

Description of work	Location	Estimated Cost of Work (Including GST) (In Rs.)	Earnest Money (In Rs.)	Period of Completion (In Days)
Running & Maintenance (including providing breakfast, meals & catering services to the occupants & company's guests) of Expert and VIP Guest House Jayant Area for three months	Jayant Area NCL	Rs. 1927284.41 (Inclusive of GST)	<b>Rs 24100.00</b>	3 Months

**Note:** The estimated cost put to the tender includes Manpower Cost as per Minimum wages rate effective from 01/04/2026, Contractors' Profits, Cost of Sanitary consumables, laundry charges and GST as applicable on them.

***Payable Statutory payments including EPF/CMPF, Pension, and Bonus are not included in the estimated cost put to the tender and shall be reimbursed to the contractor as outlined below in the scope of the work/ scope of the work.***

The contractor is required to deploy following manpower in of Expert and VIP Guest House Jayant Area to attend the occupants of rooms and other related jobs (housekeeping & cleanliness) on day-to-day basis in three shifts. The shift wise deployment chart of manpower will be provided to contractor on commencement of work.

SN	Manpower Details	Number of Manpower
1	Manager (Skilled)	1
2	Cook (Semi - Skilled)	3
3	Cook Helper(unskilled)	3
4	Waiter(unskilled)	6
5	Upkeep Mazdoor(unskilled)	5
6	Security Guard(With out Arm)	4
7	Total	22

[Document required from seller against eligibility criteria:](#)

**A. Deposit of EMD:**

- (i) The Bidder will have to make the payment of EMD through online mode only. In Online mode the Bidder can make payment of EMD either through net- banking from designated Bank/s or through NEFT/RTGS from any scheduled Bank. The EMD payment through NEFT/ RTGS mode should be made well ahead of time to ensure that the EMD amount is transferred to account within the last date & time of bid submission end

date. The details of the account(s) in which the EMD have to be deposited by the bidder through Net- Banking/NEFT/ RTGS are mentioned below:

S.No	Name of Bank	Account No.	IFSC Code
1	SBI	10780924064	SBIN0003991

- (ii) Any Bid not accompanied by an acceptable Bid Security/EMD shall be rejected by the employer as nonresponsive unless otherwise exempted in the Bid document.
- (iii) In case of any delay for payment through NEFT/RTGS after the stipulated date & time the company will not be held responsible for that.
- (iv) The bidder has to upload the scanned copy of the UTR Number or scanned copy of counterpart of the “NEFT / RTGS application forms” returned by the bank containing the alpha-numeric Unique Transaction Reference (UTR) number as the case may be, while submitting the bid on GeM portal.
- (v) If the net payment credited to NCL bank account, is found to be less than the stipulated amount of EMD as per bid document, the Bid will be rejected.
- (vi) The Bid Security / EMD of successful Bidder may be retained and adjusted with Performance Security /Security Deposit at Bidder’s option.
- (vii) Refund of EMD: As per provisions of GeM GTC, however, to get the submitted EMD refund, Sellers are required to submit the Mandate Form along with the bid as per proforma given in the bid document.
- (viii) The Bid Security/Earnest Money may be forfeited:
  - (a) If the Bidder withdraws the Bid after the end date of Bid submission during the period of Bid validity /extended validity with mutual consent; or
  - (b) In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the required Performance Security Deposit/Additional Performance Security if any;
 Additionally, the Company shall debar such defaulting Contractor from participating in future bids for a minimum period of 12(twelve) months.
- (ix) The Bid Security/ EMD deposited with the Employer will not carry any interest.
- (x) **EMD EXEMPTION:** The bidder seeking EMD exemption, must submit the valid supporting document for the relevant MSE category (**NIC Code - 55102 - Provision of short term lodging facilities to members of a particular organization such as govt. guest houses, company guest houses, circuit houses and similar establishments or Similar NIC Code**) as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible

for exemption from EMD. Traders are excluded from the purview of this Policy.

**B. Buyer Added Bid Specific Additional Terms and Conditions**

- (i) **Food License:** The contractor shall submit valid food license for operation in state of MP or an undertaking to the effect that it shall submit a valid license for operation in state of MP (Madhya Pradesh) on a Non-Judicial Stamp duly notarized of Rs. 50.00 within 30 days from issuance of Work order. Scanned copy of the Food License/Undertaking shall be uploaded with the bid.
- (ii) Bidder shall submit the following documents along with their bid for Vendor Code Creation:
  - a) Copy of PAN Card.
  - b) Copy of GSTIN.
  - c) Copy of Cancelled Cheque.
  - d) Copy of EFT Mandate duly certified by Bank.(**Annexure-B**)

**C. Undertaking:** Scanned copy of Undertaking to be uploaded by the bidder on their letter head as per the format given in **Annexure-A**.

**GENERAL TERMS & CONDITIONS**

**1. PERFORMANCE SECURITY/SECURITY DEPOSIT**

Security Deposit shall consist of two parts:

- a) Performance Security to be submitted at award of work and
- b) Retention Money to be recovered from running bills.

The security deposit shall bear no interest

Performance Security should be 5% of contract amount and should be submitted within 15 days of notification of award of work, by the successful bidder in any of the form given below:

- a) Bank Guarantee in the form given in the bid document from any Scheduled bank. The BG issued by outstation bank shall be operative at its local branch at Singrauli or branch at Kolkata. Bank Guarantee against Performance Security shall be applicable if the amount of Performance Security exceeds Rs. 5.0 lakhs.
- b) Govt. Securities, FDR or any other form of deposit stipulated by the owner and duly pledged in favour of owner.

