

Our Ref: BIS/SRO/WF/G-1

05-08-2011

Subject : Tender notice for providing Holiday Home at Kodaikanal

To,

Dear Sir(s),

Sealed Quotation(s) in Two Bid System are invited for providing Holiday Home at Kodaikanal.

The quotation(s) in a **sealed** cover (**Please do not staple the cover**) superscribed **“QUOTATION FOR HOLIDAY HOME”** should reach BIS, SRO, Taramani latest by **1500 h on 23-08-2011.**

The Technical Bid will be opened at 1530 h on 23-08-2011, in the presence of such tenderers or their duly authorized representatives as may care to attend.

Thanking you,

Encl.: Tender document

Yours faithfully,

(S. D. Dayanand)
Welfare Officer

**BUREAU OF INDIAN STANDARDS
SOUTHERN REGIONAL OFFICE
Manakalaya, CIT Campus, IV Cross Road,
Taramani, Chennai - 600 113
Phone Nos.: 22541216, 22541442, 22542315, 22542519**

Subject: Providing Holiday Home at Kodaikanal

1. INVITATION TO BID

- 1.1. Sealed tenders, under Two Bid system (Technical and Financial) are invited for providing Holiday Home at Kodaikanal for four bedrooms for one year which can be extended further if mutually agreed.

2. PROCEDURE FOR SUBMITTING THE TENDER

- 2.1 Two bid system, i.e. Technical Bid and Financial bid would be adopted.
- 2.2 The Technical Bid shall consist information pertaining to the technical qualifications of the parties.
- 2.3 Technical Bid will be opened first for assessment of technical qualification and competence of the parties.
- 2.4 Financial Bid shall be opened of only those parties, who are found successful in the process of technical assessment by this office.
- 2.5 Technical Bid and Financial Bid may be put in 2 separate envelopes superscribing as "TECHNICAL BID" and "FINANCIAL BID" on each envelope and sealed (not stapled).
- 2.6 Both sealed envelopes, containing technical Bid and Financial Bid may be put in a third envelope and sealed (not stapled). This envelope shall be superscribed as "QUOTATION FOR HOLIDAY HOME".
- 2.7 All the three envelopes must bear the name and address of the party and addressed to Welfare Officer, Bureau of Indian Standards, Manakalaya, CIT Campus, IV Cross Road, Taramani, Chennai - 600 113. Last date for submission of sealed tender is 23-08-2011 upto 1500 h.
- 2.8 Technical bid shall be opened at our office on 23-08-2011 at 1530 h or on the next working day if it is declared as closed day due to any circumstances, in the presence of such tenderer or their authorized representatives who may like to be present.
- 2.9 Date of opening of Financial Bid shall be communicated separately to those qualified.

3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT

- 3.1 Document for authenticating the premises and ownership.

3.2 PAN No. issued by the Income Tax Department for the purpose of TDS.

3.3 Service Tax Registration No. issued by the Service Tax Commissioner.

3.4 Details of other parties to whom Holiday Home services are/were being provided, in the proforma for providing required information, as enclosed at Annexure-I.

3.5 Proforma pertaining to “yes/no” for the required documents at Annexure-II may be completed and submitted.

3.6 Proforma pertaining to yes/no for the facilities available at Annexure-III may be completed and submitted.

4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID

4.1 Proforma at Annexure-IV may be completed for submitting the Financial Bid and submitted in a separate sealed envelope.

5. TERMS AND CONDITIONS

5.1 The party shall provide accommodation for setting up Holiday Home for BIS at a convenient place in Kodaikanal on lease basis.

5.2 The Holiday Home shall be, in a decent location with greenery around and easily approachable.

5.3 The agreement shall be entered into for a period of one year initially, which may be extended, if services are found satisfactory.

