



**Basic Details**

<b>Organisation Chain</b>	Indian Council of Social Science Research		
<b>Tender Reference Number</b>	5-9/2023-24/A		
<b>Tender ID</b>	2023_ICSSR_752957_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Works
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Bank Guarantee
	2	Demand Draft
	3	R-T-G-S
	4	NEFT

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid along with Annexures and requisite Documents
2	Finance	.xls	BOQ/Financial Bid Document

**Tender Fee Details, [Total Fee in ₹ \* - 1,000]**

<b>Tender Fee in ₹</b>	1,000	<b>Fee Payable To</b>	Indian Council of Social Science Research	<b>Fee Payable At</b>	New Delhi
<b>Tender Fee Exemption Allowed</b>	Yes				

**EMD Fee Details**

<b>EMD Amount in ₹</b>	2,70,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Indian Council of Social Science Research	<b>EMD Payable At</b>	New Delhi

**Work /Item(s)**

<b>Title</b>	5-9/2023-24/A				
<b>Work Description</b>	Running and Maintenance of ICSSR Guest House				
<b>Pre Qualification Details</b>	Please refer Tender documents				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Value in ₹</b>	1,34,45,000	<b>Product Category</b>	Facility Management Services	<b>Sub category</b>	Running and Maintenance of Guest House
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	105	<b>Period Of Work(Days)</b>	365
<b>Location</b>	Aruna Asaf Ali Marg, New Delhi	<b>Pincode</b>	110067	<b>Pre Bid Meeting Place</b>	Indian Council of Social Science Research
<b>Pre Bid Meeting Address</b>	Aruna Asaf Ali Marg, New Delhi - 110067	<b>Pre Bid Meeting Date</b>	06-Jun-2023 11:30 AM	<b>Bid Opening Place</b>	ICSSR, New Delhi
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	15-May-2023 01:00 PM	<b>Bid Opening Date</b>	15-Jun-2023 09:30 AM
<b>Document Download / Sale Start Date</b>	15-May-2023 02:00 PM	<b>Document Download / Sale End Date</b>	14-Jun-2023 09:00 AM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	15-May-2023 02:00 PM	<b>Bid Submission End Date</b>	14-Jun-2023 09:00 AM

### Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	Tender Document

  

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_791610.xls	BOQ/Financial Bid Document
	2	Tender Documents	GuestHouse.pdf	Tender Document	727.94

### Tender Inviting Authority

<b>Name</b>	Administrative Officer
<b>Address</b>	Aruna Asaf Ali Marg, New Delhi - 110067

**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**

**TENDER**

**For**

**Running and Maintenance of the ICSSR Guest House**

**at**

**Aruna Asaf Ali Marg, New Delhi – 110067.**



**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**

**INDEX FOR TENDERING**

**Name of work: Running and Maintenance of ICSSR Guest House at  
Aruna Asaf Ali Marg, New Delhi-11 0 067**

<b>Sl. No.</b>	<b>Details of Documents</b>	<b>Pages</b>
<b>1</b>	Notice Inviting Tender	2
<b>2</b>	General Terms and Conditions	3-4
<b>3</b>	Special Conditions	4 to 8
<b>4</b>	Terms & Conditions for Running guest House	8 to 15
<b>5</b>	General Instructions	16 to 17
<b>6</b>	Copy of Draft Agreement	18 to 24
<b>7</b>	Rules & Regulations of Guest House	25 to 32
<b>8</b>	Annexure - A	33
<b>9</b>	Schedule for Tendering (Price Bid)	34

These Tender Papers are in 33 pages including Index.

## INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

F. No.

Dated:

### Notice Inviting Tenders

Online Tender in 2 Bid system is hereby invited on behalf of ICSSR from the reputed and experienced Caterers/caretakers for providing the services for running and maintenance of Guest House/canteens etc. in Government/State Government/ Autonomous Bodies/PSUs, for the work mentioned below:

**Name of Work: Running & Maintenance of ICSSR Guest House, Aruna Asaf Ali Marg, New Delhi - 110067.**

Estimated Cost put to Tender	Earnest Money	Date & Time of Pre-bid Meeting	Date & Time of receipt of online Tender	Date & time of opening of online Tender	Cost of Tender (Non-refundable)
Rs.1,34,45,000/-	Rs.2,70,000/-	06.06.2023 at 11:30 p.m.	14.06.2023 at 03:00 p.m.	14.06.2023 at 03:00 p.m.	₹1,000/-

The Tender paper can be downloaded from CPP Portal and also from ICSSR's Website [www.icssr.org](http://www.icssr.org). Tenders should be accompanied by Earnest money to be deposited in the form of Demand Draft/Pay order drawn on any schedule Bank in favour of ICSSR, New Delhi. Earnest money may also be deposited online in the account of ICSSR. Bank details may be provided on demand. The rates should be quoted in the prescribed format as per CPP Portal after careful study of all terms and conditions. GST and other Taxes shall be deducted at source as applicable. The Council reserves the right to reject any or all the Tenders without assigning any reason.

The issues related to the tender or terms & conditions of contract shall be discussed only at the time of pre bid meeting.

The tenderer must see the CPP Portal/ ICSSR website for any corrigendum/ amendment issued by ICSSR up to last date & time of submission of online tender.

Conditional tender will not be accepted.

## **1. GENERAL TERMS AND CONDITIONS:-**

- 1.1 Tenderer should download the tender from the CPP Portal or from the ICSSR's website i.e. [www.icssr.org](http://www.icssr.org) and upload the tender (Technical and Financial Bid) and all necessary documents duly signed and stamped on each page as desired in the tender.
- 1.2 All rates shall be quoted on the proper format of price bid.
- 1.3 Rates must be quoted by the bidders for both Guest house service & kitchen/ cooking services.
- 1.4 Incomplete tenders shall be summarily rejected.
- 1.5 The overall rates quoted for both Guest house service & kitchen/ cooking service will only be considered for deriving L-1 tender.
- 1.6 Validity: The tenders shall remain valid for acceptance for a period of 90 days from the date of opening.
- 1.7 Earnest money amounting to ₹2,70,000/- (Rupees Two lac seventy thousand only) is required to be deposited in the form of demand draft/ pay order of any scheduled bank of India and pledged in favour of ICSSR, New Delhi or deposit online in the account of ICSSR. Bank details may be provided on demand before the submission of tender and copy/ receipt of same will be uploaded with tender documents in website. The EDM will be adjusted against Performance Guarantee at the time of award of work. However, the EMD will not be applicable to the firms registered with MSME/NSIC for similar nature of work.
- 1.8 Cost of tender fee ₹1000/- may be deposited by the bidder on or before uploading the tender in the form of Demand Draft of any scheduled bank in favour of ICSSR or through online mode. However, the tender fee is exempted from the bidders who are registered with NSIC/MSME for similar nature of work.
- 1.9 Tender will not be accepted from the parties who are under litigation, Blacklisted/debarred or on hold by any PSU/Govt./Autonomous Bodies etc. **A self-declaration shall be submitted by the bidder in this regard on Non - Judicial Stamp Paper as per ANNEXURE-A.**
- 1.10 The following documents are also required to be submitted along with the tender.
  - (a) Self-attested copy of valid registration/enlistment issued by Government/Semi Government Organization/MSME/NSIC/GeM on the related field.
  - (b) In case of Partnership firm/company, a copy of partnership Deed/certificate issued by Registrar of firms/Registrar of Companies.
  - (c) Income tax return for the last three financial years duly vetted by Chartered Accountant.
  - (d) Copy of PAN Card
  - (e) Copy of Latest GST Return.
  - (f) Copy of GST Registration Certificate.

