

/INDIAN INSTITUTE OF TECHNOLOGY ROPAR

NOTICE INVITING TENDER

**CONTRACT FOR RUNNING GUEST HOUSE
(Tender No. 104/2017)**

Last date of receipt of bids : 28/11/2017 up to 03.00 p.m.

Date of opening of Tech. Bids : 28/11/2017 at 03.30 p.m.

Sealed Tenders are invited for running of Guest Houses in IIT Ropar Transit Campus from reputed service providers. For details and tender document containing detailed terms & conditions, visit Institute website www.iitrpr.ac.in/tenders.

The Director, IIT Ropar reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The institute will not be responsible for any loss or postal delay of the documents in transit.

Registrar

Contract for Guest House

Technical / Qualification Bid

Eligibility criteria

1. Any individual/partnership firm/cooperative society/company can apply.
2. Applicants must have PAN No. & proper GST no.
3. The bidder should have/obtain before commencement of the work the requisite licenses, approvals, certificates from all statutory authorities as applicable.
4. The bidder must have minimum two years experience in running guest house in IITs or equivalent stature institute. The bidder must have successfully completed his/her previous contracts with satisfactory performance and submit the certification in this regard.
5. The bidder must have not been blacklisted/debarred/terminated from any institute for any reason.
6. The bidder must have not been imposed any fine/penalty on account of lack in services/unsatisfactory performance etc.

Terms and conditions

1. **ALL THE DOCUMENTS ENCLOSED SHOULD BE ARRANGED AND SUBMITTED IN THE SAME SERIAL ORDER AS THEY APPEAR ON THE QUALIFICATION BID.**
2. Tender Bids to be submitted in two different envelopes.
1st envelope superscribed as **“Technical Bid for Guest House Tender”** should contain:
 - i) EMD of **Rs.5,000/-** in the shape of demand draft favoring: The Registrar, IIT Ropar payable at Ropar
 - ii) Application form duly filled in and supported with the relevant documents of eligibility criteria and the terms and conditions (tender document) duly signed.
3. 2nd envelope superscribed as **“Price Bid for Guest House Tender”** should contain the Price bid in the prescribed form.
4. Tenders without EMD shall be straightaway rejected.
5. **The successful tenderer shall have to deposit security of Rs. 50,000/- in the shape FDR duly pledged in favor of Registrar, Indian Institute of Technology Ropar valid for a period of one year.**
6. Information in the application form shall be limited to the applicant. If any relevant data concerning the group of companies to which the applicant belongs is desired to be given, the same shall be given separately in supplementary sheet.
7. Applicant not providing details or with insufficient details shall be rejected.

SPECIAL CONDITIONS TO THE CONTRACT

1. The Contractor will use the kitchen equipment/utensils supplied by IIT Ropar only.
2. Loss of any kind to the Guest House/kitchen equipment/utensils due to the negligence of staff will have to be borne by the contractor and the same will be recovered from the security deposit of the contractor or monthly bill.
3. If the contractor provides eatables to the faculty and guests etc on credit, he himself will be responsible for recovery.
4. In case it is found and proved that the food/eatables provided by the contractor are not of good quality and are dangerous for health, the contract will be cancelled.

