



**SHRI JAGANNATH TEMPLE OFFICE
GRAND ROAD, PURI**

No. 18012

dt. 11.11.11

TENDER CALL NOTICE

Shri Jagannath Temple Administration invites Sealed Tender from experienced firms/ individuals for "Running and Maintenance of LODGING COMPLEX constructed by Temple Administration" in front of Town Police Station and at Gundicha Vihar situated at Grand Road, Puri. The Tender documents shall be available in the Temple Office for sale during working hours on payment of Rs. 6000/- (Rupees Six thousand) only plus VAT @ 4% per set (non refundable) till dtd. **30.11.2011** The Tender documents that are available in our website www.Jagannath.nic.in may also be submitted with a DD or Cheque of above amount with 4% VAT Payable in favour of Chief Administrator, Shri Jagannath Temple Office, Puri payable at Puri.

The firm/individual fulfilling the following conditions are eligible to participate in the tender.

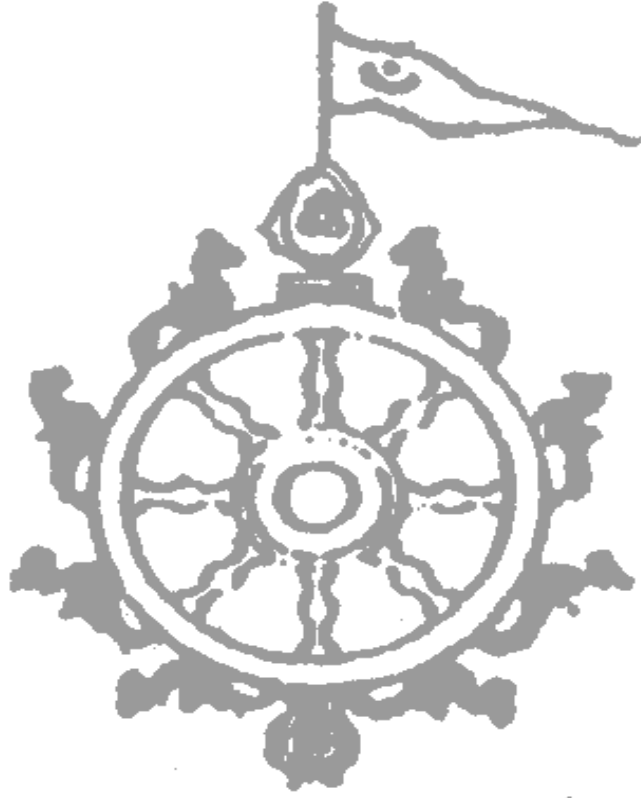
1. Firms/ individuals having at least 3 years of experience in similar field.
2. Having registration under PF & ESI.
3. Having Up-to-date VAT clearance certificates and PAN Card.
4. Up-to-date Service Tax registration.
5. Last 3 years audited Balance Sheet with Profit & Loss Account.

Interested firms/individuals may send their tender document to the Chief Administrator, Shri Jagannath Temple, Puri along with all credentials on or before **1.12.2011 at 4.00 hrs.** Shri Jagannath Temple Administration shall not be liable for any postal delay. The authority reserves the right to accept or reject any or all applications without assigning any reason whatsoever. Interested parties can visit the premises on their own arrangement during working hours.

**Sd/-
Administrator,
Shri Jagannath Temple, Puri**

SHRI JAGANNATH TEMPLE OFFICE, PURI

TENDER PAPER



Name of the work : Providing Management, Maintenance, House Keeping Service, Security Arrangement for Nilachal Bhakta Nivas & Yatri Nivas and Shri Gundicha Vihar Yatri Nivas Lodging Complex on contractual basis.

Cost of Tender Paper : Rs. 6,000/- + 4% VAT

Last Date/Time of Sale : 30.11.11 upto 5.00 PM

Last Date/Time of Receipt : 1.12.11 at 3.30 PM

TENDER SCHEDULE

1. Name of Work : Providing Management, Maintenance, House Keeping service, Security arrangement for Nilachal Bhakta Nivas & Yatri Nivas and Shri Gundicha Vihar Yatri Nivas Lodging Complex on contractual basis.

2. Facilities offered by Temple Administration :

A. Nilachal Bhakta Nivas & Yatri Nivas situated at **Grand Road, Puri** in front of Town Police Station having 36 Double Bedded A/c Rooms, 4 Triple Bedded A/c Rooms, 12 Double Bedded Non A/c Rooms, 2 Triple Bedded Non A/c Rooms, 67 Nos. Beds in 10 Non A/c Rooms. The facilities offered are :- Lift for A/c Rooms, 24 Hrs. power back-up, Solar Hot Water, Intercom, Cable TV, Cold drinking water, In house parking, Pure Veg. restaurant.

