

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES****No 1 Development Enclave, Rao Tula Ram Marg****Delhi Cantt., New Delhi – 110010****Advertisement No. IDSA/053/2012****QUOTATION FOR GUEST HOUSE MANAGEMENT AND CATERING SERVICES****TWO BID SYSTEMS****MEMORANDUM OF WORK IN BRIEF**

1	Name of work	Guest House Management and Catering Services
2.	Earnest Money	Rs. 50,000/- in form of Bank Guaranty/DD/FDR
3.	Validity period	180 days
4.	Security Deposit	10 % of contract value in form of cash/Demand Draft
5.	Period of Contract	Three years
6.	Last date of Submission of Tender	21.02.2012 by 1600h
7.	Mode of Sending	In sealed cover by post or by directly dropping in the tender box kept at IDSA Reception
8.	Description essential to be made on sealed cover	Quotation for Guest House Management and Catering Services at IDSA

**Signature of bidder
Name:****Sd/-
Assistant Director
IDSA****Company seal****Date**



INSTITUTE FOR DEFENCE STUDIES AND ANALYSIS

No1, Development Enclave, Rao Tula Ram Marg,

New Delhi-110010

Website: www.idsa.in

NOTICE INVITING TENDER

Sealed Tenders in two bid system are invited for Guest House keeping and catering from reputed firms, initially for a period of three years. The tender documents can be obtained from the Office of the Assistant Estate Manager IDSA on payment of Rs.500/- (Non-refundable) by means of cash or Demand Draft drawn in favour of IDSA, New Delhi. The tender form may also be downloaded from our website www.idsa.in and the charges be enclosed by way of a demand draft for Rs.500/- (Non-refundable) along with the tender submission. The last date for submission of Tenders along with all documents and EMD in the form of Demand Draft/ Bank Guaranty/DD/FDR for Rs.50,000/- (Rupees fifty thousand only) in favour of IDSA, New Delhi is **21st February 2012** by 1600h. Technical bids would be opened on 24th February 2012 and those firms found technically fit would be called for opening of financial bids.

The financial bids will be opened on 29th February 2012 in the presence of duly authorized representatives of the short listed firms.

Tender Notification No.: IDSA/053/2012 Dated: 28th January 2012

Name of the work: Guest House Management and Catering Services

EMD Amount: Rs. 50,000/- (Rupees fifty thousand only)

Period for contract: Initially for a period of three years and extendable by another year.

Last Date of submission of Tender: **21st February 2012**, latest by 1600h

Address for the submission of tender: The Assistant Director
IDSA No 1, Development Enclave,
Rao Tula Ram Marg, Delhi Cantt
New Delhi -110010

24th February 2012 ó Technical bids

Date, time and place of tender opening 29th February 2012

(Financial bids of short listed firms) 1500h Room No 205

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of part 'B' & 'C' as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute or alternatively can also be submitted by using the same proforma on company's letter head and should be submitted in sealed cover (separately for technical and financial bids) with superscript 'Tender for Guest House Management and Catering services at IDSA - Technical Bid and the other ó Financial Bid'

Sd/-

Wg. Cdr Hemlata Lohani
Assistant Director

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010**

(TERMS AND CONDITIONS)

Introduction:

Institute for Defence Studies and Analysis (IDSA) is a premier strategic and security studies think ótank in India and is fully funded by the Ministry of Defence. IDSA is situated on Rao Tula Ram Marg, near USI and approx. 1 Km from R&R Hospital.

IDSA has decided to entrust the work of maintenance & house keeping of its Scholars Transit Accommodation comprising of **14** Guest Houses (02 three-bedroom apartments, 04 two-bedroom apartments and 08 one-bedroom apartments) to reputed agencies, with at least 10 years experience in Guest House Management and Catering Services, on contract basis, initially for a period of 03 years. The agencies that fulfill the requirements as specified in this document shall be eligible to apply.

Model of Operation

- The accommodation and facilities will be allotted by IDSA through service provider and all revenues generated by way of licence fee would be deposited with IDSA.
- The accommodation will be allotted to IDSA's guests during various conferences, Visiting Fellows, Central and State Government agencies, and IDSA society members only.

