

TENDER DOCUMENT

FOR

Mess and Canteen Services at CSIR NEIST

Cost of Tender Document: 500/- (Rupees five hundred only) –
Non-refundable

Last date for sale of the tender document Jan 25, 2016 up to 04:30 p.m.

Last date and time for submission of tender document Jan 28, 2016 up to 03:00 p.m.

Opening of the Bid Jan 28, 2016 at 03:30 p.m.

**CSIR-NORTH EAST INSTITUTE OF SCIENCE AND
TECHNOLOGY**

(Council of Scientific & Industrial Research)

Jorhat, Assam 785006

Website: www.neist.res.in

NOTICE INVITING TENDER

Mess and Canteen Services at NEIST, Jorhat

Sealed tenders are invited in two bid system on behalf of Director, NEIST, Jorhat from reputed and experienced Jorhat **based agencies** in the relevant field up to 03:00 p.m. on or before Jan 28, 2016, for the following work:

Name of Work: Engagement of Agency for providing mess and canteen services at CSIR NEIST as per details given in the Tender Document.

EMD	Last date for sale of Tender Document	Time & Date of opening of tenders
1,00,000	Jan 25, 2016 04:30 p.m.	Jan 28,2016 03:30 p.m

Tender documents can be obtained up to 04:30 p.m. on all working days against the payment of 500/- (Rupees five hundred) through Pay order or Demand Draft drawn in favor of Director, NEIST (Non-refundable) towards the cost of tender. Tenders downloaded from the website must be accompanied with a Demand Draft of 500/- (Rupees five hundred only) drawn in favour of the Director, NEIST towards the cost of Tender Document. In case the tender cost is not submitted, the tender will not be considered.

The earnest money should be deposited in the form of Demand Draft payable at Jorhat issued in favour of the Director, NEIST, Jorhat.

The bids will be accepted of those Agencies having relevant experience of minimum of Five years in providing similar type of services. Further, the tenderer should have a minimum average annual turnover of 05 **laks** for the last three financial years ending March 31, 2015.

A. Scope of Work:

To prepare and serve breakfast, lunch, dinner and snacks for students, guests and visitors of NEIST, as per menu suggested by Committee after taking into account the availability of seasonal vegetables and fruits, eating habits of the residents who have come from different parts of the country and the paying capacity of the members. Care shall be taken to provide clean, nutritious and a balanced diet at a reasonable price. The workers have to work under the guidance of a Canteen Manager and an officer authorized to do so from NEIST. The workers will work in Kitchen and Dining Hall. Cleaners shall not be used for kitchen work.

The contractor shall primarily serve the food at the following locations:

1. CSIR NEIST Canteen.
2. Boys Hostel Mess.
3. Girls Hostel Mess.
4. Guest House Dining room.

B. Job Specifications:

- (i) To provide breakfast, lunch and dinner at the places designated above. The number of users will be approximately 200 daily.
- (ii) The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- (iii) The workers should have worked in large canteens, hotels, messes for a period of three years and should have the sufficient knowledge and aptitude of preparing both vegetarian and non-vegetarian food items.
- (iv) The kitchen, dining hall, hand wash area, dish wash area, etc. will be washed with water and soap solution and mopped after every meal (breakfast, lunch and dinner) and will be disinfected once in a month or as and when required.
- (v) The Agency shall arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- (vi) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- (vii) The mess will be opened at 6:00 a.m. by collecting key from the Caretaker/Security Incharge and will be closed by 10:30 p.m. and key should be

deposited with the
changes in the

Caretaker/Security Incharge on all seven days of the week. Any
timings will be as approved by the concerned authorities.

(viii) The hostel residents shall take their breakfast normally from 07:00 A.M. to 08:00 A.M; lunch from 1:00 p.m. to 1:30 p.m; and dinner from 08:00 p.m. to 09:00 p.m. No meals shall be served in the hostel beyond the above timings. However, the contractor may provide snacks and Tea/Coffee/Soup etc through a separate counter in the hostel. The timings for Breakfast in the NEIST Canteen shall be from 0800 hrs to 0900 hrs, Lunch from 1300 to 1330 hrs and evening Dinner meals can be provided to members of the staff and the residents of the campus upto 2130 hrs.

