



BIECCO LAWRIE LIMITED
(A Government of India Enterprise)

TENDER / ENQUIRY NO.: HR/AD/ 003 DT. 06.05.2006
DUE DATE : 29.05.2006

Sub : Providing service to Guests & Maintenance of Transit Accommodation at Kolkata, situated at 81B, Humayun Kabir Sarani (Formerly 406/2 New Alipore “ G “ Block) Kolkata 700053 consisting of two bed rooms (Provision of 4 boarders) with attached bathroom, one drawing room, one kitchen.

A. GUIDELINES FOR SUBMISSION OF QUOTATION:

1. All quotation should be accompanied with Xerox copy of the valid Trade Licence, Sales Tax / VAT clearance certificate, PAN No., Service Tax (if applicable) Registration Certificate, ESI Code No., PF Registration No. etc otherwise quotation may not be considered.
2. All quotation will fill in the Enquiry correctly in ink. Over writing must be avoided. All corrections should be clearly scored out and initialed (signed). Otherwise quotation will be not considered.
3. Quotation will be addressed to the **Deputy Manager (Admin), BIECCO LAWRIE LIMITED**, 6, Mayurbhanj Road, Kolkata - 700 023 and to be submitted before 29.05.2006.
4. Tender documents will be available in the Company's website www.biecco.gov.in and the same may be down loaded for submission of offer.
5. All enlisted parties may collect the enquiry form from the office or download the same from the above website and submit their quotation within the due date as mentioned above.
6. Parties who are not enlisted with the company may also submit their quotation along with the form available in the company's website under **Registration for Enlistment of vendor**. All the information and documents are to be submitted with the said form otherwise the quotation may not be considered.

7. The Tender shall be opened on 30th May, 2006 at 11.00 A.M. at 6 Mayurbhanj Road, Kolkata – 700023 in presence of the Tenderer.

B. TERMS & CONDITIONS:

1. The successful tenderer will extend all services to the guests including Company's Employee(s) during their stay at the Transit accommodation.
2. The successful tenderer will ensure that the Transit Accommodation is kept clean, neat and tidy which includes brooming and swabbing of all floor areas, cleaning of carpeted areas, toilets, kitchen and surroundings for these purpose by using necessary disinfectants i.e. Naphthalene, Phenyl and Toilet papers, Soap etc. to be provided by tenderer at their cost. The successful tenderer will have to arrange to clean the rooms, toilets with cleaning agents' & disinfectants everyday at their cost so as to keep the Transit Accommodation clean and in hygienic condition.
3. The successful tenderer will keep the Company informed on a day to day basis regarding any maintenance / complaint etc. for immediate attending.
4. The successful tenderer will maintain a complaint/suggestion book at the Transit Accommodation and will produce the same alongwith the "**Guest Register**" for necessary inspection from time to time.
5. The successful tenderer will take proper care and custody of all the Company's properties, which are to be installed at the Transit Accommodation. The list of the same will be handed over to the successful tenderer from time to time. Tenderer will also ensure safety of the belongings of the Guests.
6. The successful tenderer will keep a record of breakage of all the items and the same will be produced to the Company for necessary repair and replacement.
7. The successful tenderer will ensure that the Guest Register is maintained properly and obtain signature of all the

Guests/Employee(s) of the Company, who are authorized to stay at the Company's Transit flat.

8. The successful tenderer will arrange to wash the bed covers, bed sheets, curtains, pillow covers etc. and polish the nameplates with brasso as and when needed at their cost.
9. The successful tenderer will provide clean Towels, bed sheet, bed cover, pillow cover etc. to the boarder during their stay in Transit Flat.
10. The successful tenderer will have to provide Newspapers, mosquito mats, candles etc. to the boarder as and when require at their cost.
11. The successful tenderer will arrange to pay electricity, telephone, cable charges etc. on or before the due date and the same will be reimbursed from the company on production of receipt.
12. The successful tenderer will arrange for cooking at the Transit Accommodation as per the order given by the Guests. For this purpose, the successful tenderer will procure all the items required for cooking. The tenderer will thereafter recover the charges for food items as fixed by the Company directly from the guests or from the Company from time to time, as directed by the appropriate authority.
13. Payment will be made only by cheque on submission of Bills duly certified by the Administration Division. Cash payments shall not generally be entertained.
14. The successful tenderer will abide by all the rules and regulations as imposed by the Company from time to time.
15. The successful tenderer will submit a security deposit amounting to Rs.5,000/- (Rupees five thousand) in Cash / Bank Draft drawn in favour of BIECCO LAWRIE LIMITED payable at KOLKATA, and the same shall be retained with the Company which shall be interest free and refundable after expiry of the contractual period.
16. Statutory Taxes etc. will be deducted from the monthly bill of the tenderer.

17. During the currency of this order, change(s) and / or revision of rate shall be made only in exceptional circumstances with the prior approval of the Management.
18. In case the successful tenderer does not supply the items as stated in point nos. 2, & 9, the same will be provided by the Company to their Guests and the cost of the same will be deducted from the monthly bill of the tenderer.
19. The successful tenderer will depute two persons for various jobs involved for the Transit Flat and Guests to care of House keeping, cleaning of surroundings of Transit Flat, cleaning of drain, Toilets, cleaning of linens, maintenance of Transit Flat, preparation of food, serving food to Guests, doing errand jobs for Guests etc.
20. Quotations / rate is invited for a period of 24 (twenty four) months effective from 1st July, 2006.
21. This order may be terminated by the Company without assigning any reason, whatsoever. In the event of such termination, the Company will not be liable to compensate to the successful tenderer.
22. The successful tenderer may appoint their employees for maintenance of the Transit Flat but no employee can claim for employment in the Company.
23. The Company will not be liable for any statutory payment due to the tenderer's employee(s). The successful tenderer will be liable to pay all the statutory dues (i.e. ESI, PF, Bonus etc.) of their employee(s) for which they will have to furnish the requisite undertaking and documentary evidence of payment as and when require by the Company.
24. **Arbitration:**
Any dispute or difference of any nature whatsoever regarding any right, liability, act, omission, interpretation on account of any of the parties hereto arising out of or in relation to this Tender shall be referred to the Managing Director of Biecco Lawrie Limited being the sole arbitrator or an Officer of the said Biecco Lawrie Limited who may be so nominated by the Managing Director. The award of the arbitrator so appointed

shall be final, conclusive and binding on all the parties subject to the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification(s) or re-enactment thereof, and the Rules made thereunder and for the time being enforced shall apply to the arbitration proceedings under this clause. The Arbitration proceedings shall be held only in the district of 24 Parganas (South), West Bengal.

25. **Jurisdiction:**

Any dispute/difference whatsoever arising out of or relating to the execution of this Tender /in respect of payment or in relation to any terms and conditions, as referred above shall be deemed to arise in the district of 24 Parganas(s), West Bengal and is subject to adjudication in the Courts of the district of 24 Parganas(s), West Bengal and the Courts of the district of 24 Parganas(s), West Bengal shall have exclusive jurisdiction to determine the matter in any dispute/difference arising out of this Order.

- 25 The Company reserves the sole right to accept or reject any or all the quotations or withdraw any item from it without assigning any reason thereof.