In case the successful bidder fails to submit the Performance Security and Additional Performance Security, if any, within the stipulated time then the award of work shall be cancelled with forfeiture of the bid security/earnest money.

Additionally, the company shall ban such defaulting contractor from participating in future tenders in concerned Subsidiary/CIL HQ for a period of minimum one year from the date of issue of such letter.

All running on account bills shall be paid at 95% (ninety-five percent) of work value. The balance 5% shall be treated as retention money and will be second part of security deposit.

The security deposit shall be released/ refunded to the contractor after six months or any other period, specified as warrantee period, in the tender document hereinafter from the date of successful completion of the contract.

The company shall be at liberty to deduct/appropriate from the security depositor any other amount due for payment to the contractor such sums as are due and payable by the contractor to the company as may be determined in terms of the contract, and the amount appropriated from the security deposit shall have to be restored by further deduction from the contractor's subsequent on- account running bills, if any.

The refund of security deposit shall be subject to company's right to deduct/ appropriate its dues against the contractor under this contract/work or any other contract/work.

The Earnest Money / Security Deposit / APS shall bear no interest.

2. **Additional Performance Security (APS):** APS shall be applicable if the bid price is below 15% of the estimated price, finalized by the owner. The amount of such APS shall be the difference between 85% of the owner's estimated price and quoted price. Such additional performance security shall be furnished by bidder along with normal performance security as indicated above.

Additional performance security (APS) shall be furnished by the successful bidder within 21 days of issuance of Work Order.

Failure to submit such additional performance security shall result into cancellation of the contract with forfeiture of earnest money. Additionally, the company shall ban such defaulting contractor from participating in future tenders in concerned Subsidiary/CIL HQ for a period of minimum 1 (one) year from the date of issue of such letter. In case of JV/Partnership firm, the banning shall also be applicable to all individual partners of

JV/Partnership firm.

Additional performance security may be furnished in the shape of BG or any of the forms as applicable for performance security.

The validity of the Bank Guarantee if APS submitted in the form of BG shall be for a period of one year or ninety days beyond the period of contract /extended contract period (if any), whichever is more.

This additional performance security will not carry any interest and shall be released after total work is completed.

- 3. Site Visit:** The Bidder, at the Bidder's own responsibility, cost, and risk, is encouraged to visit and examine the site of Works and its surroundings, approach road, existing works, if any, connected to the tendered work and obtain all information that may be necessary for preparing the Bid and entering into a contract for execution of the Works. The costs of visiting the Site shall be at the Bidder's own expense.

It shall be deemed that the Bidder has visited the site/area and got fully acquainted with the working conditions and other prevalent conditions and fluctuations thereto whether he visits the site/area or not and has taken all the factors into account while quoting his rates.

The bidder is expected, before quoting his rate, to go through the requirement of materials / workmanship, specification, requirements, and conditions of contract.

The bidder, in preparing the bid, shall rely on the site investigation report referred to in the bid document (if available), supplemented by any information available to the bidder.

- 4. LANGUAGE OF BID:** All documents relating to the Bid shall be in the English language.
- 5. EMPLOYMENT OF LABOUR:** Minimum wages as per minimum wages Act will be paid to the workman deployed by the tenderer through Bank.

Payment of Provident Fund for the workmen employed by him for the work as per the Law prevailing under provision of CMPF/EPF and allied scheme valid from time to time shall be responsibility of the contractor.

The contractor needs to ensure that the employee has become a member of any of the provident fund as the case may be and the unique membership number of the CMPF/EPF or Allied Scheme needs to be submitted to Employer.

In addition to the above, the Contractor shall provide a copy of the updated

Pass book having entry made in the CMPF/EPF or Allied Scheme(s) of Provident fund as the case may be by the competent authority annually /as and when asked. Bidder shall also submit copies of statutory returns. Payable statutory payments like PF, Pension & ESI contributions paid to the contract workers as applicable shall be reimbursed to the contractor on production of proof of payment limited to the maximum likely number of workmen to be deployed as indicated in the tender document. Such payments shall be made on quarterly basis and shall not be included in the Contract Value.

The bidder shall also comply with statutory requirements of various acts including CL(R&A) Act & Payment of Bonus Act. The contractor's workmen shall be paid through Bank. The contractors shall register themselves on the Contract Labour Payment Management Portal (CLPMP) of CIL within 30 days of issue of work order and will have to enter and update periodically the following details in the portal:

- a) Work Order details
  - b) Details of Contractor workers and payment of wages in respect of each Work Order each month.
6. **E-PAYMENT:** The bidders are to furnish the details of their bank A/c Nos. Name and Address of the Bank and Branch Code along with the Bid. Successful bidders/ Bidders are required to submit an Authorization form duly signed for e-payment to them.
7. **LEGAL JURISDICTION:** Matter relating to any dispute or difference arising out of this bid and subsequent contract awarded based on the bid shall be subject to the jurisdiction of local court only where the subject work is to be executed.

