

- 1) Is the Guest house operated by your Company or is it outsourced?
- 2) Name with complete address/ contact details of the contractor to whom the guest house operations have been outsourced.
- 3) Inventory/Number of rooms at the guest house operated by your company.
- 4) Breakup of manpower in terms of regular and contract staff engaged at the guest house
- 5) Timings / shift of the manpower deployed at the guest house
- 6) Category of rooms available at the guest house
- 7) Room Tariff against each category of rooms at the guest house
- 8) Charges for meals offered at the guest house (Breakfast/lunch/Dinner/ any other meals)
- 9) Weekly /Daily Menu of all meals offered at guest house.
- 10) Guest house policy for allotment of room against each category.
- 11) All Formats, Procedures, Circulars issued in case of operations of Guest house by your company
- 12) Please Provide Copies of AMC's in case of maintenance of AC's, DG set, Lift, EPBAX Systems, and CCTV System etc.
- 13) No of guests allotted rooms category wise (VIP/Ordinary etc) for F.Y. 2021-22
- 14) No of working lunches/dinners organized by the guest house for F.Y. 2021-22 (Month wise)
- 15) Any arrangement/event (Hi-tea/ working lunch/ Dinner/snacks etc) organized by the guest house outside the guest house premises viz main office bldg or any other place.
- 16) If 'YES' to Sr. no: 15, kindly provide breakup event wise i.e. Breakfast/Lunch/ Dinner for F.Y.2021-22
- 17) Overtime hours monthly basis in the case of staff deployed at Guest house for F.Y. 2021-22
- 18) If Guest House operations are outsourced, kindly provide the name, address and contact no of the contractor to whom the Contract is placed/ awarded.
- 19) Tender Documents and other associated documents (instructions to bidder, Pre qualification Criteria, Scope of Work, Commercial Terms & Conditions, Payment Terms, Penalty, BoQ, Annexures, Formats) placed in GEM or any other platform/ Mode/ Medium for inviting tenders from interested parties/ contractor towards outsourcing of guest house.
- 20) Names of bidders with addresses/Contact details who participated in the tender/ bid
- 21) If you Company Guest house are outsourced, Please provide the total monthly payment made to the contractor month wise for the F.Y. 2021-22.

- 22) If your Company guest house is outsourced, please provide the number of Contact staff (designation wise) deployed at the guest house.
- 23) If your Company guest house is outsourced, please provide shift timings of all the contact staff engaged.
- 24) If your Company guest house is outsourced, please provide copies of Scope of work/Contract/ Order placed with the contractor / L1 bidder
- 25) If your Company guest house is outsourced, please provide month wise bill raised by the contractor against Housekeeping & Catering services
- 26) Please provide expenditure month wise for F.Y. 2021-22 against the following
 - i. Telephone Expenses
 - ii. Electricity Expenses
 - iii. Water
 - iv. Security
 - v. Garbage Expenses
 - vi. DG maintenance
 - vii. Lift Maintenance