- The service provider shall furnish all the apartments at high standards keeping in view the reputation of IDSA and its guests. The minimum required furnishing is as detailed in **Appendix 1**.
- The service provider will create a reception area, office area and a cafeteria in the ground floor of Scholarsø Transit Accommodation. All furnishing, furniture and fittings in said facilities will be provided by the service provider.
- The license fee for hiring of apartments shall be fixed by the Institute.
- Service provider will run the IDSA cafeteria as also provide catering services for conferences being organized by the Institute and to the scholars at mutually decided rates.
- Revenue generated from providing the catering services shall **solely** accrue to service provider who shall completely furnish and equip the kitchen and dining areas and pay for electricity charges.

The agencies/representative(s) may visit the office of The Assistant Estate Manager for inspection of site and appraisal of work involved, between 10.00 am to 5.00 pm on any working day between 01st February & 20th February 2012.

The nature, scope and terms & conditions of works are given on page numbers 6-16 of this document. You are required to prepare your most competitive quotations in the given format and deposit the same in the tender box kept in the reception area on or before 21st February 2012 (latest by 1600h)

1. Details of Guest Houses:

The institute has guest house facility namely “Scholarsø Transit Accommodationø, which is situated inside the IDSA campus and consists of 08 single bed Room Apartments, 04 two bed room apartments and 02 three bed room apartment .

Other Facilities The IDSA also has following facilities:

Auditorium	-	175 seats
Seminar halls (02)	-	65 seats
Seminar hall (GF) 1	-	40 seats
Conference Rooms (02)	-	20 seats

Executive dining hall / Banquet hall

Lawns / courtyard/basement

Stilt parking for 150 cars

Lifts / central air conditioning with power back-up (office area) /

Central RO System

2. Scope of Work:

The scope of work includes housekeeping maintenance and up gradation of IDSA guest houses and providing reception, catering services in the scholars and staff cafeteria on a daily basis and during any events organized by IDSA. The scope of work is described in details in the following subsections.

2.1 Cleaning of rooms in STA:

- a. Sweeping & mopping of floors by the use of scrubber with soft hygienic chemicals.
- b. Cleaning of toilets followed by wiping with a dry duster.
- c. Dusting of furniture and furnishings.

- d. Changing bed sheets, bedspread, pillow covers, bath towel and hand towel on alternate days or on the change of occupancy.
 - e. Making up the rooms before the arrival of new guest, spraying fragrance to impart freshness, placing deodorant and (sample) bathing soap in toilet, providing fresh drinking water.
- 2.2 Cleaning of all corridors and staircases including sweeping with broom followed by wet mopping/scrubbing.
 - 2.3 Sweeping of building apron, walkways, etc.
 - 2.4 Collection of garbage/wastes from rooms, allocated premises and kitchen and ensure their disposal at sites earmarked by the MCD.
 - 2.5 Cleaning of kitchen, dining hall, attached toilets, etc at least twice a day. Scrubbing and dusting of furniture, wall tiles, doors and windows, etc.
 - 2.6 Clearance of wild growth in open area to make the surrounding area of the building clean and pleasant.
 - 2.7 Installing and maintaining a telephone Exchange and intercom facilities in all rooms.
 - 2.8 Providing 100 channels cable TV service in all apartments.
 - 2.9 Maintaining a Front Office Reception desk round the clock.
 - 2.10 Providing security services to all guests at STA round the clock.
 - 2.11 Providing facilities like Doctor on call, vehicles when requested by guests, daily newspaper, business centre services like photocopying , computers etc.
 - 2.12 Providing WiFi facilities to guests residing in STA.

2.13 Catering Services to serve delicious, neat and healthy food every time on payment basis according to the approved menu list by the Institute.

2.13.1 The staff members deputed in the catering services should be polite and courteous and in uniform at all times.

2.13.2 Maintenance & upkeep of kitchen and dining hall before and after each meal. Dusting and cleaning of dining tables & chairs frequently.

2.13.3 Provide services to institute official needs in terms of tea/coffee/milk, snacks and breakfast/lunch/dinner as ordered.

3. Facilities made available from the institute:

3.1. Part of the establishment:

3.1.1. Lifts (AMC will be done by the Institute)

3.1.2. Ceiling fans

3.1.3. Geysers, tube lights.

However day to day maintenance of above will be borne by service provider.

