

BUREAU OF INDIAN STANDARDS
Western Regional Office, "Manakalaya"
E-9, Road No.8, MIDC
Andheri(East), Mumbai-400093
Telephone: 28320552, 28329295, 28327891, 28327892

Our Ref: WRO/Admn/2:7

9 July 2007

Subject: Tender Notice for Providing Holiday Home at Lonavla/Alibaug

Dear Sirs,

Sealed tenders in two bid system are invited for providing Holiday Home at Lonavla/Alibaug.

The tenders should reach Section Officer (Admn) up to **1400h on or before 30 July 2007**. The detailed terms and conditions are given in the Tender Document.

The Tender Document may be downloaded from our website **ww.bis.org.in**.

The Technical bids shall be opened at **1500h on 30 July 2007 or on the next working day**.

Thanking you,

Yours faithfully,

Section Officer(Admn)

**BUREAU OF INDIAN STANDARDS
WESTERN REGIONAL OFFICE
'MANAKALAYA', E-9, MIDC, ROAD NO.8,
ANDHERI(EAST), MUMBAI-400093**

PHONE NOS: 28320552, 28329525, 28327891, 28327892

SUBJECT: PROVIDING HOLIDAY HOME AT LONAVLA/ALIBAUG

1. INVITATION TO BID

- 1.1 Sealed tenders, under two bid system (Technical and Financial) are invited for providing Holiday Home at LonavlaAlibaug, for one/two suites for one year.

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 separate envelopes and sealed.
- 2.6 Both sealed envelopes, containing Technical bid and Financial bid may be put in a third envelope, which may also be sealed and submitted to this office.
- 2.7 All the three envelopes must bear the Name & Address of the party and addressed to Section Officer(Admn), Bureau of Indian Standards, 'Manakalaya', E-9, MIDC, Road No.8, Andheri(East), Mumbai-400093. Last date for submission of sealed quotation is
- 2.8 Technical bid shall be opened on 30 July 2007 at 1500h or on the next working day at our office, 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.
- 2.10 A visit/visits may also be conducted at the premises of the party by a team of BIS officers to verify the facts as stated in the Technical Bid.

3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT

- 3.1 Licence of Appropriate Authority awarded to the party for carrying out business.
- 3.2 Details of annual turnover for the last three years, in the form of Balance Sheet and Profit and Loss Account.
- 3.3 PAN No. issued by the Income-tax Department.
- 3.4 Service Tax Registration No. issued by the Service Tax Commissioner
- 3.5 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.
- 3.6 Proforma pertaining to yes/no for the required documents at Annexure II may be completed and submitted.
- 3.7 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 Lonavla /Alibaug.
- 5.2 The Holiday Home shall be, in decent location with greenery around.
- 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 The Holiday Home shall consist of one/two suites, and should have the capacity to accommodate about 4/6 persons in each suite.
- 5.7 The suites should have facilities of attached toilets with geysers and 24 hours water supply.

- 5.8 The suites should have facilities like, refrigerators, furniture items like two double beds, dressing table, cupboards, colour TV sets with cable connection, etc., as per our requirement. Preference will be given for accommodation with kitchen facility.
- 5.9 Income tax/TDS, as per rules, shall be deducted from the bill of the party.
- 5.10 BIS reserves the right to cancel the contract by giving one month's notice, if the instructions are not followed properly.
- 5.11 In the event of dispute, the decision of Deputy Director General, Bureau of Indian Standards, Mumbai shall be final and binding.
- 5.12 The Courts at Mumbai alone shall have the jurisdiction in any matter arising out of relating to or touching this agreement
- 5.13 BIS reserve the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.
- 5.14 BIS takes no responsibility for delay, loss or non-receipt of quotation after despatch.
- 5.15 Incomplete quotations 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 fulfillment of the contract. The said amount is payable by demand draft in favour of 'Bureau of Indian Standards, Mumbai' which will remain with BIS for the period of contract and refundable after the period of 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 the tender. In the event of any breach of Terms and Conditions of the contract, delay, default or any other 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. Initial 50% payment shall be made within 15 days from the date of signing of the agreement and remaining 50% amount will be paid after completion of six months satisfactory services.
8. 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.

ANNEXURE II

PROFORMA OF COMPLIANCE FOR THE REQUIREMENTS OF TENDER

| Sl.No. | Description of requirement | Yes/No | Page No. |
|--------|---|--------|----------|
| 1. | Details of Annual Turnover for the last three years in the form of Balance Sheet and Profit and Loss Account enclosed | 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 | |
| 6. | Licence of Appropriate Authority awarded to the bidder for carrying out business- proof enclosed | Yes/No | |
| 7. | List of arbitration cases, if any – enclosed | Yes/No | |

ANNEXURE III

| Sl.No. | Description of proposed holiday home at Lonawala | Yes/No |
|--------|---|---------|
| 1. | Location – Lonavla/Alibaug (Route map from railway station/bus stand enclosed) | Yes/No |
| 2. | Decent location with greenery around | Yes/No |
| 3. | Two suites | Yes/No |
| | Accommodation for number of persons | 4/ 6/ 8 |
| 4. | Attached toilets with geysers | Yes/No |
| | 24 hour water supply | Yes/No |
| 5. | Facilities like; | |
| | i) Refrigerators | Yes/No |
| | ii) Furniture, Chairs and other items like double beds dressing table, cupboards | Yes/No |
| | iii) Colour TV sets with cable connection | Yes/No |
| | iv) Kitchen facility | Yes/No |
| 6. | Additional facilities, if available | |

Signature with date:

Seal:

ANNEXURE IV

**FINANCIAL BID
FOR PROVIDING HOLIDAY HOME AT LONAWALA**

-
1. No. of suites being provided

 2. Area per suite

 3. Amount quoted (Rs) In figures In words
 per suite

 4. Taxes , if any (Rs) In figures In words

 5. Total amount (Rs) In figures In words
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We agree to abide by the Terms and Conditions as stipulated in the Tender Document.

Signature with date:

Seal:

