



**TENDER DOCUMENT FOR FACILITY MANAGEMENT SERVICES**  
**(HOUSEKEEPING AND CATERING),**  
**FOR BANK'S VIP GUEST HOUSE**  
**AT 810 INDIRANAGAR, DEHRADUN**

**Tender ID :DEL/DDN/R-IX/2024-03-03**

Schedule -II (Price Bid)

## **ANNEXURE-I**

### **PERIODICITY OF HOUSE-KEEPING SERVICES**

(a)	Sweeping & Mopping	
	Rooms	Once a day and on change of occupancy.
	Lobbies & Corridors, Drawing Room, Dining Hall	Sweeping & Mopping once a day and when warranted
	Staircase	Sweeping twice a day. Mopping once a day.
	Open terraces, Road/ Pavements/ parking	Sweeping/mopping once a day.
(b)	Cleaning of waste and garbage from rooms, kitchen etc.	Once a day and on change of occupancy.
(c)	Disposal of garbage and waste paper to the Municipal Garbage	Once a day.
(d)	Dusting of furniture	Once a day.
(e)	Vacuum Cleaning of carpets /sofa sets/ Curtains/ doormats	Once a week.
(f)	Cleaning of toilets/ WC's/ Washbasins	Once a day and on change of occupancy.
(g)	Cleaning of Buckets/Mugs with Vim/detergent	Once a day and on change of occupancy.
(h)	Cleaning of bathroom tiles/ fittings	Once a week.
(i)	Cleaning of window panes/ wall panelling	Once a week.
(j)	Cleaning of fans/switch-boards/walls/tube-lights /wall-hanging	Once a week.
(k)	Opening of clogged drains/sewer lines	As and when required but at least once in a fortnight.
(l)	Maintenance and operation of Electric fittings, water-pumps, compound lights etc.	On an on-going basis.
(m)	Changing off LED Bulb, LED Tubelight	When ever required.
(n)	General checking of all toilets fittings and sanitary accessories	On change of occupancy.
(o)	Washing/ dry cleaning of bed sheets, towels, pillow covers	Replacement once in three days and also on change of occupancy and on request of occupant.
(p)	Cleaning & disinfection of overhead and underground water storage tanks.	Once in three months.
(q)	Cleaning of all the refrigerators	On change of occupancy

**BRAND OF CLEANSING MATERIAL FOR HOUSE-KEEPING SERVICES**

	<b>NAME OF CLEANING ITEM</b>	<b>BRAND*</b>
	Phenyl	Doctor Brand/Genda/Lizol/Patanjali
	Handwash	Dettol/Godrej/Lifebuoy/Patanjali
	Toilet Cleaner	Harpic Liquid
	Floor/Wash basin Cleaning	Lizol/Harpic(Red)
	Pane Glass(Door, Window)	Colin/Mr. Muscle
	Dish washing Material	Vim/Pril/EXO
	Repellents	Allout /GoodKnight / Hit
	Freshener	Airwick /Ambipur/Godrej
	Other Cleansing Material	Eco-friendly First Grade Brand

**Above brands and/or brands of comparable quality (to be approved by the Bank) can only be used**

**LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN CATERING**

<b>S.No.</b>	<b>ITEM</b>	<b>BRAND</b>
1.	Milk	Mother Dairy/ Amul /Ananda
2.	Bread	Boon/ Sunrise Baker
3.	Butter	Amul
4.	Jam	Kisan /Tops
5.	Tomato Sauce	Kisan /Maggi / Patanjali
6.	Chili Sauce	Kisan/Maggi
7.	Tea/Tea Bags	Taj Mahal /Lipton/TATA Tea
8.	Coffee	Nescafe / Bru
9.	Refined Oil /Groundnut Oil	Sundrop /Dhara /Fortune /Patanjali
10.	Vanaspati Ghee	Dalda /Rath
11.	Mustard Oil	Dhara /Fortune /Patanjali
12.	Rice	Basmati of good quality not less than Rs.60/- per kg in retail market
13.	Sugar	Good quality of reputed brand
14.	Atta /Maida/ Besan	Shakti Bhog/ Pilsbury /Rajdhani /Ashirwad
15.	Pulses	Good quality of reputed brand
16.	Spices	MDH/ Captain cook/Everest /Patanjali
17.	Fruits/Vegetables	Seasonal fresh quality
18.	Salad	Green fresh vegetables of good quality and variety
19.	Pickle	Kisan /Tops /Mother's/Patanjali
20.	Papad	Lijjat /Haldiram /Patanjali
21.	Ice-Cream	Mother Dairy/ Vadilal /Amul