3.2. Consumables:

The contractor shall procure the consumables based on the requirement

3.2.1. Bathing soap

3.2.2. Toilet paper

3.2.3. Candle with match box

3.2.4. Naphthalene balls

3.2.5. Detergent & chemicals

- 3.2.6. Cloth duster
 - 3.2.7. Mosquito mats
 - 3.2.8. Phenyl
 - 3.2.9. Paper napkins
 - 3.2.10. Brooms
 - 3.2.11. Insecticides
 - 3.2.12. Deodorant
- and other necessary items as required.

4. Responsibility of Contractor:

- 4.1** The service provider has to furnish all the facilities provided to him at his own cost, including Air conditioners, Furniture, Beds, Curtains, Reception area, Banquet Hall, and Restaurant area. IDSA may be visited to see the sample flat and other facility area.
- 4.2** The service provider has to provide all the material and manpower needed for the routine maintenance from time to time at his own cost. The material should be of good quality.
- 4.3** The service provider will have to furnish a weekly report and progress report to the office of the Assistant Director and also take advice for progress of work.
- 4.4** Service provider will submit the details of staff employed along with their deployment, to the Estate Manager IDSA. Their attendance will be monitored regularly.
- 4.5** Maintenance: All electrical appliances, gadgets, fittings & fixtures in the facilities allocated, shall be maintained by the service provider and the electricity bill of the kitchen and dining

area shall be paid by the contractor. Cooking on electrical stoves is not be permitted.

4.6 Electricity bill of STA will be borne by the Institute. However the usage of electricity should be commensurate with the occupancy and shall be verified accordingly. Penalty would be levied if found using electricity without occupancy or genuine reasons.

4.7 Water supply: The institute shall maintain Water supply and pipe-fittings.

4.8 The service provider will have to bear followings expenses as a part of contract

- (a) Staff and Workersø Salary
- (b) House keeping services
- (c) Front Office handling cost
- (d) Security Services at STA
- (e) Room service
- (f) Cable TV
- (g) Telephone Exchange
- (h) Coffee shop round the clock
- (i) Air conditioning.
- (j) Washing machines
- (k) Microwave
- (l) Maintenance of flower pots and small lawn adjoining STA area.
- (m) Any other expense which may occur in compliance with services.

- 4.2. In case of any loss/damage of property of guest houses by workers of service provider, the penalty for the above damage/loss will be charged to the service provider as decided by the Director General, IDSA, who is the final authority on any such issues.
- 4.3. No accommodation for the workmen / supervisors shall be provided by the institute. The service provider shall have to make his own arrangement for the lodging and boarding of his workmen outside the Institute's premises. However servant quarters with the allotted rooms can be used as stores, properly organised by the service provider.

5. **Other terms and conditions:**

- 5.1 EMD by Demand Draft drawn on any scheduled bank in favour of IDSA, New Delhi payable at New Delhi or bank guarantee should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD bank guarantee is liable to be treated as non-responsive and rejected. The successful bidder shall remit a security deposit @ 10 % on the contract value per annum within 30 days of award of contract and the EMD already remitted by the successful bidder will be adjusted against the security deposit. In case bank guarantee is submitted in place of DD then full amount of security deposit will be required to be remitted.

The security deposit will be refunded without any interest at the time of termination of the contract. EMD of unsuccessful bidders shall be returned.

- 5.2 The bidders should give details of their business soundness and provide list of customers of previous similar services to Institutes or Government Departments/Undertakings/public/private sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents. In case the company has changed its name during the last ten years then the reasons there of and the copies of correspondence with registering authority should be submitted with the bid documents.
- 5.3 The agencies should submit their rate as per the format given in the Notice Inviting Tender in this cover. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. Any quotation with corrections and overwriting would be summarily rejected.
- 5.4 The Institute reserves the right to cancel or amend the scope of work at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.