## **SCOPE OF WORK & CONDITIONS OF CONTRACT**

1. The base rate for computation of labour escalation/de-escalation (Price variation) will be minimum wages rate circulated by RLC (C) for the period starting from the date of opening of price bid /revised price bid if any. Any increase/decrease over the base rate will be reimbursed to/deducted from the contractor on production of the actual payment thereof (Price variation clause is applicable if period of contract is more than six months).
2. **Compliance with Labour Regulations:** During continuance of the contract, the contractor shall abide at all times by all existing labour enactments and rules made thereunder, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law, including rules, regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the

State or Central Government or the local authority. The major labour laws that are applicable in the industry are given below:-

SOME MAJOR LABOUR LAWS APPLICABLE:

- a) Employee Compensation Act, 1923
  - b) Payment of Gratuity Act, 1972
  - c) CMPF and Miscellaneous Provisions Act,
  - d) Maternity Benefit Act, 1951
  - e) Contract Labour (Regulation & Abolition) Act, 1970
  - f) Minimum Wages Act,
  - g) Payment of Wages Act, 1936
  - h) Equal Remuneration Act, 1979
  - i) Payment of Bonus Act, 1965
  - j) Industrial Disputes Act, 1947
  - k) Industrial Employment (Standing Orders) Act, 1946
  - l) Trade Union Act, 1926
  - m) Child Labour (Prohibition & Regulation) Act, 1986
  - n) Inter-State Migrant Workmen's (Regulation of Employment & Conditions of Service) Act, 1997.
  - o) Factories Act. 1948
3. The contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made thereunder, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications by laws/acts/rules/regulations/State & Central Government and its amendments, if any on the part of the contractor, the authorized Person shall have the right to deduct any money due to the Contractor including his amount of performance security.
  4. NCL Jayant shall have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered due to any fault on the part of the contractor.
  5. The employees of the contractor and the sub-contractor in no case shall be treated as the employees of the Employer at any point of time and NCL shall not be liable for any injury or mishappening cause to the contractor or its employees.
  6. Contractor has to abide by all Safety Codes/Laws etc. as applicable to NCL. In case of any violation, the contractor will have to indemnify company's loss arising out of it.
  7. **Penalties & Fine:** As per GeM

8. Contractor shall submit the report of occupancy on daily basis to the authorized person.
9. The Contractor shall arrange first-aid- facilities for his employees.
10. Payment to the Contractor will be made on monthly basis on submission of bill in duplicate (Pre-receipted) to the authorized person. Payment will be made through e- payment.
11. It is incumbent upon the contractor to avoid litigation and disputes during the course of execution. However, if such disputes take place between the contractor and the department, effort shall be made first to settle the disputes at the company level.
12. The contractor should make request in writing to the authorized Person for settlement of such disputes/claims within 30 (thirty) days of arising of the cause of dispute/claim failing which no disputes/claims of the contractor shall be entertained by the company.
13. If differences persist, the settlement of the dispute with Govt. Agencies shall be dealt with as per the guidelines issued by the Ministry of Finance, Govt. of India in this regard. In case of parties other than Govt. Agencies, the redressal of the dispute may be sought in the court of Law.
14. **Jurisdiction:** Matter relating to any dispute or difference arising out of this bid and subsequent contract awarded based on the bid shall be subject to the jurisdiction of local court only where the subject work is to be executed. The Company reserves the right to discontinue/stop the work at any time during the pendency of the contract without assigning any reason what-so-ever. The company also reserves the right to accept/reject the tender(s), wholly or partly or to distribute the work, without assigning any reason.
15. The Company reserves full right to forfeit the EMD/SD or stop balance payment of the work as the case may be, and also to terminate the work if at any time it is found that the Contractor has wilfully suppressed the facts or submitted any false or invalid or manipulated or forged document along with tender or used any other illegal/unfair means to participate in any tender or to receive any payment against the awarded work. The Company shall also reserve the right to ban the Firm/Contractor from doing any business dealings with Northern Coalfields Limited for a period of three years and will be decided based on the gravity of the offence and quantum of loss suffered by NCL.
16. One set of the Contract document (copy) should be kept in the Guest House with the Supervisor (Manager). This will have to be produced before the guest/occupant on demand. The details of breakfast/meals to be provided under the Contract with rate is to be displayed in the Dining Hall and in all rooms.
17. No extra/additional payment will be made for any service rendered as per scope of work other than those computed as per BOQ, duly accepted by the management, forming part of the Contract document.
18. Nothing herein contained shall restrict the Company from accepting similar

services from other sources at its description

19. Meaning of words:

- a) Company shall mean 'Northern Coalfields Limited'.
- b) Authorized person shall mean person authorized by the Company who will be Officer-In-charge of the work.

20. The Contractor shall be responsible for proper behavior of all his staff, workmen & others, and shall exercise proper degree of control over them, and without prejudice to the said generality, the contractor shall be bound to prohibit/prevent any of his employees from trespassing or acting in any way detrimental or prejudicial to the interest of the company/community or the properties or occupiers of land or properties in the neighborhood. In the event of such trespassing, the contractor shall be responsible for all consequent claims or actions for damages or injury or any other grounds whatsoever. The, decision of the Authorized person upon any matter arising under this clause shall be final.

21. The Tenderers must read and understand all the above points very carefully before submitting the tender.

22. The contractor must ensure timely payment of wages to the contractor labourers failing which NCL shall be free to make the payment from the running bills of the contractor and also the penalty if any shall be imposed.

23. Uniforms of different colours/styles as per company's' specification shall be provided by the contractor to their workers for different jobs, at his cost. This is to be worn by the Staff of the Contractor in the Guest House premises while on duty.