5. The Contractor and his staff will remain polite and well behaved with the guests of IIT Ropar. If it is found contrary, the contract can be terminated without any notice.
6. No advance payment will be given by IIT Ropar. The contractor will make arrangement on his own.
7. The rates of food and eatables etc can be fixed/revised only after the recommendations of the Guest House Committee and approved by the Director, Indian Institute of Technology Ropar, Rupnagar.
8. Initially the contract shall be awarded for a period of one year which can be extended for a further period of four years subject to satisfactory performance/service and with the mutual consent of the parties. However, committee reserves the right to give contract for a period of **three months for evaluation purpose** which may be extended subject to satisfactory performance/service. Depending on inflation a maximum of 10% increase in rates may be considered for extended period.
9. All the Terms and Conditions of the present contract are applicable to subsequent renewals unless explicitly mentioned. The Guest House Committee constituted will judge the performance of the contractor after completion of every year. After reviewing the performance, the License may be considered for renewal up to a maximum of five years period.
10. If at any stage the involvement of the Contractor in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving one month's notice. In case Contractor wants to terminate the contract, he / she has to give minimum three months notice.
11. The licence fee for the premises is nil.
12. The premises of the Guest House will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
13. The Licensee will not be permitted to franchise the Guest House for any other commercial activity.
14. No person with any offensive police record will be allowed to work in the Guest House and Safety measures are to be provided by the Contractor himself/ themselves.
15. Any change like timing of operation, rate of items and any additional item to be included in the Guest House Mess will require the permission of the Guest House Committee or any other officer designated by the Director.
16. The Contractor will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government in respect of wages and other benefits to his employees. The Contractor will strictly comply with Labor Laws such as child labor should not be engaged for any type of work in the guest house.
17. Minimum five persons to be deployed to take care of the guest house in which one will be skilled Cook, second will be semi-skilled cook, third & fourth will be helper and performing the work such as room service, check-in, check-out, washing and ironing of bed sheets/towels/pillow covers etc, attending guests, cleaning rooms etc and the fifth

will be for reception to work as receptionist to attend guests and office work. The minimum qualifying education will be as follows:-

1. For Skilled Cook: 8th standard with five years experience of cooking in a guest house/Institute/Hotel.
2. For Semi-Skilled: 8th standard with three years experience of cooking in a guest house/Institute/Hotel.
3. For Helper: 8th standard
4. For Receptionist: Graduate with knowledge of computers

18. The Institute shall not be the party in case any dispute takes place between the Contractor and his employees.

19. Dispute, if any, shall be subject to the jurisdiction of Ropar Courts only.

20. The tender content can be broadly divided into the following:-

- a) Providing maintenance service to Guest rooms/Guest house
- b) Providing special lunch/high tea/ juices for institute guests as and when ordered by the Institute.
- c) Providing normal lunch/ breakfast/ dinner for institute faculty and staff as well as normal occupants of the Guest House.

These are detailed in the following:-

(a) Guesthouse maintenance:-

- (i) **The Guesthouse comprises total 14 Rooms (6 in Main Guest House, 2 in Guest House No. 3, 4 in Mercury Hostel and 2 in Quarter no. 2, Type IV-B)**
- (ii) The contractor will maintain the Guesthouse as per the directions of Guest House Committee.
- (iii) The contractor will be responsible for proper uniform of the staff deployed in the guest house. The Dress code may be White Shirt with Black trouser or as per decision of the Guest House Committee.
- (iv) The Staff deployed in the guest house will have to take permission from the Guest House Committee before proceeding on leave.
- (v) The contractor will arrange manpower to take care of the check in and checkout of guests on 24 hours every day throughout the year. Atleast one employee may be part of cooking staff but must be available in Guest House. The contractor will also be responsible for maintaining spare key of rooms and hence responsible for liabilities.
- (vi) The contractor will arrange for cleaning the Guest house with the help of Institute workers, for whom he need NOT to pay any wages. Toilets and toilet material should be kept neatly.
- (vii) The contractor will collect room and food charges from guests as per the directions of the Guest House Committee and the same amount will be deposited to the Institute account on the next day. if the next day is the Sunday or holiday then next working day.