- 5.5 Clarification of Tender Document: A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
- 5.6 Amendment of tender document: At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
- 5.7 The Institute may at its own discretion extend the last date for the receipt of bids.
- 5.8 The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in any case for the purpose of interpretation of the bid, the English translation shall prevail.
- 5.9 The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Institute is final in all the matters of tender and purchase.
- 5.10 Work Experience:- The Firm / Agency should have been registered as a Proprietary Firm / Partnership Firm / Registered Company and should have experience of at least 10 years in providing housekeeping and catering services. Proof of experience and performance certificate is must.

- 5.11 Engagement of workmen: The workmen engaged by the successful bidder shall have minimum experience of three years, and IDSA will have no responsibility and/or liability whatsoever towards them. All the workmen should have good behavior and courteous relationship with occupants and institute officials during the duty hours. Successful bidder shall be responsible for compliance of all applicable laws and regulations including Labor Enactments.
- 5.12 The Successful bidder shall be held responsible for proper conduct, and safety of workmen engaged by him. The workmen so engaged by the Contractor, shall be under his employment and disciplinary jurisdiction. However they shall be subject to the overall discipline of IDSA. Police verification of the staff will be obtained by the service provider before deploying them.
- 5.13 The workmen engaged by the successful bidder should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk while on duty and inside the campus premises of IDSA. The Contractor will be held responsible for the same, and under no circumstances IDSA will be responsible for any obligations / liabilities.
- 5.14 Compliance of Statutory Requirements:- The Successful bidder shall ensure that ALL statutory requirements as applicable are complied with during the tenure of the Contract. He shall ensure compliance of all the provisions of various Labor Enactments viz. The Minimum Wages Act 1948, The Payment of Wages Act 1936, The Workmen's Compensation Act 1923, The Employees Provident Fund & Miscellaneous Act 1952, and

any other Labor Enactments as may be applicable from time to time.

- 5.15 Service provider will have to assist in obtaining trade license for operating kitchen, in the name of the Institute, from Delhi Cantonment Board. All kitchen equipments and facilities will be maintained up to inspection standards for inspection by the SHO.
- 5.16 Industrial Dispute: The staff engaged by the successful bidder shall have no claim whatsoever on IDSA and shall not raise any industrial dispute either directly or indirectly with or against IDSA in respect of their service conditions as long as they are engaged at IDSA premises for execution of the Contract.
- 5.17 Accidents: In case of any accident or mischief, the guesthouse in-charge engaged by the contractor will immediately inform in person or over telephone about the incident to IDSA Authorities. IDSA should not be made to bear any expenses in this regard.
- 5.18 Deduction of Taxes: - All provisions of the Income Tax as per Rules shall be complied with strictly.
- 5.19 Payment of all Statutory Taxes: - The Successful bidder shall be responsible for payment of statutory Taxes, as decided by the Appropriate Authority from time to time and submit the proof thereof to IDSA.
- 5.20 Mode of Payment: - The Successful bidder shall raise the bills in triplicate, and submit the same to the Office of Estate Manager along with latest copies of Occupancy Register duly certified and signed by the guests. The service fee will be paid by IDSA in the

first week of the month. Income Tax and other statutory taxes / levies will be deducted as per the Rules.

- 5.21 Period of Contract: The Contract shall be valid initially for a period of three years i.e. from the date of contract and extendable by another year based on the performance. IDSA reserves the right to terminate the Contract awarded at any time during the currency of the Contract without assigning any reasons by giving one month's notice in advance in writing. The Successful bidder shall be required to give three month's advance notice in writing for termination of the contract, failing which the security deposit shall stand forfeited.
- 5.22 Under no conditions the service provider for his staff shall claim the benefits of IDSA Rules, Wages & Allowances, facilities etc.
- 5.23 The Tender as furnished shall remain open and valid for a period of three months from the date of opening.
- 5.24 IDSA shall not be responsible for delay or non-receipt of tender documents during transit by Post.
- 5.25 IDSA reserves the right to reject any or all Tenders without assigning any reason thereof at any stage of the process.
- 5.26 Prior to commencement of the Contract, IDSA officials shall inspect office of the bidder. Also, during the period of the Contract, there shall be periodical inspection of guesthouses / documents.

