



The Singareni Collieries Company Limited
(A Government Company)
HYDERABAD

Address:
Purchase Department, 1st Floor,
Singareni Bhavan, Red Hills,
Khairatabad, Hyderabad-500004.
E mail id:pd_hyd@scclmines.com
Tel Nos.040-23316964
Fax No.040-23307653

NOTICE INVITING TENDER

Subject: Providing Housekeeping Cooking and Catering Services at
Sr.Officers Guest House, Vijayanagar Colony, Hyderabad for a two
years – Reg.

Enquiry No:	HY118O0323
Enquiry Date:	08.01.2019.
Last Date for Receipt of Tender:	17.11.2018 Before 3.00 PM
Tender Opening Date & Time:	17.11.2018 After 3.00 PM
EMD:	Rs.1,00,000/-
Offer Validity:	120 Days from the date of opening of tender
Mode of Enquiry	Open Enquiry (Conventional)
Number of Sources	One
Mode of Tendering	Two Cover

1. Providing House keeping Cooking and Catering Services at Sr.Officers Guest House, Vijayanagar Colony, Hyderabad for a period of 2 years.
2. **EMD APPLICABLE**. The Estimated value of the enquired items is Rs. 1,39,98,530.06. Bidder shall submit bids with EMD of Rs.1,00,000(Rupees One Lakh only) and EMD in original in the form of Demand Draft is to be submitted to The Singareni Collieries Company Limited payable at Hyderabad.



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A. GENERAL INSTRUCTIONS:

1. Bidders are advised to carefully read this NIT Document. Towards acceptance of conditions in NIT, the tenderer is requested to sign on all pages of the Tender document towards their acceptance.
2. SCCL may solicit the bidders consent for extension of the period of validity of the bid and EMD. The request and the responses there to shall be made by letter, fax or e-mail. Bidders accepting the request are not permitted to modify the bid.
3. SCCL reserves the right to seek clarifications in respect of the bids / supporting documents etc. from the bidders by letter / e-mail / fax.
4. Sealed tenders with our enquiry number and date clearly marked on the cover can be dropped in the tender box in the Company Purchase office at Hyderabad or can be sent by post or courier before the due date and time. Fax quotations are not accepted. M/s. SCCL will not, in any way be responsible for any postal delay.
5. A) The terms and conditions of the tender are divided into two parts i.e. Part 'A' and Part 'B'.
 - a. Part 'A' contains technical & commercial terms and conditions.
 - b. Part 'B' contains pricing terms and conditions.

(B) Submission of offers:

- i. The Tenderer shall submit bids in two parts i.e. TECHNICAL & COMMERCIAL BID AND PRICE BID in two sealed covers (i.e. Cover 'A' & Cover 'B') as detailed below, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.
 - Cover 'A' shall contain copy of the whole tender document duly signed by the Tenderer in all the pages to indicate that the Tenderer has gone through the whole tender document, to acquaint himself with the work involved and accepting to all terms & conditions mentioned in the NIT. All the required details with supporting documents are to be submitted.
 - Cover 'B' shall contain price bid in the format mentioned at Para-3.2 in Annexure-III of NIT.
- ii. Above two covers which are individually sealed and superscribed as mentioned above shall be kept in another sealed cover, superscribing enquiry number, due date of opening of the tender and name & address of the Tenderer.



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6. Right to Reject the Offers/Cancel the Tender: SCCL reserves the right to reject any or all the offers without assigning any reason and to cancel the tender at any stage before release of order / award of contract. The decision taken by SCCL in this regard shall be final.

7. **CORRESPONDENCE / DISPUTES DURING ENQUIRY STAGE:** No correspondence / disputes will be entertained before placing order and the decision of the SCCL shall be final. However In case of any un-resolved dispute or difference of opinion arising between SCCL and the successful tenderer in respect of manner of execution or anything connected with the work, not specifically provided for hereunder or in respect of meaning of any clause of the terms and conditions of Tender document shall be resolved by arbitration.

8. **EARNEST MONEY DEPOSIT (EMD):**

a. **Submission of EMD:**

The EMD shall be Rs.1,00,000/-(Rupees One Lakh Only).

Tenderer shall submit bid along with EMD. Bid submitted without EMD will be summarily rejected. The EMD shall be paid in the form of Demand Draft drawn on any Nationalized / Scheduled Banks located in Hyderabad in favour of The Singareni Collieries Company Limited, payable at Hyderabad, Hyderabad District (Telangana State).

- i. No interest will be paid on the EMD.
- ii. EMD of unsuccessful bidders will be refunded immediately after the bidder is declared unsuccessful.
- iii. EMD of successful bidder will be refunded after faithful execution of the order.
- iv. EMD paid against earlier enquiry (ies) will not be adjusted for the current enquiry.

b. **Forfeiture of EMD:**

EMD of the Bidder will be forfeited in the following circumstances:

- i) Withdraws the offer during validity / extended validity period.
- ii) Changes the terms and conditions of the offer during validity / extended validity period.
- iii) Does not accept the LOI / order placed within the offer validity period / extended validity period, in accordance with terms & conditions of NIT, offer & negotiations.
- iv) Breach of contract during execution, wherever PBG clause is not applicable.
- v) The information/documents submitted by the bidder proved to be false/ incorrect.



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9. OFFER VALIDITY:

Bidder shall keep the offer valid for a period of 120 days from the date of Opening of the tenders. The offer with less validity period than stipulated is liable for rejection.

10. BIDDER'S DETAILS:

Bidder shall furnish the following information:

- a) Name and address, Phone number, Fax number, e-mail ID and Name of the contact person.
- b) Indicate clearly, the constitution of the bidder i.e., Sole Proprietorship, Partnership, limited liability company etc., together with names of proprietor, partners and directors respectively.
- c) Indicate clearly, if it is a Government company, SCCL ancillary unit. A copy of valid documentary proof shall be enclosed.
- d) Banker's Name and address together with Branch Code and IFSC/RTGS Code.
- e) GST registration and other details to the extent applicable along with documentary evidence.
- f) GST registration and other details to the extent applicable along with documentary evidence.

11. OTHER TERMS & CONDITIONS:

The contractor shall pay not less than minimum wages to his employees deployed at SCCL site, as revised from time to time under the **Minimum Wages Act**, wherever applicable.