- (viii) The contractor will provide tea/coffee bag, small packet of Nestle milk powder, inside the rooms every day for making 2 tea / coffee per day per occupied room.
- (ix) Any other service requirement involving additional cost will be added as per the directions of the Guest House Committee.

b) Providing special lunch/dinner, high tea services to institute guests:-

- i) The contractor will provide the special lunch/dinner high tea services as and when ordered by the Competent Authority, Guest House on behalf of the Institute. The amount will be paid by the Institute after submission of the bills and verification by the Chairman, Guest House Committee. The contractor will allow enough time for administrative procedures for clearance of the bills. The cost of the items should be quoted from tendered cost or any subsequent modification by the Guest House Committee. The procedure for clearing the bill may change as per the institute decisions.
- ii) The guests hosted by the Institute need to be treated politely with due respect. Therefore, the staff employed by the contractor shall have been trained in such manners. If any misbehavior is found the contract is liable to be terminated within one month notice.
- iii) The contractor shall ensure equal treatment of guests without regard to the religion, region, race, creed, sex etc of the guest. Any such discrimination, inducement or allurement of guests of one religion would amount to terminating the contract with one month notice. However, the contractor may keep in mind the institute hierarchy while serving the guests.
- iv) Suggested Menu for special/lunch/dinner/ high tea (Please refer proposed menu detail).

c) Providing regular Guest House service daily for Faculty/Staff of Institute, occupants of guest rooms.

- (i) Institute provides rent free premises (one room only, for staying), and the contracts under (a) and (b) are clubbed with the contract under (c) in order to facilitate the contractor to supply at low cost under (c).
- (ii) Clauses (ii) and (iii) of (b) will apply.
- (iii) The contractor will charge the faculty/staff or guests and may choose his own way to collect the charges for the Guest House services. The rates quoted should be as approved by the Guest House Committee. The Institute is not responsible for any dues from the faculty and would not interfere if services are denied to a faculty or staff until payment of dues.
- (iv) The contractor shall not encourage corruption by offering free food/tea to Institute staff. Such an act will be considered against norms and the entire contract may be terminated with one month notice.
- (v) Menu for Breakfast and Lunch/Dinner (in Price Bid) are attached for reference (can be changed from time to time).

Note on the Menu:

1. Under the vegetable item, paneer or (non-veg of equivalent cost) will replace one vegetable and this must be served during Lunch or Dinner three times in a week.
2. For lunch and dinner a variety must be ensured. Dal of different varieties must be served on different days and for lunch and dinner. This may include the following: Moong dhuli, Moong sabut, Moong chilke wali, Masur Dhuli, Masur Sabut, Chana dal, Arhar Dal, Arhar, Kaala chana, Safed chana, Lobia/raungi, rajma, Urad sabut etc. No dal must be served more than twice during a week. Similarly, the vegetable of different varieties preferably, seasonal vegetable, must be served. The same vegetable must not be served more than twice during a week. The content of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu. If any dal or vegetable is served more than twice on any occasion, the users will have the right not to pay for that item on that day after the Guest House Committee has certified the extra repetition of the item.
3. The detailed daily meal wise menu specifying the dals and vegetable to be served will be identified in the beginning of each month by the Guest House Committee in consultation with the contractor. It will be mandatory for the contractor to serve this menu. In case of any difficulty in the same Guest House Committee must be informed well in time.
4. For guests observing fasts, the Contractor will provide the substitute items in lieu of the regular meal.
5. The contractor will not serve any item whose rates have not been approved by the Guest House Committee.

Quality of ingredients and other items: The ingredient used must be of reputed brands, some of which have been listed below:

- 1 Butter will be Amul/Verka/Mother diary.
- 2 Jam will be of Kissan/ Tops/ Safal.
- 3 Oil will be refined oil: Dhara / Sundrop/ Dalda / Saffola.
- 4 Rice will be good quality basmati (choice of brands to be pre approved by the Competent Authority / Guest House Committee.
- 5 Wheat atta will be of Ashirwad / Shakibhog.
- 6 Coffee will be Nescafe / Bru.
- 7 Tea must be branded, brand approved by the Guest House Committee.
- 8 Milk will be toned milk of Mother Dairy/Verka/Amul.
- 9 Ketchup and Pickles will be of Tops/Kissan/Nafed/MTR.
- 10 Salt will be iodized branded salt and masalas will be of either MDH or BMC, or any other approved brand.
- 11 Besan will be of Shakti bhog or Rajdhani brand(s).