\*Above brands and/ or brands of comparable quality (to be approved by the Bank)can only be used. Bank's Decision in the matter will be final and Binding on the contractor

**MENUCARDFORCATERINGSERVICES****A. BREAKFAST**

S. NO.	REGULAR	OPTIONAL	DAYS
1	Bread & Butter	Dosa / Bread Rolls	Monday
2	Butter Toast with Jam	Idli / Stuffed Parantha	Tuesday
3	Corn Flakes with Milk	Upma/ CholePuri	Wednesday
4	Seasonal Fruits	Poha/ AlooPuri	Thursday
5	Juices	Dosa/ Vegetable Pakoras	Friday
6	Tea/Coffee	Idli/ Bread Pakoras	Saturday
7	Curd/Milk	Upma/ Vegetable Cutlets	Sunday

**B. LUNCH / DINNER**

S. NO.	ONALLDAYS	VEGETARIAN OPTIONAL	NON-VEG- OPTIONAL	DAYS
1	Chapati	Shahi Paneer	Chicken	Monday
2	Rice	Mushroom Mutter	Mutton	Tuesday
3	Dal	Mutter Paneer	Egg Curry/Fish Preparation	Wednesday
4	Seasonal Vegetable	Mushroom Mutter	Chicken	Thursday
5	Papad, salad	Paneer Bhujia	Mutton	Friday
6	Curd/ Raita	Karahi Paneer	Egg Curry/Fish Preparation	Saturday
7	Fruits/Desert	Shahi Paneer	Chicken	Sunday

**SOUP**

Tomato Soup Monday, Wednesday, Friday and Sunday

Vegetable Soup Tuesday, Thursday and Saturday

**C. BED TEA****D. EVENING TEA /COFFEE WITH LIGHT SNACKS SUCH AS BISCUITS, VEG. PAKORAS, WAFFERS ETC.**

The above Menu is subject to revision at the discretion of the Bank any time at short notice, bank's decision on the menu and items to be delivered will be final and binding on the contractor.

**RATE LIST FOR CATERING SERVICES AT VIP GUEST HOUSE****A. BREAKFAST**

ITEM	RATE	ITEM	RATE
Bread Butter Jam (4Pieces)	15/-	Dosa/ Idli, Upma, Poha 1Dosa /2Idlis /1Plate Poha /Upma	15/-
Corn Flakes with Milk	15/-	Bread Roll/ Veg. Cutlets- 2Pieces	15/-
Fruits	15/-	Stuffed Parantha-2Pieces	15/-
Juices	15/-	Puri with Aloo/ Chhole -5 Pieces	15/-
Tea/Coffee	5/-	Veg Pakora1Plate(125gm)	15/-
Curd/Milk	10/-	Bread Pakoras-2Pieces	15/-

**TOTAL COST OF BREAKFAST PER PERSON Rs.50/-(ANY THREE ITEMS WITH COFFEE /TEA)**

<b><u>B. LUNCH/DINNER</u></b>	<b><u>VEGETARIAN</u></b>	
Soup		Rs.5/-
Chapati,Rice, Dal, Seasonal Vegetable		Rs.25/-
Premium Vegetable		Rs.25/-
Curd/ Raita		Rs.10/-
Papad,Salad		Rs.5/-
Fruit/Desert		Rs.10/-
<b><u>NON-VEGETARIAN</u></b> (Any one of the following in place of Premium Vegetable)		
Chicken		Rs.25/-
Mutton		Rs.25/-
Egg-Curry		Rs.25/-
Fish Preparation		Rs.25/-
<b>TOTAL COST OF MEAL PER PERSON Rs 80/-</b>		
<b><u>C. BED TEA</u></b>		<b>Rs.5/-</b>
<b><u>D. EVENING TEA WITH LIGHT SNACKS</u></b>		<b>Rs.15/-</b>
Kitchen Services from 6.30 A.M.to10.30P.M.		

