

EXECUTIVE ENGINEER, KASALI DIVISION, HPPWD, KASALI (H.P.)

Notice Inviting Tender

Executive Engineer, H.P.P.W.D Kasali cum Member Secretary, H.I.M.S.E.S on behalf of HIMSES hereby invites bids from reputed firms/organizations having experience in Government Organizations, Public Sector and Guest Houses registered with Govt. to bid for providing House-keeping, catering and total management services at **HIMACHAL SEWA SADAN** building having 39210 sq ft covered area including basement and 24479.06 sq ft plot area at Chandigarh with broad scope of work includes but not limited to cleaning of complete complex, providing management and operational services including lift operation, security etc. and for providing normal catering service for at least 15 hours daily on all days of the week in **HIMACHAL SEWA SADAN, SECTOR-25-WEST, CHANDIGARH** for a period of one year and extendable by another year subject to satisfactory service. The catering service includes provision of morning tea/breakfast/evening tea/ lunch/dinner in the canteen located within the complex.

Name of work	Earnest Money
House-keeping, catering, total management and Maintenance services at HIMACHAL SEWA SADAN	Rs.60,000/-

Qualifying Criteria

- i) Annual financial turn over from the similar services in each of the last three years ending 31st March, 2011, of the firm should be equal to Rs.40 lacs. The information must be supported by Audited Balance Sheet or certificate of Chartered Accountant, otherwise the information will not be considered and bid will be rejected.
- ii) The bidder should have minimum of 3 years experience in providing House Keeping, catering services in Government Department/ Public Sector / Guest Houses registered with HP Govt. / Central Govt. /other State Governments.
- iii) The bidder should have successfully & timely completed in the field of similar nature minimum two works of Rs.20 lacs per year or three works of Rs.15 lacs per year in each of the last 3 years. in Government Organization, Public Sector and Guest Houses registered with Govt. Contractor should submit documentary evidence, Award Letter and satisfactory completion of work certificates from the previous Employer (not below the rank of Executive Engineer / General Manager or Equivalent) otherwise the experience will not be considered for evaluation and bid will be rejected. Similar nature of work means, providing the House Keeping and catering Services in Govt. organization/Public Sector organizations/5 Star hotels/Guest Houses etc. having minimum 4,000 sq. m. of floor area. Timely completion means, the work should have been successfully completed and date of completion should fall on or before **31.03.11**.

Instructions:-

Cost of Bid documents: **Rs 5000/-**(Non-Refundable)

1. The complete bid document may be obtained from the address for communication given below from **28.09.2011 to 17.10.2011** on any working day between 10:00 a.m. and 4.00 p.m., on payment of non-refundable document fee of Rs.5000/- in the form of Demand Draft/Pay order/Banker Cheque in favour of Executive Engineer, H.P.P.W.D Kasauli cum Member Secretary H.I.M.S.E.S payable at Kasauli or downloaded from the website <https://hptenders.gov.in> w.e.f. **28.09.2011 at 11 a.m to 17.10.2011 till 4:00 p.m.** Documents downloaded from the website should be accompanied by DD of **Rs. 5000/-** in favour of Executive Engineer, H.P.P.W.D Kasauli cum Member Secretary H.I.M.S.E.S payable at Kasauli at the time of submission of bids. Tender documents downloaded from web-site and not accompanied by the required Demand Draft will not be considered and shall be rejected.
2. Detailed scope of work and other conditions may be seen in the bid document.
3. The documents if required by post/courier, an additional sum of **Rs. 200/-** (for postage in India) be sent along with the Demand Draft. The Executive Engineer, HPPWD, Kasauli cum Member Secy. H.I.M.S.E.S will not be responsible for the postal delays.
4. The site visit and **pre-bid** meeting of those bidders who have purchased the documents shall be held at **11:00 a.m on 12.10.2011** at the HIMACHAL SEWA SADAN, SECTOR-25-WEST, CHANDIGARH.
5. The **date for submission** of the bid Documents is **17.10.2011 up to 4.30 p.m.** in the office of Executive Engineer, HPPWD, Kasauli cum Member Secy. HIMSES. Bids received late or incomplete bids will not be considered. The technical bids would be **opened on 18.10.2011 at 11.00 a.m.** in the presence of the representatives of the bidders, who wish to attend. The financial bid of only those bidders shall be opened whose technical bids are found to be in order and to the satisfaction of Employer as per TOR/eligibility. Date of opening of **financial bids** of the technically qualified bidders shall be conveyed separately, which shall be tentatively in **1st week of November.**
6. The bids without Earnest Money as per TOR shall be rejected at the time of opening. Executive Engineer, HPPWD Kasauli Division, Kasauli reserves the right to extend the date of receipt of tenders and to accept or reject any or all the offers without assigning any reason whatsoever.

Address for communication:

Executive Engineer, HPPWD, Kasauli Divisions cum Member Secy. HIMSES

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