- a) The contractor shall contribute towards Provident Fund for his employees deployed at SCCL site, at the rate as revised from time to time under **The Employees Provident Fund and Misc. Provisions Act-1952**, wherever applicable.
- b) The contractor shall pay bonus as prescribed under payment of **Bonus Act**, wherever applicable, subject to a minimum as per law in the absence of adequate profits.
- c) Without prejudice to the Contractor's liabilities under the General conditions of Contract (GCC), the contractor shall at his own cost and initiative at all times up to the successful completion of the contract take out and maintain Insurance cover from any Nationalized insurance Company in India under the **Workmen's Compensation Act** and any other Industrial legislation applicable from time to time in the State of TELANGANA providing for payment of compensation to workmen in the event of death, injury or accident to workmen in the course of or in connection with employment, such policy(ies) in-respect of Workmen



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Compensation, Insurance to be of value of not less than that of amount as per workmen compensation act. Should the contractor fail to take out and / or keep in force insurance as provided for in the foregoing sub-clauses, the owner shall be entitled (but without obligation to do so) to take out and keep in force such insurance(s) at the cost and expenses of the contractor in all respects, and without prejudice to any other rights and remedy of the owner in this behalf to deduct the costs and premium incurred therefore from amount becoming due to contractor from time to time.

- d) The contractor shall obtain **Labour Licence** from Assistant Labour Commissioner (Central) of the area as required and a copy of the same to be submitted to SCCL.
- e) The contractor shall not **Sub- Contract** the work in whole or part without obtaining the prior written consent of SCCL. The contractor shall, notwithstanding the consent and assignment, remain solely liable and responsible to SCCL, for and in-respect of the due performance of the contract and the Vendor's obligations there under.

15. CANCELLATION OF CONTRACT IN PART OR IN FULL:

If the Supplier, in the opinion of the Singareni Collieries Co. Ltd., fails or neglects to comply with any of the terms and conditions of the contract or with any order issued there under then in such a case the Singareni Collieries Co. Ltd., shall without prejudice to any other right of remedies under this contract have the right and be entitled to cancel the contract by giving fourteen days, notice in writing to the supplier, without being liable to pay any compensation for such cancellation. The Supplier, however will be entitled to be paid at contract rates after deduction of any amount due to the Government, for the works already completed, which in the opinion of the Singareni Collieries Co. Ltd., is in accordance with the terms of the contract. In the circumstances aforesaid, the Supplier, shall, on demand by the Singareni Collieries Co. Ltd., or the authorised representative thereof, hand over immediately to the Singareni Collieries Co. Ltd., or the authorised representative of the Singareni Collieries co. Ltd., Stores components in possession or custody of the supplier without waiting for the payment of even settlement of any claim already made or intended to be made.

16. LAWS APPLICABLE:

The contract shall be governed by the Laws of Indian Union for the time being in force.



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17. INDEMNITY:

The supplier shall at all times indemnify the Singareni Collieries Co. Ltd., against all claims which may be made in respect of the Stores for infringement of any right reflected by the patent registration of design or trade mark shall take all risk of accidents of damage which causes failure of the supply.

18. ARBITRATION:

Normally all disputes should be settled by negotiations between the Company and the concerned parties. In case any dispute/difference is not settled through negotiations, the respective parties can seek remedy by Arbitration by invoking the same within 120 days of dispute.

- (a) The Arbitrator(s) will be appointed to resolve the disputes between the parties. The Chairman & M.D. of the S.C.Co.Ltd., is having absolute power to appoint a single Arbitrator or more than one Arbitrator or to refer the dispute to the Institutional Arbitration at his discretion and his decision is final and binding on the parties. The appointed Arbitrator(s) / Institutional Arbitration should pass a reasoned award.
- (b) If any of the Arbitrators appointed by the Chairman & M.D. of the S.C.Co.Ltd., is unable to continue as an Arbitrator for any reasons whatsoever or if the Chairman & M.D. of the S.C.Co.Ltd., for the reasons to be recorded in writing thinks fit for appointment of a new Arbitrator in the place of existing Arbitrator, he is having a power to do so. If such a new Arbitrator is appointed, he can either continue the arbitration proceedings from the stage where the earlier Arbitrator discontinued his proceedings or alternatively the new Arbitrator may start proceedings de novo if the circumstances warrant him to do so.
- (c) The parties should bear the costs of the Arbitration equally.
- (d) Failing to invoke Arbitration clause within 120 days of dispute, the matter is to be decided by Civil Courts at Hyderabad District in TELANGANA state alone and not at any other place.

19. WORK AND PAYMENT DURING ARBITRATION:

Work under the contract, shall if reasonable, continue by mutual agreement during the arbitration proceedings, and no payment due to or payable by the Singareni collieries Co. Ltd., will be withheld without reasonable cause and merely on account of the pendency of such proceedings.



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20. CORRESPONDENCE AFTER PLACING ORDER:

After placing the order, correspondence related to issues regarding contract terms and conditions shall be made with the In-charge Guest House only. In case the issues are not settled at I/c Guest House level, correspondence shall be made with the area GM (Personnel), Welfare & CSR. In case the issues are not settled at this level, correspondence shall be made with GM (Purchase). In case the issues are not settled at GM (Purchase) level, correspondence shall be made with Director (Operations). In case the issues are not settled at Director (Operations) level also, correspondence shall be made with C&MD. Bidder is advised to visit SCCL's web site www.scclmines.com for name and address phone number, and e-mail ID of consignee, area CGMs / GMs, CGM (Purchase), Director (Operations) and C&MD.

21. BRIBES & GIFTS:

Any Bribe, Commission, gift or advantage given, promised or offered by or on behalf of the Supplier or his partner, agent or servant or any one on his or their behalf to any Officer, Servant, representative or agent of the Singareni Collieries Company Limited, or any person on his or their behalf for obtaining or executing of this or any other contract with Singareni Collieries Co. Ltd., shall in addition to any criminal liability which the Supplier may incur, subject the Supplier in the cancellation of this and all other contracts with and also to payment of any loss of damage resulting from any such cancellation to the like extent as is provided in case cancellation under clauses thereof. Any question or dispute to the commission of any offence under present clause shall be settled by the Singareni Collieries Co. Ltd., in such manner and on such evidence of information as they think it sufficient & their decision, shall be final and conclusive.

