



Cement Corporation of India Limited

(A Govt. of India Enterprise)

Bokajan Cement Factory

Distt. : Karbi Anglong, Assam-782 490

(An ISO 9001:2015 Certified Company)

CIN : U74899DL1965GOI004322

Fax No. : 03675-246107

E-mail ID: bokajan.tender@gmail.com

Notice Inviting E-Tender (NIT) **(Only through E-Procurement)**

Online electronic bids through Electronic Tendering System (ETS) are invited for maintenance & catering of CCI Bokajan Guest House. The complete set of tender documents is available on website www.ccilttd.in, etenders.gov.in/ eprocure/app (CPP Portal)

E-Tender No.	BKO/HR/GH/2022
➤ Mode of tender	E-procurement System (Online Part-I Techno –Commercial Bid and Part-II Price Bid through etenders.gov.in/ eprocure/app . (CPP Portal)
➤ Date of NIT available to parties to download	25.08.2022
➤ Earnest Money Deposit	18,000/-
➤ Date of starting of e-tender for submission of online Techno-Commercial Bid and Price Bid at www.cci-etender.com	From 25.08.2022 Till 08.09.2022 (03.00 PM)
➤ Date & Time of opening of Part-A (i.e. Techno-Commercial Bid)	09.09.2022 at 03:05 PM
➤ Date & Time of opening of Part-B (i.e. Price Bid)	Shall be informed Separately
➤ Validity of Bid	120 Days from the date of the techno-commercial bid opening

Offer is invited for the following particular

Tender Enquiry No.	Particulars
BKO/HR/GH/2022	Maintenance & catering of CCI Bokajan Guest House

1. Only those tenders will be considered who fulfill the Pre-Qualification Conditions mentioned in the tender documents.
2. The price-bid should be submitted only as per CCI's Price-Bid Format otherwise the tender is liable for rejection

HOD (HR)



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Important Instructions for E-procurement

This is an e-procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is NIC-Central Public Procurement Portal, New Delhi – 110003.

You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1	<p>Process of E-Tender: Registration: The process involves vendor's registration with Tender wizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT etenders.gov.in/eprocure/app</p> <p>1. Vendors are required to register themselves online with etenders.gov.in/eprocure/app Register as vendor filling up details and creating own user id and password→ Submit. 2. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact CCI/NIC-CPPP portal</p> <p>Contact person (Cement Corporation of India): Shri Vipin Kumar – Manager (HR) Mobile No.7002850910</p> <p>A) Help Desk (NIC-CPPP): (E-commerce) : 8077213001</p> <p>B) System Requirement: Windows 8,10 Professional Operating System, Internet Browser-9,10 &11. Signing type Class 3 digital signature Java JRE 6 and above</p> <p>THE VENDORS ARE ADVISED TO GO THROUGH THE <u>Help Manual</u> LINK AT etenders.gov.in/eprocure/app FOR GENERAL GUIDANCE ABOUT TENDER PROCESS</p>
2	<p>(A) Part-I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. (B) Part-II Price bid will be opened electronically of only those bidder(s) who's Part-I Techno- Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part-II Price bid, through valid email confirmed by them.</p> <p>Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing</p>

	market condition, the order may be awarded to the lowest bidder and if the rate is still consider high, action as per prevailing instruction/guideline shall be taken.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p>In case of failure to access the payment towards cost of tender documents and EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fees and EMD through online well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to Upload Documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor help manual.</p>
5	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with Tender wizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the responsibilities of the parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	<p>Bidding in e-tender & Reverse auction :</p> <p>a) Bidder(s) need to submit necessary EMD and Tender fees(If any) to be eligible to bid online in the e-tender. Tender fees are not refundable. No interest will be paid on EMD.EMD of the unsuccessful bidder(s) will be refunded by CCI.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial bid as well as price bid is explained in Help Manual.</p> <p>1. In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>2. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>c) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>d) All electronics bids submitted during the e-tender process shall be legally binding on the bidders. Any bid will be considered as the valid bid offer by that bidder and acceptance of the same by the buyer bill form a binding contract between buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter supplier.</p> <p>e) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>f) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p>

	g) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
9	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the technical and commercial terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website etenders.gov.in/eprocure/app of NIC-CPPP.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor Help Manual in the home page etenders.gov.in/eprocure/app to familiarize themselves with the system before bidding.

