

भारत सरकार
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
दीपस्तंभ और दीपपोत निदेशालय
“दीपभवन”, गांधीनगर
कडवंत्रा डाक, कोचीन – 682 020



Government of India
Ministry of Ports, Shipping and
Waterways
**DIRECTORATE OF LIGHTHOUSES
& LIGHTSHIPS**
“Deep Bhavan”, Gandhinagar
Kadavanthra P.O., Cochin – 682 020

दूरभाष/ Tel : 0484-2205720 फ़ैक्स/ Fax : 0484-2206608 ईमेल/ email: dte-koc@gov.in

दिनांक: 18.12.2023

प्रस्ताव आमंत्रण सूचना / NOTICE INVITING OFFER

For & on behalf of the President of India, The Director of Lighthouses and Lightships, Deep Bhavan, Cochin – 20 invites sealed offers from reputed firms/ agencies registered under shop and establishment act, for **“Operation and maintenance of cafeteria at Thangasseri Point Lighthouse, Kollam”** for a period of 11 months (01 tenure) and likely to be extended for further two tenures on satisfying performance of firm/ agency:

क्रम सं. Sl. No.	विषय/ Subject	विवरण / Description
1	कार्य का नाम / Name of Work	Operation and maintenance of Cafeteria at Thangasseri Point Lighthouse, Kollam
2	स्थान / Location	Thangasseri Point Lighthouse, Kollam, PIN: 691007
3	बयाना राशि / Earnest Money Deposit (EMD)	₹3,000/-
4	भाव पत्रक डाउनलोड की अवधि / Period of download of Quotation	20.12.2023 (1000 Hrs.) to 11.01.2024 (1700 Hrs.)
5	भाव पत्रक प्रस्तुत करने की अवधि / Quotation submission Period	20.12.2023 (1000 Hrs.) to 11.01.2024 (1700 Hrs.)
6	भाव पत्रक खोलने की तिथि / Date of Opening of Quotation.	12.01.2024 (1200 Hrs.)

- 1) The notice inviting quotation document can also be downloaded from Central Public Procurement Portal (CPPP) website <http://eprocure.gov.in/epublish/app> and DGLL website www.dgll.gov.in.
- 2) Bidders are required to submit the EMD (refundable) in the form of Demand Draft/ Fixed Deposit Receipt (in original) from any scheduled banks, drawn in favour of **“Director of Lighthouses and Lightships, Cochin”**, Payable at Ernakulam.
- 3) Sealed Quotations with requisite EMD shall be submitted to the Director, Directorate of Lighthouses and Lightships, Deep Bhavan, Gandhinagar, Kadavanthra P.O., Kochi – 20 on or before

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the last date of submission of quotation, failing which the quotation shall be liable to be rejected. Director shall not be responsible for any delay or loss due to postal/Courier Services in transit.

- 4) NSIC/ MSME/ UDYAM registered firms may be given exemption from submission of EMD on submission of valid certificates. However, the decision of Director will be final and binding to all bidders.
- 5) The bidders shall quote the rate/amount, both in words and figures. In case of any discrepancy between the two, the amount written in words will be considered and recorded.
- 6) The successful bidder shall be decided based on highest amount offered by the bidder.
- 7) The rates shall be quoted in the enclosed schedule marked as Annexure-I. Rates quoted in any other form shall not be accepted.
- 8) Successful bidder shall be intimated by Letter of Intent (LoI). Accordingly, the successful bidder has to submit Performance Guarantee of Rs.10,000/- and pay the License fee for the initial period (11 month). Performance Guarantee will remain valid throughout the entire contract period. Once the required Performance Guarantee and License fee are submitted by the successful bidder, a work order will be issued. The Performance Guarantee will be released only after the bidder successfully fulfils the contract conditions.