NOTE: In case any specific mention is made on the above clauses in special terms and conditions the same shall prevail over.

D.G.M. (PURCHASE)
The Singareni Collieries Company Ltd.
(A Govt. Company)
Purchase Cell, 1st Floor,
SINGARENI BHAVAN,
HYDERABAD - 500004.

SCCL Helpdesk Numbers: 040-23316964,
EPBAX Numbers:040- 23142 EXTN: 224 & 230.



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Special Terms and Conditions:

ANNEXURE- 'I'

TECHNICAL TERMS AND CONDITIONS:

1.1 Requirement:

- The successful tenderer shall be required to provide House Keeping, assisting guests, Cooking and Catering, allied services, water procurement, pest control and Garden maintenance services as per the requirement of SCCL at Guest House of SCCL at Vijaya nagar Colony, Hyderabad.

1.2 Eligibility:

1. The Agency should have minimum turnover of Rs.50.00 lakhs (Rupees Fifty lakhs only) per year in last three completed financial years.
2. The Agency should have minimum 3 years of experience in last 5 completed financial years in maintenance of large Guest houses of either in Public Sector or Private Limited Companies. The Agency should submit the copies of previous order on them for similar outsourcing jobs carried out/Jobs on hand. The firm should submit relevant documents in proof to that effect.

1.3 The following minimum workmen to be engaged daily on the work.

Workers to be engaged:	Ist Shift	IInd Shift	III rd Shift
COOK (Skilled)	01 person	01 person	--
SUPERVISOR (Skilled)	01 person	--	--
House Keeping & Room Service (Semi -Skilled)	04 persons	03 persons	02 persons
Cleaning, Washing & Cook helpers (Un-skilled)	06 persons	02 persons	--
Total No of persons	12 persons	06 persons	02 persons
Total	20		

The minimum wages at present as on date **01.10.2018** as per circular No. CRP/PER/IR/M/361/1552, Dated 19.10.2018 issued by GM(P),RC, IR&PM as follows.

- a) Skilled Mazdoor – Rs.679.00/day (Two Nos of Cooks & one no of supervisor).
- b) Semi-Skilled Mazdoor – Rs.617.00/day (09 Nos of House keeping & Room service persons).



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- c) **Un-skilled Mazdoor --Rs. 558.00/ day (for remaining 08 persons cleaning, washing & cook helpers)**

1.4 SCOPE OF WORK

➤ The scope of work involves

- ❖ Providing assistance, periodic care and upkeep of total Guest House, such as periodical laying out of furniture, fixtures and Linen in bed rooms, dining hall and periodic accounting of all the furniture, fixtures and furnishings provided by SCCL including proper accounting for their replacement, issue, receipts etc.
- ❖ Catering such as arranging Breakfast, Lunch , dinner and Snacks etc., for Guests and Meetings at SCCL Office as per the orders and
- ❖ Maintenance of Garden/ Sewerage, as detailed below.

PERIODIC REPLACEMENT OF LINEN, ITEMS IN BED ROOMS AND TOILETS etc.

Changing the linen (supplied by SCCL) by getting them cleanly washed and neatly pressed periodically and changed on every change in occupant or after 2 days whichever is earlier or as may be directed by the caretaker of SCCL and keeping records.

- (a) Bed sheets (b) Pillow covers (c) Towels (d) Blankets (Dry-cleaning) (e) Bed covers (f) Napkins, whenever required.

(b) The fixed Rates for the above items are as follows:

Sl. No.	Washing & Pressing	Quantity	Fixed Rates per Unit in Rs.
1.	Bed Sheets	Each	10.00
2.	Pillow Covers	Each	5.00
3.	Towels	Each	6.00
4.	Blankets – Dry cleaning	Each	30.00
5.	Bed Covers	Each	10.00
6.	Napkins	Each	5.00
7.	Curtains	Each	15.00



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CHANGING THE TOILETRIES AS BELOW:

Fresh bath soap cake (small size) for each occupant or once in 3 days whichever is earlier or as and when requested by the occupant. Consumables like Odonil/Deodorant room freshener as per requirement, providing refills of Mosquito repellents in each toilet. Naphthalene balls, disinfectants including all cleaning tools to be supplied by the Agency. Daily cleaning of floors, wash basin and commode with Chemicals, preferably – Harpic or as advised by competent authority.

PERIODIC CLEANING TO MEET CLEANLINESS REQUIREMENTS:

In covered areas including stair cases, corridors, removal of cob webs, dusting of furniture, furnishings including floors, doors, windows, ventilators, grills, toilets etc. by any means including sweeping and swabbing of rooms, kitchen, toilets every day and cleaning of surroundings. Periodical cleaning of choked drains and sewage pipes as and when required. Periodical cleaning of Overhead tanks and sumps as instructed by In-charge of Guesthouse.

PROVIDING ASSISTANCE TO GUESTS

- ❖ Providing assistance round the clock for obtaining items like bed tea etc. in the rooms for the guest and collection of charges and accounting to caretaker of SCCL.
- ❖ Assistance in catering facility in kitchen/dining hall to guests, collecting and accounting. Washing and pressing of clothes for guests at approved rates.
- ❖ Over all vigilance for security and safety of men and materials to avoid theft, pilferage of owners property. To receive guests and attend phone calls round the clock without fail.
- ❖ Checking / Keeping all water tap connections in tact. Leakages if any are to be attended immediately by engaging required personnel at your cost. Required material will be supplied by SCCL.
- ❖ Supervision of the guesthouse will be daily done by one employee of the SCCL who submits report and account bills to the Administrative Manager.
- ❖ In the temporary absence of SCCL employee, the staff of private agency shall take the room bookings, collect room charges and submit the same to caretaker next day.
- ❖ Regular maintaining of guests register, boarding register with menu items supplied each day.
- ❖ No guest shall be allotted rooms without prior approval from the in-charge officer.



