

**Thakur Pyarelal State Institute of Panchayat & Rural Development
Nimora, Raipur (C.G.)-492016 No. //TPSIPRD/2017 Nimora,
Raipur Dated //2017**

Expression of Interest Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.) invites proposal for Management of TPSIPRD i/e Security, House Keeping, Gardening, Mess/catering arrangement.

Submit your offer for the job as specified. Your offer should be submitted in sealed cover as specified in this tender document and addressed to the Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.) with our reference number super-scribed on the cover and on the understanding that you have read through the Terms and Conditions of this invitation and the enclosures and undertake to abide by them. Tender documents will be available from 20th September 2017 and onwards on all working days during office hours from the office of Director, TPSIPRD Nimora Raipur after paying bank draft of Rs. 10,000/- (non refundable) in favour of Director TPSIPRD, Nimora Raipur payable at Raipur. The tender documents can also be downloaded from the website: <http://cgsird.gov.in> for which document cost will be submitted along with the bid envelope

Director TPSIP&RD, Nimora Raipur

1. Name of Services- Management of TPSIPRD building

Working field include — Security, Gardening, Maintenance of premises, House Keeping, Mess/Catering arrangement, water supply system etc. The work will be on the complete turnkey basis.

Tender documents will be available from 20.09.2017 and onwards on all working days during office hours after paying bank draft of Rs. 10,000/- (non refundable) in favour of Director, TPSIPRD Nimora Raipur payable at Raipur. The tender documents can also be downloaded from the website: <http://cgsird.gov.in>, Tender Document Fee will be paid by the Bidder at the time of submission of the bid if document is downloaded from website. Tender documents complete in all respects shall be submitted to the office along with a refundable security deposit (DD, FDR or Banker's Cheque) of Rs. 2,00,000/-(in words Rs. Two Lakh only) favoring Director, TPSIPRD Nimora Raipur payable at Raipur within below specified time frame Last Date of receipt of Tender is 05.10.2017 by 2.00 PM. Tender is on 05.10.2017 from 3.00 PM. Prebid meeting will be held on 05.10.2017 at 12.00 AM at Office of Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur 492016 (C.G.) The Successful bidder should submit a performance guarantee of Rs. 3,00,000/- (Rs. Three Lakhs) only in shape of D.D./ Fixed Deposit/ Bank Guarantee favoring Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.) payable at Raipur.

Note: No Tender document will be accepted without the Security Deposit in prescribed format.

2. Eligibility Criteria

The agencies intending to bid for appointment as a Hospitality service provider shall fulfill the following pre-qualifying criteria:- 1. The principal bidder should be registered business entity (company/partnership/firm/proprietorship) and should have been operating in the same field for at least last 3 financial years. 2. The Bidder should have three work order in the same field of minimum total value of Rs. 1 crore , out of which one work order should be in state of Chhattisgarh with minimum value of 25 lakhs during the last two financial year.

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3. The bidder should have Income Tax PAN,TIN/Sales Tax, Service Tax Registration Certificate by Commercial Tax Department, Valid Catering license like FSSAI (Food Safety and Standards Authority of India) or from competent authority. Clarification - Eligibility criteria - 1. The principal bidder should be registered business entity (company/partnership/firm/proprietorship) and should have been operating "in the same field" for at least last three financial years) - Integrated maintenance of institution/complexes (including catering, security, premise maintenance etc.) The decision of the committee will be final in this regard.

4. The bidder should have sound financial position and should have cumulative turnover of Rs. 1 crore (Rupees One Crore Only) for last three financial year.

5. Statement of account audited by CA for the last three years to be furnished with the technical bid.

3. Scope of Services

1. Maintenance and up keeping of all the bathrooms, toilet, washbasin and cleaning both times daily as per requirements. 2. Keeping the premises clean by cleaning the rooms/ kitchen/ dining hall and

whole premises every day. 3. Garbage disposal (Biodegradable and Non Biodegradable will be collected

separately) - This is an obligation of successful bidder. 4. Provision of sufficient number of 6 male and 3 female security guards for

overall security of premises and infrastructure. 5. Maintenance of internal electrification, AC, Power Generator, Power Station, Street Light, Water cooler, Water heater Solar Panels, Water Pump, and water supply system within the premises. 6. The Bidder has to establish a modern equipped kitchen to prepare food

hygienically. 7. To provide morning tea, breakfast, lunch, evening tea with snacks and

dinner during trainings/workshops/meetings. 8. Housekeeping services.