Signed by
Anil Antony

Date: 16-12-2023 17:41:3
निदेशक / Director

**GENERAL TERMS AND CONDITIONS FOR "OPERATION AND MAINTENANCE
OF CAFETERIA AT THANGASSERI POINT LIGHTHOUSE, KOLLAM"**

1. The offer is invited initially for a period of Eleven months only and likely to be extended for another two tenures (11 months each) based on performance of the earlier contract period. The bidder shall quote rates with at least 5% increment annually from the previous tenure, failing which bids may be liable for rejection.
2. The contractor shall satisfy himself regarding the nature of work to be done, its scope and the conditions of contract.
3. The minimum reserve price of Licence fee for operating cafeteria is **₹4,200/- per month** for initial period.
4. The interested bidders may inspect the site from **20.12.2023 onwards** between **1000 hrs to 1700 hrs** on all working days. No request for inspection after last date & time of submission of bids shall be entertained. No communication "whatsoever" shall be entertained once the bid has been submitted.
5. The offer submitted in enclosed schedule received on or before due date and time and accompanied by the required amount of Earnest Money Deposit shall only be considered.
6. The bid form shall accompany the Earnest Money Deposit in the form of demand draft/ Fixed Deposit Receipt in favour of "**Director of Lighthouses & Lightships, Cochin**" payable at **Ernakulam**. The earnest money deposit of the unsuccessful bidder shall be returned after finalization of the award to successful bidder. The EMD shall be valid for at least **03 months** from last date of submission.
7. The scheduled day for opening the sealed offers, if declared to be holiday due to any reason, the same shall be opened on next immediate working day at same time.
8. The bidders shall quote the rate/ amount, both in words and figures. In case of any discrepancy between the two, the rate/ amount written in words will be considered and recorded.
9. If, the highest bidder does not accept the offer for any reason whatsoever or withdraws from the bidding, the EMD deposited by such bidder shall be forfeited and the bidder shall be blacklisted for three (03) years for submitting of any officer to this office.
10. The cafeteria's basic infrastructure shall be maintained in good condition. If any damages occur during the period of contract, it shall be rectified through the approved agency and the contractor will be responsible for covering the expenses.
11. Additional developments to the infrastructure are allowed only-if necessary, in the internal area of the cafeteria without affecting the existing internal/ external appearance of the building.
12. The cafeteria shall be opened from 09.00 Hrs to 19.00 Hrs on every day.
13. The contractor is responsible for obtaining any necessary statutory Licenses or registrations required to operate the cafeteria in the Lighthouse premises.
14. The cafeteria operator will receive power supply for appliances like the refrigerator, instant tea-coffee maker, and juicer. However, the operator is responsible for covering the monthly

electricity charges. A dedicated sub-meter will be installed to measure electricity consumption, and the contractor must make the payment by the 5th of each month.

15. Water connection will be provided based on availability from the existing source. However, additional requirements if any, shall be arranged by the contractor at his own cost and he should ensure the quality of water from time to time at their own expense.
16. A maximum of four (04) persons are allowed to work in the cafeteria, and they must wear appropriate attire and carry identification cards. They are required to leave the Lighthouse premises by 19:15 hrs each day after clearing the surrounding area.
17. The contractor is responsible for securely storing their food items with locking arrangements at the cafeteria. The department will not be held accountable for any theft, loss, or damage to these items.
18. Items shall be sold as per approved list. If agency intends to add more items, he must take prior approval of the competent authority.
19. The contractor is required to supply specified items with both good quality and quantity at the provided or printed rate. Selling of items at a price higher than the Maximum Retail Price (MRP) not be allowed under any circumstances.
20. Tea, coffee, snacks, juice, and similar items selling in the cafeteria must be of high quality, hygienic and served in eco-friendly containers. Items like cutlet, vada, samosa should be stored and sold on the same day of preparation, maintaining hygiene standards. Storing and selling these food items on the next day is not allowed.
21. Prohibited items, such as cigarettes, pan, pan masala, alcohol or any other toxic substances banned by authorities, should not be sold in the cafeteria or within the Lighthouse station premises.
22. Cooking activities are not allowed inside the premises, but the use of a microwave oven and electrical appliances for heating fresh snacks is permitted.
23. The contractor is required to issue bills for each item sold in the cafeteria using the prescribed format.
24. The contractor must install a fire extinguisher in the cafeteria.
25. The contractor is obligated to adhere to all rules and regulations set by local authorities for operating the cafeteria.
26. Strict adherence to Covid protocols is required in accordance with government guidelines.
27. Lighthouse premises are designated as plastic free zone. Therefore, empty plastic bottles, plastic covers etc. shall be disposed of at suitable location by contractor on daily basis as per the prevailing rules framed by local authority.
28. The contractor shall execute an agreement with the Directorate on appropriate stamp paper after remitting a Performance guarantee (PG). PG will be released upon successful completion of the contract period. The contractor shall be required to remit the Licence fee for every tenure in advance in the form of demand draft drawn in favour of **"The Director of Lighthouses and Lightships, Cochin"** payable at Ernakulam. The cut-off date of payment shall be the date of execution of agreement.