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- ❖ The contractor will be responsible for care and neat upkeep of the building and shall keep the items issued by SCCL to him i.e., furniture etc., in his own safe custody and in the event of breakage, damage, misplacement or pilferage/theft he shall be responsible for replacement of the items at his own cost or shall be bound to make the losses good to the owner. The items mentioned above may be supplied to him at the sole discretion of owner.
- ❖ The contractor has to submit the inventory report every month.
- ❖ The contractor is not permitted to entertain celebration of the parties or any other type of catering arrangements in the guest house premises for private parties.
- ❖ An alteration, partitions, additions, deletions and improvisation in building and fixtures and furniture / furnishings in the owner's premises is NOT permitted without the prior approval of the SCCL.
- ❖ SCCL reserves the right to change/amend the requirement under the contract at any time and the decision of SCCL in this regard shall be final and binding and the contractor shall have no claim whatsoever on any account.

COOKING AND CATERING SERVICES:

- The Agency shall prepare and serve with their material and should quote for the finished product which includes vegetarian / Non vegetarian / multi cuisine / North and South Indian Menus and VIP Menus & meetings.
- To maintain quality food as per specifications.
- M/s SCCL shall provide necessary utensils, crockery, cutlery, wet grinder, furniture & fixtures, refrigerator etc., as one time measure.
- SCCL shall not bear the cost of maintenance of electrical equipment & furniture etc., and it should be handed over in good condition after completion of the contract period. Damaged items shall be replaced by the Agency.
- The Agency shall make their own arrangements for procuring & transporting full LPG Cylinders from local market. In case shortage of LPG due to any reason, the agency shall make alternate arrangements for cooking and no inconvenience shall be caused to guests for boarding arrangements.
- Food shall not be supplied to outsiders without prior permission from the in-charge officer of S C C L.



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TENTATIVE MONTHLY CATERING ORDERS WILL BE AS FOLLOWS

No. of Breakfasts : 150

No. of Lunch / Dinner : 150

NOTE : The Company will not guarantee any minimum Number of Orders.

- The agency shall supply tea/coffee/snacks/lunch and dinner to the guests at the rates approved.
- M/s. SCCL shall provide necessary utensils, crockery, cutlery, furniture and fixtures, gas burners, wet grinder, refrigerator, cots, beds, linen etc., as one time measure.
- SCCL shall **NOT** bear the cost of maintenance of electrical equipment, furniture etc.
- The catering services are to be provided in odd hours also as and when required.
- The Agency is responsible for preparing and serving food to the guests for which requisite catering staff have to be deployed by the agency itself.
- Room service is also to be provided by the agency.
- Arrangements for breakfast, Lunch and Dinner on occasion of meeting/ get together / special occasion are to be provided in short notice as and when required.
- The Breakfast, Lunch and Dinner are to be supplied to the guests as per the following rates.

I) BREAKFAST WITH TEA/COFFEE/MILK as per Requirement
(Any one of the items Daily)

Sl. NO	Description of the Item	Fixed Rates in Rs.
01	Idly (75 Gms each) 4 Nos. with Chutney and sambar (1 Plate)	30.00
02	Vada 75 gms. Each (4 Nos.) with chutney and sambar (1 Plate)	30.00
03	Idly+Wada (2+2 Nos.) with Chutney & Sambar (75 grams each)	30.00
04	Dosa 12" (Plain/Onion/Masala) with 50 grams chutney and 100 ml sambar	30.00
05	Poori 6" (4 Nos.) with Alu kurma or any other suitable curry (1 Plate)	30.00
06	Chapatti – 10" - plate (2 Nos.) with 150 grams Alu Kurma or any other suitable curry	27.00



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07	Pesarattu with chutney	30.00
08	Tomato bath (200 gms.) with chutney (1 Plate)	27.00
09	Vegetable Upma (200 gms) with chutney (1 Plate)	27.00
10	Samiya upma 200 gms With chutney	30.00
11	Bread toast (4 Nos.) with 2 eggs omlate/with Jam/ butter	30.00
12	Corn flakes with milk (250ml)	27.00
13	Tea (125 ml)	9.00
14	Coffee (125 ml)	9.00

II) LUNCH / DINNER – (VEGETARIAN) :

Sl. NO	Description of the Item	Fixed Rates in Rs.
15)	LUNCH/DINNER(VEGETARIAN) Comprising of following items <ul style="list-style-type: none"> a) Pulka (Unlimited) b) Two curries (one dry and one gravy) c) White Rice (unlimited) d) Sambar/Dal (Rasam or order in place of sambar or Dal) e) Papad – 1 No., f) Curd – 125 ml cup g) Banana – 1 No., h) One fresh Pickle i) One preserved pickle (mango or any other pickle) j) Soamp Beetel nut powder with tooth pricks (wooden) 	55.00

**III) MENU FOR LUNCH/ DINNER (VEGETARIAN) FOR
VIP'S/MEETINGS**

Sl. NO	Description of the Item	Fixed Rates in Rs.
16)	<u>LUNCH / DINNER (VEGETARIAN) - MENU</u> FOR VIPs/MEETINGS Consisting of the following items: <ul style="list-style-type: none"> a) Welcome Drink b) Soup (Tomato / Vegetables/ Corn) c) Pulka (Unlimited) d) Salaad e) Two curries (One dry and one gravy as decided by SCCL) 	108.00



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	<ul style="list-style-type: none"> f) Additional –1 Paneer item g) Dal with leafy Vegetable / Vegetable) h) White Rice (unlimited) i) Vegetable Fried Rice/ Jeera Rice j) Sambar / (Rasam on order in place of sambar) k) Papad / Vadiyams l) Curd / Raita m) One fresh Pickle n) One preserved pickle (mango or any other pickle) o) Sweet 1 No./ Dessert (Ice-cream, Qurbaniha meeta, Rasamalai etc.) p) Banana 1 No. q) Soamp Beetel nut powder / Pan 	
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IV)MENU FOR LUNCH / DINNER (NON-VEGETARIAN)

