

**BUREAU OF INDIAN STANDARDS**  
**Manak Bhawan, 9, B.S. Zafar Marg**  
**New Delhi - 110002**

**TENDER DOCUMENT - COST Rs 500/-**  
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**SUBJECT: PROVIDING HOLIDAY HOME AT SHIMLA**

**1. INVITATION TO BID**

- 1.1 Sealed tenders, under two bid system (Technical and Financial) are invited for providing Holiday Home at Shimla initially for a period three years.

**2. PROCEDURE FOR SUBMITTING THE TENDER**

- 2.1 All bidders are required to deposit a sum of Rs.20,000.00 as earnest money by way of bank draft in a separate envelope. Technical bids of only those bidders would be opened, who have submitted earnest money.
- 2.2 The Technical bid shall consist of 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 shall be put in separate envelopes duly sealed and super scribed with “**Technical bid for –Holiday home**” and “**Financial bid for Holiday home**”.
- 2.6 Both sealed envelopes, containing ‘Technical bid’ and ‘Financial bid’ and envelope containing draft for earnest money may be put in a fourth envelope, which may also be sealed and submitted to this office duly superscribed with “**Offer for Holiday Home at Shimla**”.
- 2.7 All the four envelopes must bear the Name & Address of the party and addressed to Director (Administration), Bureau of Indian Standards, 'Manak Bhawan, 9 - Bahadur Shah Zafar Marg, New Delhi- 110002. Last date for submission of sealed offer is 22 May 2009 by **1400 h**.
- 2.8 Technical bid shall be opened on the same day **at 1530 h** 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 decided thereafter.

2.10 A visit/visits may also be conducted at the premises of the parties 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 PAN No. issued by the Income-tax Department.

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.

3.6 Demand draft for Rs. 500.00 drawn in favour of "Bureau of Indian Standards" payable at New Delhi towards cost of tender document.

3.7 Proforma pertaining to yes/no for the facilities available at Annexure II may be completed and submitted.

3.8 Proforma pertaining to yes/no for the required documents 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 Shimla.

5.2 The Holiday Home shall be, at a convenient distance from Bus Stand and Railway Station.

5.3 The agreement shall be entered into for a period of three years initially, which may be extended for one year under same terms and conditions, if services are found satisfactory.

5.4 The Holiday Home shall consist of four suites, and should have the capacity to accommodate two to four persons with provision of addition bed(s) in each room on demand.

- 5.5 The suites shall have facilities of attached toilets with bath room geysers and 24 hours water supply and electricity with power back up.
- 5.6 The suites shall have facilities like, furniture items such as double beds with bedding, dressing table, cupboards, colour TV set with cable/DTH connection, etc.,
- 5.7 The suite should be well ventilated preferably sun facing and maintained clean and tidy.
- 5.8 Income tax/TDS, as per rules, shall be deducted from the bill of the party.
- 5.9 BIS reserves the right to cancel the contract by giving 90 day's notice, if the instructions are not followed properly.
- 5.10 In case of any dispute or differences arising under the terms of this Agreement, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Director General, Bureau of Indian Standards, New Delhi. The provisions of Arbitration and Conciliation Act, 1996, shall be applicable.
- 5.11 In case of any dispute arising out of this business or interpretation of any clause of the Agreement, the Court at Delhi alone shall have the jurisdiction to try and decide.
- 5.12 BIS reserves the right to accept or reject summarily any or all tenders in whole or in part without assigning any reason thereof.
- 5.13 BIS takes no responsibility for delay, loss or non-receipt of offer after dispatch.
- 5.14 Incomplete/conditional offer shall not be accepted.
- 5.15. The rooms including doors, windows, shall be painted before the start of the lease period and repainted/distempered /polished once in a year.
- 5.16 Room shall be got cleaned everyday and as and when required. The linen of beddings shall be changed atleast once in two days and with change of occupants.
- 5.17 Curtains shall be cleaned periodically. Two towels and two cakes of soap shall be provided to officials occupying rooms once on checking in and will be replaced every day. The Holiday home provider shall ensure adequate supply of both hot and cold water in bath/toilets.

- 5.18 Holiday Home provider shall pay property tax, scavenging tax and all other local taxes and electricity, water charges in respect of the same premises as applicable from time to time.
- 5.19 Holiday home provider shall carry out all maintenance work in the building and keep all fittings and fixtures in good condition.
- 5.20 The lessee shall pay luxury tax on actual occupancy basis. Payment of lease amount & luxury tax would be made on quarterly basis.
- 5.21 The accommodation would be on lease initially for three years and can be extended by another one year on same rent and other terms and conditions beyond the three year period. However, the lease may be terminated by giving 90 days notice in advance, by either party.
- 5.22 The rooms held by the Lessee shall be kept locked and shall not be allowed to be used by anyone except person authorized by BIS who have been officially allotted the rooms for stay. For this purpose authorized guest would carry an official letter from the Lessee.
- 5.23 That in addition to the beds provided in these rooms, additional beddings (one to two) would be provided by the holiday home provider as and when required;
- 5.24 That the holiday home provider shall maintain a Register for recording the stay of BIS officials and their families in the allotted rooms.
- 5.25 That necessary arrangements for locking and opening of the rooms, keeping records etc. shall be made by the holiday home provider;
- 5.26 The holiday home provider shall take charge of the utensils provided by BIS and allot them to authorized guests occupying the rooms as per quota to be fixed by the Lessee. Cleaning of the utensils would also be got done by the holiday home provider without any additional charge. The Holiday Home provider would be responsible for the safe custody of Utensils etc provided by BIS for the kitchen.
- 5.27 That during the winter period the holiday home provider shall provide a heat convector in each of the rooms occupied by the Lessee;
- 5.28. There should be adequate provision for fire-fighting.