24. Contractor shall provide/supply all consumables and miscellaneous items such as Washing powder, Phenol, Freshener (Bathroom), broom sticks, etc. as and when required. The following minimum quantity of consumables is to be supplied by the contractor per month. A register for this purpose shall be maintained by the contractor and will be scrutinized by concerned authorized NCL official. If there is any variation in the quantity/quality of material used as against the items specified in the contract, penalty will be levied as per GeM. Additional quantity, if required, will have to be supplied by the contractor at his own cost. No extra charge will be paid for the same.

<b>S.No</b>	<b>Description of item</b>	<b>Qty per month</b>
1	Soap 100g	10 Nos
2	Soap 50g small	60 Nos
3	Washing powder 1Kg	15 Nos
4	Phenol 500ml	15 Nos
5	Freshener (Bathroom)	30 Nos
6	Freshener (Room)	5 Nos
7	Grass broom stick	14 Nos
8	Hard broom stick	16 Nos
9	Mosquito mat or liquid	15 Nos
10	Naphthalene	30 Nos

**Note:** Cost of the consumables have been included in the estimated cost put to the tender

25. Contractor shall arrange for proper washing of the linens, payment of which will be the sole responsibility of the contractor (linens to be provided by the dept.). Linens must be changed once in two days, in respect of long occupancy of guests /Company employees. New Linen to be provided for new guest. New bathing soap to be provided for new guest (Linen means, Bed sheets, Pillow covers, and towel). A register for this purpose shall be maintained by the contractor and will be scrutinized by concerned authorized NCL official. All curtains should be washed / cleaned & pressed as indicated below. The first washing should be done within a fortnight from the date of commencement of work. The tapestry & upholstery should have to be changed as & when required but at least once in a month to always maintain a presentable form. The minimum quantity of linens to be washed in a month will be as follow:

S.No.	Description of item	Qty per month ( Nos)
1	Bed sheet(Double/Single)	120
2	Pillow cover	120
3	Towel big	80
4	Sofa cover - 3 seater	18
5	Sofa cover – Single seater	36
6	Curtain window	24
7	Curtain Gate	12
8	Blanket(Washing/Dry cleaning)	30

**Note:** Laundry Charges have been included in the estimated cost put to the tender

26. Contractor shall have to keep all material/company property including building, furniture, Linen,, Crockery/cutlery, Cooking utensils, TV, fridge, geyser, fittings etc. in their safe custody and secured position, as per inventory to be signed at the time of commencement of work. The inventory will be checked at the time of completion of Contract before giving 'No Dues' certificate. Missing items will have to be replaced by the contractor at his own cost.. One telephone will be provided by NCL. The contractor will have to attend the calls.

27. The window panes, door shutters and frames, door knobs and all other metal surfaces, all furniture's, curtains, pelmets etc., shall be immaculately maintained in stainless condition by proper methods and materials. Bi-annual wax polishing of polished surfaces shall be included in the services. All door closers, hinges latches, mortise locks, handles, shall be

maintained in proper operating condition.

28. The employees of the contractor shall not use any vacant room, dining hall, reception/sitting area for watching TV, resting or gossiping. Any deviation will be recorded & viewed seriously.
29. The, Contractor will be expected to do common sense minor repairs, to utility items where services of a skilled/specialized person is not required.
30. Contractor should always keep the inside and outside premises of the Guest House of NCL Jayant in neat & clean condition and free from flies, Cockroaches, rodents ,white ants etc.
31. It will be the responsibility of the Contractor that in the course of a party (being held in the guest house with the permission of the Management of NCL Jayant, all disposables like used cups, plates and leftovers are put into dust bins/garbage bins either by guiding the guests to do so or getting the same done by his staff.
32. The Contractor shall adopt all environmental measures and strictly abide by all rules and regulations of local Pollution Control Board, during execution of work.
33. Contractor shall accommodate in the Guest House only those persons who are so authorized by the authorized person. No unauthorized person should be allowed to stay or have food in the guest house. Repetition of such act will lead to termination of contract with forfeiture of security deposit and banning for three years from future participation in tenders.
34. No beverages/liquor shall be served by the contractor in the Guest House.
35. Contractor shall maintain proper accounts and register to show the occupancy (Guest register) & charges collected from the occupants. The charges should be collected based on rates fixed by the management from time to time & circulated. Receipt to be given to the guest/occupant against charges collected for stay retaining the duplicate copy for audit.
36. Minimum wages as per minimum wages Act will be paid to the workman deployed by the bidder through Bank. The base rate of Minimum Wages applicable w.e.f. April 2026 for different categories for deployment on surface in Mining Industry is as under:

<b>S.No</b>	<b>Category</b>	<b>Minimum Wages</b>
1	Unskilled	Rs 556.00
2	Semi-Skilled	Rs 693.00
3	Skilled	Rs 827.00
4	Security Guard without arm	Rs 781.00

37. Necessary records/Registers will be maintained (as provided in the Act as applicable to the employer) of the workers and made open to the management for verification at any time. This will be the sole responsibility

of the contractors.

38. The contractor is required to deploy specified manpower in Expert and VIP Guest House Jayant Area to attend the occupants of rooms and other related jobs (housekeeping & cleanliness) on day-to-day basis in three shifts. The shift wise deployment chart of manpower will be provided to contractor on commencement of work.
39. One room in Guest House will be provided to the Contractor for effective performance/working including storage of Linen, consumables etc.
40. The Contractor will be responsible to serve break-fast & meal to the occupants of the Rooms.