- (ix) Each resident student, his/her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with permission of the Warden(s), if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall.
- (x) Self-Service system will be followed in the mess and canteen. Food will however be served to guests in the Guest House and in the office canteen after office hours.
- (xi) After every meal (breakfast, lunch and dinner), all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of approved quality.
- (xii) Dining halls should be washed with soap solution and mopped, after every meal.
- (xiii) Kitchen to be always kept clean and should be washed after cooking every meal with water and soap solution.
- (xiv) Water Coolers and purifier should be cleaned and maintained as per the Instructions of the Institute.
- (xv) The agency is required to set up the office canteen in a way to meet day to day requirements of the students, faculty and staff like breakfast, lunch, dinner, tea, coffee, cold drinks etc. and should have catering arrangements on requirement basis to meet the needs of various seminars, symposiums, meetings etc.
- (xvi) The agency will be required to display the price list of all the food articles, soft drinks, tea, coffee and juice sold in the canteen. The prices of the items sold in the NEIST canteen shall not be more than the local market rate and will be certified and reviewed by Canteen Committee of NEIST on regular basis.

- (xvii) A complaint book shall be kept in the canteen for recording any complaint or suggestions from any user of the Institute and will be produced for inspection to Canteen Committee. Canteen Committee after examining the complaint will put up before the Competent Authority. Decision taken by the Competent Authority of the Institute shall be final in all these complaints/suggestions.
- (xviii) The Agency shall not make any alteration to rates once fixed without the prior approval of the Director, NEIST.
- (xix) Canteen Committee would inspect the cleanliness and the hygienic atmosphere in and around the canteen from time-to-time and any findings /suggestions will have to be addressed/implemented by the contractor.
- (xx) While the set menu for meals to be served in the Hostel Mess and the Office Canteen shall be at the rates fixed at the time of quotation, the meals to be served in the canteen after office hours can be la carte, the prices of which shall be less than what is prevailing in the market.
- (xxi) Further, the agency shall put up a snacks kiosk at their own cost where fresh bakery and other items shall be made available at a discounted cost to the employees, students and residents of NEIST.

C. Menu of the Mess

- (i) The hostel Mess Committee will decide the food menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruit, eating habits of the residents who have come from different parts of the country and the paying capacity of the members.
- (ii) The menu so decided will be displayed in the dining hall and one copy given to the Mess Manager who will ensure its strict observance.
- (iii) If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change; the Canteen Manager will bring it to the notice of the Mess Secretary.
- (iv) A student who has fallen sick shall give a written requisition to the Warden(s) for supply of special diet subject to the convenience of the mess and availability of foodstuff, the Warden(s) may authorize the supply of a special diet to the student.
- (v) Subject to the availability in the mess, a student who asks for any extra item at breakfast may be supplied with it at such extra charges as may be fixed from time to time. The Canteen Manager will keep an account of such extra items in the diet register, which should be signed by the student concerned. Charges for extra mess items will be recovered from the concerned students along with monthly mess

dues.

Terms and Conditions (General)

1. Tenderer should be a registered and licensed agency having prior experience of providing such services. They should have all mandatory licenses/ certificates from the concerned authorities as applicable. Appropriate documents/Certificates issued from the designated authorities should be enclosed along with the bid document.
2. The bids will be accepted of those Agencies having relevant experience of minimum of three years in providing similar type of services (b) Further, the tenderer should have a minimum average annual turnover of 5 **lakhs** for the last three financial years ending March 31, 2015.
3. Tender should be accompanied with an EMD of Rs One Lakh/- by way of Crossed Demand Draft drawn in favour of "**The Director, CSIR-NEIST, Jorhat**". EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender whichever is earlier. **Any tender without EMD will not be considered.**

Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest, after deducting dues, if any, to the Institute.

4. The tender document is non-transferable.
5. Tender document consists of Technical Bid & Financial Bid:

Technical Bid

- a. Technical Eligibility Criteria;
- b. Technical Bid;

Financial Bid

- a. Commercial Bid for Hostel Mess Service;
- b. Commercial Bid for Canteen Service; and
- c. Commercial bid for various items for Committees/Meetings.

6. Submission of Tender

The tender should be submitted under "Two Bid Cover system" the first cover is termed as "Technical Bid" with tender documents, Technical Bid (Performa), EMD of Rs. 1,00,000/- with superscription on the cover as "Tender FOR HOSTEL MESS

AND CANTEEN SERVICE AT NEIST” - Technical Bid and the second cover is termed as “Financial Bid”. Both covers should be placed in a bigger cover with superscription “TENDER FOR HOSTEL MESS AND CANTEEN SERVICE AT JORHAT” addressed to the Director, CSIR- NEIST, Jorhat-785006 and submitted before the last date. The tender document, if downloaded from the website: www.neist.res.in, the tender document charges have to be enclosed with ‘Technical Bid’ while submitting the tender document.

7. Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for a period of two years except for revision in statutory taxes.
8. The offer should be valid for a period of at least 60 days from the date of the tender opening.
9. NEIST reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, NEIST shall be final and binding.
10. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
11. The tenderer is advised to visit and examine the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the bid and entering into contract for execution of the works. The cost of visiting the site shall be bidder's own.
12. The tenderer should be prepared to come to NEIST, to take part in discussion, if required at a short notice.
13. The tender document, complete in all respects, addressed to Director, CSIR-NEIST Jorhat – 785006 may be dropped in the tender box kept in the Administration Wing latest by 03:00 p.m. on Jan 25, 2016.
14. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
15. The Tenders will be opened at Jan 28, 2016 at 03:30 p.m. in the Conference Room of the Institute at Jorhat.
16. On the above date, only Technical Bid will be opened. Tenders will be short-listed based on the information provided in Technical Bid. Financial Bid will be opened only in respect of short-listed tenderers, under intimation to such tenderers.
18. The Agency shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, MWA, etc. and proper account of payments including minimum wages being made to the workers of the agency. The Agency

shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which may likely to arise out of the agency's failure to fulfill such statutory obligations.

20. If the Agency fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty, as decided by the Institute.
21. The Agency shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
22. The workers employed by the Agency shall wear uniform and name badge, which is provided by the Agency, and the agency, shall be responsible for the discipline of his workers. The workers will not be treated as employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Administration of the Institute. Workers shall not form union or carry out trade union activities in the campus.
23. The Agency shall ensure the police verification of all the persons before deploying them at the allotted premises.
24. No accommodation will be provided in the campus for the workers and the Agency shall make its own arrangements.
25. The Institute shall provide chairs and tables, counter tables and water coolers for the dining hall of the mess and canteen. The hostel mess is equipped with pot rack, clean dish table, dish washer with sink, tandoor table, stainless steel tandoor, dosa table, wet masala grinder, stove, table with one sink, hot bain marie G/N Pan 1/1, soiled dish handling with chute, two door deep freezer, refrigerator, stainless steel rack, water cooler, bottle chiller, glass shelf, store for keeping raw material (food) and mess utensils. All other furniture and equipment, if any, required for satisfactory performance of the contract will be provided by the Institute. The maintenance (excluding repairs, etc. due to normal wear and tear) and upkeep of the above equipments, installations, shall be responsibility of the Agency. The list of the cooking equipments to be provided to the contractor is enclosed as Annexure-A
26. The Agency shall have to arrange for all cooking equipment, utensils, crockery, services and other necessary equipments etc. on his own for smooth running of the canteen and mess. However, the canteen and mess are already equipped with water

cooler, exhaust fan, fly catchers, etc.

27. The Institute will provide free water for canteen and mess purpose. However, free electricity and air conditioning shall be provided in Dining Hall only. In kitchen, only lighting shall be provided free of cost, for rest of the power/simple points on which equipments shall be used for preparation of food such as Geyser, Fridge, Oven, Mixer, other electrical equipment separate electric meter shall be provided, the bill of which shall be paid by the contracting agency.
28. The LPG (commercial) fuel for cooking purpose has to be arranged by the Agency.
29. The Agency shall not make or cook any meal(s) in the premises of the Institute for supply to any person(s) outside the Institute other than the guests and the staff of the Institute.
30. The Agency shall not make any alterations or additions to the accommodation provided in the Institute for cooking and catering purposes.
31. The Institute reserves the right to terminate the contract on 2 months' notice, if the performance is not satisfactory. The Agency can also terminate the contract by giving 2 months notice and clearing all dues to the Institute.
32. All the documentation in the tender should be in English.
33. This tender document consists of 28 pages.
34. Sub-letting/Sub contracting the work is not permissible under any circumstances.
35. Successful Agency shall execute an agreement on Judicial Stamp paper in the prescribed format.
36. The Tender should be complete in all respects.
37. The raw material shall be kept in such a manner that no insects/rodents infestation occurs. If any infestation occurs, then proper rodent & pest controlling should be done in time.
38. Successful agency shall provide the manpower of different category such as cook, bearer, cleaner, counter operator etc as per the requirement of the work.
39. The rates quoted under the tender shall remain fixed for the entire duration of the contract except where the Consumer Price Index rises beyond 25% the escalation shall be allowed subject to the mutually agreed upon rates which in no case shall be

more than 15% of the previous rates.