5.4 There shall be a living room with sofas and other furnishings.

5.5 There shall be atleast 3 Bedroom with cots and mattresses.

5.6 Each bedroom shall be provided with cupboard.

5.7 Each bedroom shall be provided with teepoy.

5.8 Each bedroom shall be provided with TV with remote and dish connection.

5.9 Each bedroom shall be provided with Room Heater.

5.10 There shall be provision for additional rooms/extra bed.

5.11 There shall be a kitchen with LPG gas stove and LPG gas cylinder.

5.12 Bureau will bear the cost of the LPG on production of bills.

5.13 The kitchen shall be furnished with utensils, cutlery, hot pack, fridge, etc

5.14 There shall be a dining area with dining table and chairs.

- 5.15 Each bedroom shall have one exclusive bath.
- 5.16 Each bathroom shall have a toilet.
- 5.17 Each bathroom shall have geyser, buckets, mugs, floor mats.
- 5.18 Water shall be supplied 24 hours throughout the year.
- 5.19 There shall be a caretaker who would also maintain the register for recording the stay of BIS officials and their families in the allotted rooms.
- 5.20 The cost of the caretaker would not be borne by BIS.
- 5.21 Necessary arrangements for locking and opening of the rooms shall be made.
- 5.22 Arrangements are to be made to get the room cleaned every day.
- 5.23 The linen of beddings is to be changed once in two days.
- 5.24 Curtains are to be cleaned periodically.
- 5.25 Any alternations in or additions to the said premises and sanitary and electrical installations shall be done with the consent in writing of BIS.
- 5.26 To permit BIS employees or his agents either with/without workmen at all reasonable times during the day to enter upon the said premises and to view the condition thereof.
- 5.27 The rooms allotted to BIS shall not be assigned to under let or part with possession of the said premises or any part thereof without first obtaining the written consent of BIS.
- 5.28 The premises shall be maintained neatly with appropriate cleaning of drains, soil and other pipes and sanitary and other apparatus and electrical installations in good and tenantable repair and condition. Replacement or any major repairs to these fixtures/installations will however be not on BIS account.
- 5.29 To bear, pay and discharge all existing and future rates, taxes, assessments, duties, impositions and out going whatsoever imposed or charged upon the said premises or upon owner of occupier in respect thereof or payable by either in respect thereof. Such consent however not to be unreasonable with held in the case of a respectable and responsible person.
- 5.30 That the lessor shall pay property tax, scavenging taxes and all other local taxes and electricity, water charges in respect of the said premises as applicable from time to time. That the lessee shall not be liable to pay any charge except for rent Plus towards additional facilities. That the lessor shall carry out maintenance work in the building and keep all fitting and fixtures in good condition.

- 5.31 The rooms held by BIS shall be kept locked and shall not be allowed to use by anyone except BIS employees who have been officially allotted the rooms for stay. For this purpose BIS officials would carry an official letter.
- 5.32 In case of any damage to carpets, furnitures, fittings and fixtures in the rooms, due to negligence of the guests staying in BIS hired rooms, the cost of replacement/repair of such items would be borne by BIS.
- 5.33 Income Tax/TDS, as per rules, shall be deducted from the bill of the party.
- 5.34 BIS reserves the right to cancel the contract by giving one month's notice, if the instructions are not followed properly.
- 5.35 In the event of dispute, the decision of the Deputy Director General, Bureau of Indian Standards, Chennai shall be final and binding.
- 5.36 The Courts at Chennai alone shall have the jurisdiction in any matter arising out of/relating to or touching this agreement.
- 5.37 BIS reserve the right to accept or reject summarily any or all tender in whole or in part without assigning any reason whatsoever.
- 5.38 Incomplete tenders shall not be accepted.

6. SECURITY DEPOSIT

- 6.1 Successful bidder would be required to deposit Security Deposit at the rate of 10% of the tender amount for the fulfilment of the contract. The said amount is payable by demand draft in favour of 'Bureau of Indian Standards, Chennai' which will remain with BIS for the period of contract and refundable after the period of contract and refundable after the period of the contract. No interest shall be payable on this amount. The security deposit shall be deposited within one week from the date of acceptance of tender, failing which BIS reserve the right to cancel the acceptance of tender. In the event of any breach of terms and Conditions of the contract, delay, default or any type of lapse on the part of contractor, the contract shall be terminated without assigning any reason and the security deposit will be forfeited by BIS.
7. The bid shall remain valid for 120 days from the date of opening of Technical Bid.

ANNEXURE-I

Details of other parties to whom Holiday Home services are/were being provided

Sl. No.	Name and address of the organization	Period of contract	Whether Govt./Semi Government/MNC

Supporting documents must be enclosed.