The tentative Dining Time will be as follows;

- a) Morning Tea - 06:00 am to 07:00 am (Room Service)
- b) Break-fast - 07:00 to 09:00 am
- c) Lunch - 12:30 pm to 2:30 pm
- d) Evening Tea - 17:00 pm to 18:00 pm (Room Service)
- e) Dinner - 19:00 to 21:00

[The present approved rate of breakfast & meals are enclosed as Annex C](#)

- a) The items which are not given in the approved list will be served on Market rates/ MRP.
- b) The servings are to be provided to guests/occupants of guest house. Room service will also be provided to guests who are either unwell or who stay with families in case where specifically ordered.
- c) The rate including after service activities like washing/Cleaning of utensils, crockery/Cutlery. Gas/oven/ hot case will have to be provided by the contractor.
- d) Accommodation for contractor's kitchen staff will be provided by NCL. Food has to be prepared fresh & served hot. No Leftovers to be served.
- e) Vegetables (gravy or fried) are not to be repeated i.e. vegetables served in lunch are not to be repeated in dinner.
- f) After meal hand washing/drying amenities facilities like Soap cakes/towel to be provided to guests/occupants and deemed included in the rates. Proper hygiene should be maintained in dining room & kitchen and if unhygienic conditions are found action shall be taken against the contractor.
- g) Menu/rate card to be kept in every room of the guest house. Due care is to be ensured to serve any item of the Menu to the guests as ordered.
- h) Cooking is to done by LPG (Commercial connection) which is to be provided by Contractor.**
- i) It will be the contractors' responsibility to provide adequate manpower to ensure prompt service.
- j) In case approved rate list is revised during the contract period, same will be implemented as per instruction received from NCL HQ.

41. All rooms/toilets, passages, stair case, entrance lobby & sitting halls should be swept & mopped every day with phenyl. Kitchen should be washed every day after lunch time. Common basins should be cleaned with Washing powder after every meal including breakfast. Dining hall should be swept & mopped with phenyl after every meal.
42. A muster roll is to be maintained for all workmen deployed by the contractor. This is to be produced during inspection by the management.
43. Food bill payment register (for every room/occupant) should be maintained by the contractor which will have to be produced to the guest/occupants for verification & payment.
44. One acknowledgement/complaint register will have to be maintained by the contractor. It will be the contractor's responsibility to get it signed by the guest /occupants at the time of departure. This register has to be produced before the management every month (pre-requisite for payment of bills). Comments/Feedback of guests/occupants will have to be taken in format given by NCL Jayant Area.
45. No order for organizing any function/party in the Guest House will be taken by the contractor unless authorized by the management.
46. The following registers will have to be produced before the authorized person of NCL along with pre-receipted bills for checking without which bills will not be passed.
  - a. Guest / occupancy register
  - b. Food bill payment register
  - c. Acknowledgement/complaint register
  - d. Muster roll of workers
  - e. Account Register (room charge)
  - f. Personal files of the workmen (Aadhar, Pan, Bank Passbook, Police Verification, IME, Address Proof etc.)
  - g. CMPF/EPF deduction statement indicating CMPF/EPF deducted from workmen's' salary and employers' contribution and depositing the same in respective workmen's' CMPF/ EPF account.
47. A checklist of daily maintenance in Guest house/hostel is to be maintained by the contractor. The contractor shall ensure daily maintenance in guest house and the check-list will be sent to the concerned department on daily basis.
48. Daily News- paper one each Local/ Regional and National (Hindi/English)

Should be kept in the sitting lounge, which will be provided by the contractor.

49. One board should be placed in the sitting lounge indicating occupancy/ name- designation-Company of the occupant.
50. The Contractor shall ensure that all wastes/rejects/leftovers and garbage's generated in the Kitchen and any other areas of the guest house are always put into covered dust bins and then packed in large PVC bags every day. These bags properly tied up must be taken out of the guest house and should be dumped at the locations specified by the Civil Engineer/Incharge/Authorized persons of NCL management beyond the premises of Guest House/Hostel/ Residential etc. within the radius of 3 kms. The materials should be disposed-off by loading the same in a Tractor Trolley or by any other means to keep the premises in hygienic condition.
51. Contractor shall be responsible for disposing off the wastage of food materials etc. twice in a week, for which no extra cost will be paid.
52. The Company reserves the right to discontinue/stop the work at any time during the pendency of the contract without assigning any reason whatsoever. The company also reserves the right to accept/reject the tender(s), wholly or partly or to distribute the work, without assigning any reason.
53. The management reserves the right to terminate the contract under the following conditions/circumstances:
  - a) Unsatisfactory performance of the contracted work.
  - b) Involvement in action causing breach of peace and discipline with in the company/area premises.
  - c) Failure to comply with the terms & conditions of the contract
  - d) Moral turpitude
  - e) Violation of the provision under laws & awards in force from time to time as are applicable to the work
  - f) Any action on the part of the contractor which in opinion of the management is detrimental to the interest of the company.
54. The contractor shall not make sub contract of any description for the catering or part thereof under the contract or otherwise part with this contract or any other part thereof or any interest therein.
55. The bidder shall further be responsible for making arrangements at his own cost or accommodation and social needs of the workers & staff employed under him.