29. The individuals deployed by the contractor must maintain good discipline and exhibit polite behaviour towards the public. Any complaints received against an individual will be taken seriously, and the decision of the station in charge regarding the matter will be final.
30. The contractor shall deploy their personnel only after obtaining approval of the Directorate duly submitting curriculum vitae (CV) of these personnel. The Directorate should be informed at least one week in advance, and any changes to personnel must also receive approval from the Directorate, accompanied by their CVs.
31. The contractor is required to pay fair wages to the personnel working in the cafeteria. "Fair wage" refers to the wage set by the Central or State Government for the district where the work is carried out. Payments must be made on or before the 5th of each month.
32. The contractor shall be responsible for any accidents or damages to the works during the contract period and they are required to restore and rectify such injuries at their own expense.
33. In every case in which by virtue of provisions of section 12, sub-section 1 of the workmen's compensation Act, 1923, Government is obliged to pay compensation to a workman employed by the contractor, in execution of the work, Government will recover from the contractor of the amount of compensation so paid and without prejudice to the rights of Government under Section 12 sub-section 2 of the said Act. Government shall be at liberty to recover such amount or any part thereof by deducting it from his earnest money, security deposit or from any sum due by Government to the contractor. Government shall not be bound to contest any claim made against it under section 12, sub-section 1 of the said Act except on the written request of the contractor and upon his giving to Government might become liable in consequence of contest of such a claim.
34. Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, the Director, For and on behalf of the President of India shall be entitled to recover such sum by appropriating, in part or whole from the amount of the security deposit, lying with the director. In the event of the security deposit being insufficient then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contractor under this or any other contract with the President of India. Should this sum be not sufficient to cover the full amount recoverable the contractor shall pay to the President of India on demand the remaining balance due.
35. On violation of above guidelines, a penalty of 100/- (Rupee one hundred shall be imposed on every violation per day and decision of the station in charge shall be final and binding on contractor.
36. In case of repeated violations of the guidelines issued by the directorate, the contract shall be terminated after forfeiting the security deposit to the government account as per the general guidelines of government.
37. Adequate dustbins shall be provided for collecting garbage empty bottles and any other waste.
38. The contractor has to fulfil all relevant labour act & laws and fully responsible for the safety of labourers engaged by you. The department will not be held responsible for any claim for injuries or loss of life, whatsoever for the persons engaged by the bidder.

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39. The contract shall be governed by the law of India. Lawsuits and other proceedings arising out of or in connection with the contract shall be instituted in Courts of law at Ernakulam/ Cochin only. All labour laws (state/ central/ local Authority), shall be followed fully by the contractor at his own cost.
40. The Director, Directorate of Lighthouses and Lightships, Cochin reserves the right to terminate the contract, if the contractor fails to adhere to the specified terms and conditions. In such a case, the contractor is responsible for compensating the department for any losses incurred due to the breach of terms and conditions up to the date of termination of contract.
41. The following documents are required to be submitted along with sealed offer:
- NSIC/MSME/ UDTAM registration certificate or EMD.
 - Copy of PAN card.
 - Copy of GST Registration Certificate.
 - Copy of valid permit/License from FSSAI to operate cafeteria.
 - Copy of firm/ person's shop registered under shop and establishment act.
42. List of items permitted to sale in cafeteria.
- Tea/ Coffee/ Beverages
 - Mineral water
 - Packed food items
 - Tender coconut
 - Popcorn/ Ice creams
 - Snacks - Local made (fresh).
 - Biscuits/ Chips/ Chocolates
 - Fresh juice and shakes
 - Fruits
 - Any other items required to sold at cafeteria, needs prior approval of the competent authority).

बोलीकर्ता के हस्ताक्षर / Sign. of Bidder


निदेशक / Director

अनुसूचि / SCHEDULE

कार्य का नाम:- तंगस्सेरी पॉइंट दीपस्तंभ में कैफेटेरिया का संचालन और रखरखाव

Name of Work:- Operation and maintenance of Cafeteria at Thangasseri Point Lighthouse

क्रम सं. S. No.	विवरण Description	मात्रा Qty	दर प्रति माह Rate per month	इकाई Unit	रकम Amount in ₹
(a)	(b)	(c)	(d)	(e)	(f) = (c x d)
1	License fees for "Operation and maintenance of Cafeteria at Thangasseri Point Lighthouse, Kollam" as per standard operating procedure and terms & conditions				
(i)	Payment shall be made to the Directorate for 1 st term of the period from 01.02.2024 (first eleven months)	11	₹ _____ (Rupees _____ _____ only)	Per month	₹ _____
(ii)	Payment shall be made to the Directorate for the second term (for 11 months) (subjected to minimum increase of 5% on first term monthly license fees)	11	₹ _____ (Rupees _____ _____ only)	Per month	₹ _____
(iii)	Payment shall be made to the Directorate for the period from Third term (for 11 months) (subjected to minimum increase of 10% on first term monthly license fees)	11	₹ _____ (Rupees _____ _____ only)	Per month	₹ _____
Total Amount in Words:					₹ _____

बोलीकर्ता के हस्ताक्षर और मुहर/ Sign. & Seal of Bidder

निदेशक / Director