TERMS AND CONDITIONS AS PART OF AGREEMENT

- a) **DISPUTES:** All disputes that may arise shall be referred to the Director, NEIST whose decision shall be final.
- b) **INSURANCE TO EMPLOYEES:** All employees engaged by the agency shall be comprehensively insured for accidents and injuries by the agency at his cost.
- c) **THE DURATION OF THE CONTRACT:** The duration of the contract is for a period of two year, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- d) **PAYMENT TERMS:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work, Job Specifications, etc. and as per actual manpower supplied. Preparation of Mess Bills, collection of mess bill amount from the residents of the hostel, recovery of dues, & any other matter related with the Mess Bills is the whole responsibility of the agency only. However, the rates for the canteen services shall be charged from the staff/public on the fixed rates as given in Financial Bid.
- e) **INDEMNITY:** The Institute shall be indemnified for all losses due to commissions and commissions of any person deployed by the agency. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions / commissions of agency, his employees or staff and the same shall be made good by the agency. It shall be made very clear that the employees / staff engaged by the agency shall not be treated or considered as employees of the NEIST under any circumstances. The agency shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- f) **Earnest Money Deposit:** The tender has to be accompanied with Earnest Money Deposit of Rs. One Lakh (Rs 1,00,000/-) in the form of a Demand Draft/Pay Order drawn in favour of “The Director. CSIR-NEIST” and payable at Jorhat. EMD will not be accepted in any other form. At the back of the demand draft, the name of the Tenderer should be clearly written with the caption “Mess Service at Student Hostel and Canteen Services at NEIST Jorhat. Tenders

submitted without EMD shall not be evaluated or considered.

The earnest money will be forfeited if the Tenderer withdraws his Tender during the period of Tender validity and if the successful Tenderer fails to:

- (a) Sign the contract or to furnish the performance security in accordance with General terms and conditions of contract.
- (b) Comply with all the terms and conditions of the agreement.
- (c) Comply with the rules and regulations set forth by Govt. and applicable to this job Contract

Return/refund of EMD to the unsuccessful/non-responsive Tenderers will be made normally within 60 days after the successful award of tender. No interest shall be payable on it under any circumstances.

g) SECURITY DEPOSIT: The successful Tenderer shall be required to furnish security deposit of **Rs 2.5 Lakh (Rs 2,50,000/-)** within ten days after receipt of award letter in the form of Bank Guarantee/FDR from any Scheduled Bank in favor of “**The Director, CSIR-NEIST**” and valid for a period of 30 months from the date of start of work. The Contractor shall have the option to adjust the EMD towards the security deposit and pay difference only.

If the agency fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job specification, NEIST reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else.

The Security Deposit furnished by the agency will not carry any interest and will be refunded on completion of Job Contract Service entrusted to the agency satisfactorily. If the work is not satisfactory he is liable for forfeiture of Security Deposit amount deposited.

The books of accounts regarding attendance, acquaintance, etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.

The agency shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of weeks.

The agency shall be responsible for the discipline of its workers.

The normal working hours of the mess will be from 6.00 a.m. to 10.00 p.m. and for canteen it would be from 08.30 a.m. to 09.30 p.m. However, the Institute may call for special services beyond these hours on special occasions, without any additional payments.

h) THE WORKERS EMPLOYED BY THE AGENCY

- a) Shall not act in any way detrimental to the interest of the Institute.
- b) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- c) **Uniform:** All personnel appointed by the agency shall wear approved uniforms provided by the agency during working hours for proper \ identification of employees.
- d) The agency shall provide ID Cards to its staff. It will be verified and certified by NEIST Security/Office Incharge.
- e) Have to follow the security instructions as directed by the Security of Institute.
- f) They shall not participate in any strike or protest in any form.
- g) All Contract workers are required to do their duty maintaining hygienic, cleaning and safety.
- i) The list of workers profile duly verified has to be submitted to the Institute for approval and should be employed only on the approval by NEIST.
- i) All the required quantity of materials and labourers for Job Contract Services and related miscellaneous works shall be the responsibility of the agency, it shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed.
- j) Whenever any claim for the payment of money arises, whether liquidated or not, out of or under this contract against the agency, the Institute shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the agency. In the event of security deposit money 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 agency under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the agency.
- k) The Institute reserves the right to terminate the Job Contract Services and related miscellaneous work contract within 2 months notice before its expiry, if the performance is not as per our Job Specification. The agency can also terminate the contract by giving 2 months notice and clearing all the dues towards Institute, if he is not willing to continue the contract.
- l) There will be a periodical evaluation of the work done by agency from time to time, and the agency will be informed about the same.
- m) The agency shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