For and on behalf of CCI Ltd.

HOD (HR)

LIST OF ANNEXURE

The tender documents comprise of following:-

	Part I : Instruction to tenders	Available in CCI website www.ccilttd.in
	Part II : General terms & conditions	
Annexure –I	Covering letter	
Annexure – III	Declaration that the officer of the Corporation are related to us/me	
Annexure – IV	Unexecuted/ Present Contracts/ Jobs in hand	
Annexure – V	Additional information	
Annexure – IX	Declaration letter	
Annexure – X	Part III - Special Terms & Conditions	
Annexure – XI	Specifications	
Annexure – XII	Price Bid	



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PART-III SPECIAL TERMS AND CONDITIONS FOR MAINTENANCE OF GUEST HOUSE:

The tender contains of GTC (i.e Part –I & Part-II General Terms and conditions and Integrity pact), Part III special Terms and conditions and price bid form are available in our website www.ccilttd.in. Please submit these documents along with annexures, covering letter duly filled and signed.

These special terms and conditions (Part – III) if contrary to any of the conditions given in GCT shall prevail the conditions of special terms and conditions therein.

All other terms as per clause 2 of Part-I general terms and conditions for submission of tenders shall be followed:

- I. **ELIGIBILITY:** Experienced contractors in the jobs of maintenance and upkeep of Guest House are only eligible for tendering for the guest house maintenance contract at CCI Bokajan
- II. **DURATION OF CONTRACT:** The period of contract shall be ONE YEAR (12 months) and can be extended for further one year (12 Months) at the same terms & conditions at the description of CCI Management and subject to satisfactory performance of the contractor.
- III. **RATES:** The tenderer should quote the rate on monthly lump sum basis for all the services as shown in the schedule of services to be provided (price bid).The tender's may visit the work site and acquaint themselves with the nature and quantum of the work involved, before tendering their rates. They may contact HOD (HR)/ Officer(HR) during working hours for the said purpose for any clarification if required.
- IV. **THE CONTRACTOR SHALL:**
 - 1) Maintain Guest House, its rooms, furniture, fixtures and other accessories etc., in order to facilitate comfortable and satisfactory lodging and boarding of Guests.
 - 2) Prepare and serve breakfast, lunch and dinner, vegetarian/non-vegetarian items/dishes round the clock or as decided by the management from time to time.
 - 3) Use material of best quality approved by the management for preparing food, snacks and other refreshment items etc. at guest house.
 - 4) Be responsible for proper cleanliness and sanitation of Guest House complex, its surroundings, other inventory items etc. The Guest House records shall be open for inspection by the management of CCI. He shall be responsible for any loss/damage/breakages of furniture, crockery, utensils given to him/kept in the Guest House.

- 5) Keep his motto as rendering good hygiene and quality service to the guest and other authorized persons allowed in the Guest House.
- 6) Follow advice/instructions of the management in this connection.
- 7) Not sublet the Guest House.
- 8) Hand over the premises, furniture fixtures, utensils and crockery and other assets in safe condition to the management on expiry of the contract or termination of the contract.
- 9) No claim for any damages from management for not providing facilities indicated if beyond the control of management.
- 10) Take care of linen and tapestry in rooms. Keep the rooms and its inventory items in excellent condition.
- 11) To ensure cleanliness and sanitation of rooms, kitchen, dining hall, store room etc. Change of bed sheets, pillow covers frequently on day to day basis with washed and ironed linen and on checking out of each guest. Washing charges shall be reimbursed as per approved rates.
- 12) Not to allow any outsider, his friends or relatives inside the Guest House without permission of the management.
- 13) Should maintain the day-to-day Guest House Visitor Register in proper manner and should be produced to the management on day to day basis.
- 14) Maintain stock and consumption account of consumable items supplied by the management, such as soaps, room fresheners etc.
- 15) Collect guest house charges as fixed by the Corporation from the guests as per Corporation rules and remit the same to the Finance Dept., and obtain the receipt periodically (fortnightly) through HR Dept. duly recorded in the Guest House Register.
- 16) Allot accommodation to the guests as per the instructions and to look after them.

V. STAFF:

- A) The contractor should deploy adequate number of cooks, attendants, bearers, & cleaners for maintaining and servicing in the guest house not less than 5 to 6 persons. The bearer should have good moral character and pleasing manner and etiquette's to ensure efficient service in dining hall and rooms along. He should give the list of personnel with ID proof to be engaged in the maintenance and running of Guest House.
- B) No child labour shall be engaged in any of the service and the contractor shall duly observe the provisions of the employment of children Act of 1938 with up to date amendment and laws and acts governing employment of labour/contract labour etc.
- C) The bearers should be in proper white uniforms. The uniform cloth shall be supplied by the contractor. Each bearer will be given minimum two uniforms per year or as may be required.
- D) The contractor should employ required staff such as bearers, cook, cleaner, and attendants, service boys etc. for the work on his own account on all statutory obligations whatsoever of such persons employer shall be with the contractor and they shall be the employees of the contractor only.

- E) The Contractor shall personally, be held responsible for his and his workers conduct, and liable for any consequential action together with staff involved in any guilt or offence in any manner.
- F) The contractor should ensure payment at the minimum wages as notified by the Central Government or State Government from time to time as may be applicable

VI. BEHAVIOR:

- a. It shall be the responsibility of contractor to ensure that, the workmen shall be polite, courteous, well behaved and honest.
- b. The contract workmen shall not mis-behave, ill-treat or use abusive language while dealing with guests, employees and others inside and outside the guest house premises, if any such incident reported, contractor shall be held fully responsible for it and its consequences. Corporation shall be free to take action against the erring contractor's workmen.
- c. The contract workmen shall not disturb our employees; make any sort of noise in the premises of guest house premises and other premises unnecessarily. Contractor shall be responsible for any theft, burglary, fire or any other mis-behave act done by your workmen and such persons / person will be taken back on duty without the knowledge and information of HR department officials.
- d. The contract workmen shall not lend, borrow or enter into financial deal with any member of our staff.
- e. The contract workmen shall not enter into any unlawful activity within the guest house premises, outside premises and shall have good morale. We shall reserve the right to impose cash penalty on contractor to deduct such amount from your security deposit if any case the company is put to any nature of financial loss directly or indirectly by any of the contract workmen under your contract.

VII. PAYMENT:

The Contractor should submit his bills latest by 5th of every month for the work done in the previous month and payment will be made by 10th or the next working day of every month.

The contractor will have to make payment to his own workmen at not below the minimum wages as prescribed by the State/Central Govt. rates from time to time as may be applicable in this area. Payment to his labour should be made in time Office without waiting for the payment of his bill from the Corporation by 10th of succeeding month.

VIII. REPORT:

The contractor /his authorized representative should submit daily report to the concerned officer for taking day-to-day instructions.

The contractor/his authorized representative should approach the concerned officer, if he needs for any instruction, help or has difficulties.

The contractor or his authorized representative should all the time be available at worksite/Guest House during the tenure of this contract.

IX. COMPENSATION:

- 1) The contractor shall have to compensate for any loss or damage caused to the property of the Corporation in any manner which will be deducted from his running bills/Security Deposit. Appropriate action, including legal action will be taken to recover the compensation in the event of his failure or to pay the compensation within the stipulated time limit on demand. In respect of crockery breakages beyond the permissible limit the management reserves the right to recover the cost towards breakages.