- (g) Copy of registration of Labour Licence
- (h) Copy of ESI and EPFO Registration Certificate.
- (i) Work completion Certificate of relative field for one work of 80% or two works of 60% each or three works of 50% each of total cost of tender for the last three years ending March 2023.
- (j) Annual Turnover Certificate of at least ₹1 Cr duly certified by the Chartered Accountant.
- (k) Performance Guarantee @ 5% of total cost of tender, will have to be deposited after award of work in favour of ICSSR and the same will be returned after three months of completion of work.
- (l) Security Deposit in the form of Bank Guarantee/Demand Draft/ NSC @ 5% of total cost of tender will be deposited by the contractor after award of work or the same will be deducted from the running bill @ 5% of running bill.

1.11 The contract is for a period of one (01) year. However, it can be extended further on the basis of performance of work and mutual consent of both the parties under the same terms and conditions.

## **2. DEFINITION**

Caretaker means the agency for the said work of maintenance/ running the guest house including catering. Owner means Indian Council of Social Science Research (ICSSR)

## **3. SPECIAL CONDITIONS**

- 3.1 These special conditions shall be read in conjunction with the General Conditions of the contract. Where the provisions of these Special Conditions are at variance with the provisions of the General Conditions of the contract, the provisions of these Special conditions shall take precedence.
- 3.2 The tenderer must sign & stamp in each page of tender before uploading.
- 3.3 The agency/firm/contractor/caretaker for the said work is responsible for the maintenance, running of the Guest House including catering services.
- 3.4 No page of the tender shall be removed & the entire set must be uploaded after duly signed and stamped on each page, as it is. Failure to comply the instructions may result in the rejection of the tender.
- 3.5 No additions or alternations are permitted in the tender papers.
- 3.6 Any tender not fulfilling the conditions is likely to be rejected.
- 3.7 Conditional tenders will not be accepted.
- 3.8 ICSSR reserves the right to reject any or all tenders without assigning any reason or giving any explanation. Right is also reserved to divide/sub-divide the work among the agency/firm/Caretakers.



#### **4. EARNEST MONEY & SECURITY DEPOSIT**

- 4.1 The Caretaker shall have to supply required Non-Judicial stamp Paper of ₹100/- for execution of contract bond after award of work.
- 4.2 If the caretaker withdraws his offer/tender, or modifies his offer/tender, which is not acceptable to ICSSR before acceptance of the tender, his 100% Earnest Money shall be forfeited.
- 4.3 The successful Bidder shall deposit Performance Security/ Bank Guarantee of 5% of the L.O.I cost. The Bank Guarantee should be valid for 14 months initially.
- 4.4 The earnest money deposited by the unsuccessful tenderer shall be returned within thirty days from the date of acceptance of the successful tender.

#### **5. INSPECTION OF GUEST HOUSE BEFORE SUBMISSION OF TENDER**

- 5.1 The caretaker/agency/firm, before submission of tender shall be deemed to have inspect the Guest House himself with all aspects, such as working conditions, volume of work, Furnishings, Equipment's, Air Conditioning, General up keep, Kitchen, Business Centre, Reception etc. No claim on this account shall be entertained from the caretaker later on.

#### **6. REGARDING MATERIALS**

- 6.1 All the materials required for running of Guest House shall be arranged by Contractor/caretaker at his own and will be properly stacked and complete accounting of materials purchased and consumed shall be maintained in stock register (with machine numbered pages) for verification.
- 6.2 The Contractor/Caretaker shall provide at his own cost proper storage facility for the materials brought by him to prevent any loss, damage or deterioration of the same.
- 6.3 The Contractor/Caretaker shall confine his equipment's storage of materials, operation of his works & people to the limits as directed and shall not unnecessarily spread it over the premises.

#### **7. LABOUR REGULATIONS**

- 7.1 The Contractor/Caretaker will provide first aid facilities to the Staff employed by him at his own cost. The Contractor/Caretaker shall take all necessary precautions for the safety of his employees on the work and shall comply with all applicable provisions of safety laws to prevent accident or injuries to persons on the work. The contractor/caretaker shall keep ICSSR indemnified against claims, demands, proceedings, charges, costs and expenses whatsoever in respect of or in relation to any such injuries or damages.
- 7.2 The Contractor/Caretaker will provide proper uniforms to its employees as approved by ICSSR and shall bear the cost thereof. The staff employed will be the employees of the caretaker and not ICSSR in any way.

- 7.3 The staff to be employed by the Contractor/Caretaker will be as per the list attached (Schedule-2) Annexure-1, with proper education, skill, experience, and are well-mannered and smart.

## **8. TAXES/ DUTIES/ LEVIES**

- 8.1 All Taxes i.e. GST, Sales, VAT, etc., or levies pertaining to materials purchased by the Contractor/Caretaker shall be borne by him. The Contractor/Caretaker shall provide PAN, GST Number for making deductions as per rules applicable.

## **9 WATER, ELECTRICITY & GAS CHARGES**

- 9.1 One R.O. will be provided by ICSSR for Drinking water for the guests. The bottled water will be served on the MRP or the rates fixed by the committee of ICSSR. The sub soil water will be provided by ICSSR free of cost.
- 9.2 The contractor/Caretaker shall pay for electricity charges as per consumption & diesel charges to run the standby generator installed separately for Guest house. However the repair operation & maintenance will be done by ICSSR.
- 9.3 The GAS/ PNG charges shall be paid by Contractor/ Caretaker.

## **10 DAMAGES**

- 10.1 The Contractor/Caretaker will have to take all possible care not to disturb the existing structures and installations in the Guest House. Any damages caused to or done to them shall be made good at the risk and cost of Contractor/Caretaker and the amount so spent shall be deducted from the Dues of the Contractor/Caretaker available with ICSSR.
- 10.2 If any damages/brake down happened due to natural calamities, the same will be borne by ICSSR and if the damage/loss etc. done by some users or Guests, the name will be intimated to ICSSR immediately or before the Checkout from Guest House and recovery should be made from the Guests or booking office as per the direction of ICSSR.
- 10.3 Kitchen equipment/ machinery/ freezers etc., will be provided by ICSSR in running condition and the damage caused by the staff of Caretaker will be borne by the Contractor/ Caretaker at his own and the same will be handed over in working condition after the completion of work.
- 10.4 All type of Stationary including receipt/bill book, Menu chart, stock register etc. will be borne by the Contractor/caretaker. However, the same will be shown to ICSSR at the time of submission of bill and whenever, required by ICSSR. Also, after the completion of register book/work, the same will be deposited in ICSSR for Audit and record.
- 10.5 The Contractor/caretaker will notify one authorised representative who will be available in the Guest house premises on all office hours to receive instructions and compliance thereof.
- 10.6 The contractor/caretaker will give in writing about any loss/damage and non-working condition of any equipment/accessories etc. in the Guest House within seven days of taking over the charge of Guest House. Otherwise it will be presumed that all the

equipment's/accessories etc. are in working/good condition and there is no damage/loss in the Guest House Building and after that the responsibility lies with the contractor/caretaker.