The rate quoted by the agency shall include all the components of taxes leviable as applicable to works and service contract, if any.

It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule appended to this and at no stage his should be interpreted as a LABOUR CONTRACT.

- D) On all matters pertaining to this work order, the decision of the Director of the Institute shall be final and binding.

OTHER CONDITIONS

- a) The agency should ensure adequate manpower so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Students' Mess as well as Canteen.
- b) All records shall be maintained by the agency as a part of record of day-to-day work done, they shall be authenticated daily by the Mess Manager/Mess Secretary designated for the work. They shall become the basic documents for preparation of mess bills on monthly basis. They shall be maintained in duplicate, one set with each of the Mess Manager of the agency and the Institute.
- c) The works as specified in job specifications, etc. have to be carried out as per the schedule and also within the stipulated time given. The agency shall employ as much manpower as required (after approval) and utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

PENALTY CLAUSE

- a) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.
- b) Penalty shall be upto Rs. 500/- per day, per default / unsatisfactory work.
- c) The cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force w.e.f. the date mentioned in the award letter and shall remain in force for a period of two years. This agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingencies:-
 - a. On the expiry of the contract period as stated above.
 - b. By giving one month's notice by NEIST/CSIR on account of:
 - (i) Committing breach by the contractor of any of the terms and conditions of this agreement.
 - (ii) Assigning the contractor any part thereof to any sub-contractor
 - c. On the contractor being declared insolvent by competent Court of Law, during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
3. If the contractor wishes to terminate the contract during the contract period he will have give a prior notice of two month.

ARBITRATION

1. In the event of any question dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of Director-General, CSIR.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to is unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim award(s) and / or directions, as may be required.
4. Subject to the aforesaid provision, the arbitration and conciliation act,1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

(TECHNICAL Eligibility Criteria)

1. The tendering manpower Company/Firm/Agency should fulfill the following technical specifications:
 - a) The Registered Office or one of the Branch Office's of the manpower Company/Firm/Agency should be located either in Jorhat;
 - b) The Company/Firm/Agency should be registered with the appropriate registration authority;
 - c) The Company/Firm/Agency should have its own Bank Account;
 - d) The Company/Firm/Agency should be registered with Income Tax and Service Tax departments;
 - e) The Company/Firm/Agency should have a minimum annual average turnover of Rs. 5,00,000/-(Rupees Lakh only/-) during last three preceding financial years.
2. The tendering companies/Firms/Agencies are required to enclose photocopies of the following documents (duly self attested) along with the Technical Bid in the Annexure I:
 - a) Registration certificate;
 - b) Copy of PAN/TAN card;
 - c) Copy of the IT return filed for the last three financial years;
 - d) Copy of the Service Tax registration certificate;
3. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
4. An Earnest Money Deposit (EMD) of Rs one Lakh (Rs 1,00,000/-) will have to be furnished along with tender documents in the form of DD/Bankers cheque/Pay Order from any one of the scheduled/nationalized banks drawn in favor of Director, NEIST payable at Jorhat, which will be adjusted towards the Performance guarantee, if the contract is awarded to

him/her/firm.

5. The bidder must have an average annual financial turnover of an amount of Rs.5 Lakhs for the last 3 years ending 31st March of the previous year in each financial year which shall be duly certified by a Chartered Accountant.
6. The entire tender document should be duly signed & sealed by the bidder.
7. The bidder shall submit the information regarding his/her firm in the format enclosed as Annexure I as part of Technical bid along with terms & conditions (duly signed).