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010**

QUOTATION FOR GUEST HOUSE MANAGEMENT AND CATERING SERVICES

**INFORMAION OF BIDDER FOR PROVIDING GUEST HOUSE
MANAGEMENT AND CATERING SERVICES**

1. Brief Bio data with Check list of the Tender *(Please enclose separately as per Part B1 & B2)*
 1. Name and address of the company
 2. Name/s contact person/s
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
 3. Income tax itcc no. (With documentary proof)-Attach Income tax Return of last three Years.
 4. Balance sheet for last three years.-Should be audited & attach attested photocopies.
 5. Sale Tax Regn. No. (With documentary proof)
 6. EPF Regn. No (With documentary proof)
 7. ESI Regn. No. (With documentary proof)
 8. Service Tax No. (With documentary proof)
 9. License No under contract labour Act. (With documentary proof)
 10. Nature of owernership-
Private/Public/Company/Proprietorship/Partnership
(Please provide details with documentary evidence).
 11. Details of work done during last ten years (with documentary proof, client satisfaction certificates, etc)
 12. Details of Present assignments to whom the Guest house management and catering services are being provided (Please attach annexure/s in the following format Organization/s Name with address number of manpower deployed nature of time contact person/s reference Tel. No.

13. Details of man power on roll of your organization (attach organization chart)
14. Any Other, please specify with documentary evidence
15. Details Of EMD Enclosed
16. Details of change of name of the company during the last 10 years and copies of the correspondence with registering authority.

(SIGNATURE WITH STAMP)

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
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Delhi Cantt., New Delhi – 110010

TENDER FORM FOR PROVIDING GUEST HOUSE MANAGEMENT AND
CATERING SERVICES

1. Brief Bio data of the Bidder _____

2. Name, Address with Telephone _____
Number of the Firm/agency _____

3. Name, Designation, Address _____
and Telephone number of _____
authorized person of the Firm/ _____
agency. _____
4. Firm Registration Reference _____
(Please enclose the copy) _____
5. Please specify as to whether _____
firm is sole proprietor / a. _____
partnership firm. b. _____
c. _____
6. PAN number & Income Tax _____
Return of financial _____
Year 2008 ó 2010 _____

7. Provident Fund Account Number _____
(Please enclose the copy)

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**

8. ESI Registration Number _____
(Please enclose the copy)
9. Service Tax Number _____
(Please enclose the copy)
10. License Number under Contract _____
Labour (R&A) Act. _____
(Please enclose the copy)
11. Details of earnest money deposited*
a) Amount Rs. _____
Rs.(in word) _____
b) Bank Draft / Pay Order / _____
Number of Nationalized _____
Bank _____
c) Date of issue of BD/PO _____
d) Name of issuing Bank _____
12. Details of Past Experience in the _____
relevant Field. _____

13. Details of works in hand _____

14. Any other information _____
15. Declaration by the Contractor :

This is to certify that I / we have read and fully understood all the terms and conditions herein and undertake myself/ourselves abide by them.

Dated:

(Signature of Tenderer)
Name:
Designation:
Address:
Phone (O):
(R):

ANNEXURE 'B' Part – B2
(TECHNICAL BID)

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

CHECK LIST OF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH
THE TENDER

- | | | |
|-----|--|-----------|
| 1. | Firm registration | Yes / No |
| 2. | PAN Number | Yes / No |
| 3. | Provident Fund Account Number issued by
The competent authority | Yes / No |
| 4. | ESI Registration No. issued by the Competent
Authority | Yes / No |
| 5. | Contract license issued by the labour Commissioner
Under Contract Labour (R.E.A) Act. | Yes / No |
| 6. | Bank Draft / Pay order / FDR of earnest money | Yes / No |
| 7. | Service Tax No. | Yes / No. |
| 8. | Experience of last three Years | Yes/No |
| 9. | Documentary proof of present assignments | Yes/No |
| 10. | Copies of Audited balance Sheet of last three Years | Yes/No |
| 11. | Copies of Income Tax return for last three Years | Yes/No |
| 12. | Organisation Details | Yes/No |
| 13. | Correspondence regarding change of name during
last 10 years. | Yes/No |

Signature of Tenderer

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

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Delhi Cantt., New Delhi – 110010**

**TENDER FORM FOR PROVIDING GUEST HOUSE MANAGEMENT AND
CATERING SERVICES**

(FINANCIAL BID)

To be filled in properly, legibly and submitted in a **separate sealed envelope** marked as Financial bid. The Rates should be filled in prescribed format.