## **6. SECURITY DEPOSIT**

6.1 Successful bidder would be required to deposit performance Security Deposit at the rate of 10% of the annual tender amount for the fulfillment of the contract. The said amount is payable by demand draft/ Bank guarantee in favour of 'Bureau of Indian Standards, at New Delhi 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 two weeks from the date of signing of agreement, failing which BIS reserves the right to cancel the acceptance of the tender. In the event of any breach of Terms and Conditions of the contract, default or any other type of lapse on the part of the holiday home provider, the contract shall be terminated without assigning any reason and the security deposit will be forfeited by BIS.

6.2 The bid shall remain valid for Six months from the date of opening of Technical Bid.

## **7. Earnest money**

7.1 Earnest money of Rs.20,000.00 would be required to be deposited in the form of Demand Draft in favour of "Bureau of Indian Standards" payable at New Delhi along with tender document.

## **8 Payment**

8.1 Payment will be made on half yearly basis subject to deduction of taxes and levies as applicable from time to time.

ANNEXURE I  
**(Technical Bid)**

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

Sl.No.	Name, address, contact numbers of the organization	Period of contract	Whether Govt/Semi Government, MNC
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\* Supporting documents must be enclosed.

**Signature with date:**

**Seal:**

ANNEXURE II  
(Technical Bid)

Sl.No.	Description of proposed holiday home	Remark
1.	Location – <b>Shimla</b> specify Area/Locality	Yes/No .....
2.	Distance from Railway Station Distance from Bus stand	..... km .....km
3.	Four suites  Accommodation for number of persons in each room and its carpet area. ( 2/3/4/ bedded ) i) ii) iii) iv)	Yes/No       ( Carpet Area )
4.	Attached toilets with geysers  - 24hour water supply - Drinking water supply with RO/Aqua guard - 24 hrs power supply/power backup	Yes/No  Yes/No Yes/No Yes/No
5.	Facilities like;  i) Furniture, Chairs, table and other items like double beds dressing table, cupboards  ii) Colour TV sets with cable/DTH connection	  Yes/No  Yes/No
6.	Kitchen (with LPG Connection)	Yes/No
7.	Adequate provision of fire fighting as per norms applicable	Yes/No
7.	Additional facilities, if available	

**Signature with date:**

**Seal:**

**LIST OF DOCUMENTS TO BE ENCLOSED WITH THE TENDER DOCUMENTS**

<b>Sl.No.</b>	<b>Description of requirement</b>	<b>Page No.</b>
1.	Details of PAN No. proof enclosed	
2.	Registration certificate of Service Tax enclosed	
3.	Proforma containing details of other parties to whom Holiday Home services are/were being provided filled and all supporting documents enclosed vide Annexure I	
4.	Description of Holiday Home as per Annexure II	
5.	Financial Bid proforma as per Annexure IV completed and sealed in a separate envelope - enclosed.	
6.	Licence of Appropriate Authority awarded to the bidder for carrying out business- proof enclosed	
7.	List of arbitration cases, if any – enclosed	
8.	a) Demand Draft for Rs500.00 drawn in favour of "Bureau of Indian Standards" payable at New Delhi towards cost of tender document.  b) Demand Draft for Rs.20,000/- drawn in favour of "BIS" payable at New Delhi towards earnest money.	

**Signature with date:**

**Seal:**



**BUREAU OF INDIAN STANDARDS**

**FINANCIAL BID FOR PROVIDING HOLIDAY HOME AT SHIMLA**  
**( On Annual Charges Basis)**

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1.	No. of suites being provided	Four
2.	Carpet Area per suite (beds in each room & area)	
	i)	
	ii)	
	iii)	
	iv)	
3.	Amount quoted (Rs)	In figures
	Suite wise	In words
	i)	
	ii)	
	iii)	
	iv)	
	TOTAL AMOUNT:	
	(Per Annum)	
4.	Mention Taxes applicable, if any (Rs)	In figures
	(% age and amount)	In words
5.	Total amount including taxes (Rs)	In figures
	(Per Annum)	In words
6.	Discount on food items	
	served to BIS guest (if any):	
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We agree to abide by the Terms and Conditions as stipulated in the Tender Document.

**Signature with date:**

**Seal:**