Sl. NO	Description of the Item	Fixed Rates in Rs.
17	<p><u>LUNCH/DINNER(NON-VEGETARIAN)</u> consisting of the following items:</p> <ul style="list-style-type: none"> a) Welcome Drink b) Salaad c) Soup (Veg. / Non. Veg.) d) Pulka (unlimited) e) 1 starter of NV (Chicken Drum sticks, Fish Apollo, Mutton Cutlet) f) Two curries (one dry and one gravy as decided by SCCL) g) Dal with Vegetable h) White Rice (unlimited) i) Vegetable Fried Rice / Jeera rice/ Biryani j) Any one of the following Non Veg. Curry (250 gms) as desired by the Guest / Officer. (Butter Chicken, Chicken-65, Chicken curry, Mutton Curry, Fish Curry, Fish Fry/ Mutton/Chicken Biryani) k) Sambar (Rasam on order in place of Sambar) l) Papad – 1 No. m) Curd / Raita n) One fresh Pickle 	170.00



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	<p>o) One preserved Pickle (mango or any other pickle)</p> <p>p) Banana – 1 No.</p> <p>q) Sweet – 1 No. / Dessert (Ice-cream, Qurbaniha meeta, Rasamalai etc.</p> <p>r) Soamp Beetel nut powder / Sweet/Sada Pan.</p>	
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V) ADDITIONAL ITEMS FOR LUNCH/DINNER:

Sl. NO	Description of the Item	Fixed Rates in Rs.
18	Extra Curry -Lunch & Dinner	15.00
19	Vegetable Fried Rice	15.00
20	RAW CHICKEN - (SKINLESS) Preparation & Supply -1 KG	360.00
21	RAW CHICKEN (BONELESS) Preparation and supply – 1 KG	480.00
22	RAW MUTTON Preparation and supply – 1 KG	600.00
23	RAW FISH Preparation and supply – 1 KG	300.00
24	CHICKEN FRY (SKINLESS) Preparation and supply – 1 KG	360.00
25	MUTTON FRY Preparation and supply – 1 KG	650.00
26	FISH FRY Preparation and supply – 1 KG	360.00
27	Extra cost for transportation of Lunch/Dinner to SCCL, Singareni Bhavan (PARCEL).	240.00

VI) FRUITS:

Sl. NO	Description of the Item	Fixed Rates in Rs.
28	Papaya – 250 gms	24.00
29	Grapes (¼ kg.)	24.00
30	Big Apple (2 Nos.)	36.00
31	Sapota (4 Nos.)	12.00
32	Mango (2 Nos.)	30.00
33	Orange (2 Nos.)	24.00
34	Custard apple (2 Nos.)	30.00
	(Any three items from 1 to 7 each day)	



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VII) COFFEE / TEA & BISCUITS

Sl. NO	Description of the Item	Fixed Rates in Rs.
35	Tea and Biscuits (salt 4 pieces and cream two pieces)	15.00
36	Coffee and Biscuits (salt 4 pieces and cream two pieces)	18.00

VIII) SNACKS:

Sl. NO	Description of the Item	Fixed Rates in Rs.
37	Baby Corn fry 100 grams	24.00
38	Dahi Vada – 2 Nos.	36.00
39	Onion Pakoda 1 plate (100 gms)	22.00
40	Palak Pakoda 1 plate (100 gms)	22.00
41	50 grms Alu baggi (4 pieces) 1 plate	24.00
42	150 gms. Alu Bonda (2 pieces) 1 plate	24.00
43	150 gms. Samosa (2 pieces) 1 plate	30.00
44	Cheese sandwich (2 pieces)	18.00
45	Vegetable sandwich (2 pieces)	18.00
46	Potato chips (50 gms)	24.00
47	Mirchi Bajji-4 Nos.	24.00
	(All snacks are to be served with tomato sauce and salad)	

IX)SOFT DRINKS (FRESH):

Sl. NO	Description of the Item	Fixed Rates in Rs.
48	Cool drinks (300 ml)	24.00
49	Cool drinks (200 ml)	18.00
50	Fresh Fruit Juices (250 ml)	24.00
51	Fruit Salad 250 gms.	30.00
52	Coconut Water 200 ML	24.00

NOTE: Refined Oil, fine and other Good quality ingredients are to be used for preparation of Breakfast / Lunch / Dinner



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X) OTHER MISCELLANEOUS CHARGES:

Sl. NO	Description of the Item	Fixed Rates in Rs.
53	House keeping material such as floor cleaning materials for month :* For maintaining guest house and eight rooms required materials such as Deodarents, room freshners, odonels, small bath soaps, floor cleaning materials, naphthline balls, etc.,	4800.00
54	Drainage & Sewerage	600.00
55	Supply & Transport of extra water in HMWSSB – per 5000 liters (actual)	1000.00

1.5 Statutory Rules:

- i) **The Successful Tenderer will have to abide by all the provisions of all applicable statutes including labour, taxation and other laws applicable in its establishment during the period of its engagement and shall be responsible and accountable for breach or violation of any of the provisions of any Act, Rules & Regulations, Notifications and Circulars issued from time to time by the Govt. of India or the State Govt. The Successful Tenderer is solely responsible for any sort of legal complications whatsoever in this regard. The Successful Tenderer at a later date shall not make any please ignorance of relevant laws and shall not blame SCCL for any such, ignorance on their part. All the statutory taxes such as Income Tax, TOT, etc., must be borne by the Successful Tenderer and their rates applicable shall be as per government orders/amendments issued from time to time. SCCL shall not be responsible for any liability of what so ever nature under this contract. In case of any such liability, the SCCL stands indemnified by the Successful Tenderer. The GST as extra, is applicable from time to time.**
- ii) The Agency should posses a valid certificate of registration in providing at least 20 housekeeping personnel in any Govt. / Reputed Organization as per section 12 of Contract Labour (Regulation & Abolition) Act 1970 and 1971 and amendments issued from time to time and produce the certificate along with Tender Schedule. The Agency shall ensure that the license is kept valid during the tenure of this contract with SCCL.
- iii) The minimum wages to the employees deployed by the successful tenderer shall be paid by SCCL on monthly bills as informed by GM(Personnel),IR,PM & RC from time to time.



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The basic minimum wages of all categories applicable w.e.f. 01.10.2018 are as furnished below:

Sl.No	Category	Amount/Day in Rs.
01	Skilled	679.00
02	Semi-skilled	617.00
03	Un-skilled	558.00

- iv) In addition to separate rates for laundry Items and House Keeping Material, the following amounts shall be paid as a part of wage component.