Staff Officer  
(Pers) Jayant  
Area, NCL

**Annexure-A**

PROFORMA FOR UNDERTAKING TO BE UPLOADED BY BIDDER/S (ON THEIR LETTER HEAD) REGARDING RELATIVES AS EMPLOYEES OF COMPANY, ARBITRATION CLAUSE (IN CASE OF PARTNERSHIP FIRM/JV), LOCAL SUPPLIER STATUS OF THE BIDDER ETC.: PROFORMA FOR UNDERTAKING  
**(To be uploaded by the Bidder on his Letter Head during submission of bid online)**

I / We, ....., Proprietor/Partner/Legal Attorney/Director/ Accredited Representative of M/s....., solemnly declare that:

1. Myself/Our Partners/Directors don't has/have any relative as employee of **Northern Coalfields Limited**. OR

The details of relatives of Myself/Our Partners/Directors working as employee of Northern Coalfields Limited is as follows:

- a) Name of the employee
- b) Place of posting
- c) Department
- d) Designation
- e) Type of relation - Wife/Husband/ Father/ Step-Father/Mother / Step-Mother/ Son/Step-son/ Son'swife / Daughter / Daughter's Husband / Brother/ Step-Brother/ Sister / Stet-Sister.

2. \*I/We hereby confirm that we have registration with CMPF / EPF Authorities. We shall make necessary payments as required under law.

Or

\*I/We hereby undertake that we shall take appropriate steps for registration as relevant under CMPF /EPF authorities, if applicable. We shall make necessary payments as required under law.

\* Delete whichever is not applicable.

3. \*\* I/We have not been banned or delisted by any Govt., or Quasi Govt. Agencies or PSUs.

Or

\*\*I / We..... have been banned by the organization named " \_\_\_\_\_" for a period of..... year/s, effective from ..... to.....

\*\* Delete whichever is not applicable.

4. We, .....

(Name of Partners of Partnership Firm/Joint Venture), partners of ..... (Name of Partnership Firm/Joint Venture) hereby consent to abide by the relevant provisions of General Terms and Conditions of CMM/MCEW pertaining to arbitration.

(Applicable in case of Partnership firm/Joint Venture)

**5. Certificate regarding compliance to order no.F.No.6/18/2019-PPD dt 23/7/2020 as amended from time to time of Ministry of Finance, Dept of Expenditure, Public Procurement Division with respect to restrictions on procurement of goods, services or works from a**

**Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries** - I/we have read the Clause regarding restrictions on procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that I am/ we are not from such a country or, if from such a country, has/have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that I/we fulfil all requirements in this regard and I am/ we are eligible to be considered.

**Note:** Where applicable, evidence of Competent Authority shall be attached along with this Undertaking.

6. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Bid is complete, correct and true.
7. All copy of documents, credentials and documents submitted along with this Bid are genuine, authentic, true and valid.
8. I/ We hereby authorize department to seek references / clarifications from our Bankers.
9. We hereby undertake that we shall register and obtain license from the competent authority under the contract labour (Regulation & Abolition Act) as relevant, if applicable.
10. I/We have not been debarred by any procuring entity for violation of Preference to Make in India (as applicable) vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020, issued by Govt. of India as amended from time to time.
11. I/We do not have relationship with any other participating Bidders, directly or through common third parties, that puts us in a position to have access to information about or influence on the bid of another Bidder.
12. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm and all partners of the firm etc as per the tender document.

**Signature of the Party / Authorized Signatory**

## ANNEXURE-B

### MANDATE FORM FOR ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT.

1. Name of the Bidder : .....

2. Address of the Bidder : .....

City..... Pin Code.....

E-mail Id .....

Permanent Account Number .....

3. Particulars of Bank:

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
( Digital Code number appearing on the MICR Band of the Cheque supplied by the Bank. Please attach Xerox copy of a Cheque of your Bank for ensuring accuracy of the Bank Name, Branch Name             )			
RTGS CODE			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the Cheque Book.			

4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Company responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI Net / RTGS transfer/NEFT. I agree to discharge responsibility expected of me as a participant under the scheme. Any bank charges levied by the bank for such e-transfer shall be borne by us.

Place :

Date:

Signature of the Party / Authorized Signatory

.....  
 Certified that particulars furnished above are correct as per our records.

Banker's Stamp Date

( Signature of the Authorized official from the Bank)

नॉर्थर्न कोलफील्ड्स लिमिटेड  
(मिनिरात्र कंपनी)

(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी)



Northern Coalfields Limited  
(A Miniratna Company)

(A subsidiary of Coal India Limited)

E-1381753.

ANNEX C

Administration Department

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला-सिंगरौली म.प्र. पिन 486889 Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gmadmin.ncl@coalindia.in website : www.nclcl.in

No. : NCL/SGR/GM(P/Admin)/2023/635.

Date : 29.12.2023

01.01.2024

To,  
All Area/Unit General Managers,  
Northern Coalfields Limited

Subject: Revision of Food & Beverages Rates of Guest House/Training Hostel/Executive Hostel/Transit House - Reg.

Dear Sir,

Kindly refer to the aforesaid subject regarding revision of food & beverages rates of Guest House/Training Hostel/Executive Hostel/Transit House, etc. in NCL.

In this connection, this is to convey you the approval of Competent Authority for revision of rates for above subject work. This has been approved vide Ref. No.: NCL/Board/12(779)/1504 dated 26.12.2023.

This is for your kind information and further needful action.