B. Gundicha Vihar Yatri Nivas is newly constructed Lodging Complex situated at **Grand Road, Puri** near Gundicha Temple having 48 Double Bedded A/c Rooms, 24 A/c Suits complete with drawing room facility. The facility to be offered in this building are :- 24 Hrs. power back-up, Intercom, Cable TV, Cold drinking water, In house parking, Pure Veg. restaurant.

3. Eligibility Criteria :

Firms/ Individuals having at least 3 years of experience in similar field will be eligible to participate.

The firm/ Individual should submit the tender document along with the following supporting documents.

1. Permanent business establishment for running of lodging, restaurants having own PF & ESI registration number along with experience in office management.
2. IT, VAT clearance certificates.
3. Photocopy of PAN Card.
4. Service Tax registration with clearance certificate.
5. Security Deposit of Rs. 50,000/- for each Lodging Complex in shape of DD in favour of the Chief Administrator, Shri Jagannath Temple, Puri which will be refunded after tender process period. In case of non response by the tenderer for drawal of agreement the S.D. will be forfeited.
6. The tender holder shall deposit a minimum amount before entering into agreement as decided by Temple Administration which will be refunded after completion of agreement period.
7. Sound financial background for running a LODGING COMPLEX. For this, the firm shall have to submit last 3 years audited Balance Sheet and Profit & Loss Account.

The scope of work, obligation of firms/ individuals and other terms and conditions are described below.

4. AGREEMENT PERIOD : 12 (Twelve) MONTHS.

The Period of agreement can be extended on mutual consent basis.

5. SCOPE OF WORK :

- a. Day-to-day Running and Maintenance, Upkeep of Building, Furniture, Fixtures etc.
- b. Day-to-day catering services as per requirement. (Only Tea & Snacks)
- c. The financial management of the restaurant including its Profit and Loss comes under the whole responsibility of the tenderer.
- d. The beds must be cleaned once in a day including changing of towels and napkins. Cleaned and iron pressed bed sheets, pillow covers etc will be provided to the Guests with the change of occupants and in every alternative day, room fresheners of good quality must be sprayed in rooms and toilets. Mosquito nets, blankets and screens are to be cleaned once in every fortnight. Naphthalene balls, Odonil must be kept in every bathroom and toilet. Hand wash liquid must be available in all bathrooms. The cost of the whole work will be borne by the tenderer.
- e. All rooms and premises of LODGING COMPLEX will be kept clean and totally free from debris and weeds/weeds.
- f. Attendants for Guests and Security Services at Gate should be available round the clock
- g. Watch and ward of LODGING COMPLEX will also cover under the scope of this work.
- h. Out-door catering at Meeting and Conference within premises is to be provided as directed by Officer-in-Charge.
- i. All assets of LODGING COMPLEX are to be handed over in working condition at the time of withdrawing from the contract.
- j. Maintenance of all records pertaining to assets and transactions are to be made as per the direction of the Shri Jagannath Temple Administration.
- k. Emergency minor repair works should be attended immediately by the contractor duly intimating the Officer-in-Charge and the expenditure therein incurred will be reimbursed on production of cash vouchers at the end of every month. The total expenditure in a month should be limited to Rs. 1000/-

6. LABOUR REGULATIONS :

- a. The contractor shall submit Provident Fund Code & Labour License from competent authority.
- b. The contractor shall comply with all the provisions of Labour Laws as applicable from time to time.
- c. The contractor shall obtain & furnish a Group Insurance Policy covering employment accidental benefit in respect of his workmen.
- d. Engagement of child labour is prohibited.

7. SAFETY, HEALTH AND ENVIRONMENT :

- a. The contractor shall abide by all safety rules of Government. Any violation in the safety rules shall be viewed seriously and he shall be penalized as per Government Safety Rules.
- b. The contractor shall ensure the medical fitness of all the persons engaged by him and shall be entirely responsible for any first aid and emergency medical treatment to his employees.

