

**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

19 January 2006

Subject: Tender Notice for Providing Holiday Home at Goa

Dear Sirs,

Sealed tenders in two bid system are invited for providing Holiday Home at Goa.

The tenders should reach Section Officer (Admn) up to **1400h on or before 6 February 2006**. The detailed terms and conditions are given in the Tender Document.

The Tender Document may be downloaded from our website **www.bis.org.in**. The cost of tender document of Rs 100.00 shall be deposited along with the completed tender.

The Technical bids shall be opened at **1500h on 6 February 2006**.

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**

**TENDER DOCUMENT - COST RS 100.00**  
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**SUBJECT: PROVIDING HOLIDAY HOME AT GOA**  
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**1. INVITATION TO BID**

- 1.1 Sealed tenders, under two bid system (Technical and Financial) are invited for providing Holiday Home at Goa 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 **6 February 2006 by 1400h.**
- 2.8 Technical bid shall be opened on **6 February 2006 at 1500h** 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 Demand draft for Rs 100.00 drawn in favour of "Bureau of Indian Standards" payable at Mumbai towards cost of tender document.
- 3.7 Proforma pertaining to yes/no for the required documents at Annexure II may be completed and submitted.
- 3.8 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 Goa (Panaji ).
- 5.2 The Holiday Home shall be, preferably, sea facing and within walkable distance from the sea beach.
- 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 two suites, and should have the capacity to accommodate about six persons each.

- 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.
- 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. Full payment shall be made within 15 days from the date of signing of the agreement.
- 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
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\*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	
8.	Demand Draft for Rs 100.00 drawn in favour of "Bureau of Indian Standards" payable at Mumbai towards cost of tender document	Yes/No	

### ANNEXURE III

Sl.No.	Description of proposed holiday home at Goa	Yes/No
1.	Location - Panaji	Yes/No
	If other, specify	
2.	Sea facing	Yes/No
	Distance from sea face (km)	km
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
6.	Additional facilities, if available	

Signature with date:

Seal:

ANNEXURE IV

BUREAU OF INDIAN STANDARDS

FINANCIAL BID FOR PROVIDING HOLIDAY HOME AT GOA

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1. No. of suites being provided

2. Area per suite

3. Amount quoted (Rs) per suite	In figures	In words
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4. Taxes , if any (Rs)	In figures	In words
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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:



