

**GUEST HOUSE MANAGEMENT INCLUDING SECURITY & HOUSEKEEPING
SERVICES AND PROVIDING CATERING SERVICES FOR THE
CONFERENCES/EVENTS AND THE GUEST HOUSE
(TECHNICAL BID)**

1. Brief Bio data of the Tenderer _____

2. Name, Address with Telephone Number of the Firm/agency _____

3. Name, Designation, Address and Telephone number of authorized person of the Firm/ agency. _____

4. Firm Registration (Please enclose the copy) _____

5. Please specify with names as to whether firm is sole proprietor / a. _____
partnership firm / Pvt Ltd. b. _____
(Enclose documents) c. _____
6. PAN number & Income Tax Return of last three financial Years _____

7. Provident Fund Account Number (Please enclose the copy) _____

Affix duly
Attested PP
Size
Photograph
Of the
Tenderer



8. ESI Registration Number _____
(Please enclose the copy)
9. GST Number _____
(Please enclose the copy)
10. License Number under Contract _____
Labour (R&A) Act. _____
(Please enclose the copy)
11. Details of earnest money deposited
- a) Amount Rs. _____
Rs.(in words) _____
- b) Demand Draft / Pay Order Number _____
- c) Date of issue of DD/PO _____
- d) Name of issuing Bank _____
12. Details of Past Experience in the _____
relevant Field. _____
Attach sheets as per annexure _____
13. Details of works in hand _____
(Min last three years) _____
Attach sheets as per annexure _____
14. Any other information
15. Declaration by the Contractor :-

This is to certify that I / we have read and fully understood all the terms and conditions mentioned in the tender document and undertake myself/ourselves to abide by them.

Signature of Tenderer

Name

Designation

Address

Phone (O)

(R)

Date



(ON A E- STAMP PAPER of Rs.10/-)

UNDERTAKING

To,

Estate Manager

Institute for Defence Studies and Analyses

No 1 Development Enclave,

Rao Tula Ram Marg, Delhi Cantt

New Delhi - 110010

Name of the tender: Guest House Management Including Security & Housekeeping Services and Providing Catering Services for the Conferences/Events and the Guest House

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.

2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.

3. I/We have not been blacklisted by any Govt / PSU / autonomous body of any state as well as central Govt.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No



CHECK LIST FOR TECHNICAL EVALUATION (TECHNICAL BID)

SL	Documents required	Remarks
1.	Earnest Money Deposit (EMD) of Rs..... (in words) in form of DD / PO issued by any commercial bank in favour of IDSA.	YES/NO (Page No.)
2.	One Self attested recent passport size photograph of the Authorised person of the firm /agency, with name designation, address, and office telephone No, If the bidder is a partnership firm, name designation, address and office telephone No of partner also.	YES/NO (Page No.)
3.	Undertaking on a stamp paper of Rs 10/- (Rupees Ten only) as per format prescribed)	YES/NO (Page No.)
4.	Self attested copy of the PAN No.	YES/NO (Page No.)
5.	Self attested copy of GST Registration No	YES/NO (Page No.)
6.	Self attested copy of valid Registration number of the firm/Agency	YES/NO (Page No.)
7.	Self attested copy of valid provident fund registration number	YES/NO (Page No.)
8.	Self attested copy of valid ESI Registration No	YES/NO (Page No.)
9.	Self attested copy of valid License No Under Contract Labour Act, 1971	YES/NO (Page No.)
10.	Proof of experience of previous three years of running Guest house management & catering alongwith satisfactory performance certificate from the concerned employers	YES/NO (Page No.)
11.	Work in hand including last three years	YES/NO (Page No.)
12.	Annual income tax returns of previous three financial years supported by audited balanced sheet	YES/NO (Page No.)
13.	Annual Turn Over (in Lakhs)	YES/NO (Page No.)
14.	Permanent Man Power on Roll	YES/NO (Page No.)
15.	Volume of work done during last three years	YES/NO (Page No.)
16.	Single work of more than 40 lakhs during last three years	YES/NO (Page No.)
17.	Any other document, if required	



Note : Scanned copies of all necessary documents duly self-attested must be uploaded and enclosed with hard copy for verification of the information provided.

Signature of the bidder with seal _____

Name and address of the bidder _____

