

Office of the  
Chief Executive Officer  
Haldia Development Authority  
Haldia Unnayan Bhawan, City Centre, Debhog, Purba Medinipur  
**West Bengal – 721657, E-mail : ceo.hda@gmail.com**

**Memo No. 629 /HDA/XV-11(Part-II)/2009**

**Dated, the 3<sup>rd</sup> June, 2010.**

**Notice Inviting Quotation**

Sealed quotation in plain paper are invited by the undersigned from the resourceful, bonafide and reputed concern/agency/person having sufficient experience preferably in Hotel Management and having sufficient financial credibility for day to day maintenance including sweeping, cleaning, gardening, kitchen up-keeping of plantation and Haldia Bhawan, the Guest House of HDA, located on the bank of river Haldi and Hooghly, Haldia Township, Dist. Purba Medinipur. The quotationer will mention in his rate of the quotation for day to day maintenance of Haldia Bhwan.

Date of submission of quotation with proof of documentary evidences on **10.06.2010** upto **2.00 P.M.** and opening on the same date at **3.00 P.M.** the quotationers will have to submit with the quotation, a Demand Draft of **Rs. 10,000/- (Rupees ten thousand only)** as earnest money in favour of Chief Executive Officer, Haldia Development Authority failing which the bids will be rejected.

Details for such contract will be available from the office/Haldia Bhawan on any working day from **11.00 A.M. to 4.00 P.M.**

The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof or to arrange fresh quotation of tender, if necessary.

**Items of work :-**

<b>Sl. No.</b>	<b>Items</b>	<b>Type of works to be undertaking by Contractor/Agency</b>
1. a	AC VVIP Suite – 4 nos.	Day to day maintenance including sweeping, cleaning, changing bed linen, towels etc. and washing.
1. b	AC Suit – 4 nos.	
1. c	AC room – 4 nos.	
1. d	Non AC rooms – 4 nos.	
2	Conference Hall – 1 no.	
3.	Lobby (Sitting room) – 1 no.	
4.	Dormitory – 1 no.	
5. a.	Kitchen (Old & new)	Day to day maintenance, cooking & crockeries items should be arranged by the engaged contractor and served the guest and conference hall on payment.
5 b.	L.P.G. Cylinder – 6 nos.	Day to day maintenance and refilling charge will be borned by the engaged contractor
5 c.	A.C. restaurant – 1 no.	Day to day maintenance
5 d.	Non-Ac restaurant – 1 no.	Day to day maintenance
6.	Gardening	Day to day maintenance
7.	Payment to labours	Payment to labours/ staffs deployed will be paid by engaged contractor except care taker of HDA.

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**Terms and Conditions**

1. The Contract will be for a period of one year
2. Day to day maintenance including Sweeping, cleaning, washing of all linen items, Kitchen up-keeping and gardening.
3. Contractor will deploy and pay the personnel engaged by him. Contractor will be allowed to run the kitchen and charge from the guests. However the rates have to be approved by Chief Executive Officer, Haldia Development Authority.
4. Any damage/loss/theft of the Authority's property, due to negligence of the Contractor, will be made good and all accidents of theft/damage/loss are to be reported to the CEO, HDA promptly.
5. The Contractor will obtain labour license as required under the contract labour (Regulation and Abolition) Act and rules framed therein.
6. The CEO/HDA and other authorized Government Officials will reserve the right to investigate any labour dispute that may arise between contractor and his staff employed in the Guest House.
7. The CEO/HDA or his authorized representative will have the right to inspect records regarding workers employed by the Contractor and payment of wages made to them. He shall have access to all records and registers at any point of time without prior intimation.
8. The earnest money of the successful quotationer will be retained as security deposit which is refundable, without interest, after necessary deductions, if any, after expiry of the contract period.
9. Any illegal activity reported that vitiates the social environment and public tranquility will be dealt with severely.
10. HDA will have every right to cancel the contract if any of the terms and conditions, as laid down, is violated without any further reference to the Contractor.
11. Rate of food bills for authorized guests of HDA shall have to be got approved by HDA in advance.

Yours faithfully

Sd/-  
Chief Executive Officer,  
**Haldia Development Authority.**

**Memo No. 629 1/(7)/HDA/XV-11(Part-II)/2009**

**Dated, the 3<sup>rd</sup> June, 2010.**

Copy forwarded for information and necessary action to :-

- 1) The Additional District Magistrate, Haldia.
- 2) The Sub-Divisional Officer, Haldia
- 3) The Executive Engineer, Haldia W/S Divn., PHE Dte., Durgachak.
- 4) The Executive Engineer, PWD, Haldia Construction Division, Durgachak.
- 5) The Chairperson, Haldia Municipality.
- 6) The Joint Manager (Admn.), KoPT, HDC, Jawhar Tower, Haldia Township.
- 7) Notice Board of HDA.

Sd/-  
Chief Executive Officer,  
**Haldia Development Authority**