Encl - As Above

Copy to -

- 1) All Staff Officer(Personnel)-Areas/Units, NCL
- 2) TS to D(P) NCL
- 3) Dy. Manager(P/Admin) NCL HQ

Copy for kind information to:

Director(Personnel) NCL

Yours faithfully,

General Manager(P/Admin)

Administration Department

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली, म.प्र. पिन 486889 / Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gmadmin.ncl@coalindia.in website : www.nclcil.in

SN	Menu /Items	Quantity	New Rates
1	Milk (Hot/Cold)	200 ml	20.00
2	Nescafe Coffee	1 Cup	15.00
3	Tomato Soup	Per bowl	30.00
4	Veg. Soup	Per bowl	30.00
5	Nimboo Pani (Sweet/Salt) / Lemon Water	Per bowl	10.00
6	Coconut water	100 ml	40.00
7	Veg. Sweet Corn Soup	Per bowl	40.00
8	Tea	100 ml	10.00
9	Dip Tea	100 ml	10.00
10	Lassi	200 ml	20.00
11	Ice Cream, Waffers/Namkeen/Sweets etc.		MRP
12	Cold Drink	(2 Ltr / 1 Ltr / 500 ml / 300 ml/200 ml)	MRP
13	Plain Soda	1 Ltr / 500 ml. / 300 ml.	MRP
14	Mineral (Purified) Water	1 Ltr / 500 ml / 200 ml Bottle	MRP
15	Other Packaged Items		MRP
16	Breakfast: Roti/Paratha/Puri /Vegetable Curry / Vegetable Bhujia, Pickle/Sauce, Tea OR Corn flakes with milk Bread (toast) with butter / Jam (4 pieces). Tea OR Paratha (2 pieces) Stuffed with Potato, Cauliflower, Spinach etc Chutney/Sauce, Pickle, Tea OR Sambar Vada/Masala Dosa/Idle/Uttapam with shambar & chutney, Tea	1 Plate	40.00
17	Plain Paratha	1 Pcs.	6.00
18	Masala Dosa (with Shambar, Coconut Chutney)	1 Pcs.	40.00
19	Sada dosa (with Shambar, Coconut Chutney)	1 Pcs.	35.00
20	Uthappam (with Shambar, Coconut Chutney)	1 Pcs.	40.00
21	Idly Sambar	2 Pcs.	35.00
22	Vada Sambar	2 Pcs.	35.00
23	Bread with Jam	2 Slices	25.00
24	Bread with Butter	2 Slices	20.00
25	Toast with Butter	2 Slices	25.00
26	French Toast	4 Pcs. per Plate	16.00

Administration Department

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट सिंगरौली कोलियरी, जिला- सिंगरौली म.प्र. पिन 486889 / Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gmadmin.ncl@coalindia.in website : www.nclcil.in

27	Dahi Vada	2 Pcs.	40.00
28	Curd	100 Gms.	15.00
29	Puri (4 Nos with dry subji and pickle) or Two Numbers Paratha with Subji & Pickle) with Tea	1 Plate	40.00
30	Stuff Paratha (Aloo/Gobhi/Mix veg)	1 Pcs.	15.00
31	Tava Roti/Tandori Roti	1 Pcs.	5.00
32	Omelet	2 Eggs	16.00
33	Egg Chowmein /Egg Noodles	Per Plate (300 Gms.)	35.00
34	Egg Curry per plate	2 Eggs (250 Gms.)	25.00
35	Boiled Eggs	2 Eggs	16.00
36	Egg Biryani	2 Eggs	75.00
37	Egg Bhurji	2 Eggs	20.00
38	Chicken Gravy	4 Pcs. (300 gm)	80.00
39	Chicken Pakoda	6 piece per Plate (175 Gms.)	50.00
40	Chicken Sweet Corn Soup	Per bowl	50.00
41	Chicken Chilly (Dry)	Per Plate 8 Pcs.	65.00
42	Tandoori Chicken	Full Chicken (400 Gms.)	220.00
43	Chicken Tikka	Per Plate 8 Pcs.	120.00
44	Chicken Muglai/Kurma & alike	3 Pcs. (300 Gms.)	140.00
45	Mutton Curry	150 gm Full	210.00
46	Fish Fry	150 Gms.	55.00
47	Fish Gravy	150 Gms.	55.00
48	Veg Manchurian	8 Pcs (200 Gms.)	45.00
49	Vegetable Kofta	1 Plate	50.00
50	Paneer (Gravy)	150 Gms.	60.00
51	Paneer Chilly (Dry)	8 Pcs	55.00
52	Paneer Tikka	4 Piece per Plate	70.00
53	Palak Paneer/Mutter Paneer	1 Plate	100.00
54	Kadhai Paneer /Paneer Butter Masala	1 Plate	130.00
55	Matar Fry (Seasonal)	Per Plate	30.00
56	Mix Veg.	Per Plate	40.00
57	Rajma Masala	Per Plate	40.00
58	Malai Kofta	1 Plate	75.00
59	Plain Dal	1 Plate	20.00
60	Dal Fry	1 Plate	25.00
61	Veg Fried Rice	Full Plate (300 Gms.)	25.00
62	Plain Rice	Full Plate (300 Gms.)	15.00
63	Veg Biryani/Pulao	1 Plate	80.00
64	Chicken Biryani	3 Pcs. with 300 gm rice	120.00
65	Mutton Biryani	3 Pcs. with 300 gm rice	140.00
66	Curd Rice	1 Plate	60.00

84

*(Handwritten signature)*

Administration Department

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट सिंगरौली कोलियरी, जिला- सिंगरौली म.प्र. पिन 486889 Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gadmin.ncl@coalindia.in website : www.nclcil.in