12 Brand of any other item required or any of the above items, in case of non availability or above brands, will be mutually decided by the Guest House Committee and the contractor and approved by the competent authority.

Timings:

The following timings will be followed:

Breakfast	:	7:30 am to 9:30 am on weekdays (Mon to Fri) 8:00 am to 10:00 am on sat, sun and Institute holidays
Lunch	:	12:00 Noon to 2:30 pm on all days
Tea	:	4:30 pm to 5:30 pm on all days
Dinner	:	7:00 pm to 9:30 pm on all days

Note: The above schedule is subject to change by the order of Guest House Committee.

Note:

- The contractor need not pay charges for electricity usage/water bills, however, usage of electricity for cooking is not permitted. Gas cylinders required for cooking should be borne by the contractor.
- The contractor will be responsible for the cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene.
- The contractor will also provide branded/liquid soap and fresh towel for the wash basin.
- Dining tables and necessary utensils etc will be provided by the institute.
- The contractor should provide good quality saunf etc.

Application form for running Guest House in IIT Ropar

Sl. No.	Particulars	Details
1.	Name of the applicant	
2.	Address of the Registered Office	
3.	Year of establishment:	
4.	Type of Organization: (whether sole proprietorship, partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5.	Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers:	
6.	Details of Registration (if applicable): (Name of registering authority, date and registration number)	
7.	Number of years of experience in the relevant field with documentary evidence:	
8.	Address and phone numbers of office through which the proposed work of running Guest House in IIT Ropar will be handled and the name & designation of the in-charge:	
9.	PAN Number (photocopy to be enclosed):	
10	Income Tax return filed for last three Financial Years(Yes/No)	
11	GST No. : (Number & photocopy of certificates to be given)	
12	If applicable, whether ESI and EPF norms are complied: Yes/ No ESI Registration No: EPF Registration No:	
13	Number of persons employed: Permanent.....Temporary.....	
14	Details of similar works executed/being executed (attached copies of work orders)	

Signature & Stamp

A) PRICE BID FOR MAINTENANCE OF GUEST HOUSE

The charges are as per room per month basis where applicable

S. No.	Item	
1.	Monthly Charges for Arranging Check in Check out Of Guests (24 Hours, 365 days) issuing receipts using PC and Printer by deputing receptionist + Washing, Cleaning and Ironing the bed sheets/towels/pillow covers etc. using Washing Machine provided in the guest house.	

*Refer terms and conditions

B) PRICE BID FOR Menu Items: -

Meal	Menu	Current Rates for Information only
Breakfast	1. Bread Butter and Jam, Cornflakes (Kellogg's) with milk or 2. Pav Bhaji or 3. Veg. Sandwich, Omelet with bread/toast or 4. Aloo/Gobhi/Mooli/Stuffed Parantha with pickle/tomato sauce/chatani (02 pcs.) or 5. Poha/Idli/dosa/Upama/Uthapam 6. Pakoras/Aoloo Wada/Saboodana Wada/Dhokla or 7. Poori Bhaji AND 8. Tea/Coffee (Any one of the items 1 to 7 plus item 8)	Rs. - per diet*
Lunch/Dinner (Veg.)	1 seasonal vegetable, 1 Dal, Rice, Chapattis, Curd, ACP, 1 Paneer Dish (once in a week), any sweet dish (once in a week like halwa, kheer etc.), one seasonal fruit or fruit salad (once in a week)	Rs. - per diet *
(Non-Veg.)	1 Non-Veg Dish like (Chicken/Mutton/Fish)	Rs. - per diet*
Special Lunch (Veg.)	Soup, 1 Seasonal Vegetable, 1 Dal, 1 Paneer Dish, Curd, Rice, Chapattis, Papad, Salad, Fruit Salad, Ras Malai or Sponge Rasgula or hot Gulab Jamun , Ice Cream (Verka/Amul/Mother Dairy), Mici Roti/Parantha, Pori	Rs. - per diet*
Special Lunch (Non Veg.)	Soup, 1 Seasonal Vegetable, 1 Dal, Curd, Rice, Chapattis, Papad, Salad, Fruit Salad, Ras Malai or Sponge Rasgula or hot Gulab Jamun , Ice Cream (Verka/Amul/Mother Dairy), Mici Roti/Parantha, Poori, 1 Non-Veg Dish like (Chicken/Mutton/Fish)	Rs. - per diet*
Special Lunch (Veg. + Non-Veg.)	Soup, 1 Seasonal Vegetable, 1 Dal, 1 Non Veg Dish like (Chicken/Mutton/Fish), 1 Paneer Dish, Curd, Rice, Chapattis, Papad, Salad, Fruit Salad, Ras Malai or Sponge Rasgula or hot Gulab Jamun , Ice Cream (Verka/Amul/Mother Dairy), Mici Roti/Parantha, Poori	Rs. - per diet*
	ACP means Achar, Chatani and Papad	