- 2) The contractor shall ensure himself for observing all statutory liabilities for himself and his employees under the provisions of the workman Compensation Act, 1923 or any other statutory provisions enforced from time to time and the Corporation shall not be liable and responsible for any such liabilities for the employees of the contractor.
- 3) Whenever required, the contractor will have to undertake catering services to the parties organized on the instructions of Personnel Dept. For such parties a separate additional menu specific/separate charges will be decided after discussion with the contractor. The contractor must ensure that on such occasions the food, dishes etc. should be excellent and services should be prompt.

X. THE MANAGEMENT SHALL PROVIDE:

- 1) Free water for use
- 2) Free use of Electricity
- 3) Free utensils
- 4) Free crockery and cutlery
- 5) Cost of maximum to two commercial gas cylinders per month will be reimbursed on submission of bill.
- 6) The management has decided the charges of menu as per enclosure and you shall charge the same to the guests at Guest House.
- 7) However, the rates fixed for the menu includes the cost of materials for cooking and fuel/gas. You will have to arrange procurement etc. on your own without dislocating the services at guest house.
- 8) In case due to shortage of any manpower engaged by the contractor or if the corporation provides extra manpower for any such period the minimum wages and applicable allowances for such engagement shall be recovered from the contractor's bills.

XI. EMD:

Earnest Money deposit for Rs.18,000/- by way of NEFT/RTGS in favor of M/s Cement Corporation of India Ltd., payable at SBI, Bokajan. The EMD of the successful tenderer shall be converted into portion of Security Deposit, Bokajan.

XII. NEGOTIATION:

In the event of negotiation only downward revision of rates will be allowed. Any change in techno commercial terms and agreed earlier, will not be permitted at this stage. Hence any qualifying remarks in the price bid revised / negotiated offer will not be entertained.

XIII. SECURITY DEPOSIT:

The successful tenderer to furnish security deposit equivalent to 5% of the total value of the contract by way of Bank Guarantee (in CCI Format) towards satisfactory performance of the contract within 15 days from the date of acceptance of the Letter Of Intent/Work Order. The SD will be refunded in three months after completion of the contract on the basis of certificate given by CCI for the successful completion of the contract.

XIV. ACCEPTANCE OF TENDER:

- i. CCI reserve the right to accept or reject any tender, irrespective of the fact whether a tender is higher or lower without assigning any reasons thereof.
- ii. Tenders are bound to accept the award of contract, in the event of work order being in favor of them at the rates quoted/agreed to by them

XV. STATUTORY COMPLIANCES:

1. Contractor should take registration codes under Employees Provident Fund (Miscellaneous Provisions) Act 1952 and Employees' State Insurance Act 1948 for issuing PF number and ESI number to his contract workmen.
2. The Highly Skilled, Skilled, Semi-Skilled & Un-Skilled shall be paid as per the prevailing Minimum Wages as prescribed by the State/Council Government of Bokajan from time to time.
3. The Contractor shall disburse the wages on before 7th of every month for the previous month through Cheques / ECS transfer to his workmen by himself. The acknowledgment copy of the paid statement shall be submitted to the HR department for verification along with the monthly bills.
4. In case contractor fails to pay the wages and other benefits on stipulated time, the corporation as a principal employer shall discharge the wages for the particular period and other due payment to the workmen and the same will be adjusted against the contractor's security deposit. No commission / service charge shall be paid to contractor in such eventually.
5. The Contractor shall ensure that, to remit the Provident Fund and ESI contributions on before 15th of every month for the previous month wages as per the provisions of Employees' Provident Funds & Miscellaneous Provisions Act, 1952 & Employees' State Insurance Act, 1948. The acknowledgment copy of the remittance statement shall be submitted to the HR department along with monthly bills.