10.7 All operations under the contract shall be open for inspection at all times by any authorized officer/Committee of officers of ICSSR.

## **11 RATES**

11.1 In giving their rates, the Tenderer should take into account all fluctuations of the market, as no claim whatsoever shall be entertained on this account during the acceptance of the tender and currency of the contract.

11.2 The tendered rates shall be for all completed items of the work and shall include carriage of materials to site, stocking & removal charges of any rejected materials.

11.3 Tendered rates shall be inclusive of all taxes and levies payable and nothing extra is payable.

## **12 SECURITY**

12.1 The Contractor/caretaker shall make his arrangements for watch and ward and safety and security of all the materials at his cost. ICSSR shall provide Security Guard outside the entry gate of Guest House.

## **13 HOUSE KEEPING AND GARDENING KITCHEN WASTE DISPOSAL**

13.1 The Contractor/caretaker shall be responsible for House Keeping work, interior work of the Guest House and disposal of Guest House rooms and Kitchen waste to authorized places. The effluent shall be disposed off after due screening and as per the rules of relevant authorities.

## **14 DRINKING WATER \*\***

14.1 Water softening plant and its maintenance will be arranged by the ICSSR at its own cost. If bottled water is to be supplied, the cost there of shall be borne by the Contractor/Caretaker.

## **15 PERFORMANCE**

15.1 The Council may without any prejudice to its right against the Contractor/caretaker in respect of any breaches of the Contract and without prejudice to any right or remedies under any of the provisions of this contract or otherwise, absolutely can determine the contract. The decision of the Member Secretary, ICSSR in this regard shall be final and binding on the Contractor/caretaker.

## **16 PAYMENT**

16.1 The Caretaker shall submit detailed bills including revenue sharing each month after depositing GST & other taxes as per law, duly supported with copies of vouchers for verification of ICSSR.

**16.2** The revenue sharing on stipulated percentages in r/o Room charges and food & Beverages charges shall be completed before or by tenth day of the following month without fail. Any laxity on this count shall attract a levy (penalty) of 18% p.a. to be collected on pro-rata basis from the caretaker. The decision of ICSSR in this regard should be final & binding.

**16.3** In the event of continuous/continual default in revenue sharing by the caretaker, the ICSSR reserves the right to initiate appropriate action i/c termination of the contract.

**16.4** Any claim during the period of contract shall be submitted in writing by the Caretaker, within the currency of the contract, failing which the claim shall not be entertained.

**16.5** The caretaker shall send No claim pending certificate on monthly bills and in case of any claim, he must mention the item, rate, and quantity specifically, otherwise no claim shall be entertained later on. Payment of claim shall be made as and when decided by the Competent Authority.

**16.6** The Caretaker shall submit a certificate with each monthly bill that full payment has been made to the employees till the end of preceding month as per labour laws enforceable under minimum wages Act, ESI Act, EPF Act, Bonus Act etc., and supporting documents to verify the same.

**16.7** The Caretaker shall accept the payment of final bill in full & final settlement of all claims.

## **17 Terms and Conditions relating to Running and Maintenance of ICSSR Guest House, Aruna Asaf Ali Marg, New Delhi**

### **• GENERAL**

17.1 The caretaker and ICSSR will jointly prepare and exchange an inventory of movable items and articles in each room, etc. at the time of handing over the Guest house to the Caretaker (duly signed by both sides)

17.2 The Caretaker will give priority to the guests of ICSSR. However, ICSSR will inform the Caretaker well in advance of its requirements.

17.3 Accommodation may be provided to other persons on written request only when there are vacancies with the approval of Admin. ICSSR. The Caretaker will maintain a proper register of booking rooms, etc.

17.4 The owner will provide electrical, hardware and furniture items in all the rooms with hot and cold-water facility, heating systems and air conditioning. The Caretaker shall ensure optimum use of air conditioning in rooms, common areas & other desired locations.

17.5 The caretaker shall devise mechanism to ensure best possible hospitality, services and accounting system.

## **18 RESPONSIBILITIES AND DUTIES OF THE CARETAKER**

### **• HOUSE KEEPING**

**18.1** The Caretaker shall take care of the housekeeping of the entire Guest House, with the services as per **Schedule I** with the staff provided by the Owner.

### **• MANPOWER & UNIFORM**

**18.2** The caretaker shall engage adequate manpower with uniforms to provide 24 hours service for smooth and quality services in the Guest House, etc. in consultation with the owner as per **Schedule – 2/ Annexure – I (refer page 14,15)**.

**18.3** The Caretaker will decide the terms and conditions of appointments of the qualified manpower required by him/them as per the minimum qualification criteria fixed in this tender with the consent of ICSSR. The persons so employed by the Caretaker shall be the employees of the Caretaker in all respects and the ICSSR shall not have any liability- financial, contractual or otherwise whatsoever – with regard to such employees. Caretaker shall provide proper uniforms to staff of guest house.

### **• LABOUR/ RECEPTION**

**18.4** The Caretaker shall also abide by all the rules/regulations pertaining to labour – minimum wages, welfare, safety, health, taxes and royalty etc. issued by State/Central Govt. from time to time without any liability to the owner. No claim of the caretaker what so ever in this regard shall be payable by the Owner.

**18.5** The caretaker is to prepare a duty chart/job description for the receptionists and other staff. The attendance of the staff deployed for the Guest House shall be daily marked on Bio-metric system as per rules and invariably produced/attached with bills.

**18.6** The caretaker to engage trained, polite, smart Receptionists round the clock.

**18.7** The Caretaker shall maintain the Reception with round the clock provisions for receptionists to provide services as per **Schedule 3**.

**18.8** The Caretaker shall conduct periodical cleaning of sewer lines, choked drains, rain water lines and roof top of Guest House as and when required, but at least once in three months and before monsoon with the intimation to ICSSR.

### **• KITCHEN & LAUNDRY SERVICES**

**18.9** The Caretaker shall be responsible for collection of waste from all the rooms, kitchen etc. and disposal to Municipal garbage yard at his cost. All effluents from Kitchen area shall be invariably screened through grease traps as per Municipal rules prevalent and their compliance shall be the sole responsibility of the Caretaker.

- 18.10** The Caretaker shall provide laundry and washing and pressing services to the Guest etc. on payment basis (as per mutually agreed rates).
- 18.11** The Caretaker shall make arrangement for washing of all linens, bed sheets, bed covers, other covers, curtains, towels etc. and for storing them properly.
- 18.12** The Caretaker shall arrange all raw materials needed for Catering purposes.
- 18.13** The Caretaker shall prepare in consultation with the Owner, proper **Menu Cards** for breakfast, Lunch, Dinner, snacks etc. The Caretaker shall ensure quality control of foodstuffs/ingredients and shall indemnify the owner (ICSSR) on these counts in totality.
- 18.14** The Caretaker shall provide permissible beverages, hygienic and nutritious food to the guests as per various statutory norms of food safety.
- 18.15** The Caretaker shall arrange Lunch, Dinner, etc. on the lawns of the Campus, at board room & conference hall area, as and when required.
- 18.16** The Caretaker shall maintain record of entry and departure of guests in the computer, and software provided by ICSSR.
- 18.17** The Caretaker shall collect all types of charges from guests and clients as per mutually agreed rates. The guests will be given computer generated receipts. A copy of each receipt will be submitted to ICSSR along with monthly settlement of accounts.
- 18.18** Expired dated item shall not be used for cooking purpose.