Price Bid for Management of 14 Guest Houses

S No	Description	Monthly Amount
1	Total Contract value for providing services for Management of 14 Guest Houses after furnishing and equipping the Guest Houses at Contractors cost. The Rates Quoted should be exclusive of service tax.	
	Total Amount	

Total Amount Quoted in words in figure

(The Amount Quoted should be exclusive of service tax. Conditional tenders will be liable to be rejected)

Signature of the Bidder

Name and Telephone No

Name of the Agency

Seal :

LIST OF ITEMS REQUIRED IN A ROOM

1.	BED (double in each bedroom)
2.	MATTRESSES
3.	BED SHEETS
4.	QUILTS
5.	BED COVERS
6.	PILLOWS
7.	PILLOW COVERS
8.	TABLE
9.	ALMIRAH WOODEN
10.	SOFA SET
11.	CHAIR
12.	SAFE LOCKER
13.	AIR CONDITIONER
14.	DUST BIN
15.	RUBBER MAT
16.	BED SIDE TABLE
17.	TABLE LAMP
18.	CARPETS
19.	CURTAINS
20.	WRITING TABLE

21.	MIRROR
22.	WALL CLOCK
23.	WALL PICTURES
24.	PENCIL STAND
25.	PENCIL
26.	WRITING PAD
27.	FLOWER ARRANGEMENTS
28.	ASH TRAY
29.	HANGERS
30.	LAUNDRY BAG
31.	BLOWER/HEATER
32.	BLANKET
33.	SLEEPERS
34.	MAGZINES
35.	MENU CARD
36.	ALL OUT MACHINE/REFILL
37.	FLASK
38.	TRAY
39.	GLASSES
40.	SAFE LOCKERS

LIST OF ITEMS REQUIRED IN KITCHEN

41.	FRIDGE
42.	TOASTER

43.	ELECTRIC KETTLE
44.	MICROWAVE
45.	DINNER PLATES
46.	SIDE PLATES
47.	BOWLS
48.	GLASSES
49.	SPOONS
50.	KNIVES
51.	FORKS
52.	TRAY
53.	COASTERS
54.	NAPKINS
55.	TEA CUPS
56.	WATER JUG
57.	BOTTLE OPENER
58.	SUGER POT
59.	COFFEE MUG
60.	DUST BIN
61.	CANDLE
62.	CANDLE STAND
63.	CUTLERY STAND

<u>LIST OF ITEMS REQUIRED IN BATH ROOM</u>	
64.	BUCKET
65.	MUG
66.	SOAP
67.	SOAP DISH
68.	BATH TOWEL
69.	BATH MAT
70.	HAND TOWEL
71.	DOOR MAT
72.	TOILET ROLL
73.	NAPKIN
74.	BATH ROOM FLOWER ARRANGEMENT
75.	SHOWER CURTAIN
76.	BATH STOOL
77.	WASHING MACHINE
78.	DUST BIN

<u>LIST OF ITEMS REQUIRED IN DRAWING-DINING ROOM</u>	
79.	THREE SEATER SOFA
80.	TWO SEATER SOFA
81.	ONE SEATER SOFA
82.	EASY CHAIR WITH FOOT STOOL
83.	CARPET
84.	TELE PHONE TABLE
85.	T.V TABLE

86.	CONSOL TABLE
87.	DINING TABLE
88.	DINING CHAIRS
89.	LUGGAGE RACK
90.	WALL MIRROR
91.	WALL PICTURES
92.	CURTAINS
93.	CLOCK
94.	AIR CONDITIONER
95.	T.V WITH REMOTE
96.	SET UP BOX WITH REMOTE
97.	TELE PHONE
98.	ASH TRAY
99.	FLOWER ARRANGEMENTS
100.	MAGZINES
101.	NEWS PAPERS
102.	IRON BOARD
103.	CLOTH HANGER STAND IN BALCONY
104.	LAMP
105.	DUST BIN STEEL
106.	DOOR MATS
107.	ARTIFICIAL PLANTS
108.	BLOWER/HEATER