XVI. INCOME TAX:

The contractor has to submit the PAN No. along with copy PAN Card as per Income Tax Act at the time of submission of first bill.

XVII. GST:

The Contractor must register themselves under GST and provide GST Registration number. Eligible GST will be paid by CCI to the contractor and after submission of proof of payment and other related documents for availing ITC, otherwise the GST amount will be deducted from the parties bill.

XVIII. DISPUTES:

In the event of any disputes arising under these terms and conditions, the decision of the General Manager or any other official authorized by him in the behalf shall be final and binding on the contractor

XIX. PENALTY:

Penalty shall be imposed as per the decision of the management from time to time for non-compliance of the provisions of the contractual terms and for any lapses on account of non-supply of quality food materials. The penalty shall not be less than 01 day subsidy (01 day maintenance charges) per occasion.



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SPECIFICATIONS: DETAILS OF CHARGES FOR THE PREPARATIONS TO BE CHARGED BY GUEST HOUSE CONTRACTOR

S No.	ITEM	Qty	RATES IN Rs.	
			CCI OFFICIALS	OTHERS
BREAK FAST				
1	Puri 4 Nos. & Sabji / Paratha 2 Nos. & Sabji / Noodles ¼ Plate	1 Plt.	25	35
2	Stuffed / Alu Paratha, 1 No.	1 Plt.	15	20
3	Bread Jam Butter, 4 Pcs	1 Plt.	15	20
4	Omlete, 2 Eggs.	1 Plt.	20	30
5	Boiled Eggs 2 Nos.	1 Plt.	15	20
6	Corn flak with milk 150 ml	1 No.	20	25
7	Black Tea per cup (150 ml)	1 No.	5	5
8	Milk Tea per cup (150ml)	1 No.	10	10
9	Coffee per cup (150 ml)	1 No.	15	20
10	Milk per glass (250 ml)	1 No.	20	25
11	02 Bread slice with jam / butter	1 Plt.	10	15
12	Egg Curry 2 Eggs	1 Plt.	25	35
13	Curd per Katori (75 gm)	1 No.	20	25
Lunch/Dinner				
14	MEALS FULL : Rice 400 gm., Phulka 2 Nos. / Chapati, Salad, Pickle, Curd 1 katori, 2 Curries or Dal (100 gm.) / Sessionable vegetable	1 Plt.	50	65
Special Lunch/Dinner				
15	Special Veg. Meals : Puri 4Nos., Pulav 200 gm., Plane rice 400 gm., 2 curries, Salad, Sessionable vegetable /Dal, Papad, Curd / Raita	1 Plt	75	85
Extra Items				
16	Mutton Curry per Qtr. plate Min 150 Gms	1 Plt.	150	250
17	Chicken Curry per qtr. plate min 150 gms	1 Plt.	135	200
18	Fish Curry per qtr. plate min 2 pcs	1 Plt.	100	150
19	Cool Drinks : Leman Water / Sqash		MRP	MRP
20	Other Cool drinks 250 ml Mineral water at Extra charges for sweets & fruits as per market rate		MRP	MRP

Note: CCI officials includes the Guests whose boarding is borne by CCI only. Additional Vegetable per plate / actual cost in case of bulk quantity,

HOD (HR)



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PRICE BID			
Name of the Bidder			
Address (with mobile no. & Fax No.)			
Email Id			
Name & Address of the Proprietor/ Owner/Partners/Directors (with mobile numbers)			
Sl. No	Particulars	Amount	
		In Rs.	In Words
1	Maintenance Charges/ Fixed Service Charge per month (for 1 Cook, 3 Attendant for all (3 shifts) and 1 Cleaning Staff)		
2	GST %		
Total			
Note : - In case any deviation in figures, the details given in words shall be considered			
<u>DECLARATION</u>			
I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the department in future.			

Signature of Authorized Signatory
with date and seal of the company