9. New bed sheet, pillow cover & blankets & its maintenance to be provided by the successful bidder for new girls hostel (total room 9) & VIP guest house (total room 24) but for old hostel (total room 84) only maintenance to be done as , bed sheets, pillow covers & blankets are already present. 10. Maintenance of - 11 LED Projectors, 54 TV installed in conference halls, hostel rooms, classrooms and common area. 11. Bidder should have a team with proper dress code and with ID cards. 12. Required overall up keep of Lodging & Boarding facilities drinking water, Security. 13. Towel, Soap, Dettol liquid soap- in the hostel room, toilets to be provided by the successful bidder. 14. Maintenance of building - No civil maintenance will be done by the successful bidder. 15. Maintenance of CCTV camera- All by the successful bidder. 16. 50 set top box to be Installed by the successful bidder. TV will be installed by institute but to be maintained by the bidder. 17. Maintenance of AC & Cooler - 194 AC & 150 Coolers to be maintained by successful bidder. 18. Flower, Bouquet and welcome drinking water- only for VIP by the successful bidder. 19. Normal wear & tear will be borne by the successful bidder but maintenance which requires high capital expenditure will be borne by the institute.

4. Submission of Tender:-

Tender shall be prepared and submitted in one sealed envelope containing 2 separately sealed envelopes inside. All envelopes shall be surely sealed and shall have super inscription on the cover indicating name and reference of the tender and envelop number.

1. Envelope 1:

It will contain EMD & Technical bid. Earnest money deposit in the form of crossed bank draft/FDR or Bankers Cheque of Rs. 2,00,000/-(Rs. Two lakh only)

refundable without interest of any nationalized bank in favor of Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.) payable at Raipur. Technical bid shall contain all documents required in support of meeting the eligibility criteria as stated above in Para 2 Eligibility Criteria.

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2. Envelope 2: It will contain Financial bid in the prescribed format.
5. Evaluation of technical Bids Technical qualification will be done by TPSIPRD as per eligibility criteria.
6. Award of Work: - Work will be awarded to successful bidder by TPSIPRD.
7. Duration of Agreement: - This agreement is valid for two years from the date of issue of work order. Further it can be extended up to a period of one year with mutual consent.
8. Basis and interpretation of signing the tender form: - The signing of the tender by the Bidder shall be deemed an acceptance of all stipulations and provisions of these conditions and associated documents as an integral part of the contract. No provision in these general conditions shall be rendered inapplicable except only so far as these provisions are not consistent with provisions contained in any specification and technical condition, in which case the later shall be effective provision.
9. Period of validity of tender: - The Bidder agrees that the tender once dispatched/ submitted shall remain irrevocable and open for acceptance for a period of 6 months from the date of opening of tender. If any Bidder withdraws his tender before the said period or makes any modification in the terms and conditions of the tender, which are not acceptable to the TPSIPRD, the TPSIPRD shall without prejudice to any other right be at liberty to forfeit the earnest money deposit absolutely.
10. Acceptance of tender: - The acceptance of tender will vest with the TPSIPRD, who reserves to himself the authority to give relaxation in any terms and conditions or reject any or all of the tenders without assigning any reasons. Tenders in which, any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The TPSIPRD does not bind the right of accepting the whole or any part of the tender and the Bidder shall be bound to perform the same. Unsealed tenders are also liable to be rejected.

11. Tender Deposit: - The Bidder shall submit tender along with EMD of Rs. 2,00,000/- (Rs. Two Lakh only) (refundable) in the form of demand draft/FDR or Bankers Cheque of any nationalized bank in favor of Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.) payable at Raipur. If the successful Bidder to whom the contract is awarded refuses or neglects to sign or fails to furnish the performance bond, his earnest money deposit shall be forfeited. The EMD (without any interest) of unsuccessful Bidder will be returned as soon as practicable after the award of contract to successful party or termination of the validity of the tender proposal, whichever comes first. Any tender without EMD (Earnest Money Deposit) will be rejected. The successful bidder must furnish a performance guarantee of Rs. 5,00,000/- (Rs. Five Lakhs only) in shape of D.D./Fixed Deposit/ Bank Guarantee in favour of Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.)

- There will be no escalation in the rate during the period of contract even in case of increase in labour rate.

12. Representation: - i) On acceptance of the bid, the name(s) of the accredited representative(s) of the contractor who would be responsible for taking instructions from the competent authorities shall be intimated to the TPSIPRD. ii) Canvassing about tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

13. Taxes: - Service Tax, Sales Tax, Excise duty or Statutory Taxes and other liabilities as applicable on any matter in respect of the contract shall be payable by the Bidder. Bidder should include all such relevant taxes in his bid. TDS implication will be as per law.

14. Implementation Plan: - The Bidder shall submit an implementation plan to complete all the services in accordance with the scope of work.

15. Management Plan: - The Bidder shall submit a chart of the Organization personnel's which he proposes to establish for the execution of the project covering both home and field work and including the name and Curriculum Vitae of key personnel.

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16. The Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur has the right to make necessary changes in the plan at the eleventh hour.

17. All rights will be reserved with TPSIPRD through Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur any dispute arising shall be subject to Raipur Jurisdiction.