Mineral Water	Bisleri, Kinley, Kingfisher, Aqua Fina	Less	% on MRP
High Tea	1. Veg Pakoras	Rs.	- per piece
	2. Samosas	Rs.	- per piece
Snacks	3. Sandwich	Rs.	- per piece
	4. Veg. Patty	Rs.	- per piece
	5. Dhokla	Rs.	- per piece
	6. Cutlet	Rs.	- per piece
	7. Bread Pakoda	Rs.	- per piece
Beverages (Cold & Hot)	1. Normal Tea	Rs.	- per cup
	2. Black Tea/Green Tea/Lemon Tea	Rs.	- per cup
	3. Normal Coffee	Rs.	- per cup
	4. Black Coffee	Rs.	- per cup
	5. Cold Coffee	Rs.	- per 200 ml
	6. Fresh Juice	Rs.	- per 200 ml
	7. Juice (Tetra pack)	Less	% on MRP
	8. Butter Milk	Rs.	- per 200 ml
	9. Lassi	Rs.	- per 200 ml
	10. Soup Veg. (Tomato/ Veg/Sweet corn)	Rs.	- for 1 serving
Sweets	1. Gulab Jamun	Rs.	- per piece
	2. Rasogulla	Rs.	- per piece
	3. Balushai	Rs.	- per piece
	4. Kaju Barfi	Rs.	- per piece
Others	1. Roasted Cashew	Rs.	- 20 gms
	2. Chips	Rs.	- 10 gms
	3. Biscuits (fibre rich)	Rs.	- 2 pcs
	4. Roasted Almonds	Rs.	- 20 gms

** As per prevailing practice there will not be any restrictions on the quantity of any item.*

Note:

1. Separate rate for each item as mentioned above may also be indicated. These rates should not be more than market rates when compared.
2. Rates should be quoted inclusive of Sales Tax/other govt. levies.
3. Refer terms and conditions

Signature and Stamp

Proposed Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Bread Butter, Jam, Corn flakes with milk & Tea or Coffee	Pav Bhaji + Tea/Coffee	Bread Omelet, Veg. Sandwich with Tea/Coffee	Parantha (Aaloo, Gobhi, Mix, Mooli), curd, sauce/chatani with Tea/Coffee	Poha/Upma/ Idli/Dosa with Tea/Coffee	Bread Pakoda/Aaloo Wada/Saboodana Wada/Dhokla with sauce / chatni & with Tea/Coffee	Poori Bhaji with Tea/Coffee
Lunch	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP, 1 sweet dish	Rajma, Rice, Seasonal Veg., Curd, Salad, ACP, Micci Roti, any seasonal Fruit	Dal, Paneer dish / Non Veg dish, Rice, Roti, Curd, Saald, ACP,	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,	Kadi Pakoda, Seasonal Vegetable, Rice, Salad, ACP, Curd, Roti	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,
Dinner	Dal, Seasonal Vegetable, Rice, Roti, Curd, Saald, ACP,	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP, 1 sweet dish	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,	Dal, Paneer dish / Non Veg dish, Rice, Roti, Curd, Saald, ACP,	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,	Dal, Seasonal Vegetable, , Rice, Roti, Curd, Saald, ACP,

Please note the following:

- The menu is only proposed menu. However menu may be changed by the Guest House Committee.
- The seasonal vegetable & dal must be different for Lunch and Dinner and also the same should not be repeated immediate next two days.

AGREEMENT

This agreement made on this -----between the Indian Institute of Technology Ropar, Rupnagar Punjab an Institute registered under the Societies Registrar Act, 1860 through their Registrar of the one part, and having its Registered Office at Rupnagar, Punjab (hereinafter refer to as IIT Ropar).

And

----- (hereinafter referred to as the Proprietor which expression shall include his heir, executors, administrators and assigns) of the other part.

Whereas the IIT Ropar is desirous of giving a contract for providing the maintenance/catering services in the Guest House and whereas ----- have offered to provide the same on the terms and conditions hereafter stated.

Now it is hereby agreed by and between the parties.

1. The following documents shall be deemed to form part of the agreement
 - a) Undertaking submitted by the contractor pages 1-3
 - b) The letter of intent bearing No.-----
- 1.1 The contractor hereby agrees with the client to render catering service in conformity in respects as per provisions of this agreement.

COMMENCEMENT AND TERMINATION

2. That the agreement will come into force with effect from _____ and shall barring unforeseen circumstances, remain in force for a period of one year (initially for a period of six months and may be extended for further six months depending on the performance) i.e., up to -----. The agreement can be further extended for a further period of one year on mutual consent of both the parties.
- 2.1 That the agreement may be terminated by either party by giving three month's notice to the other
- 2.2 That under the circumstances given below the Institute shall have the right to terminate the contract without notice, in addition to other remedies as available under the law.
 - a. For committing breach of any of the terms and conditions of this agreement by the Proprietor, he will further be liable to pay the damages as assessed by the arbitrator.
 - b. Subletting by the Proprietor without written consent/permission of the Director, any part thereof or any benefit or interest thereon by the contractor to any third person.
 - c. The contractor being declared insolvent by a competent court of law.

ARBITRATION

3. In the event of any question or dispute or difference arising under this agreement or in connection therewith, the same shall be referred to the sole arbitrator appointed by the Director, Indian Institute of Technology Ropar or his nominee on mutual agreement of both the parties.
- 3.1 The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter originally referred to is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, Indian Institute of Technology Ropar shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the above said terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- 3.2 The expression Director, Indian Institute of Technology Ropar shall mean and include an acting/officiating Director.

- 3.3 The arbitrator may from time to time with the consent of all the parties extend the time for giving and publishing the award.
- 3.4 Subject to the aforesaid provisions, the Conciliation and Arbitration Act, 1996 and the rules made thereunder and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
4. All disputes and arbitration under this agreement shall be subject to the jurisdiction of the Court of Law at Rupnagar (Punjab)

IN WITNESS WHEREOF we set our hands on

FOR & ON BEHALF OF THE PROPRIETOR FOR & ON BEHALF OF THE INDIAN INSTITUTE OF TECHNOLOGY ROPAR

(PROPRIETOR)

(REGISTRAR)

Witness

Witness

1. _____ 1. _____

2. _____ 2. _____

UNDERTAKING

(To be provided by Tenderer on Stamp Paper)