Annexure I

Technical Bid (Performa)

TENDER FOR JOB CONTRACT FOR STUDENTS' MESS AND CANTEEN AT NEIST

1. Name of the Firm / Organization :
2. Address :
3. Telephone No. / Mobile No. & Name of the Contact Person :
4. Fax No. :
5. E-mail ID :
6. Do you have an office at Jorhat? If so, Please provide the Address and telephone No.
7. Month and Year of establishment :
8. Name of proprietor / partners/director :
9. No. of years of experience in this field, with Reference, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement)
2012-13 :
2013-14 :
2014-15 :

11. Whether the firm is an Income Tax Assessee?

If so please give the details of PAN No. and

Copy of the latest assessment order :

Note: Detach and put in Technical Bid

(FINANCIAL BID)

- a. Financial bid should be in the format enclosed with tender at Annexure II, III and IV in separate sealed cover. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
- b. Tender (bid) envelope should be sealed by sealing wax. The envelopes containing Technical Bid, Financial Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.
- c. The tender/bid should be completely filled and signed in ink legibly or type-written giving full address of the bidder. The bidder should quote in figures as well as in words, the amount quoted by him. Alteration if any, unless legibly attested by the bidder with his full signature shall invalidate the tender/bid. The bidder should duly sign the entire tender documents/bid personally.
- d. The bidder should ensure that the amounts are written legibly in such a way that manipulation is not possible. No blank space should be left.
- e. Failure to fulfill any of the conditions given above shall render the tender/bid liable for rejection.
- f. The rates shall be quoted for all items. Incomplete bids shall be rejected.

Evaluation of Financial Bid for L1 selection:

L1 will be decided based on the formula given below:

$$X = (A \times 0.2) + (B \times 0.5) + (C \times 0.2)$$

Bidder whose X value comes lowest will be the L1.

A = (Mess Total) Rate per day per student **as mentioned in Annexure II**

B = (Canteen Total) **as mentioned in Annexure III**

C = (Meeting Total) **as mentioned in Annexure IV**

Annexure II

**TENDER FOR JOB CONTRACT AT STUDENTS' MESS AND CANTEEN
CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY
DELHI**

I. Commercial bid for Hostel Mess Service

Sl. No.	Items	Per Head per day (Proposed menu)	Rate (Rs.) (per person)
I	Breakfast (per person)	(i) Two egg (boiled/omlete)/two vegetable cutlet (for vegetarian), Bread Slice (Big Size) with 20 gm. butter, cornflakes with milk (150 ml) and sugar; or Stuffed Paratha (2) with Dahi and Pickle (as required); or Puris (six) with Aloo Mattar, Sabjee/Choley (as required); or Bhatura large size (two) with choley and pickle; or Idli (2) and Vada(2) with Sambar and Coconut Chutney; or Plain Parathas (2) with aloo and choley curry/Dahi; or Two Masala Dosa and Sambhar with Coconut Chutney or one onion and tomato uttapam with coconut chutney and sambhar. (ii) Tea/Coffee	

		(iii) Milk Total (i + ii+iii)	
I	Lunch (Per person)	(i) Rice (boiled) good quality/chapatees (as per requirement) (ii) Fried Dal/Grams or Beans Curry/Sambhar/rajma (iii) Seasonal Vegetable or boiled vegetables (mixed) - Dry (iv) Dahi/Raita (v) Seasonal green salad with lemon (vi) Pickle/Chutney (in standard packs) and papad fried (one small size or half of large size) Total (i+vi)	
III	Dinner (per person)	(i) Pulao/Rice (boiled) good quality and chapatees as per requirement. (ii) Rajma/chola/paneer or any other preparation with gravy / (iii) Seasonal Vegetable - dry (iv) Mixed Pickle/Chutney (v) Mixed green salad with 1/4 piece of lemon Total (i to v) Veg Price for Nonveg item : Substituted at ii	
		Gross Total (I to III)	

		Rate per day per student (A)	
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- The above contents are only indicative as to the number of items and there may be slight variation in the content based on the menu decided by the mess secretary.
- It will be necessary to provide fruits four days a week in the breakfast, Paneer & Sweet dish twice a week in the dinner.
- Non-vegetarian dinner thrice a week and for those who do not take non-vegetarian, other special to be served.

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to Tenderers are acceptable to us.

Dated:

Yours faithfully,

(Seal and Signature of the Tenderer)

Name.....

Position.....

Postal Address.....

Phone No.....

