

**PART II ( PRICE/FINANCIAL BID)**  
**TO BE SUBMITTED IN SEPARATE SEALED COVER**

**National Bank for Agriculture and Rural Development  
Madhya Pradesh Regional Office, E-5, Arera Colony, Bhopal**



**NABARD**

**Tender for Comprehensive Maintenance & Upkeep and all related works of NABARD's Visiting Officers' Flat (VoF) & Catering Services at NABARD's Regional Office located at E-5, Arera Colony, Bhopal (for period- 1 April 2020 - 31 March 2023)**

NAME OF THE CONTRACTOR/ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**LAST DATE OF SUBMISSION : Till 15:00 hr on 11-03-2020**

**Tender for Comprehensive Maintenance & Upkeep and all related works of NABARD's Visiting Officers' Flat (VoF) & Catering Services at NABARD's Regional Office located at E-5,Arera Colony, Bhopal(for period- 1 April 2020 – 31 March 2023)**

**PRICE BID/FINANCIAL BID**

**A. Comprehensive Maintenance & Catering Services at NABARD's VoF** : Rate quoted for Comprehensive Maintenance & Catering Services at NABARD's VoF as as per detailed scope of work described in Part - I of the Tender Document to include providing services of, **one Front Office Assistant cum Care Taker cum supervisor** (skilled worker) having experience in hospitality field and have good communication skill / house keeper/attendant/helper (s) to carry out round the clock (24x7 hours) catering, maintenance & housekeeping and attending to guests **(This responsibility of VoF maintenance and catering services by the caretaker shall be combined), one trained and experienced cook** (skilled worker) well versed in preparation of north, south and continental cuisine for continuous operation of kitchen including cleaning maintenance of kitchen equipments, **one trained Helper/Cleaning & Maintenance Staff ( skilled worker) with one sweeper** (unskilled worker) to carry out cleaning, sweeping, swabbing of rooms including dusting of furniture, cleaning of Toilets & Bathrooms. Maintaining bed linen, towels, curtains, blankets etc. by washing, ironing, (including periodic dry cleaning of blankets) in about 4 rooms with Bed sheets, towels, pillow covers: upon every change of occupancy and on every third day of usage; Dry cleaning of blankets and curtains: once in two months . Provision of items supplied by NABARD free of cost like toilet kit, drinking water, newspaper, tea/coffee/milk /sugar sachets in VOF rooms daily as per occupancy.

<b>Total Lump sum Bid for providing manpower to undertake Comprehensive Maintenance &amp; Catering Services at NABARD's VoF</b> (Amount in Rs.)	<b>Bid amount per month</b>	(in Figures) :
		(in Words) :
	<b>Bid amount per annum</b> (per month amount X 12 months)	(in Figures) :
		(in Words) :

**Note** : Rates should be quoted after taking into account the cost of material either supplied free of cost by NABARD or required to be provided by the contractor as per the details given in the Part I of tender and average occupancy about 450 room nights p.a.

**B. Comprehensive Catering Services at NABARD's Regional Office at Bhopal** : I/We agree to provide the catering services at NABARD's Regional Office at Bhopal at the rates offered by NABARD for Comprehensive Catering Services at NABARD's Regional Office at Bhopal as per detailed scope of work described in Part - I of the Tender Document to include, i) Catering Services of serving tea/ coffee on all working days from Monday to Friday to employees **two times daily** (approx. 120 staff) the contractor **will be paid at the of Rs. 15.00 per cup of tea/ coffee etc (with biscuits as per mutual agreement) at the present approved rate of NABARD (subject to revision from time to time);**

ii) To prepare and serve fresh and wholesome meals/snacks/beverages to the employees of NABARD and such others as approved by NABARD as per the instructions received from the NABARD'S authorised official on the basis of the requirement of NABARD. (payable as per agreed rates in addition to payment for tea/coffee indicated at i) above; iii) To arrange for supply of water and tea/snacks, in the meetings and to the official guests on call basis (Reimbursement for tea /snacks/packaged water as per agreed rates, in addition to payment for tea/coffee indicated at i) above and iv) For providing the catering services as above,in effective /timely manner, the services of Front Office Assistant cum Care Taker cum supervisor has to be utilised (skilled worker) , **Trained Helpers for serving Tea /Coffee- 4 Nos** (semi skilled worker) (Normally this responsibility is required during the time when the office is open on week days, one staff responsible for each floor of the office) will be ensured. This will be covered in the payment of Rs.15.00 per cup (with buicuits as per mutual agreement) for two times in a day for 20 days in a month to approx. 120 staff members.

**C. Declaration :** We / I have read and understood all the instructions / conditions stipulated in the tender document. We / I have taken into account the above Instructions / Terms and Conditions and all the relevant factors while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Seal and Signature of the tenderer

Place:

Date: