

**OFFICE OF THE DIRECTOR ALGARH MUSLIM UNIVERSITY CENTRE
MURSHIDABAD (WEST BENGAL)**

TENDER DOCUMENT

The Aligarh Muslim University Centre, Mursbidabad (West Bengal) invites sealed tenders from Private House Keeping and Catering Service Providers to our Boys & Girls Hostel comprising of 70 students approximately. The tenderers should fulfill the following conditions:

I. EXPERIENCE

The Companies/Contractors should have at least 5 to 7 years experience in providing above mentioned services to the Hostels, Educational Institutions, MNCs, Government Organizations., etc.

II. EMPLOYEES TERMS:

1. Employees of the Company/ Contractor preferably will be boys for Boys Hostel and Girls for Girls Hostel.
2. All the persons provided to the University would be employee of the Contractor/Company. Hence Company/Contractor will be responsible fully for their wages, emoluments and claims.
3. Company/Contractor will be liable to pay PF, ESI and Bonus to their employees.
4. Company/Contractor will look after the matters of their leaves and in no way the work of Hostel should suffer.

III. TERMS AND CONDITIONS:

1. Tenderer must be registered in the Central Purchase Office AMU OR with any other Government Offices.
2. The Company/Contractor is liable to provide all the information as and when required by the University.
3. University will provide Gas Bank (without refilling of gas), Dining Hall, Kitchen area & wash area as available in the Hostel.
4. All tile Utensils material etc. will be of standard companies and will be provided by the Company/Contractor for preparing & serving the food to the students.
5. Electricity charges will be borne by the Company/Contractor.
6. All the cleaning materials of standard quality will be. provided by the Contractor/Company.
7. In case of any dispute, the matter will be referred to Arbitration at Murshidabad (W.B.).

8. Contract will be subject to a minimum period of 10 months on experiment basis.
9. Tenders duly filled in may be submitted by 05.3.2011 and will be opened on the same day.
10. The prescribed forms; (non-transferable) Tender documents and scope of work may be downloaded from the AMU website. Tender fee ` 500/- non refundable may be deposited in the cash section of the Finance & Accounts Department, AMU, Aligarh or cross demand draft should be in favour of Finance Officer, AMU, Aligarh payable at State Bank of India, AMU Branch (Code No 5555).
11. If the Company/Contractor desires, they may visit at AMU Centre, Hawara Biri complex, Mangal Jone. Omarpur, Jangipur. Murshidabad (West Bengal).

IV. SCOP OF WORK: Details are given on web www.arnuregistrar.com Details can also be obtained from the Camp office. AMU Centre, Murshidabad, Room No. 101, Hotel Indigo, Raghunathganj, Jangipur, Murshidabad, (Mobile No. 09933625436)

Signature of the Tenderer with seal

Office:' on Special Duty AMU centre, Mursbidabad

SCOPE OF WORK

Work Schedule:

- Ø After carefully supervising the entire premises i.e., Total Covered area and the open area of premises site, 1 HKP person will be deputed who would take care of the entire cleaning of inside as well as outside the premises.
- Ø One supervisor would be deputed to have overall cleaning of the premises done satisfactorily and proper usage of material will be monitored by the person to be authorized by the Director
- Ø Shifts would be of 8-hrs per boy and arranged to the present working schedule at hostel site and conveyed to the concerned staff accordingly.

Inside the building Premises:

- Ø Sweeping and mopping of all the tiled areas including the thoroughfares, lobby, reception, Work Bay areas, Kitchen area, Wash Area, Dining Area, Visitors waiting area, Common Room, Reading Room, Guest Rooms, Pathways Open driveways, Security Area, Pavements, etc., with environmentally friendly chemicals and equipment.
- Ø Scrubbing of tiled areas-whenver required on regular basis.
- Ø Dustbins and trash receptacles shall be cleaned and sanitized on daily basis.
- Ø Sweeping and mopping of all the staircases, handrails, passages, etc.
- Ø Vacuuming the carpeted areas and cleaning all doormats.
- Ø Dusting and wipe cleaning the furniture-tables, chairs, side Racks, cupboards, sofas, wood paneling etc.
- Ø Cleaning the glass surfaces-external as well as internal.
- Ø Polishing of brass handles, knobs and other metal items.
- Ø Cleaning of artificial plants, trees, and artifacts.

Toilets:

- Ø Continuous scrubbing, cleaning and refreshing of the toilets-including disinfectant treatment of toilets seats and bowl, water closets, urinal blocks and wash basins.
- Ø Continuous replenishment of the toilet supplies, rolls, tissue paper, hand towels, hand wash, etc.
- Ø Cleaning of doors and minors.
- Ø Scrub clean all the vents and windowsills.
- Ø Emptying the dustbin in the toilets.

Outside the building premises:

- Ø Cleaning the porch and landscape area on hourly basis in the immediate periphery of the building and utility rooms.
- Ø Picking up the dry leaves, paper waste, Plastic Waste etc., in the periphery.
- Ø Regular facade cleaning/window glass/window panes.

Signature of the Tenderer with sent

**OFFICE OF THE DIRECTOR ALIGARH MUSLIM UNIVERSITY CENTRE
MURSIDDABAD (WEST BENGAL)
TENDER DOCUMENT
TENDER FOR CATERING &. HOUSEKEEPING SERVICE FOR BOYS & GIRLS
HOSTEL AT AMU CENTRE MURSHIDABAD
(WEST BENGAL)**

1. Name &. Address of firm.....
.....
2. Phone No.:
3. Period or experience
4. Tender fee Rs. 500/- DD No. date.....
5. Last date for submission the Tender 05.3.2011

A. Menu for preparation of Meals

Day	Breakfast	Lunch	Dinner
Monday	Puri, Sabzi & Tea	Steam rice, Seasonal vegetable, Dal, Roti plain, Salad	Steam rice. Seasonal vegetable, Dal, Roti plain, Salad
Tuesday	Bread Butter & Tea	Steam rice Seasonal vegetable, Dal, Roti plain, Salad	Steam rice, Seasonal, vegetable, Dal, Roti plain, Salad
Wednesday	Paratha, Sabu & Tea	Steam rice Seasonal vegetable, Dal, Roti plain, Salad	Steam rice, Cheese, Dal, Roti plain, Salad
Thursday	Bread, Butter & Tea	Steam rice. Seasonal vegetable, Dal, Roti plain, Salad	Steam rice, Seasonal vegetable, Dal, Roti plain, Salad
Friday	Puri, Sabzi & Tea	Steam rice chicken, Dal, Roti plain, Salad	Steam rice. Chicken curry , Dal, Roti plain, Salad, Sweet dish
Saturday	Bread, Butter & Tea	Steam rice, Seasonal vegetable, Dal, Roti plain Salad	Steam rice, Seasonal vegetable, Dal, Roti plain, Salad
Sunday	Paratha, Sabzi & Tea	Steam rice, Seasonal vegetable, Dal, Roti plain, Salad	Veg. Briyani, Egg curry , Dal, Roti plain, Salad, Sweet dish

Amount Rs.....(Please quote rate per student per day inclusive of all taxes).

B. Housekeeping service as per details given in Scope of Work

Amount Rs.....(Please quote rate per month inclusive of all taxes)

Note: Terms & Condition, if any kindly specify

Signature with Seal of the Tenderer