• **MINOR REPAIR & MAINTENANCE OF GUEST HOUSE**

- 18.19** ICSSR shall maintain all electrical equipment and sanitary fittings etc. The Caretaker shall intimate all the major/minor electrical, hardware, civil, Air-conditioning and sanitary defects to ICSSR immediately for rectification and smooth functioning of guest house.
- 18.20** The Caretaker will be charged for any breakage, loss, theft and damage of crockery/cutleries, linen, bed sheets, telephone instruments, T.V. & other accessories etc., given by the Owner (ICSSR) except the damage caused by natural calamities like earthquake, floods etc.
- 18.21** ICSSR will prepare a list of items laid/ fixed in every room and other areas of Guest House and handover the items to the caretaker at the beginning of contract and handover to the ICSSR at the time of completion of contract or termination.
- 18.22** The Caretaker shall not assign or transfer any of the rights duties or obligations, wholly or in part thereof under this agreement to any other person or party in the event of sub-letting, the owner (ICSSR) shall be at liberty to take action as deemed appropriate i/c determination of the contract.

- **ELECTRICITY CHARGES**

**18.23** The Caretaker shall bear the electricity charges & diesel consumed for running of generator of guest house.

**19 RESPONSIBILITIES OF THE OWNER (ICSSR)**

**19.1** The owner (ICSSR) shall handover the Guest House, and any other area for maintaining and providing catering facilities to the caretaker.

**19.2** The owner (ICSSR) will provide furnished rooms at the time of handing over, and also provide/ replace as and when required on the written request & justification of contractor.

**19.3** The Owner (ICSSR) will provide Communication facilities like intercom, telephone connectivity in all the rooms with connectivity in the Reception and Kitchen and Laundry etc.

**19.4** The Owner (ICSSR) shall provide required furniture and the cable/DTH connection to the television in the rooms, Dining Hall, Courtyard, etc.

**19.5** The Owner (ICSSR) shall arrange/make provision of the adequate number of the kitchen equipment's, refrigeration System, Air Conditioning, water cooler etc. of high quality and designs as per **Schedule-5 (refer page 15)**.

**19.6** The Owner (ICSSR) shall comply with all the statutory requirements for the payment of water charges/ property taxes etc., demanded by State Govt./MCD etc.

**19.7** The ICSSR shall take care of the cost of manpower, water treatment plants, including annual maintenance of all machines/ equipment's of Guest House.

**19.8** The Owner (ICSSR) will provide security at the gate of the Guest House only.

**19.9** The Owner shall pay the Cable/DTH charges/ connection for TVs, etc.

**20 FINANCIAL TERMS AND CONDITIONS (REVENUE SHARING)**

**20.1** The tariffs of the rooms, etc. will be as per the Rules and Regulations for the ICSSR Guest House and as and when fixed by the Owner. Appropriate concession of room tariffs for certain categories of guest shall be allowed as per **clause 3** of the ICSSR's Rules and as directed by the Member Secretary/ Administration.

**20.2** The Caretaker and the Committee framed by M.S/ Owner will decide the rates of the different types of foods and dishes mutually from time to time.

**20.3** ICSSR shall provide free intercom and Wi-Fi services to the users of the Guest House. Laundry facilities shall be provided on payment basis and the rates for the same will be mutually decided by the caretaker and the ICSSR from time to time.

- 20.4** The caretaker will deposit 100% amount of room rent in the bank account of ICSSR on weekly basis. The caretaker will be paid 10% amount of the room rent as commission and the owner will get 90% amount of the room rent. The account of room rent shall be submitted with the ICSSR on monthly basis on or before 10<sup>th</sup> day of the following month. Failure to deposit the room rent in the account of ICSSR and submission of the monthly account statement shall attract a penalty of interest @ 18% on pro-rata basis. The decision of ICSSR in this regard shall be final & binding. In the event of continuous/continual default in settlement of dues, the ICSSR reserves the right to initiate action i/e termination of contract.
- 20.5** The annual accounts of Guest House will be audited by the registered auditors, appointed by the ICSSR and submitted to the ICSSR within one month of closing of the year. All discrepancies shall be addressed by the Caretaker in prompt manner.
- 20.6** In the event of termination of the contract before completion of the period of one years, caretaker/Agency shall settle accounts within 30 days of the date of termination of the contract and hand over the Guest House as per inventory of items handed over in Good/ working condition.
- 20.7** The Caretaker shall collect all the statutory taxes from the guests and submit with the concerned authorities. A copy of the same shall be submitted with the ICSSR for information and record.
- 20.8** Caretaker will pay 30% of the food charges received from the guests to the ICSSR.
- 20.9** Caretaker shall bear all the expenses to fulfil all their responsibilities mentioned **under clause 18 and its sub-clauses 18.1 to 18.18.**
- 20.10** The Caretaker shall bear the expense of toiletry items soap/ liquid soap/ napkin paper/ toilet paper/ room spray uniform, etc., to the staff employed of a good quality as approved by ICSSR at his own cost.

## **21 HIRING CHARGES FOR RUNNING THE GUEST HOUSE**

The owner (ICSSR) will fix and provide hiring charges of rooms etc., to the Caretaker.

- 21.1** The contractor will pay the wages including EPF, ESI, Bonus, etc., to the staff deployed and claim reimbursement of the same from the ICSSR. The wages will not be less than the minimum wages fixed by Delhi Govt. from time to time.
- 21.2** The quantity of Man power can be increased or decreased as per the request of Guest House and with the approval of ICSSR.

## **22 AMENDMENT OF AGREEMENT**

- 22.1** If any valuable point/points, which has/have escaped the, attention of the parties at the time of signing agreement, the same can be considered subsequently and inserted in the terms of the agreement with mutual consent.

## **23 ARBITRATION AND RESOLUTION OF DISPUTES**



**23.1** In the event of any dispute or difference between the parties relating to this agreement, such dispute or difference shall be referred to the Member Secretary who shall be the sole Arbitrator and whose decision shall be final and binding on both sides.

## **24 TERMINATION OF AGREEMENT**

### **BOTH PARTIES (THE OWNER & CARETAKER)**

**24.1** Reserves the right to terminate the agreement without assigning any reason whatsoever by giving 90 days written notice.

- **JURISDICTION OF LAW**

The jurisdiction of Court will be New Delhi in case of any dispute.

## **25 SCHEDULES**

### **25.1 Schedule-1 (Responsibilities & Duties of Caretaker)**

1. To provide clean curtains, bed sheets, bed covers, pillow covers etc. in the room.
2. To provide clean Hand Towels, Bath Towels, Soaps/liquid soaps, shampoos, paper napkins, etc. in the bathrooms.
3. To provide flask, glasses, mug, buckets and ashtray, etc.
4. To provide all toiletry items in each toilet and as per request of Guests/ ICSSR.