Annexure III

II. Commercial bid for Canteen Service

SI. No.	Name	Quantity	Rate
Indian Food Items: -			
1.	Dal/Sabji (Regular)	1 Plate	
2.	Vegetable (Spl.)	1 Plate	
3.	Dal Makhani	1 Plate	
4.	Curd/Raita	1 Plate	
5.	Pineapple Raita	1 Plate	
6.	Mixed Raita	1 Plate	
7.	Dahi Bara	1 Plate	
8.	Shahi Paneer	1 Plate(2pc)	
9.	Chicken Curry	1 Plate(2pc)	
10.	Egg Curry	1 Plate(3pc)	
11.	Mutton Curry	1 Plate(2pc)	
12.	Fish Curry	1 Plate	
13.	Plain Rice	1 Plate	
14.	Veg Pullao	1 Plate	
15.	Chapati	2 Nos/ Plate	
Lunch/Dinner: -			
1.	Thali (Dal, Vegetable, Raita / Curd, Chapati- 3, Half plate Rice, Salad, Pickle, papad		
Sweets: -			
1.	Gulab Jamun	1 Piece	
2.	Rasgulla	1 Piece	

3.	Kheer	1 Piece	
4.	Fruit Custard	1 Piece	
5.	Sewiya	1 Piece	
6.	Halwa (carrot , moong, suji)	1 Piece	
Breakfast: -			
1.	Cornflakes with Milk	1 Bowl	
2.	Bread Omlette	1 Egg + 2 Slice	
3.	Stuffed Paratha with Curd, Pickles	2 Piece	
4.	Puri Sabji	4Piece	
5.	Chhole Bhature	2 Piece	
6.	Chhole Kulche	2 Piece	
South Indian: -			
1.	Idli Samber	1 Plate	
2.	Idli Plain with Chutney	1 Pc.	
3.	Uttapam with Samber	1 Pc.	
4.	Upma	1 Plate	
5.	Plain Dosa	1 Plate	
6.	Masala Dosa	1 Plate	
7.	Paneer Dosa	1 Plate	
8.	Egg Dosa	1 Plate	
9.	Lemon Rice with Curd	1 Plate	
10.	Curd Rice with Pickles	1 Plate	
Fast Food: -			
1.	Veg Chowmein	1 Plate	
2.	Egg Chowmein	1 Plate	
3.	Veg chopsuey	1 Plate	
4.	Egg Chopsuey	1 Plate	
5.	Veg Fried Rice	1 Plate	
6.	Egg Fried Rice	1 Plate	
7.	Veg Manchurian	1 Plate	
8.	Chilli Paneer	1 Plate	
9.	Veg Momos	6 Pc.	
10.	Cheese Momos	6 Pc.	
11.	Chicken Momos	6 Pc.	
12.	Veg. Spring Rolls.	1 Plate	
Beverages: -			
1.	Pot Tea	1 Cup	
2.	Tea regular	1 Cup	
3.	Tea bag Tea	1 Cup	
4.	Pot Coffee	1 Cup	
5.	Coffee	1 Cup	
6.	Cold Coffee	1 Glass	
7.	Horlicks	1 Cup	
8.	Hot/Cold Milk	1 Glass	
9.	Lassi	1 Glass	

10.	Shake (mango, banana, Choco)	1 Glass	
11.	Fresh Lime Water	1 Glass	
12.	Fresh Lime Soda	1 Glass	
Snacks Items: -			
1.	Veg Sandwich (home made)	1 Pc.	
2.	Cheese sandwich (home made)	1 Pc.	
3.	Veg sandwich (jumbo bread)	1 Pc.	
4.	Cheese sandwich (Jumbo bread)	1 Pc.	
5.	Butter toast	2 Pc.	
6.	Jam toast	2 Pc.	
7.	Veg. cutlet	1 Pc.	
8.	Bread pakora	1 Pc.	
9.	Paneer pakora	1 Pc.	
10.	Veg.pakora	1 Pc.	
11.	Samosa	1 Pc.	
12.	Somosa (Special)	1 Pc.	
13.	Veg. Patties	1 Pc.	
14.	Poha	1 Plate.	
15.	Chicken Sandwich	1 Pc.	
Extra Items			
1.	Gujia	1 Plate	
2.	Maggi	1 Plate	
3.	Mix Veg Pakora	1 Pc.	
4.	Bread Bonda	1 Pc.	
5.	Butter Chicken/Karahi Chicken	1 Pc./2Pc.	
6.	Fried Chicken	2 Pc.	
7.	Egg Parantha	1Pc.	
	Total (B)		

