

NOTICE FOR PREQUALIFICATION CUM TENDER

NIT NO:

Ref: ICTS/TIFR/SER/W-09/2015

Tender Notice No. 005/Apr/2016

Providing Guest House Facility Management Services at International Centre for Theoretical Sciences of Tata Institute of Fundamental Research at Survey No.151, Shivakote Village Hessarghatta Hobli, and Bengaluru North.

Administrative Officer, ICTS-TIFR, Survey No.151, Shivakote Village Hessarghatta Hobli, Bengaluru North – 560 089, on behalf of the DIRECTOR, ICTS, invites sealed tenders (in two bid) from eligible contractors for the work and details as given below:

1. WORK: Providing Guest House Facility Management Services at International Centre for Theoretical Sciences of Tata Institute of Fundamental Research at Survey No.151, Shivakote Village Hessarghatta Hobli, and Bengaluru North.

- i. E.M.D: Rs.80,000/- (Rupees Eighty Thousand only)
- ii. Security Deposit: Security Deposit @ 10% of the contract value.

2. ELIGIBILITY/ QUALIFICATION:–

- A. Contractor should have a minimum 2 (two) years of experience in providing housekeeping services, reception and room allotment, general maintenance services, hospitality of guests etc., for a minimum of 50 room guest house or 100 guests.
- B. Preference will be given to companies having national presence and ISO 9001-2000 certification. Preference will be given to companies who have experience in running a facility of International standards in the last 3 years.
- C. The agency shall have atleast one ongoing contracts with a capacity of 50 or more rooms.
- D. The agency shall have executed or be executing a single contract of minimum **Rs. 36 lakhs per annum** or two contracts of minimum **Rs. 18 lakhs per annum** or three contracts of minimum **Rs. 12 lakhs per annum** during the **last two year period**.
- E. The bidding agency should have experience (at least 1 contract in the last 2 years) in providing similar services to Public Sector Companies/Government Departments / Research Organizations / Reputed Private Sector Companies.
- F. Either the Registered Office or one of the Branch Offices of the bidder should be located in Bangalore.
- G. The bidding agency should have its own Bank Account.

Bidders must submit documentary proof in support of meeting the minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter head of the company and enclosed in a cover, to be submitted with the proposal.

- A. The bidder should have a valid **PAN number** issued by the Income-Tax Authority.
- B. The bidder should have a valid **Registration Certificate** of the firm / agency / Company.
- C. The bidder should have a valid **License** issued by the Competent Authority.
- D. The bidder should have valid **ESI & PF** registration certificate.
- E. **Security Considerations:** The persons deployed by the agency should NOT have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying.
- F. Having regard to the scope of work, qualification, training and experience that are required for the job, the contractor should offer such emoluments and benefits to the people to be employed by him which takes into account:
 - a) The Qualification, Training and Experience of the deployed personnel.
 - b) Annual increase in Salary on account of revision of Basic Wages + V.D.A.
 - c) Emoluments which are well above the minimum wages as prescribed under the Minimum Wages Act.

3. TENDER DOCUMENTS CAN BE PURCHASED from 26.04.2016 to 16.05.2016 between 10:00 hrs and 17:30 hrs. on all working days from the Office of ICTS-TIFR, Survey No. 151, Shivakote, Hessarghatta, Bengaluru-560 089. Tenderers who download the document from the portal should enclose the tender fees along with Technical bid.

4. COST OF THE TENDER DOCUMENTS (Non-refundable) is Rs.1000/- (Rupees One Thousand) in the form of Cash or Demand Draft drawn in favour of "INTERNATIONAL CENTRE FOR THEORETICAL SCIENCES", payable at Bangalore.

5. PROSPECTIVE AGENCIES TO SATISFY THEMSELVES of fulfilling all the NIT criteria before submission of the tender. Centre reserves the right of Non- issue/ Non- consideration of tender documents of the agencies who are not fulfilling the NIT stipulations and/ or having adverse report on the works carried out by them in the past.

6. PRE-BID MEETING shall be held on 10/05/2016 at 11.00 hrs at the office ICTS-TIFR, Survey No. 151, Shivakote, Hessarghatta, Bengaluru-560 089.

7. SUBMISSION OF TENDER: The tender for the work shall be received up to 15:00 hrs. on 17/05/2016 in the Office of ICTS-TIFR, Survey No. 151, Shivakote, Hessarghatta, Bengaluru – 560 089 and shall be opened at 15:30 hrs, on the same day.

The tenders should be submitted in two sealed covers.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price/ Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% shall be considered for financial evaluation. Thereafter, financial proposal shall be evaluated. The commercial lowest bidder shall be the first preferred contractor for the award of Work.

1. The **First sealed cover - COVER I** should be superscribed “**Technical Bid**” and should contain Annexures **A-E** duly accepted, signed by authorised signatory with seal .

The cover shall also contain the following documents:

- (i) Company profile including previous experience of manpower deployment to government Departments, Multi - National companies, etc. Please attach copies of Work Orders, Completion Certificate, etc.
 - (ii) Acceptance of terms and conditions specified in these tender documents.
 - (iii) Demand Draft /Bank Guarantee in lieu for Earnest Money Deposit.
 - (iv) Solvency Certificate issued by your banker.
 - (v) Deployment pattern of Personnel including the number of Receptionists/ Supervisors/Janitors to be deployed.
 - (vi) Work Order copy of a single contract worth **Rs. 36 lakhs per annum** or two contracts of **Rs. 18 lakhs** or three contracts of **Rs. 12 lakhs** or more during the last two year period.
 - (vii) Copies of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm /agency/Company and proof of 2 years’ experience in providing Hospitality Services in reputed organisations.
2. The **Second sealed cover - COVER II** superscribed '**Price/ Financial Bid**' should contain **Annexures F to J**, rates to be quoted on monthly basis for normal duty of 8 hrs per day per person in Annexure F.

- The above mentioned two covers shall be sealed on the outside with wax seal bearing the logo/name of the company submitting the bid.
- These two covers shall be again put into a single wax sealed cover superscribed “**Tender for Guest house facility management at ICTS Campus, Survey No 151, Shivakote Village, Hessarghatta Hobli, Bangalore North, Pin 560089**”. This should be addressed to **Administrative Officer, ICTS-TIFR, ICTS, TIFR, Survey No 151, Shivakote Village, Hessarghatta, Bangalore North, Pin – 560 089** and shall be sent by post/courier so as to reach before the prescribed time.

The Technical Bid will be opened on 17th May 2016 at 15.30 hours.

On the date of tender opening (i.e. on **17th May 2016**), only the Technical Bids shall be opened in the presence of attending tenderers. The Technical bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance.

In case the last date of sale/ receipt of tender are declared as holiday, the respective dates shall be treated as postponed to the next working day accordingly.

8. THE CENTRE RESERVES THE RIGHT to verify the particulars furnished by the applicant independently and accept/ reject the tender without assigning any reason thereof. Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by ICTS. Centre reserves the right to split the order based on the technical evaluation.

9. IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in ICTS.

10. The intending bidders are advised to visit the ICTS Guest House to see the available infrastructure before submitting their offers.

(Please contact (080) 46536000 for more details)