitration		
	iii)if answer to (i) and (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be The copy should be attested by a Notary Public or its executive should be admitted by affidavit of a properly stamped paper by all partners.	:	
6.	Name and Full Address of the Banker	:	
7.	Any other relevant information	:	

5.2 Part II

1.	Details of the Earnest Money Deposit	:	
2	Demand Draft No. with date and bank drawn on or mode of payment and Transaction ID & Date :	:	

5.3 Part III

1.	Name and address of the representative and whether the firm would be represented at the time of opening of the financial tenders	:	
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5.4 part iv

the following documents must be enclosed along with the tender form in the following sl.no. Order.

1. Proof of payment of tender fee
2. Emd
3. Technical bid cover
4. Financial bid cover
5. Pan no. From the income tax department
6. Service tax registration no.
7. Epf registration no.
8. Esi registration no.
9. Labour registration certificate.
- 10. Experience certificate for at least 3 years preferably in Govt. / Semi Govt. or reputed Institutions.**
11. List of clients

All the original tender sheets should be signed, stamped and returned along with the quotation.

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FINANCIAL BID FOR SUPPLY OF MANPOWER

Name of the Company/Firm/Agency : _____

Address: _____

Telephone No: _____

6.1 AMOUNT QUOTED PER PERSON PER DAY

Sl. No.	Name of Post	Category Type	Number required	Rate quoted for per person per day					
				Wages	ESI	PF	Service charge	Tax GST	Total
1.	Kitchen Assistant –Male	Skilled	6						
2	Utility Worker for Biogas Plant / Garden/Landry	Un Skilled	4						
3	Kitchen Stewarding staff (rate per hour)	Un Skilled	7						
4.	Electrician cum Plumber (Male)	Skilled	4						
5.	Cleaning & Housekeeping staff	Un Skilled	7						
6	Housekeeping Supervisor	Skilled	01						
7.	Cook – Male	Skilled	01						
8.	Asst.Cook – Male	Semi skilled	04						
9.	Utility Worker – Hostel Mess – Female	Unskilled	02						
10.	Utility Worker – Hostel Mess – Male	Unskilled	01						

Place:

Date:

Office seal

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7.अनुलग्नक चेकलिस्ट / ENCLOSURE CHECKLIST

1.	Prescribed Tender Form
2.	Proof of payment of tender fee
3.	Technical Bid
4.	Financial Bid
5.	Earnest Money Deposit(EMD) Details
6.	Copy of the License/Registration
7.	Pan Number from Income Tax Dept.
8.	Service Tax Registration Number
9.	Experience Certificate
10.	PF Registration Number and date
11.	ESI Registration Number and date
12.	Labour Registration certificate.
13.	List of clients

ANNEXURE – I

CLEANING & HOUKEEPING ACTIVITIES

Location	Activity	Area sq.mtr * (approx)
Mosaic floors/ Marble floor/ Vitrified tile area/ Kotta stone/ Cemented floor/ Granite	Sweeping Daily Mopping Daily	7600
Road / external area	sweeping daily	1600

Carpeted area	Sweeping daily	294
Carpeted area	vacuum cleaning once in a month	294
Public Toilets- Main Building, New Building, Hostel (floor & tiled walls inclusive)	1) Floor Scrubbing & Washing daily 2) Wall scrubbing & washing twice in a week	3350
Window Glass	wiping once in a fortnight	Main & new building
Ceiling fans	Dusting & vaccum cleaning once in a month	Main & new building
Office Table	dusting & wiping daily	Main & new building
Office Chair	dusting & wiping daily	Main & new building
Dining Table SS	dusting & wiping daily	Main & new building
Dining Bench SS	dusting & wiping daily	Main & new building
Computer	dusting & wiping daily	Main & new building