### **25.2 Schedule-2 (Manpower to be Deployed by the Caretaker)**

1. Manager
2. House Keeper/ Asst. Manager
3. Chef
4. Receptionists (Male and Female)
5. Cooks
6. Cashier/Accountant
7. Laundry Boys
8. Waiters and bell boy
9. Utility workers (Kitchen)
10. Cleaners

### **25.3 Schedule-3 (Responsibilities of Reception Staff)**

1. To welcome the Guest and make the entry in the incoming register as well as in the software provided by ICSSR.
2. To see off the guest on check-out after an entry in the register as well as in the software provided by ICSSR.
3. To attend the phone calls and transfer to the individual rooms.
4. To raise the bills of room tariff and eatables etc. and collection of the same.
5. To attend to the visitors.
6. To assign duties to page boy.
7. To arrange Transport on hire.
8. Any other tasks that may be mutually agreed and assigned from time to time.

### **25.4 Schedule-4 (Responsibilities of Housekeeping Staff)**

1. Sweeping and cleaning of all rooms
2. Cleaning of the floors/toilets, inner and outer courtyards, and corridors, dining halls, kitchen, stairs, roofs and garages parking.
3. Dusting of furniture, window panes, cupboards, doors, beds, dressing tables, office furniture and equipment's like computer, telephones, EPBX etc.
4. Cleaning of Kitchen Gadgets/Utensils.

### **25.5 Schedule-5 (Responsibilities of the Caretaker to arrange)**

1. Full plates, Half Plates, Quarter Plates, Cup Saucers, Soup Bowls, Forks, Knives, Spoons, Tumblers, or any other cutleries/crockery necessary as available in the Guest House.
2. Tea Kettles, Cozy, Trays, Milk Pot, Sugar Pots, etc. as available in the Guest House.
3. Cooking & serving equipment's/ accessories.

NB. (Any other items not included in the Schedules, may be included with mutual consent).

## **26 RULES AND REGULATIONS FOR ICSSR GUEST HOUSE**

**Vide Annexure-2**

## INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

### **27. GENERAL INSTRUCTIONS/ADVISORY**

The Caretaker shall display the following advisory in Brief for the information of the Guests.

#### **27.1 Check-Out Time**

The day will be counted from mid-day and full charges will be levied for a day and any part thereof. Check out time: 12 noon.

#### **27.2 Security of Belongings**

- a. The management shall under no circumstances, be responsible for any loss from the residential rooms.
- b. Residents are advised not to handover any valuables to any staff members. The staff has strict instructions not to receive any gift/tip either in cash or kind. For any assistance, the Officer In-charge of the Guest House may be contacted.

#### **27.3 Damage to property**

Residents are responsible for any damage caused to the property of the Council/Guest House, movable or immovable, either by themselves or by their guests.

#### **27.4 Air Conditioning**

Residents are requested to keep the doors and windows of their rooms closed when the air-conditioning is on, and to bolt all the doors and windows, put off all the lights and fans and switch off the air-conditioning while leaving the room.

#### **27.5 Registration Rules**

Residents shall observe the Rules regarding registration and all other rules that are in force from time to time which may be ascertained from the Officer-in-charge of the Guest House.

**27.6** Dogs and other pets are not allowed in the Guest House.

**27.7** No unregistered guest/visitors are allowed to be in the guest rooms after 10:30 p.m.

**27.8** **Payment of Bills:** Residents/Guests are requested to give adequate notice of departure and settle their bills in full before leaving.

**27.9** The Management/ICSSR reserves the right to request any resident/guest to vacate his or her room without previous notice.

**27.10** The Management/ICSSR reserves the right to add or alter or amend any of the above Rules.

**27.11** The right of admission is fully reserved by the management/ICSSR.

## Indian Council of Social Science Research

**Subject: Tariff for Rooms of ICSSR Guest House**

S. No.	Type of Rooms	Rate per day
1.	Suite	Rs.2500
2.	Executive	Rs.2000
3.	Deluxe	Rs.1700
4.	Ordinary (New Guest House)	Rs.1500

**The admissible statutory taxes will be extra**

### Rooms available in Guest House:-

S. No.	Floor	Type of Rooms	No. of Rooms in Chintan Guest House	No. of Rooms in New Guest House
1.	Ground Floor	Suite Double	2 Nos.	-
		Executive	2 Nos.	-
		Deluxe	8 Nos.	-
		Standard	-	5 Nos.
2.	First Floor	Suite Double	2 Nos.	-
		Executive	2 Nos.	-
		Deluxe	4 Nos.	-
		Standard	-	5 Nos.
		<b>TOTAL</b>	<b>20 Nos.</b>	<b>10 Nos.</b>

**Total:** 4 Suite Double, 4 Executive, 12 Deluxe & 10 Standard rooms (Total 30 Rooms) in both Guest Houses are available for adequate and efficient running of the Guest House with the following:

1. Cafeteria
  2. Dining Hall
  3. Reception Lobby
  4. Business Centre
  5. Lift
  6. Change Rooms
  7. Security search rooms
  8. Kitchen/Cooking Area
  9. Fountain Area
  10. Lawns around the Guest House
- Etc. are available their upkeep & tidiness shall be ascertained by the Caretaker as per acceptable standards of cleanliness/hygiene.

## 29- AGREEMENT

This agreement made on ..... Between **Indian Council of Social Science Research**, Aruna Asaf Ali Road, New Delhi (hereinafter called the 'Owner and shall mean and include its Administrators, Executors and Assign) on one part.

### AND CARETAKER/ AGENCY

Whereas the owner has requisitioned the work relating to the maintenance and running of the ICSSR Guest House at Aruna Asaf Ali Marg, New Delhi on the terms and conditions set in the Tender documents and/or set after award with mutual consent.

And whereas the **CARETAKER** has agreed to undertake the said work of "Running, Maintenance and Catering initially for a period of one year w.e.f. the date.....

### DEFINITIONS

**Owner:** Indian Council of Social Science Research, New Delhi

**Caretaker/:** Yet to decide

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER.**

### **30 GENERAL**

- 30.1** Both sides will jointly prepare an inventory of movable items and article in each room, etc. at the time of handing over to the Caretaker.
- 30.2** The Caretaker will give priority to the categories of guests listed in the ICSSR Rules and Regulations for ICSSR Guest House 2003. However, ICSSR will inform the Caretaker well in advance of its requirement.
- 30.3** Accommodations may be provided to other persons with the approval of ICSSR only when there are vacancies. The Caretaker will maintain a proper register of booking of rooms, etc.
- 30.4** The owner will provide approach road to Guest House and parking earmarked area.
- 30.5** The owner will provide electrical, sanitary, hardware, fitting & furniture curtains etc., of all the rooms.
- 30.6** The Caretaker shall devise mechanism to ensure best possible hospitality services and accounting system.

### **31 RESPONSIBILITIES AND DUEIES OF THE CARETAKER/ CATERER**

The responsibilities of the Caretaker will be as follows:

- 31.1** The caretaker shall take care of the housekeeping of the entire Guest House, with the services as per **Schedule 1. (Refer Page 14).**
- 31.2** The caretaker shall engage manpower provided for smooth, and quality/ services in the Guest House, etc. in consultation with the owner as per **Schedule 2 (Refer Page 14).**
- 31.3** The caretaker will decide the terms and conditions of appointments of the manpower required by him/them. The persons so employed by the Caretaker shall be the employees of the caretaker in all respects and the owner shall not have any liability- financial, contractual or otherwise whatsoever- with regard to such employees.
- 31.4** The caretaker shall also abide by all the rules/regulations pertaining to labour— minimum wages, welfare, safety and health etc., issued by State/Central Govt. from time to time without any liability to the Owner/ICSSR.
- 31.5** The caretaker is to prepare a duty chart/ Job description for the receptionists and other staff in consultation with the Owner/ICSSR.



