



## Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

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No.KASEZ/P&C/4/113/2001/

Dated:- 06/04/2016

### OUTSOURCING OF FOR ASSISTANCE IN RUNNING RESTAURANT AND HOUSE KEEPING OF KASEZ HOUSE-CUM-FACILITATION CENTRE

The Chairman, Kandla SEZ Authority, invites expression of interests from reputed agencies/individuals having sufficient experience in hospitality services, to run and maintain the Guest House and a high quality Restaurant at Kandla SEZ. The Guest House is to be used by the entrepreneurs and their overseas clients visiting the Zone for export-import activities connected with the Special Economic Zone. It will also be used by other important visitors to the Zone Administration and those of other service agencies like Banks, Warehouses, etc. The Guest House has at present six rooms and two VIP suits and recreation and communication facilities, with provision for future expansion.

#### SCOPE OF WORK:

Providing assistance to run the Restuaruant and House Keeping of the Guest House-cum-Investors Convenience Centre at KASEZ.

Following facilities/infrastructure shall be provided by Kandla SEZ Authority free of cost.

1. Canteen Hall & Kitchen
2. Free electricity for lighting & water supply
3. Furniture (Table & Chair) for Restaurant Hall
4. Civil & electrical maintenance of building only.
5. Deep Freezer
6. Tea Container (5 litres)
6. Fridge
8. Water cooler
9. Land line telephone connections with intercom in all rooms.
10. Gas connection

The successful bidder shall provide a minimum number of personnel for assistance for running the Restaurant and House Keeping, as under:-

Sr.No.	Personnel	Nos.
1	Supervisor/ Receptionist-cum-Bill Clerk having computer knowledge	1
2	Cook	2
3	Waiters and cleaners	4

The successful bidder shall also provide the following:-

- (i) Cutlery, crockery, glass wares and table linen.
- (ii) Dish wash, soap and soap powder.
- (iii) Kitchen vessels and equipment such as oven, mixer grinder, serving dishes, cooking ranges, Tawa, etc.
- (iv) Wet grinder
- (v) All consumable items for preparation of the food and beverages.
- (vi) Refilling of gas cylinder
- (vii) Chopping table or any other items as required in the kitchen.

The Service provider shall be responsible for entire house keeping of the Guest House, which include day-to-day cleaning of the Guest House, timely washing of the bed-sheets, pillow covers, blankets, etc. provided in the room and proper billing of the rooms allotted and deposit the amount so collected as room tariff with the Kandla SEZ Authority.

**Eligibility for the bidder:**

(a) Experience of having successfully run a catering services during the last for two years during last 5 years in a PSU/Government organization or a reputed private company or should be running a Hotel of repute. A certificate about satisfactorily providing service by the concerned organization(s) may be provided. In case of any dispute, decision of Chairman, Kandla SEZ Authority shall be final.

(b) Tenderer should have handled a work of catering/managing a guest house/hotel of value of Rs.10 lakhs in any one of last two financial years. A proof in this regard will be submitted. In case of any dispute, decision of Chairman, Kandla SEZ Authority shall be final.

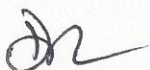
(c) The tenderer should be having PAN number.

