

**OFFICE OF THE COMMISSIONER OF CUSTOMS AND CENTRAL  
EXCISE EDC COMPLEX ICE BUILDING PATTO PLAZA, PANAJI-  
GOA**

**F.No.13/51/07-08-Cust.Pt.**

**Date:- 03-03-2010.**

**NOTICE INVITING TENDERS**

Sealed tenders are invited from Service providers for maintenance / housekeeping/catering of Departmental Guest Houses at Panaji, Miramar and Sinqerim.

S.No.	Name of Guest house & address	Number of rooms	Staff required
1.	Panaji Guest House, Opp. Old Custom House, Next to Captain of Ports Bldg., Panaji, Goa.	5 (five) A.C. Rooms, & surrounding area.	Senior Steward cum care taker-01 Multicuisine Cook.-01 Housekeeper-01
2.	Miramar Guest House, Fermina Complex, Miramar, Goa.	02 A.C. Room, 01 Non- AC room & surrounding area.	Multicuisine Cook cum care taker.-01 Housekeeper-01
3.	Sinqerim Guest House, Near Red Chilly Restaurant, Sinqerim, Bardez, Goa.	03 AC rooms & surrounding area.	Multicuisine cook cum care taker -01 Housekeeper-02

**Terms and conditions.**

- 1) To provide efficient services in the above departmental guesthouses by carrying out activities as detailed below comprising of overall maintenance, housekeeping and other associated activities including catering requirements.

**1. Housekeeping:-**

- a. General upkeep of guesthouses in perfect and impeccable manner by making effective arrangement with required manpower needed for improving the internal environs and to maintain the standard of the guesthouses on round the clock basis.

- b. The interiors including furniture, fittings and fixtures etc. in the guesthouses shall be maintained and kept neat and clean. The maintenance costs like repairs to electrical fittings; bulbs etc, plumbing and sanitary fittings and lines shall be reimbursed by the Department to the caretakers at actual. Any major repairs to the guesthouses will be referred to the CPWD for execution of the work.
- c. General upkeep of corridors, lounges, balconies and open areas surrounding the guest houses.
- d. Periodical cleaning of water drains around the guesthouse.
- e. Regular upkeep of kitchen of the guesthouse, toilets located in individual rooms and elsewhere in good functional and hygienic condition.
- f. Periodical checking for working of all installations for trouble free functioning.
- g. Carrying in/out of luggage of guests as and when they arrive/ check out.

### **3.CATERING:-**

- a) Catering of vegetarian/non vegetarian food to the guests as and, when required either by means of cooking in the guesthouse or by procuring from outside.
- b) The items so provided shall be charged to the guests at a reasonable rate (as may be fixed from time to time).
- c) All items such as cooking gas, provisions and other consumables consumed in the guest house shall be arranged by the caretaker himself
- d) Tea/Breakfast/lunch/dinner etc to be provided and served to the guest in a decent and dignified manner either in the dining hall or in the respective rooms as per guest's choice.
- e)

### **4.LAUNDRY**

- a) Wet washing and pressing of linen of the guest house.
- a) Guest clothes washing and ironing may be undertaken against actual payment recoverable from the guests. The rates shall be fixed for each type of linen, which will be displayed on the notice board.

### **5.MISCELLANEOUS**

- (a) The Contract will be for a period of one year.i.e.from 01-05-2010 to 31-04-2011

(b) In case the short listed Service provider, after expiry of the contract if willing

to continue the contract for a further period one year with the same terms and

conditions his request may be consider subject to satisfaction of the service

provider.

(c) Initially contract should be for one year extendable for an another one year on

the same terms and conditions, in case both sides are agreeable to continuation.

(d) The rates once finalized shall be applicable for the full year.

The safety and the security of all property in the Guest House will be the responsibility of the Caretaker. In the event of theft or pilferage of the Departments material or property, the caretaker shall conduct preliminary enquiry and submit the report to the Department. The liability of the caretaker to compensate for such loss will be limited to making good the loss in case of proven negligence or proven connivance of the caretaker's staff.

The interested parties/Service providers are required to submit their proposals to the Asst.Commissioner of Customs and Central Excise (P&V), ICE Building, Patto, Panaji-Goa. They may visit the Guesthouses and inspect the places before submitting the tenders in the format available with the Custodian as per the dates shown, last dates of submission of tenders in a sealed envelope is **15-03-2010**. Any further information/clarification in this regard may be sought from the undersigned at the above address or on Telephone No. 2437331. The Department reserves the right to accept or reject any or all tenders without assigning any reason.

**Customs & C/Ex. Guest/Houses**

1.Panaji/Miramar Guest Houses

2.Sinquerim Guest House

**Date of inspection**

**10-03-2010 between 10. a.m. to 4 p.m.**

**11-03-2010 between 10.am.to 4p.m**

**ASTT. COMMISSIONER  
CUSTOMS & C/EXCISE (P&V)  
ICE BLDG., PANAJI GOA**