- 31.6** The caretaker to engage trained, polite, smart receptionists in consultation with the owner as per required qualification criteria.
- 31.7** The caretaker shall maintain the Reception with round the clock provisions for receptionists, cashier, and page boys to provide services as per **Schedule 3**.
- 31.8** The caretaker shall take care of the cleanliness of the entire Guest House as per **Schedule 4**.
- 31.9** The caretaker shall conduct periodical cleaning of sewer lines, choked drains, rain water lines of the Guest House as and when required, and as per the directions of ICSSR.
- 31.10** The caretaker shall be responsible for collection of waste from all the rooms, kitchen etc., and disposal to municipal garbage yard.
- 31.11** The Caretaker shall provide and charge for the laundry and washing services to the Guests etc., on the rates fixed with the mutual consent of ICSSR.
- 31.12** The Caretaker shall make arrangement for washing/ dry cleaning of all linens, bed sheets, bed covers, other covers, curtains, towels etc., and for storing them properly.
- 31.13** The caretaker shall arrange all raw materials needed for catering purposes.
- 31.14** The caretaker shall prepare proper Menu Cards in consultation with the owner for Breakfast, Lunch, Snacks, etc., the rates of each items shall be fixed with the mutual consent of ICSSR. The Caterer shall ensure hygiene and quality control of foodstuffs.
- 31.15** The caretaker shall provide the cutlery for catering service as per Schedule 5, decided and displayed from time to time.
- 31.16** The caretaker shall provide permissible beverages, hygienic and nutritious food to the guests as per various statutory norms.
- 31.17** The caretaker shall arrange Lunch, Dinner, High tea, etc. on the lawns/ hall areas/conference hall etc., of the Campus, as and when required.
- 31.18** The caretaker shall maintain record of entry and departure of guests in the Register kept for this purpose and daily in and out reports must be submitted in ICSSR.
- 31.19** The caretaker shall collect all types of charges from guests and clients, as per mutually agreed rates and deposits in the account of ICSSR on weekly basis.
- 31.20** The caretaker will be charged for any breakage, loss, theft, and damage of crockery/cutleries, linen, bed sheets, telephone instruments, T.V etc., given by the owner except the damage caused by natural calamities like earthquake, flood and riots, etc.,

- 31.21** The Caretaker will take over the Guest House as per inventory and intimate to Admin. ICSSR any shortcomings/ defects/ deficiencies within 15 days of takeover after that whole responsibility will lie on caretaker for any such shortcomings/ defects/ deficiencies.
- 31.22** The caretaker will hand over all the Guest Rooms, and other infrastructures in running condition to the owner at the time of completion of the period of contract or termination of contract.
- 31.23** The caretaker shall not assign or transfer any of the rights, duties or obligations, wholly or in part thereof under this agreement to any other person or party. In case of subletting, the owners shall be at liberty to take appropriate action i/c termination of contract as per prevailing rules.

## **32 RESPONSIBILITIES OF THE OWNER**

- 32.1** The owner shall hand over the Guest house, and any other area for maintaining and providing catering facilities to the caretaker.
- 32.2** The owner will provide furnished rooms only at the initial time of handing over to the caretaker as per inventory.
- 32.3** The owner will provide Communication facilities like Intercom, Telephone connectivity, T.V. & Wi-Fi System in all the rooms with connectivity in the Reception, and Kitchen, Laundry etc.
- 32.4** The owner shall provide required furniture and the cable connection to the television in the rooms, Dining Hall, Courtyard, etc.
- 32.5** The owner shall arrange/ make provision of the adequate number of the Kitchen equipment's like water cooler, oven and microwave. The Crockery, Cutleries and napkin etc., will be arranged by Caretaker at his own cost.
- 32.6** The owner shall comply with all the statutory requirements for the water, electricity & property taxes, etc., to State Govt. / MCD.
- 32.7** The owner shall take care of the cost of running generators, water treatment plants, lifts, including maintenance of building and equipment's. However, the cost of diesel to run the generator will be borne by the caretaker.
- 32.8** The owner will provide security outside the Guest House only.

## **33 FINANCIAL TERMS AND CONDITIONS**

- 33.1** The caretaker shall open an account in the Canara Bank located at the ICSSR campus at Aruna Asaf Ali Marg for financial transactions relating to Guest House.

- 33.2** The caretaker shall submit performance Security/ Bank Guarantee @5% of the work order amount. The validity shall be for 14 Months to begin with.
- 33.3** The tariffs of the rooms etc. will be as per the Rules and Regulations for the ICSSR Guest House and as described by ICSSR.
- 33.4** The rates of the different types of food and dishes will be decided by the committee of ICSSR with the mutual consent of caretaker from time to time.
- 33.5** The rates for the use of communication system, laundry facility, etc. will also be mutually decided by the committee of ICSSR & Caretaker.
- 33.6** The annual accounts will be audited by the statutory auditors appointed by the owner and submitted to the owner for the rectification of account within three months of closing of the year.
- 33.7** In the event of termination of the contract before the completion of the period of one year, caretaker shall settle accounts within 30 days of the date of termination of contract.
- 33.8** The caretaker shall collect all the statutory taxes from the guests and deposit them to the Government authorities concerned/ in finance return of ICSSR and a copy shall be sent to ICSSR for information and records.
- 33.9** Caretaker will deposit 30% of the food charges received from the guests to the ICSSR on monthly basis.
- 33.10** The caretaker will be paid 10% amount of the room rent and the owner will get 90% amount of the room rent. The account will be settled as per financial terms & conditions of the contract.

### **34 RATES FOR RUNNING THE GUEST HOUSE**

**To be incorporate as per the terms and conditions of contract and agreement and as decided by the Owner/ committee of ICSSR from time to time.**

### **35 AMENDMENT OF AGREEMENT**

If any valuable point/points, which has/have escaped the attention of the parties at the time of signing agreement, the same can be considered subsequently and inserted in the terms of the agreement with mutual consent.

Administrative Officer  
Authorised Signatory  
Of ICSSR

Authorised Signatory of  
Caretaker

Witnesses:

- 1.
- 2.

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

RULES & REGULATIONS FOR ICSSR GUEST HOUSE

(CHINTAN)

**Short title and commencement**

1. These Rules & Regulations may be called the **ICSSR Rules & Regulations for ICSSR Guest House (Chintan)**.
2. These Rules shall come into effect from 01.04.2023 and/or as amended from time to time.

**Interpretation**

In these Rules & Regulations, unless there is anything repugnant in the subject or context:

- (a) 'Chairman' means the Chairman of the ICSSR Council.
- (b) 'Council' means the Indian Council of Social Science Research.
- (c) 'Member-Secretary' means Members-Secretary of the Council.