18. Govt. of CG/ TPSIPRD will not liable or responsible for any mis-happening & casualty during any stage of work.

19. The Bidder shall employ qualified/ skilled staff and labour and shall ensure availability of all safety measures as per standard practices. Any casualty/ mis-happening during installation and un-installation work shall be sole responsible of the Bidder. Chhattisgarh Govt./ TPSIPRD will not be liable in any manner. Insurance of all the employees, employed by the Bidder is necessary.

20. The Bidder shall secure the entire venue by deployment of adequate security personnel both male and female considering high footfall as stated above for safety of Individuals.

21. No bills will be passed, until the successful bidder submits EPF, ESIC related all documents of the engaged labourer (further to be verified by in-charge officer appointed by DIRECTOR, RPSIPRD).

22. The payment will be made monthly for the monthly bills received as certified by the training in charge in TPSIPRD.

23. Minimum manpower required for afore said works as follows; 1- Security :- 6 male, 3 female 2- Waiters :- Normal -02 Special -04 3- Gardener : 02 4- Electrician : 02 5- Plumber : 01

FINANCIAL BID FORM

S.N Name of Services Unit. Estimated

Quantity during the year

Amount

1. Providing security arrangements, Gardening, maintenance of building & Premises, Cleaning/ Sweeping of Office campus, building, floors, rooms, house keeping of lodging facility etc. as per scope of work excluding Mess/catering service (Rate quoted is to be per year) 2. Mess/Catering services (as per Annexure -'A') (a) for residential (Rate quoted is to be per day for 100 persons)

Bed tea Average 100 Breakfast

participants per Lunch

working day Evening Snacks Dinner

Full day (b) for non- residential (It

will not have weight age for evaluation)

Breakfast As per Lunch requirement Evening Snacks Dinner (c) Extras (Rate not to be considered for evaluation

(As per requirement) Hi- tea 3 electrification and water supply

system (Rate quoted is to be per year)

VIP meal - 1. Veg

2. non-veg

Maintenance of internal electrification, AC, Power Generator, Power Station, Street Light, Water cooler, Water heater Solar Panels, Water Pump, and water supply system within the premises. 4

Only night halt without meal (It will not have weight age for evaluation)

Accommodation (As per

requirement)

Calculation of financial bid-

- Maintenance mentioned in point (1) &(3) will be lum sum per year
- Mess catering services mentioned in point no (2) will be the rate per person per day, which will be multiplied by (12*30) to get the final rate of catering service.
- All the three item rates quoted in (1) + {rate quote in (2)x(12x30)} + rate quoted in (3) will be totaled to arrive the final rate of bidder.

Seal & Signature

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Rate unit qty

DECLARATION

I partner/proprietor/director of on behalf of the firm/company hereby declare that all the above information is true and correct. We are willing to provide services Director, Thakur Pyarelal State Institute of Panchayat & Rural Development, Nimora, Raipur (C.G.) for Management of TPSIPRD building i/c Security, House Keeping, Gardening, maintenance of building and premises, Mess/ catering arrangement, Training arrangement and Transportation for Field visit as per schedule

Authorized Signatory:..... Name/Title of the Organization Submitting the bid

Type of Organisation- Company (Private/ Limited)/Partnership firm/Individual Address

.....

Contact Person with designation..... Contact No..... Fascimile (FAX) No..... Electronic Mail Identification (E-Mail ID):-.....

APPENDIX - 1

Management of TPSIPRD (Details of Hospitality and Catering Services -As per Tender Document) S.NO Deliverables / Services Specifications Remarks

1 2 3 4 1 Adequate security

guard(male/female) for premises

Sufficient Male And Female -(in shifts) & as per requirement.

2 Garden maintenance Regular Maintenance of Garden 3 Proper

signboards/marks in whole premises

In the entire premises - signage would be put up for which directions they have to go, as, rooms, kitchen, F&B area, reception, event area, bathrooms, toilets, male/female, etc. 4 Decoration of the

premises (for creating attractive ambiance)

Entrance wall note: as per Branding panels at proper areas in premises requirement Directional signage - inside & outside the building 5 Maintenance of electrification and water supply within premises

Regular check ups would be done by the maintenance team & a report would be generated every quarter

6 Maintenance of all

electrical appliances (bulb/light/cooler/heater /water-cooler /AC, switch boards etc)

Maintenance should be done regularly and as per requirement

7 Sufficient Electricians

& plumbers

Electricians & plumbers should be provided on regular for smooth functioning 8 Cleaning room, kitchen, dining hall & other premises 9 Maintenance &

cleaning of bathroom, toilet, washbasin and cleaning (both time daily)

Included in Housekeeping and maintenance (cleaning once in the morning, afternoon and evening)