Signature with date
Name
Seal

ANNEXURE-II

Proforma of compliance to the requirements of tender

S. N.	Description of requirement	Yes/No	Page No.
1.	Document for authenticating the premises and ownership	Yes/No	
2.	Details of PAN No. proof enclosed	Yes/No	
3.	Registration certificate of Service Tax enclosed	Yes/No	
4.	Proforma containing details of other parties to whom Holiday Home services are/were being provided filled and all supporting documents enclosed vide Annexure-I	Yes/No	
5.	Description of Holiday Home as per Annexure-III	Yes/No	
6.	Financial Bid proforma as per Annexure-IV completed and sealed in a separate envelope – enclosed	Yes/No	
7.	List of arbitration cases, if any - enclosed	Yes/No	

Signature with date
Name
Seal

ANNEXURE-III

TECHNICAL BID

S.N.	Description of Holiday Home at Kodaikanal	Yes/No
1.	Living room with sofas and other furnishings	
2.	Atleast 3 Bedroom with cots and mattresses	
3.	Each bedroom shall be provided with cupboard	
4.	Each bedroom shall be provided with teepoy	
5.	Each bedroom shall be provided with TV with remote and cable/dish connection	
6.	Each bedroom shall be provided with Room Heater	
7.	Provision for additional room	
8.	Provision for extra bed	
9.	Provision for kitchen	
10.	Provision for LPG stove	
11.	Provision for LPG cylinder	
12.	Kitchen furnished with utensils, cutlery, hotpack, fridge	
13.	Dining area with dining table and chairs	
14.	Exclusive bath cum toilet for each bedroom	
15.	Bathroom have provision for geyser, buckets, mugs, floor mats	
16.	24 hours water supply throughout the year	
17.	Caretaker availability	
18.	Room cleaning everyday	

ANNEXURE-IV

FINANCIAL BID

Description	Amount (Rs.)
Annual rent of Holiday Home for all rooms, bath cum toilet and kitchen including Taxes, electricity, water and caretaker charges	

(Amount in words Rupees
.....)

We agree to abide by the terms and conditions as stipulated in the Tender document.

Signature of the Tenderer:

Seal:

List of Address

- | | |
|--|--|
| 1. Shri Vivekanandam
Lakshmi Castle
30, Malli Road, Kiran Garden,
Near Kodai Cheese Factory,
Kodaikanal - 624 101
Mob. No.9344757336 | 2. Shri Vivekanandam
B-1, Parsn Urban Nestle,
Karumandalam,
Dindigul Road,
Trichy-1
Mob. No. 9443071015 |
| 3. Shri S. A. Ramesh
(<i>Saranalayam Guest House</i>)
Lifecare Pharmaceutical
New No.37, Old No.17,
Babu Street,
Gopalapuram,
Chennai - 600 086
Mob. No. 9840050518 | 4. Shri Rajendran
Asstt. Superintendent of Police
(Retd.)
(<i>Lakasha Guest House</i>)
Raj Organic Farms
Jallipatti,
Periyakulam Taluk,
Theni District
Mob. No. 9442145673 |
| 5. Ms. Raina Susan
Senior Manager (Corporate Hospitality)
SPIC Ltd., SPIC House,
88, Mount Road, Guindy,
Chennai - 600 032 | 6. Dr. Padma Ramachandran
(<i>Valliappan Gardens</i>)
New No.51,
Nungambakkam High Road,
Chennai - 600 034 |
| 7. Shri Vinod
Fornt Desk
Hotel Sivapriya
45, Convent Road,
Kodaikanal - 624 101 | 8. Shri Jaswant
J. C. Residency
Convent Road,
Naidupuram,
Kodaikanal - 624 101 |
| 9. Shri K. Mahendran
Manager
RR Nambi Pugal Cottage
Rifle Range Road,
Naidupuram,
Kodaikanal - 624 101 | 10. Shri A. R. Srinath
Hotel Stonycroft
Convent Road,
Kodaikanal - 624 101 |
| 11. Shri R. Sreenivasagan
Cloud 9 Holidays
M. M. Street, Building Society,
Kodaikanal - 624 101 | 12. Shri Sudhakar
No.9, Black Bund Compound,
Malli Road (Naidupuram),
Kodaikanal - 624 101 |

(Spoke to Shri Vijayan, 9894135904, Manager of Premise No.3. He has already given the premises on rent.)