**Categories of persons' entitled for occupation**

1. Serving Chairman, Member-Secretary, Directors, Deputy Directory & Administration Officer of ICSSR.
2. Sitting members of the Council of ICSSR.
3. Sitting members of the committee of ICSSR.
4. Ex-Chairman, Ex-Member-Secretaries, and Ex-Directors of ICSSR.
5. Ex-members of the Council of ICSSR.
6. Honorary Directors, Directors and Deputy Directors of ICSSR Regional Centres.
7. Directors of all ICSSR- sponsored Research Institutes.
8. Former and current ICSSR National Fellows.
9. Serving Vice-Chancellors and Pro-Vice-Chancellors of all Universities of India.
10. Serving Directors of academic institutes not sponsored by ICSSR.
11. Visiting scholars from outside India **(for foreign guests production of passport at the Reception Counter will be mandatory)**.

12. Officials of the Central and State Governments not below the rank of Section Officer in the Government of India.
13. Other social science researchers and scholars.
14. Any other officials with the approval of Administration of ICSSR.

### **3. Tariff**

As decided from time to time.

**Concessional Tariff:** At the discretion of Member-Secretary/ Owner/ Administration.

When there are vacancies i.e. a sufficient number of eligible persons are not in occupation, the contractee may provide occupation to private persons with the approval of the Member-Secretary/ Administration of the ICSSR.

### **4. Rules for allotment and stay**

- (a) Requests for allotment should be sent to the Administrative Officer, Indian Council of Social Science Research or the person authorized by him.
- (b) Allotment shall be considered for booking up to a maximum of two rooms at a time.
- (c) Requests for booking of more than 2 rooms, for a specific purpose, shall be examined separately.
- (d) Tariff for one day stay is to be deposited with the application for allotment of accommodation.
- (e) Reservations for group bookings shall be considered only on receipt of 100% advance.
- (f) Guest rooms are to be utilized only for residential purposes.
- (g) Conferences, meetings and parties, etc. in the guest house are permitted only with the approval of M.S./Administration of ICSSR.
- (h) Allotment for more than 10 days shall not ordinarily be allowed except under compelling circumstances with the prior approval of Member-Secretary/Administration of ICSSR.

### **5. Confirmation of Reservation**

Verbal request for allotment of rooms shall be taken as provisional bookings. Allotment of rooms shall be effected only on receipt of written communication/tax/letter within three days of his/her provisional booking and with the approval of M.S./Administration of ICSSR. If the written communication is not received within three days, provisional booking shall stand cancelled.

### **6. Conditions for overstay**

Overstay beyond the period of reservations shall be allowed subject to the availability of rooms. If rooms are not available for the requested extension period, the occupant shall be duly informed for stay beyond the period of reservation without due authorization, double the room charges will be levied.

## **7. Cancellations**

In the request for cancellation is received less than 24 hours before commencement of booking period, 25% of the room rent shall be charged. If it is received more than 24 hours in advance, 10% of the room rent shall be charged. For group cancellations, the rates will stand double.

## **8. Check in and Check out time**

Check in and Check out time will be 12 Noon.

## **9. Settlement of Bills**

Bills are to be settled on presentation before departure.

## **10. Discretion of the Member-Secretary**

In all matters concerning these rules, including concessional tariff, the discretion of the Member-Secretary/ Administration of ICSSR shall be final and binding.

# INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

## GENERAL INSTRUCTIONS

### 1. Check out time

The day will be counted from mid-day and full charges will be levied for a day and any part thereof. Check out time: 12 Noon.

### 2. Room Services

Food will be served in the rooms on order with additional room service charge i.e. 10% of food bill effective from time to time as decided.

### 3. Security of belongings/ Valuables

(a) The ICSSR shall, under no circumstances, be responsible for any loss from the guest room/ Guest house.

(b) Residents are advised not to handover any valuables to any staff members. The staff has strict instructions not to receive any gift/ tip either in cash or kind. For any assistance, the Manager/ Officer In charge of the Guest House may be contacted.

### 4. Damage to property

Residents are responsible for any damage caused to the property of the Guest House/ ICSSR, movable or immovable, either by themselves or by their guests.

### 5. Air-Conditioning

Guests/ Occupants of rooms are requested to keep the doors and windows of their rooms closed when the air-conditioning is on, and to bolt all the doors and windows and also put off all the lights and fans and switch off the air-conditioning while leaving the room.

### 6. Registration Rules

Guests/ Occupants shall observe the Rules regarding registration and all other rules that are in force from time to time which may be ascertained from the Officer In-charge of the Guest House.

7. Dogs and other pets are not allowed in the Guest House.

8. No undersigned guests/visitors are allowed to be in the guest rooms after 10.30 p.m.



## **9. Payment of Bills**

Residents are requested to give adequate notice of departure and settle their bills in full before leaving.

**10.** The Administration of ICSSR reserves the right to request any resident to vacate his or her room without previous notice.

**11.** The Administration of ICSSR reserves the right to add or alter or amend any of the above rules.

**12.** The right of admission is fully reserved by the Administration of ICSSR.

## Revenue Sharing at a Glance

Sl. No.	Items/ Clauses	Sharing	
		ICSSR	Caretaker
1	Room Tariff	90%	10%
2	Food Charges	30%	70%
3	Telephone Bills	100%	0%
4	Electricity	0%	100%
5	Sub Soil Water	100%	0%
6	Drinking Water (Bottled)	0%	100%
7	House Keeping Materials	0%	100%
8	Security Guard	One at gate	0%
9	Employees Uniform	0%	100%
10	DG Set Running Cost	-	100%
11	Cable connection charges	100%	0%
12	Penalty Clause	-	As per clause
14	Garbage Disposal	0%	100%
15	Pest Control Treatment	100%	0%
16	PNG charges	0%	100%
17	Laundry/ Press Charges of linens/ curtains etc	0%	100%
18	Toiletry Items to be supplied in the rooms	0%	100%

### Notes:-

1. The Caretaker should inspect the Guest House and the Surroundings before Tendering.
2. He should read all the terms & conditions and stipulations specifically revenue sharing in order to assess his liabilities in running & maintenance of Guest House.
3. Earnest money amounting to ₹2,70,000/- (Rupees Two lac seventy thousand only) is required to be deposited in the form of demand draft/ pay order of any scheduled bank of India and pledged in favour of ICSSR or deposit online in the account of ICSSR. Bank details may be provided on demand before the submission of tender and copy/ receipt of same will be uploaded with tender documents in website.
4. Agency will charge room tariff as approved by ICSSR and deposit in ICSSR account on weekly basis or as decided by Administration of ICSSR. Agency will pay GST.
5. Agency will charge food charges from the occupants and deposit 30% of food charges in the account of ICSSR on monthly basis and deposit GST and other taxes in appropriate account as admissible.

Name of Work: Running & Maintenance of ICSSR Guest House at Aruna  
Asaf Ali Marg, New Delhi- 110067

## Schedule – 2

S. No.	Description of Workmen	Nos.	Minimum Qualification/ Expertise and Experience
1.	Manager	1	Diploma in Hotel Management with Minimum 5 Year experience/ or Graduate with Minimum 10 year experience.
2.	Asstt Manager/ Housekeeper	1	Diploma in Hotel Management with minimum 2 year experience/ or Graduate with experience in relevant field of minimum 5 years.
3.	Chef	1	Matriculate & above with experience in relevant field of minimum 10 years.
4.	Receptionists (Male/Female)	3	Graduate with 5 year experience in relevant field.
5.	Cooks	4	Minimum experience of 5 years in relevant field.
6.	Cashier/ Accounts Assistant	1	B.Com/Graduate with 2 year experience or intermediate with 10 year experience.
7.	Laundry Boy/ Washer men (Dhobi)	2	Minimum 5 year experience.