Bank's decision on the menu and items to be delivered will be final and binding on the contractor

## BILL OF QUANTITIES

**NAME OF WORK—PROVIDING HOUSEKEEPING, MAINTENANCE, CATERING ETC. FOR THE BANK'S VIP GUEST HOUSES AT 810, INDIRANAGAR, DEHRADUN**

### SCHEDULE OF RATES

SL. No.	Description			Net Amount Per Month
Providing House-keeping, maintenance and catering services for the Guest Houses, (details enclosed) which shall comprise of:-				
		A	B	A+B
		*Minimum wage per month (Basic+VDA+EPF+ESI) for 30 working days in a month	Any other wage component payable to Labour over A for 30 working days in a month	Total Labour Wages for 30 working days in a month
1	Main Cook (professionally qualified-Skilled)-1No			
2	Assistant Cook(Semi Skilled)-2No			
3	Room boy-cum-helpers—04-Unskilled			
Availability of services of Plumber, Electrician and Carpenter as per requirement, free of cost (Please quote rates of individual category of man power separately. The tender shall be summarily rejected otherwise)				
<b>*As per the Labour laws, Government Notifications/amendments from time to time, minimum wages should be as per the Central Govt., applicable to Dehradun.</b>				
<b>*Total working Hours not exceeding 8 Hours per person per day or as specified by the Government</b>				
<b>*If minimum Wages plus, VDA, ESI &amp; EPF in(A) are quoted below the prevailing wages as notified by central government applicable to Dehradun the tender will be rejected. (Reference document/government notification in this regard may be submitted)</b>				
<b>*If the government revises the minimum wages, ESI, EPF as stated in(A) same will be reimbursed as applicable only in item( A), item(B) will remain firm for the entire contract period. Bank's Decision in this matter will be final and binding on the contractor.</b>				

Sl No.	Description	Net Amount Per Month
4	Washing/Dry/Vacuum Cleaning of bed sheets, towels, pillow covers, blankets, carpets etc as specified in the tender document for all rooms and common space of the Guest House as directed by the Bank	
5	Supply of cleansing and toiletries material such as soap, Naphthalene balls, Odonil, Phenyl, Allout, Baygon, Finit, Vim /Detergent, Brooms, duster, floor duster, cleanzo etc. as specified in the tender document or as directed by the Bank for all rooms and common space of the Guest House.	
6	Miscellaneous items like refilling of LPG, replacement of fused Led Bulbs, LED Tubes, choke, starter, consumables, plastic bags, materials required for maintenance of plants etc. in the Guest Houses, as specified in the tender document or as directed by the Bank for all rooms and common space of the Guest House.	
7	Periodical cleaning of water storage tank etc. as specified in the tender document or as directed by the Bank	
8	Providing one English and one financial news paper in all the rooms in the guest houses and 2 number of English, Hindi, Financial newspaper each, i.e., 6 news papers of variety in the lobby/drawing room, as specified in the tender document or as directed by the Bank	
9	<b>DTH's services in all the rooms, lobby and on other point as per requirement. As specified in the tender document or as directed by the Bank</b>	
10	Additional Management fee (Includes Service Charges + Admin Charges+ other Expenses etc. Per Month.)	
<b>Total Amount Per month (Excluding GST same will be payable as applicable)</b>		

Note:-The rates quoted includes all other taxes, duties, loading, unloading, transportation, other expenses etc to site. Only GST will be paid extra as applicable. If any cell of Price Bid for any item is left blank same will be considered as zero.

Dated:

Signature of Contractor  
Name, address & seal of firm