OTHER TERMS AND CONDITIONS:-

1. The outsourcing shall be for a period of two years or as may be decided by the Authority.
2. The bid should be in two parts – Technical Bid (Proforma given at Annexure-I) and Price Bid (Proforma given at Annexure-II).
3. Tenderer has to quote for providing the personnel, per month, as mentioned in the scope of work given above, which will be paid by the Authority to run the Guest House.
4. The personnel provided shall be in proper uniform.
5. The bidder shall not undertake any room booking directly. The booking shall be done through Secretary, Kandla SEZ Authority or Security Officer, Kandla SEZ.
6. It will be the responsibility of the bidder to issue bills for the room booking and to collect the charges thereof.
7. The bidder shall ensure that the amount so collected towards room booking is deposited with the Kandla SEZ Authority on a daily basis.
8. The bidder shall provide details of occupancy on a daily basis to the Secretary or Security Officer, Kandla SEZ.
9. Tender shall be accompanied by a demand draft of Rs. 15,000/- towards earnest money deposit, payable in favour of Kandla SEZ Authority, payable at Gandhidham without which bid will not be considered valid. In case the bidder withdraws or alters the terms of the tender, the earnest money shall be forfeited.
10. The awardee of the contract shall furnish a Bank Guarantee of Rs.50,000/- (Rupees fifty thousand only) of any nationalized Bank for the duration of the contract. **This Bank Guarantee shall be forfeited for non-fulfilment of any of the terms of the contract, damages to the infrastructure, etc.**
11. The tenderer shall not be in the exclusive occupation of the licensed premises and the Authority will have at all times the right to enter upon and supervise the premises at any time.



12. The tender shall ensure hygienic condition is maintained in the entire Guest House throughout the day and night.
13. The tender shall maintain a high quality restaurant and shall ensure that quality food and beverages are supplied and the medium used for food preparation must be AGMARK quality.
14. The tenderer shall charge for food and beverages, the rates as per the rates approved by the Chairman, KASEZ Authority, from time to time. For the purpose, menu card and the present rates approved by the Authority is placed at Annexure-I.
15. Tenderer shall display the approved menu prominently in the Restaurant & Rooms.
16. The Authority has built up the Guest House and has provided furniture and fixtures in the rest rooms, which shall not be damaged by the bidder.
17. The entire premises and building along-with the fixtures shall be the exclusive property of the Authority and the tenderer shall have no ownership right over these premises, furniture and fixtures.
18. The tenderer is under obligation to maintain the Premises and fittings, fixtures in good working conditions and in case of any repair is to be carried out the tenderer shall inform Kandla SEZ Authority in time.
19. The tenderer shall get all his personnel medically certified from the Medical Officer of KASEZ Dispensary, to be free from communicable/contagious diseases in addition to general fitness.
20. The tenderer shall be responsible for the cleanliness of crockery, cutlery, cooking utensils, furniture, fixtures, etc. including that of Kitchen, Canteen Hall and the Guest Rooms. The KASEZ Authority will neither provide any cleaning materials, dusters, etc. for the same nor any extra payment will be made on this account.
21. Tenderer will arrange to collect payment on prescribed rates against the items (food and beverages only) served to anybody on their own. Any credit facility extended by the tenderer to anybody will be at his cost and risk and the Authority will not take any responsibility on this account.
22. The tenderer shall be responsible for timely payment of wages to their workers/staff as per Minimum Wages Act and fulfill all other statutory



obligations, such as Provident Fund, ESI, Service Tax, etc. in force from time to time, if applicable.

23. The tenderer shall ensure proper discipline among their workers/staff and further ensure that they not indulge in any unlawful activity.

24. Employment of child labour is strictly prohibited under the law.

25. The tenderer would be entitled to discontinue operations after giving 3 months' notice to the Authority or by surrendering the deposit. The Authority also reserves the right to terminate the contract with a one month notice period or making a payment of Rs.25,000/- (Rupees twenty five thousand only).

26. For any inquiry about the terms and conditions or for visiting the Guest House-cum-Facilitation Centre, any of the following may be contacted.

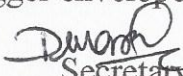
(a) Shri Devaraj.C, Secretary Phone: 02836-253950

(b) Shri Charan Singh, Security Officer Phone: 9429129154

27. The Chairman, Kandla SEZ Authority reserves the right to not consider any application without assigning any reason.

28. Tender should be addressed to The Chairman, Kandla SEZ Authority, o/o The Development Commissioner, Kandla Special Economic Zone, Gandhiham-Kutch 370 230, so as to reach him by 1300 hours on 29-04-2016. The Technical Bid (Annexure-I) will be opened on 29-04-2016 at 1530 hrs. Financial Bid of those who qualify in technical bid shall be considered.