67	Sweet Corn Chat	Per Plate	30.00
68	Veg Pakora	Per Plate 8 Pcs. (175 Gms.)	25.00
69	Paneer Pakoda	Per Plate 8 Pcs	45.00
70	Veg Cutlet (Standard Size)	2 Pcs.	16.00
71	Veg Sandwich	4 Pcs.	30.00
72	Veg Chowmein	Per Plate	30.00
73	Kajoo Fry	100 Gms.	70.00
74	Salad Green	Full Plate	20.00
75	Salad Green	Half Plate	12.00
76	Fruit Raita	Per Plate	20.00
77	Finger Chips	150 Gms.	20.00
78	Dry Fruite platter (Kaju fry, Badaam Roasted, Pista Roasted, Sweet, Cookies)	100 Gms.	150.00
79	Papad	Piece	10.00
80	Veg Raita/Aaloo/Onion)	Per Plate	20.00
81	<u>Special Veg Lunch /Dinner (Buffet) Without Starter</u> Soup (one bowl), Rice / Pulao, Chapati / Puri, Paneer Sabji(Any one variety), Dry Veg/ Stuffed Veg(Any one variety), Spl. Veg Curry, Dal fry, Curd/Raita, Salad, Pickle & Papad, , Ice Cream/Sweet	1 Plate	240.00
82	<u>Special Non Veg Lunch /Dinner (Buffet) Without Starter</u> Soup (Any one variety), Mutton/ Chicken/ Fish(Any one variety), Rice/PuJao, Chapati / Poori, Paneer Sabji, Dry Veg/ Stuffed Veg, 2 Nos Spl. Veg Curry, Dal fry, Curd/Raita, Salad, Pickle & Papad, Sweet, Ice cream/Paan	1 Plate	420.00
83	<u>Special Veg Lunch /Dinner (Buffet) With Starter</u> Starter - Panir Tikka, Panir Chilli or similar nature Soup (one bowl), Rice / Pulao, Chapati / Puri, Paneer Sabji(Any one variety), Dry Veg/ Stuffed Veg(Any one variety), Spl. Veg Curry, Dal fry, Curd/Raita, Salad, Pickle & Papad, , Ice Cream/Sweet	1 Plate	340.00

Administration Department

\* An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट सिंगरौली कोलियरी, जिला- सिंगरौली म.प्र., पिन 486889 / Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gmadmin.ncl@coalindia.in website : www.nclcil.in

84	Special Non Veg Lunch /Dinner (Buffet) with starter Starter - Chicken Tikka, Chicken Chilli or similar nature Soup (Any one variety), Mutton/ Chicken/ Fish(Any one variety), Rice/PuJao, Chapati / Poori, Paneer Sabji, Dry Veg/ Stuffed Veg, 2 Nos Spl. Veg Curry, Dal fry, Curd/Raita, Salad, Pickle & Papad, Sweet, Ice cream/Paan	1 Plate	550.00
85	Lunch/Dinner (Veg ) (2 Seasonal Veg Sabji, paneer sabji, Roti, Rice dal, Sweet, Achaar, Salad, Papad, Raita )	1 Plate	120.00
86	Lunch/Dinner (Non Veg) (2 Seasonal Veg Sabji, Roti, Rice, Daal, Chicken Curry/fish, Sweet, Achaar, Salad, Papad, Raita )	1 Plate	150.00
87	Working Lunch/Dinner (Veg ) (2 Seasonal Veg Sabji, Roti, Rice dal, Achaar, Salad, Papad, Raita/kheer )	1 Plate	65.00
88	Working Lunch/Dinner (Non-Veg ) (1 Seasonal Veg Sabji, chicken/fish curry, Roti, Rice dal, Achaar, Salad, Papad, Raita/kheer )	1 Plate	85.00
89	Official Tea & Snacks (Cutlet, Veg. Paneer Pakora, Sweets, Mineral Water, Tea/Coffee, Juice)	1 Plate	100.00
90	VIP Hi-Tea (Cutlet, Veg. Paneer Pakora, Sweets, Mineral Water, Tea/Coffe, Juice, Hara Bhara Kabab, Dhokla, Upma, Idli)	1 Plate	150.00
91	Normal Snacks Plate (Drivers/Security etc) (Veg Pakora, Sweets, Mineral Water, Tea/Coffee, Juice, Biscuit)	1 Plate	60.00
92	Rasgulla Chena	1 Piece	15.00
93	Gulab Jamun	1 Piece	15.00
94	Rabdi	100 gram	30.00
95	Mishthi dahi	100 gram	30.00
96	Gujjya-Khowa	1 Piece	15.00
97	Custard	100 gram	15.00
98	Motichoor Laddu	1 Piece	7.00
99	Ras Malai	1 Piece	15.00
100	Sandesh	1 Piece	10.00

नॉर्न कोलफील्ड्स लिमिटेड  
(मिनिरातन कंपनी)  
(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी)



Northern Coalfields Limited  
(A Miniratna Company)

(A subsidiary of Coal India Limited)

Administration Department

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली म.प्र. पिन 486889 Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gmadmin.ncl@coalindia.in website : www.nclcil.in

101	Milk Shake (seasonal Fruit Like Banana, Mango)	200 ml	25.00
102	Chocolate Shake	200 ml	25.00
103	Cold Coffee	200 ml	25.00
104	Badam/Kesar/Pishta Milk	200 ml	30.00
105	Ice-Cream-(Different variety)	Different Variety	MRP

\*GST as applicable