Suggestive Menu – General type for Buffet: -		
Welcome Drink -		
1.	Soft Drink/Fresh Juice (any one)	
Hot Drink -		
1.	Tomato Soup/Veg. Soup/Rasam (Any one)	
Welcome Snacks -		
1.	a) Finger Chips/Potato Kawab/Seikh Kawab b) Tandoori Chicken/Fish Tikka/Paneer (Any three) Tikka / Cocktail samosa / Mini Bonda	
Non-Veg. & Veg. Combined Buffet (Lunch/Dinner Special)		
1.	Dal Makhani/Chole/Rajma/Arhar Dal	
2.	Miked Veg/Navratan Korma/Bhindi Masala/Dum Aloo/Seasonal veg.	
3.	Shahi Paneer/Palak Paneer/Karai Paneer/malai Kofta/Mator	

	Mushroom	
4.	Dahi Bara/Boondi Raita/Pineapple Raita/Kheera Raita	
5.	Chicken Curry/Butter Chicken/Mutton Curry/Fish Fry	
6.	Veg. Pulao/Peas Pulao/Jeera Rice	
7.	Tandoori Roti/Lacha Paratha/Naan/Missi Roti/Puri (Any two)	
8.	Green Salad	
9.	Beans Sprouted Salad	
10.	Papad	
11.	Pickle	
12.	Gulab Jamun/Rasmalai/Rasgulla/Kheer/Custard	
Rate List -		
1.	Vegetarian with Snacks	Per head
2.	Vegetarians without snacks	Per head
3.	Veg. & Non-veg. with snacks	Per head
4.	Veg. & Non-veg. without snacks	Per head

- The above contents are only indicative there may be slight variation in the content based on the feedback of the students.

I/we declare that the above-mentioned quoted rates will remain valid for the entire duration of the contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever except as provided in the contract. The terms and conditions as indicated in the instructions to Tenderers are acceptable to us.

Yours faithfully,

Dated:

(Seal and Signature of the Tenderer)

Name.....

Position.....

Postal Address.....

Phone No.....

Annexure IV

III. Commercial bid for various items for Committees/Meetings

Sl. No.	Description	Rates in per head/per pcs.	Remarks
1.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (Lays)/Kurkure		
2.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Samosa		
3.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (Lays)/Kurkure (d) Samosa/Vada with chutney/ Veg. Pakoda		With Bone china crockery
4.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet)		-Do-

	(c) Wafers (Lays)/Kurkure (d) Kaju Barfi/ Kesar Barfi 01 pcs.		
5.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (Lays)/Kurkure (d) AssortedKaju		-Do-
6.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (Lays)/Kurkure (d) Samosa/Vada with chutney/ Veg. Pakoda (e) Kaju Barfi/ Kesar Barfi 01 pcs		-Do-
7.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (Lays)/Haldiram (d) Samosa/Vada with chutney/ Veg. Pakoda (e) AssortedKaju		-Do-
8.	Fresh Juice/Cold Drinks (250ml)		
9.	Kaju Barfi/Kesar Barfi 01 pcs		
	Total (C)		

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to Tenderers are acceptable to us.

Yours faithfully,

Dated:

(Seal and Signature of the Tenderer)

Name.....

Position.....

Postal Address.....

Phone No.....

LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN MESS AND CANTEEN

Sl. No.	Item (s)	Brand
1.	Milk	Mother dairy/Amul
2.	Bread	Britannia /Harvest
3.	Butter	Amul / Mother Dairy
4.	Jam	Kissan / Tops
5.	Tomato Sauce	Kissan / Maggi
6.	Chili Sauce	Kissan / Maggi
7.	Tea / Tea Bags	Taj Mahal / Nestle Tata Tetley / Brook Bond
8.	Coffee	Nescafe / Bru
9.	Refined Vegetable Oil	Sundrop / Sunflower / Dhara / Fortune

10.	Vanaspati Ghee	Dalda / Rath / Bawarchi
11.	Mustard Oil	Kanodia / Postman / Bawarchi/Dhara
12.	Rice	Medium quality Basmati variants / AA
13.	Sugar	Good quality
14.	Atta / Maida / Besan	Agmark brand
15.	Pulses	Good quality
16.	Spices	Agmark brand
17.	Fruits / Vegetables	Seasonal fresh quality
18.	Salad	Seasonal items consisting of green fresh vegetables
19.	Ice Cream	Mother Dairy / Kwaliti Walls/Cream Bell/Amul