8. OBLIGATION OF THE FIRMS/INDIVIDUALS :

- a. The firms/individuals shall maintain a team of well-trained and experienced workmen for smooth running of the LODGING COMPLEX.
- b. The persons engaged on duty at LODGING COMPLEX by him shall have pleasing personality and must be prompt in delivery of service to the visitors/guests.
- c. Any person not found suitable for such services must be replaced by the contractor forthwith without affecting the normal running and maintenance of LODGING COMPLEX.
- d. The Receptionists should be smart with pleasing personality. He shall ensure proper care of guests. He shall also attend to telephone calls and allot rooms to those having allotment order issued by Shri Jagannath Temple Administration. He shall also collect room rents as fixed by the management from the boarders and deposit the same in Accounts Section of Shri Jagannath Temple Administration on the very next day before 11 a.m. Delay in deposit of cash for more than a day is liable for payment of interest @ 12% per month.
- e. The Service boys and Waiters shall be polite and prompt towards guests and boarders of the LODGING COMPLEX. They shall understand, speak and read Oriya, English and Hindi Languages.
- f. The colour of the uniform of staff engaged at LODGING COMPLEX shall be Navy Blue Pant and Sky Blue Shirt.
- g. For effective & smooth running of LODGING COMPLEX the following staffs should be deployed.
 - i) One Manager with professional qualification & having experience in handling computer.
 - ii) Assistant Manager,
 - iii) Receptionist,
 - iv) Room Boys,
 - v) House Keeping Supervisor,
 - vi) Houseman,
 - vii) Security Staff,
 - viii) Plumber,

ix) Electrician with helper.

9. OTHER TERMS AND CONDITIONS :

- A. Shri Jagannath Temple Administration shall have the right to take appropriate action against the contractor in case of deficient or delayed service resulting in any discontentment of guests or if the guests are not satisfied with the service, food etc. and allegations to that effect are brought to notice of Shri Jagannath Temple Administration at any point of time. In such case, the decision of Shri Jagannath Temple Administration will be final and binding on the firms/ individuals.
- B. All properties of LODGING COMPLEX of Shri Jagannath Temple Administration, including Pumps, Air Conditioners, Air Coolers, Refrigerators, Water Coolers, furniture, fixtures and other assets and installations etc. shall be at contractor's custody for its use and safe keep. Any loss or damage to such property shall be brought to the notice of the authority forthwith for assessment of the extent of loss and damage, restoration and recovery, if necessary. The contractor shall be fully responsible for proper upkeep and maintenance of all utensils, furniture, fixtures, building and all other equipments including cooking appliances provided to him.
- C. Any loss or damage other than normal wear and tear to utensils, consumer durables, furniture, fixtures, beds and other miscellaneous items or electrical fittings and building provided to the contractor shall be examined and assessed by the Shri Jagannath Temple Administration, and the cost of such damage or loss shall be realized from bill or other dues including security deposit made by the firm.
- D. The contractor shall provide adequate printing materials required at LODGING COMPLEX for day-to-day use and provide adequate stationeries and registers required under the various kits. The Money Receipt and Bill book for collecting room rent shall be provided by the Temple Administration.
- E. The contractor shall provide adequate quantity of brooms, brushes, detergents, scented phenyl and other cleaning materials, which are required for cleaning of floor, utensils, furniture, urinals etc.
- F. The workers engaged by the contractor should be free from all communicable diseases and any health hazards. It is the responsibility of the contractor to ensure that the workers should not be under the influence of liquor or other addictions while on duty.
- G. The contractor shall follow the norms laid down by the Shri Jagannath Temple Administration from time to time in order to improve the quality of service and other matters connected with running and maintenance of LODGING COMPLEX.

- H. The contractor shall provide services on continuous basis and in case of disruption of service for more than 24 hours, the contract shall be terminated without any reference.
- I. No assignment, transfer or sub-contract by the contractor is permissible. He is also not entitled to change the constitution of the firm in any manner without the prior permission of the Shri Jagannath Temple Administration.
- J. The contractor or his authorized employee, representative shall directly supervise the LODGING COMPLEX all times and in their absence the contractor shall inform sufficiently in advance to the Officer-in-Charge the name of the representative to be available in the LODGING COMPLEX.
- K. Workmen/staff engaged at LODGING COMPLEX cannot be utilized for other jobs. In the event of such practice penalty shall be imposed at the discretion of the Officer-in-Charge.
- L. There will be a review of the performance of the contract by the Shri Jagannath Temple Administration from time to time. If it is not satisfactory the contract shall be terminated with 07 days notice.
- M. Proper sterilization method should be adopted for cleaning various utensils, crockery and tumblers.
- N. The restaurant to be run by the contractor will only provide vegetarian food to the guests.
- O. The contractor shall submit bills on monthly basis. The bill must be supported with Deposit Challans of EPF, ESI, Service Tax etc. of the previous month, otherwise the bill can not be acceptable for payment.
- P. Consumption of Alcohol and Non-vegetarian food is prohibited.
- Q. The reception of Guests will commence from 5.30 a.m and will continue upto 11.30 p.m without any interruption.
- R. In case of theft, missing and damage of articles of the occupants the agency shall be held responsible.

Signature of Contractor

**Administrator,
Shri Jagannath Temple, Puri**