Sl. No.	Description of the item	Un-Skilled Rate/Muster for Area 'A'	Semi Skilled Rate/Muster for Area 'A'	Skilled Rate/Muster for Area 'A'
1	Basic Wages/day w.e.f.01.10.2018	558	617	679
2	EPF @ 13.61% on Basic Wages	75.94	83.97	92.41
3	ESI @ 4.75% on Basic Wages	26.51	29.31	32.25
4	Bonus @ 8.33% on basic Wages	46.48	51.40	56.56
5	Service Charge @ 10% on basic plus VDA of daily wage	55.8	61.7	67.9
6	Total Wages/day (Sl.no.1+2+3+4+5)	762.73	843.38	928.13
7	No of days per month	30	30	30
8	Wages per person per month (Sl.no.6*7)	22,881.91	25301.32	27843.75
9	No of persons required per day	8	9	3
10	Wages/Total No.of persons/month (Sl.no.8*9)	183,055.25	227711.871	83531.259
11	No.of months	24	24	24
12	Amount of wages/Total No.of persons/24 months (Sl.no.10*11)	43,93,325.95	54,65,084.90	20,04,750.22
13	Total Wages in 24 Months (Sum of Sl.no.12)	1,18,63,161.07		
14	GST @ 18% as applicability extra	21,35,368.99		
15	Total Wages in 24 Months with GST (Sl.no.13+14)	1,39,98,530.06		

Note: Firm/Contractor has to engage 20 persons daily as per 1.3 of Annexure-I and also to arrange spare persons during weekly rest of regular persons. However, the revision of wages from time to time as per the information by GM(Personnel),IR,PM & RC/Competent Authority will be considered.

- v) The payment of minimum wages to the workmen will have to be made through banks. After releasing the first month bill, the contractor has to remit the wages into the respective bank accounts of all the labour engaged by him on the work. For releasing payments of work done for



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the subsequent months. The contractor has to produce proof of having remitted the previous months wages in to the respective bank accounts of labour engaged by him.

- vi) The wages of the employees shall be paid before the expiry of the 07th day of every month after last day of the wage period in respect of which wages are payable.
- vii) The Agency shall observe and follow all the rules and regulations of the a) Labour Contract (Regulation and Abolition) Act, 1970 & 1971 b) Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and rules thus amended from time to time and further undertake to indemnify SCCL from all liabilities under the said Act.
- viii) The Agency shall replace any personnel whose performance, manners and efficiency are found to be unsatisfactory as ordered by the SCCL. No residential accommodation and transportation etc., will be provided by the Department.
- ix) The Agency shall also furnish the list of candidates deputed shift-wise to each place of work. A muster register containing the photo and relevant particular of the house keeping & catering personnel shall be submitted with in a week from the date of issue of firm order before commencing contract. The agency should issue photo identity cards to the house keeping and catering personal at their cost.
- x) The payments will be made once in a month within 15 days from the date of submission of bill with a certificate of satisfactory performance issued by the officer-in-charge i.e. Administrative Manager, where the personnel are working duly deducting statutory taxes levied by State/Central/Local bodies etc., from time to time. The agency/contractor has to make the payments to the workmen engaged by him on or before 8th of every month.
- xi) The Housekeeping, Cooking and Catering Services to Sr.Officers Guest House of M/s. S.C.Co.Ltd at Vijayanagar Colony, Hyderabad for Two years shall be undertaken immediately after the issue of the work order within 7 days duly concluding the agreement.



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PENALTY CLAUSE:

- xii) If the service provided by the Agency is found to be unsatisfactory, a **penalty of 10% of the monthly bill will be levied**. Prior to this a notice will be served for improvement. If no improvement is made in spite of **levying the penalty and notices, Contract will be terminated and Security Deposit shall be forfeited and no claim whatsoever shall be entertained**. SCCL reserves the right to evaluate the performance of the Agency and the Agency cannot dispute or question the decision taken by SCCL in this regard.
- xiii) Penalty of Rs.350/- per person per day will be deducted, if required manpower is not engaged. Penalty of Rs.150/- per person per day will be deducted, if any person not wearing uniform.
- xiv) The Agency, while quoting the rate shall take into account i.e., GST, minimum wages as per GOs issued by Government from time to time, allowances and all other liabilities as per the labour Rules amended from time to time. No claim whatsoever for any extra payment will be entertained at a later date. The Agency is solely responsible for any sort of legal complications whatsoever in this regard. The Agency, at a later date shall not make any pleas of ignorance of relevant laws and shall not blame SCCL for any such ignorance on their part. All the statutory taxes such as Sales Tax, Income Tax, TOT, EPF, ESI, VDA, Administrative Charges, GST, Reliever Charges, Weekly off charges etc., must be borne by the agency and their rates applicable shall be as per government orders/amendments issued from time to time.
- xv) Minimum Wages as declared by Government from time to time are paid to the labour by the Agency. Any enhancement in Minimum Wages by Government during the subsistence of the Contract and its extended period will be reimbursed by the Company for Labour component only.
- xvi) Every month, the agency has to produce proof duly showing the remittance of PF, ESI, GST as per the rules and shall pay the minimum wages as per the Minimum Wages Act. Only after production of proof of remittance of all statutory deductions as per Rules of previous month, the bills for succeeding month will be cleared.
- xvii) The payment of minimum wages will have to be made to workmen through Banks only. After releasing the first month's bill, the contractor has to remit the wages into the respective Bank accounts of the labour engaged by him on the work. For releasing the payments of work done for the subsequent months, the Agency have to produce proof of having remitted the previous months wages into the respective Bank accounts of the labour engaged by him.