<b>8.</b>	Waiters/ Bell Boys	7	Matriculates with experience.
<b>9.</b>	Utility Workers (Kitchen)	4	Experience in relevant field for 5 years
<b>10.</b>	Cleaners/ Housekeepers	5	Experience in cleaning of rooms, making of Beds etc., and other allied jobs one round the clock bases.
	<b>TOTAL</b>	<b>29</b>	

**UNDERTAKING**

(Notarized Affidavit to be executed on non judicial stamp paper of Rs.10/-)

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the bid document No ..... dated .....and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. That I/We give the rights to the competent authority of the ICSSR, New Delhi to forfeit the Security money deposit submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
4. That I/We also give rights to the competent authority of the ICSSR, New Delhi to blacklist our agency in case our agency fails to accept the work order and/or execute the contract agreement, or in cases of negligence in executing the contract, or in case of breach of contract.
5. That I/We also give rights to the competent authority of the ICSSR, New Delhi to initiate action against our agency for blacklisting in case our agency fails to submit the performance bank guarantee in accordance with the terms and conditions of the bid document / contract agreement / Letter of Acceptance.
6. That I/We also declare that Government of India or any other Government body has not declared us ineligible or black listed or debarred us/ or put on hold, on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
7. That I hereby undertake to provide the items as per the directions given in the bid document/contract agreement.

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

**(PRICE BID)**

Name of Work: **Running & Maintenance of ICSSR Guest House at Aruna Asaf Ali Marg, New Delhi- 110067**

**Schedule of Quantities**

<b>S. No.</b>	<b>Description of Item</b>	<b>Charges for running &amp; maintenance of Guest House as the percentage (%) of monthly wage bill</b>																																	
1	<p>Running, Operation and Maintenance (on round the clock basis) of the fully furnished Guest House(s) comprises of 30 (Thirty Rooms) of various categories with required services as per various clauses of tender and after taking into account the revenue sharing of various receipts between ICSSR and Caretaker (for round the clock service) on monthly basis as per Schedule below for the following Manpower.</p> <table border="0"><tr><td>1</td><td>Manager –</td><td>1</td></tr><tr><td>2</td><td>Asstt. Manager/ Housekeeper –</td><td>1</td></tr><tr><td>3</td><td>Chef –</td><td>1</td></tr><tr><td>4</td><td>Receptionists (Male/Female) –</td><td>3</td></tr><tr><td>5</td><td>Cooks –</td><td>4</td></tr><tr><td>6</td><td>Cashier/ Accounts Assistant –</td><td>1</td></tr><tr><td>7</td><td>Laundry Boy/ Washer men (Dhobi) –</td><td>2</td></tr><tr><td>8</td><td>Waiters/ Bell Boys –</td><td>7</td></tr><tr><td>9</td><td>Utility Workers (Kitchen) –</td><td>4</td></tr><tr><td>10</td><td>Cleaners/ Housekeepers –</td><td>5</td></tr><tr><td colspan="2" style="text-align: right;"><b>Total: - 29 Nos.</b></td><td></td></tr></table> <p><b>NOTE:</b></p> <ol style="list-style-type: none"><li><b>(Charges for running &amp; maintenance of Guest House are excluding GST and inclusive of supply of toiletry items, uniform of the employee, stationary charges and contractor profit) to be quoted in percentage(%) only.</b></li><li><b>Detailed analysis and justification of quoted service charges will be mandatorily submitted by the successful bidder.</b></li></ol>	1	Manager –	1	2	Asstt. Manager/ Housekeeper –	1	3	Chef –	1	4	Receptionists (Male/Female) –	3	5	Cooks –	4	6	Cashier/ Accounts Assistant –	1	7	Laundry Boy/ Washer men (Dhobi) –	2	8	Waiters/ Bell Boys –	7	9	Utility Workers (Kitchen) –	4	10	Cleaners/ Housekeepers –	5	<b>Total: - 29 Nos.</b>			<p><b>NOT TO BE FILLED</b></p>
1	Manager –	1																																	
2	Asstt. Manager/ Housekeeper –	1																																	
3	Chef –	1																																	
4	Receptionists (Male/Female) –	3																																	
5	Cooks –	4																																	
6	Cashier/ Accounts Assistant –	1																																	
7	Laundry Boy/ Washer men (Dhobi) –	2																																	
8	Waiters/ Bell Boys –	7																																	
9	Utility Workers (Kitchen) –	4																																	
10	Cleaners/ Housekeepers –	5																																	
<b>Total: - 29 Nos.</b>																																			

Contractor's Signature & Stamp

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Tender Inviting Authority: INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH, NEW DELHI

Name of Work: Running and Maintenance of ICSSR Guest House at Aruna Asaf Ali Marg, New Delhi-11 0 067

Contract No: 02/2023

Name of the Bidder/  
Bidding Firm /  
Company :

**PRICE SCHEDULE**

**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )**

NUMBER #	TEXT #	NUMBER #																						
Sl. No.	Item Description	Charges for running & maintenance of Guest House as the percentage (%) of monthly wage bill																						
1	2	13																						
1.01	<p>Running, Operation and Maintenance (on round the clock basis) of the fully furnished Guest House(s) comprises of 30 (Thirty Rooms) of various categories with required services as per various clauses of tender and after taking into account the revenue sharing of various receipts between ICSSR and Caretaker (for round the clock service) on monthly basis as per Schedule below for the following Manpower.</p> <table><tr><td>Manager –</td><td>1</td></tr><tr><td>Asstt. Manager/ Housekeeper –</td><td>1</td></tr><tr><td>Chef –</td><td>1</td></tr><tr><td>Receptionists (Male/Female) –</td><td>3</td></tr><tr><td>Cooks –</td><td>4</td></tr><tr><td>Cashier/ Accounts Assistant –</td><td>1</td></tr><tr><td>Laundry Boy/ Washer men (Dhobi) –</td><td>2</td></tr><tr><td>Waiters/ Bell Boys –</td><td>7</td></tr><tr><td>Utility Workers (Kitchen) –</td><td>4</td></tr><tr><td>Cleaners/ Housekeepers –</td><td>5</td></tr><tr><td><b>Total: - 29 Nos.</b></td><td></td></tr></table>	Manager –	1	Asstt. Manager/ Housekeeper –	1	Chef –	1	Receptionists (Male/Female) –	3	Cooks –	4	Cashier/ Accounts Assistant –	1	Laundry Boy/ Washer men (Dhobi) –	2	Waiters/ Bell Boys –	7	Utility Workers (Kitchen) –	4	Cleaners/ Housekeepers –	5	<b>Total: - 29 Nos.</b>		
Manager –	1																							
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Cleaners/ Housekeepers –	5																							
<b>Total: - 29 Nos.</b>																								

**NOTE:**

1. (Charges for running & maintenance of Guest House are excluding GST and inclusive of supply of toiletry items, uniform of the employee, stationary charges and contractor profit) to be quoted in percentage(%) only.

2. Detailed analysis and justification of quoted service charges will be mandatorily submitted by the successful bidder.

Signature Not Verified

Digitally signed by NARESH SAINI  
Date: 2023.05.12 12:58:26 IST  
Location: eProcure-ERROC