10 Sufficient dustbins in

all over premises

Plastics/steel etc dustbins in all campus

11 Hand-wash on every

washbasins and outside every toilets

Hand wash should be made available Wall mounted dispenser - for storage and usage

12 Garbage disposal Garbage Disposable bags - as per size of the dustbin

(the bags would be changed every day) Demarcation Garbage disposal area (location specified by NRDA) Arrangements of Garbage dumping van (for collection of garbage - everyday)

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S.NO Deliverables / Services Specifications Remarks

1 2 3 4 13 Proper Housekeeping services

TOILETS Cleaning of Commode, seats, cistern, wash basin, wall and floor by washing manually by use of R - 6 or equivalent chemical, disinfectant and toilet cleaner. Wet mopping of Floor, Wall Tiles, WC - Seat and Wash Basin.

Note: 2 time a day / as per requirement

14 Housekeeper, helper,

bellboy, cleaner, sweepers, etc

sufficient housekeeping (cleaners and sweepers) + bell boy, helper for each room(male/female) & as per requirement

All in uniform and badges 15 Setup of Reception counters/help desk/ information desk/public relation desk etc (equipped with computers/ laptops/ printers / stationary etc)

one Laptops and PC's - 02 in number, Total 3 As per

requirement Printer - Printer /

Photocopy / Scanner and Fax Internet connection Land Line - for Local and Intercom System

Stationery - Pens, Pencils, Notebook, Note pads, Eraser, Sharpener, whitener, stapler, punch, plastic files, Box files, markers, A4 Paper, etc. Registration / Check-in Software Web Cam - on laptops - for registration Barcode Scanners for Check-out count and timely update(if required)

16 Bed Material

Pillow and Bed sheets. bed sheets, pillow ,pillow cover of Premium quality 17 Bed sheets Premium quality 18 Blanket/quilt Premium quality

19 Curtains in each rooms all windows and all entry doors - for each room

Curtain for dinning hall as per requirement Curtains - as per rft x 6' ht. Curtain rods Loops and Hooks - for rod Installation of the entire set 20 Mirrors in each bath

rooms

intall mirrors in each room as required

21 Pest /mosquito /fly

control facility

Pest Control on bi-monthly basis

22 Packed lunch with

water bottle (1 liter)

Lunch as per the above mentioned menu should be packed and parcelled & could be modified as per requirement. For field visit of Engineers/Trainees etc.

(Note: Extra Water Bottels should be packed & parcelled in each bus while Panchayat participants are on visit)

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S.NO Deliverables / Services Specifications Remarks

1 2 3 4 23 Whole team & staffs

with proper dress code & id cards

Whole team & staffs with proper dress code & id cards

24 Modern equipped

kitchen with dining arrangements

Plates, Glasses, Non stick Pans, Cheena Chatti (kadai), quarter plates and bowls, Salt & Pepper Shakers, Cutting Boards, Mixing Bowls, Slicers, Peelers, Graters, Spoon and other cutleries, Measuring Cups & Spoons, Strainers & Colanders, Food wrapping - boxes and silver foils, Spice Grinders and mixer machines, Slicers boards, Oil Dispensers, Can Openers, Kitchen Scales for weighing, Heating machine/ microwave, Grilling Tools & Utensils, industrial burner, tandoor, sheffing Dish, table top refrigerator, Indian range OHS, soiled dishes landing, Plate drain rack, Sink Units - 03nos., Bick Counter, Side tables, Burner gas range, Deep freeze refrigerator, Gas Cylinder / Gas Pipeline, Gravy Pans (excluding Dining Tables- Chairs).

note: as per requirement

ROOMS

25 Proper Housekeeping

services

Complete Common Area . Cleaning and mopping of All Floor, Walls, Halls, Corridors, Aisles, Staircase and Porch .

(a) Dry & Wet mopping daily once in all covered areas and twice in Corridors, Aisles, Stair Case and Porch. & as per requirement. Collection of Garbage from All Rooms and disposing them in assigned location.

Daily Once.

Change of Bed sheets After every

group leaves (or each third day) & as per requirement. LAUNDRY SERVICES Change & washing of dirty bed sheets and pillow cover etc into clean/new bedsheets & pillow covers on each third days.

After every group leaves (or each third day) & as per requirement. FOOD SECTION AREA Cleaning of all areas where food will be served Daily 04 times Disposing Waste in earmarked position in premises Daily Twice

S.NO Deliverables / Services Specifications Remarks

1 2 3 4

All other necessary materials - Detergent (for Laundry), Detergent (for housekeeping), chockup pump, cloth brush, dry mop refill, dry mop set, feather brush, floor duster, garbage bag black big, glass duster, hand gloves, hard broom /rod broom, naphthalene balls, normal duster, nylon brush, odo nill, scotch brite, disinfectant, soft broom, stick, wet mop set and refill, bucket mug dust pan, viper (24" & 18")etc

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