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- xviii) If any legal complication arises at any time on payment of wages under the Rules and Acts in force, it is the entire liability and responsibility of the Agency and the SCCL is in no way concerned and responsible.
- xix) The House keeping, Catering and Gardening personnel shall present themselves in proper uniform as advised by competent authority. The Agency shall provide required consumable material such as uniform etc., for the House Keeping, and no other payment will be made for these items.
- xx) The Agency shall issue photo identity cards to the House Keeping, and maintenance personnel at their cost. A Master Register containing the photo and relevant particulars of House Keeping, Catering personnel shall be submitted within a week from the date of executing the agreement.
- xxi) The Agency shall be totally responsible for their welfare of its personnel as well as for damages/thefts caused to SCCL Property due to negligence of their House Keeping, personnel and shall bear the expenses towards making good the damages/thefts etc.. The loss has to be made good by the agency, failing which the amount will be recovered from the Agency. All personnel deployed shall perform duty honestly, sincerely, diligently and shall be well disciplined while dealing with the Employees/Visitors/Guests etc. If the conduct / character of the staff engaged by the agency are found to be unsatisfactory, they shall be removed immediately with suitable replacement.
- xxii) The G.M (Coordination) of SCCL reserves the right to accept/reject any of the offers of any/all the Agencies without assigning any reasons thereof. The decision of the G.M (Coordination), SCCL will be final. The G.M (Coordination), SCCL reserves the right to allot the work to one agency or to more than one agency as per the discretion of the authority.
- xxiii) The written agreement to be entered into between the Agency and SCCL shall be the foundation of the rights of both the parties and contract shall not be deemed to be completed, until the agreement has first been signed by the Agency and then by the proper officer authorized to enter into contract on behalf of SCCL and a Non Judicial stamp paper of worth Rs.100/- shall be submitted by the agency on receipt of order for the same.
- xxiv) No part of the contract shall subject to any change whatsoever without written permission of the D.G.M. (Purchase), SCCL nor shall transfer be made by power of attorney, authorizing others to receive payment on the agency's behalf. The agency shall not sublet either whole or in part to any agency.



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- xxv) Even though the Agency meets the above qualification criteria, they are subjected to be disqualified if they have made misleading or false representation in the forms, statement and attachments submitted in proof of the qualification requirement and/or record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failure etc.
- xxvi) The Service Charge quoted shall be firm and valid till the completion of the work, i.e., Two years except minimum wages of workmen.
- xxvii) The House Keeping personnel engaged by the contractor shall not have any right or claim for employment with the Singareni Collieries Co. Ltd.
- xxviii) The Company will not extend any transportation to the staff of the agency.

SITE VISIT:

- xxix) **The Agency is advised to inspect the Guest House before submitting his offer. For clarifications if any please contact Administrative Manager/In-charge Guest House. Telephone No: 040-23300494.**
- xxx) The Personnel on duty shall provide effective Housekeeping and maintenance services at the Guest House. In case of theft occurring in the area where the House keeping, personnel are deployed, information shall immediately be given the Administrative Manager. Once the management files FIR in Police Station the Agency shall help in the follow up of investigation by the Police and for submission of report within 3 months time. If it is not traced, they have to give a notice that they are unable to detect. The case may be reopened at any time whenever the Police people catch the culprits. The House Keeping, service Agency shall also conduct their own investigation and submit the report to the G.M (Coordination), SCCL, Hyderabad. In case during investigation if it is proved either by the Police authorities or a committee appointed by G.M (Coordination), SCCL, Hyderabad for the purpose, that the theft occurred due to the negligence of the House keeping personnel, the cost of the stolen material on a depreciated value shall be recovered from the monthly bills payable to the firm
- xxxi) The contractor has to provide identity Cards to the labour engaged.
- xxxii) The contractor Supervisor shall possess a mobile phone and kept in use. Failure to do so it will attract a penalty of Rs.100 per each observation.



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- xxxiii) The contractor has to deposit an amount equivalent to one month order value as a security deposit in the form of FDR before submission of 1st month bill. The same will be refunded after successful completion of the work. The agency will forfeit the security deposit if the contractor is failed to fulfill the contract obligations.
- xxxiv) If necessary records shall be maintained by the contractor with regard to engagement of labour, payment of wages, EPF and ESI and to be submitted on demand to Administrative Manager/SCCL.
- xxxv) No advance payment shall be made.
- xxxvi) The contractor will not engage child labour and also agree for permitting the labour weekly off.
- xxxvii) The contractor shall not involve in or cause strike and obstruction of work either directly or indirectly. The contractor will be debarred for a period of 2 (two) years in addition to termination of the contract and forfeiture of security deposit amount if the agency found their involvement.
- xxxviii) The contractor shall abide all the above stipulated terms and conditions as laid in the Tender Schedule.



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PART – ‘B’

Annexure - II

2.0 COMMERCIAL TERMS AND CONDITIONS:

2.1 Security Deposit:

- i) The EMD will be converted as Security Deposit on award of work.
- ii) Besides, One month order value should be submitted as performance bank guarantee should be deposited in the form of FDR on any nationalized bank in favour of M/s.Singareni Collieries Company Limited, Hyderabad as non-interest bearing security deposit by agency at the time of agreement, which shall be refunded after satisfactory completion of contract period of two years.

2.2 Taxes and Duties:

- a) The payments to the contractor are subject to TDS u/s 194 C of the Income Tax act 1961, and rules and other regulations specified there under, prevailing from time to time.

2.3 Payments:

- (a) Payments will be made once in a month on submission of bills, with a certificate of satisfactory performance issued by Admin. Manager, Hyderabad/the officer-in-charge duly deducting statutory taxes levied by State/Central/Local bodies etc., from time to time.
- (b) The Successful Tenderer should follow all the Labour Legislations statutory provisions as per applicability and as amended from time to time including the minimum wages act. Only after production of proof of remittance of all statutory deductions of previous month, the bills for succeeding month will be cleared.
- (c) To avoid inconvenience in production of current month's documents mentioned above, first month bill shall be released without production of these documents and sub-sequent month's bills shall be released only on production of the said documents pertaining to previous month. For settling the final bill, the last month document shall be enclosed.
- (d) If any legal complication arises at any time on payment of wages under the Rules and Acts in force, it is the entire liability and responsibility of the successful Tenderer and the SCCL is in no way concerned and responsible.



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2.4 Penalties:

- a) **Penalties in case of termination for not commencing work:** Termination of the contract in this issue, the Security deposit shall be forfeited.
- b) If the service provided by the successful Tenderer is found to be unsatisfactory, a penalty of 10% from the monthly bill will be levied. Prior to this, a notice will be served for improvement. If no improvement is made in spite of levying the penalty and notices, Contract will be terminated, besides black listing of the successful Tenderer for further business with the company and Security Deposit & further security deposit shall be forfeited and no claim whatsoever shall be entertained. SCCL reserves the right to evaluate the performance of the successful Tenderer and the successful Tenderer cannot dispute or question the decision taken by SCCL in this regard.
- c) Penalty of Rs.250/- per person per day will be deducted, if required manpower is not engaged. This is in addition to non-payment of wages for the non-deployed persons.
- d) If the successful Tenderer fails to fulfill the contract terms & conditions and services are stopped due to failure, contract will be terminated without any prior notice and the Security deposit & further security deposit will be forfeited.

2.4 Price Fall Clause: In the event, a price lower than the price in this Contract are accepted by the firm/contractor, within a period of 6 months from the date of signing of this Contract from any other agency under similar terms and conditions of the contract issued to the firm/Contractor, benefit of such lower price shall also be offered to SCCL under this Contract. The firm/Contractor shall intimate SCCL about his acceptance of such lower price immediately.

2.4.1 Risk purchase Clause: In case the firm/Contractor fails to deliver the terms of the contract as per the order and SCCL is forced to enter into new contract for the purpose with another firm at a higher price, the firm/Contractor shall pay the difference in prices to SCCL.

2.4.2 Unsolicited Discount: Suo-moto reduction shall not be considered for evaluation whether given before or after opening of price bids. If any Tenderer other than lowest offers Suo-moto reduction in the prices after opening of the price bid, the offer shall be rejected out rightly. However, if there is a suo-moto reduction from the lowest Tenderer adjudged on the basis of comparative statement as per price bids before such reduction, the benefit of suo-moto reduction shall be availed of at the time of placement of order on the lowest Tenderer. SCCL reserves the right not to accept the lowest bid.



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Annexure - III

3.0 PRICING TERMS AND CONDITIONS

Wages for the 20 persons for 2 years as per prevailing minimum wages informed by GM(Personnel),IR,PM & RC vide letter No.CRP/PER/IR/M/361/1552 dt:19.10.2018 & bonus informed vide no.CRP/PER/IR/C/85/587, dated 08.05.2018 is detailed below:

Sl. No.	Description of the item	Un-Skilled Rate/Muster for Area 'A'	Semi Skilled Rate/Muster for Area 'A'	Skilled Rate/Muster for Area 'A'
1	Basic Wages/day w.e.f.01.10.2018	558	617	679
2	EPF @ 13.61% on Basic Wages	75.94	83.97	92.41
3	ESI @ 4.75% on Basic Wages	26.51	29.31	32.25
4	Bonus @ 8.33% on basic Wages	46.48	51.40	56.56
5	Service Charge @ 10% on basic plus VDA of daily wage	55.8	61.7	67.9
6	Total Wages/day (Sl.no.1+2+3+4+5)	762.73	843.38	928.13
7	No of days per month	30	30	30
8	Wages per person per month (Sl.no.6*7)	22,881.91	25301.32	27843.75
9	No of persons required per day	8	9	3
10	Wages/Total No.of persons/month (Sl.no.8*9)	183,055.25	227711.871	83531.259
11	No.of months	24	24	24
12	Amount of wages/Total No.of persons/24 months (Sl.no.10*11)	43,93,325.95	54,65,084.90	20,04,750.22
13	Total Wages in 24 Months (Sum of Sl.no.12)	1,18,63,161.07		
14	GST @ 18% as applicability extra	21,35,368.99		
15	Total Wages in 24 Months with GST (Sl.no.13+14)	1,39,98,530.06		

Evaluation Criteria: *In Technically Qualified Bidders, the L1 bidder will be selected through a lottery system to be drawn at O/o.GM(CDN) in presence of representative of Finance & Purchase departments.*

Note:

1. *There is no change in Service Charge Payment during the contract period. As per applicable minimum wages from time to time, difference of minimum wages will be paid for wage component only.*
2. *Introduction of any taxes, any during the execution of the contract will be to the company's account.*
3. *(a)The Successful Bidder in this Tender will not be allowed to participate in future tenders of similar type at Hyderabad Purchase up to one year from the date of award of this contract.*

(b)The Successful bidder of Transit Guest House at Lakdikapool Tender (Enq.No. HY11800198 dt:26.09.0018), which is under process, will not be allowed in lottery in enquiry against present subject work, even if the firm is Technically Qualified.



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ANNEXURE - II

Format of Letter of Bid (LOB)

LETTER HEAD OF BIDDER

To,
The Deputy General Manager (Purchase)
The Singareni Collieries Company Limited.,
Singareni Bhavan.,
Redhills.,Lakdikapool.,
Hyderabad.,
PIN - 500004

**Sub : Providing House keeping Cooking and Catering Services at Sr.Officers
Guest House, Vijayanagar Colony, Hyderabad.**

Ref: HY118O0323 Dt.08.01.2019.

Dear Sirs,

I/We offer to supply the material as per our offered rate/price in accordance with the conditions of the NIT document as available in the website.

This Bid and your subsequent Supply/Purchase Order shall constitute a binding contract between us.

I/We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

If any information furnished by **me/us** online towards eligibility in this tender is found to be incorrect at any time, penal action as deemed fit may be taken against **me/us** for which **I/we** shall have no claim against SCCL.

Yours faithfully,

(Signature of Bidder)

1. Name of Authorised Signatory :
2. Type of Authorisation :
3. Name of the Bidder :
4. Address :
5. e-Mail Address :
6. Mobile/Telephone Number :
7. FAX Number :
8. Place :
9. Date :



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ANNEXURE - V

**ATTESTED COPIES OF FOLLOWING DOCUMENTS TO BE ENCLOSED
ALONG WITH TENDER DOCUMENT.**

- i) A Certificate of minimum 3 years of experience in last 5 completed financial years (2013 -14 to 2017-18) in maintenance of large Guest houses of either in Government/Reputed Organization/Public Sector or Private Limited Companies.**
- ii) Minimum Turnover of Rs.50.00 lakhs per year during the last three completed financial years i.e., for the years 2015-16 to 2017-18 in the following format :**

Year	Turnover
2015 – 2016	
2016 – 2017	
2017 – 2018	

- iii) EPF Enrolment certificate.**
- iv) ESI Enrolment certificate.**
- v) Certificate of Registration for GST.**