29. Sealed technical bid and sealed financial bid shall be placed in a separate covers and the two envelopes/covers shall be placed in a bigger envelope.

  
Secretary <sup>blm</sup>  
for Chairman,  
Kandla SEZ Authority.

ANNEXURE- I

PROFORMA TECHNICAL BID

To

The Chairman,  
Kandla SEZ Authority,  
Gandhidham-Kutch 370 230.

Sir,

**Subject: Providing assistance for running restaurant and housekeeping of KASEZ  
Guest House-cum-Investors Convenience Centre**

The undersigned, having read and examined in detail the tender document in respect of providing services for outsourcing of accounting work on contract basis, do hereby express our interest to provide such services.

1.	Name of the Company/Firm	
2.	Address of the Company/Firm	
3.	Name, address of the contact person for all tender related issues	
4.	PAN details ( attach a copy)	
5.	Telephone	
6.	E-Mail of the contact person	
7.	Fax No, if any.	
8.	Proof as per Eligibility Criteria (a)	
9.	Proof as per Eligibility Criteria (b)	
10.	Declaration (pl. attach as per Form-II)	
11.	EMD For Rs.15,000/-	DD No. & Date Name of Bank:

Thanking you,

Yours faithfully,

Date:  
Place:  
Business Address:

(Signature of the Authorised Person)  
Name:  
Designation:  
Seal:

ANNEXURE-II

PROFORMA FOR PRICE BID

1. Name of the Company/Firm, address, etc.

S.No.	Particulars	Supervisor/ Receptionist- cum-Bill clerk	Cook	Waiters/ Cleaner	Total/month
1	Basic Wages+DA per month				
2	Cost towards uniform*				
	Total				

\*Cost of uniform (two pairs of shirts and pants & shoes) shall include onetime uniform cost. The bidder should work out the cost on average monthly basis and the amount so worked out should be indicated in the bid.

Note: No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

Yours faithfully,

(Signature of the Authorised Person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

## LIST OF ITEMS WITH RATES TO BE SUPPLIED AT THE RESTAURANT

### 1. Beverages:

Sr.No.	Name of the items	Approved rates (Rs.)
1	Tea (one cup)	15.00
2	Coffee (one cup)	20.00
3	Milk (one glass)	15.00
4	Cold drinks	MRP
5	Mineral water	MRP

### 2. Breakfast/snacks (at-least two items need to be made available in the day)

Sr.No.	Name of the items	Qty.	Approved rates (Rs.)
1	Bread Pakora	1 pc	5.00
2	Samosa	1 pc	5.00
3	Dal Vada (with chutney)	1 plate (2 pcs)	20.00
4	Sada Dosa with sambhar	1 plate	35.00
5	Masala Dosa with sambhar & chutney	1 plate	50.00
6	Chana Bhatura	1 plate (2 pcs)	50.00
7	Poori sabji	1 plate (4 pcs)	40.00
8	French Fries	1 plate	30.00
9	Bread Butter or Bread Jam	1 plate	20.00

### 3. Meals items:

Sr.No.	Name of the items	Qty.	Approved rates (Rs.)
1	Dal fry	1 plate	50.00
2	Roti	1 pc	7.00
3	Plain Rice	1 plate	40.00
4	Jeera Rice	1 plate	50.00
5	Veg. Fried Rice	1 plate	55.00
6	Lemon Rice	1 plate	50.00
7	Curd (plain)/Raita	1 plate	20.00
8	Subzi (Mix. vegetable)	1 plate	50.00
9	Paneer Masala	1 plate	65.00
10	Alu Mutter	1 plate	45.00
11	Panjeer Burji	1 plate	60.00
12	Palak Paneer	1 plate	65.00
13	Fried Papad	1 pc	10.00
14	Masala papad	1 pc	15.00
15	Luch Fixed Thali (4 roti/rice/dal/mix veg/paneer masala/papad/achar/curd/salad/	Per person	90.00