 (sole proprietor/Director/Partner), the authorized signatory of

 having its registered office/principal office at

_____ do hereby solemnly affirm and declare as under:-

01. I/We undertake to abide by all the rules and regulations of the State/Central Government/Local Administration under the Minimum Wages Act, 1948 and any other relevant Act as may be in force from time to time/I/We undertake to indemnify IIT Ropar against any loss or damage which IIT Ropar may suffer as a consequence of our not complying with the laws referred to above. Also, I/We undertake to pay the person/s employed, wages in accordance with all existing and applicable laws. I/We further undertake to indemnify IIT Ropar against any loss or damage which it may suffer as a result of the negligence on the part of the tenderer or any of his employee in the course of performance under this tender/contract.
02. I/We also undertake to execute the agreement as presented by the Institute (IIT Ropar) and abide by the terms and conditions of the agreement which have been perused and understood by me/us. I/We have gone through the terms and conditions of the contract and agree and undertake to abide by the same during the term of contract.

03. I/We undertake to abide by the Municipal Bye Laws including the Food and Adulteration Act, rules and regulations, code of conduct for my/our employees that may be laid down by IIT Ropar.
04. I/We agree to provide uniforms/liveries to the staff to be employed/deployed by me/us as per the pattern and design approved by IIT Ropar at my/our cost.
05. I/We agree and undertake to provide well experienced workmen keeping good health and not suffering from any communicable/contagious disease.
06. I/We agree to undertake to provide manpower and render satisfactory catering services at IIT Ropar Guest House.
07. I/We undertake to pay electricity charges towards the electricity consumption on cooking, lighting, boiling, operating kitchen equipments and keeping the foodstuff and beverages either hot or cold on receipt of bills from Institute at the same rate at which the payment of Electricity charges is made by the Institute provided that I/We shall deposit _____(Rupees _____ only) per month in advance in first week of every month towards electricity charges to be adjusted on receipt of bill.
08. I/We undertake to pay the licence fee of Rs._____ for the Institute Guest House premises including kitchen and store as mentioned in the Agreement for Guest House.
09. I/We undertake to maintain kitchen utensils in good condition and replace in case of loss or breakage etc.
 - (a) I/We undertake to get the equipment repaired, installed and provided in the kitchen of the IIT Ropar at my/our cost.
10. I/We undertake to always keep the Institute premises clean and in good sanitary condition at my/our cost to the satisfaction of the Institute (IIT Ropar).
11. I/We agree that no rate escalation in the prices of food stuff, beverages etc., shall be made by me/us during the period of contract.
12. I/We agree that I/We shall not exhibit any printed or written notices or advertisement of any kind whatsoever without the prior approval of the Institute.
13. I/We undertake to maintain all the furniture articles, equipments and other articles supplied by the Institute (IIT Ropar) in good condition. I/We undertake that any repairs to the equipment, furniture, fittings, utensils shall be carried out at my/our cost.
14. I/We also undertake to maintain a stock register for all such items supplied by the Institute (IIT Ropar) and produce such stock register for inspection whenever demanded by the Institute or its authorized representative.
15. I/We undertake that I/We shall not sublet or use the Institute Guest House premises other than the purpose of the agreement and shall not make or permit to make structural additions and alterations to the same without the prior sanctions of the Institute.
16. In case of any loss, damages or theft of the Institute property within or outside the Institute premises, I/We undertake to make good or replace with the items of the same quality at my/our cost.
18. I/We undertake that the Institute premises shall not be used for residential purpose by us or any of our employees during the entire term of the contract and no Institute belongings shall be misused by our staff/employees.

19. On the expiry or termination or on failure of the contract, I/We undertake that all our employees direct or indirect shall vacate the Institute Guest House premises after handing over all the items supplied by the Institute to the authorized officer and clear all the dues, if any, outstanding.
20. I/We undertake to vacate the IIT Ropar premises immediately after the expiry termination of the contract.
21. The Institute shall be represented by a Chairman, Guest House Committee for supervision/control and all activities related to Guest House matters and the contractor shall be bound to abide by the Instructions/Orders/Decisions and Directions of such Officer(s).
 - (a) Tenderer 's Signature : _____
 - (b) Name :
 - (c) Address :
 - d) Seal of the Tenderer : _____