

# TENDER DOCUMENT

## FOR

### Hostel Mess and Canteen Service

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

Last date for sale of the tender document June 26, 2013 up to 1630 hrs.

Pre-bid meeting June 24, 2013 at 1600 hrs.

Last date and time for submission of tender document June 28, 2013 up to 1500 hrs.

Opening of the Bid June 28, 2013 at 1530 hrs.

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH  
ARUNA ASAF ALI MARG, NEW DELHI – 110067

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# राष्ट्रीय पादप जीनोम अनुसंधान संस्थान

National Institute of Plant Genome Research, New Delhi  
(An Autonomous Research Institution of the Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India)  
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No. 4-3/(1)/2013/NIPGR/Vol-III

## **NOTICE INVITING TENDER**

### **Mess Service at the Student's Hostel and Canteen Service**

Sealed tenders are invited in two bid system on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New Delhi from reputed and experienced agencies in the relevant field up to 03:00 p.m. on or before June 28, 2013, for the following work:

**Name of Work:** Engagement of Agency for running of (a) mess in the student's hostel and (b) canteen of the Institute as per details given in the Tender Document.

<b>EMD (in ₹)</b>	<b>Last date for sale of Tender Document</b>	<b>Time &amp; Date of opening of tenders</b>
80,000	June 26, 2013 04:30 p.m.	June 28, 2013 03:30 p.m.

Tender documents can be obtained up to 04:30 p.m. on all working days on payment of ₹500/- (Rupees five hundred only) in cash (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, NIPGR 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 New Delhi issued in favour of the Director, NIPGR, New Delhi.

The bids will be accepted of those Agencies having relevant experience of minimum of three years in providing similar type of services. The tenderer should have worked with Government/Public Sector Undertaking/Large Private Sector Institution of higher education having a Campus Guest House & Students' hostel facility with minimum of 100 students, and a Certificate of Performance should be enclosed duly indicating the period/scope of contract and type of payments received. Further, the tenderer should have a minimum annual turnover of ₹50 lakhs for each of the last three financial years ending March 31, 2013.

Institute will pay subsidy of ₹80,000/- per month to the agency towards compensation for engaging adequate manpower and for providing quality food at competitive rates.

Intending bidders must enclose copy of documents such as valid Registration, PAN, RPFC, ESI Registration, Service Tax Registration, Income Tax Assessment Order, etc. with the bids.

प्रबंधक, रा.पा.जी.अनु.सं.

## **I (A) HOSTEL MESS SERVICE**

### **A. Scope of Work:**

To prepare food and serve breakfast, lunch and dinner for students, guests and visitors of NIPGR, as per menu suggested by Mess Committee and Hostel 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 should be taken to prescribe a balanced diet at a reasonable price. The workers have to work under the guidance of Mess Manager. The workers will work in Kitchen and Dining Hall. Cleaners cannot be used for kitchen work.

### **B. Job Specifications:**

- (i) To provide breakfast, lunch and dinner. The number of residents will be approximately 100, which may vary between 20% to 30%.
- (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 food both vegetarian and non-vegetarian.
- (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 Caretaker /Security Incharge on all seven days of the week. Any changes in the timings will be as approved by the concerned authorities.
- (viii) The residents shall take their breakfast normally from 07:30 a.m. to 09:00 a.m.; lunch from 1:00 p.m. to 2:30 p.m.; and dinner from 08:00 p.m. to 09:45 p.m. No meals shall be served after the above timings.
- (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. Students can collect their share of food from the counter in the dining hall after signing the daily diet register, available with the mess manager. If they need more of certain items, it will be provided at the dining table by the Helpers.
- (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 hall should be washed with soap solution and mopped, after every meal.
- (xiii) Kitchen to be kept clean always 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 by the authority.
- (xv) The tea spoons, table spoons, forks, knives, stainless steel tumbler glass, katories should be counted once in a month and the agency will be responsible for the loss of any items and make the loss good if it is found short.

### **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. Care should be taken to prescribe a balanced diet at a reasonable price.
- (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 Mess Manager will immediately 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 Mess 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.

## **I (B) CANTEEN SERVICE**

### **A. Scope of Work:**

Preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the faculty, staff, students in canteen as per terms and conditions of tender document. The workers have to work under the guidance of Supervisor. The workers will work in Kitchen and Dining Hall. Cleaners cannot be used for kitchen work.

### **B. Job Specifications:**

- (i) The agency is required to set up the canteen, meeting 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.
- (ii) 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 NIPGR canteen shall not be more than the local market rate and will be certified and reviewed by Committee of NIPGR official on regular basis.
- (iii) The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- (iv) 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 food both vegetarian and non-vegetarian.
- (v) The kitchen, dining hall, hand wash area, dish wash area, etc. to be kept clean always and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
- (vi) 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.
- (vii) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the canteen premises should be cleaned and washed daily.
- (viii) The canteen shall remain open from 08:30 a.m. to 09.30 p.m. from Monday to Saturday. Any changes in the timings will be as approved by the concerned authorities.
- (ix) 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.
- (x) Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.

- (xi) 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. Decision taken by the Competent Authority of the Institute shall be final in all these complaints/suggestions.
- (xii) The Agency cannot make any alteration in rates without the prior approval of the Director, NIPGR.

## **II. Terms and Conditions (General)**

1. Tenderer should be a registered and licensed agency with appropriate authority. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.
2. (a) The tenderer should have worked with Government/Public Sector Undertaking/Large Private Sector Institution of higher education having a Campus Guest House & Students' hostel facility with minimum of 100 students, and a Certificate of Performance should be enclosed duly indicating the period/scope of contract and type of payments received.  
(b) The tenderer should have a minimum annual turnover of ₹50 lakhs for each of the last three financial years ending March 31, 2013.
3. The tenderer should have CST/VAT/TIN/PAN Registration.
4. Tender should be accompanied with an EMD of ₹ 80,000/- by way of Crossed Demand Draft drawn in favour of "**The Director, National Institute of Plant Genome Research, New Delhi**". 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 in Part-A 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.

5. The tender document is non-transferable.
6. Tender document consists of Part A & Part B:

### **Part-A**

- a) Profile of the Tenderer;
- b) Tender Documents;
- c) EMD;
- d) Details of manpower to be engaged in Students' Mess and Canteen; and
- e) Cost of tender document, if downloaded from the website.

### **Part-B**

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

7. **Submission of Tender**

The tender should be submitted under "**Two Bid Cover system**", the first cover is termed as "**Part A**" with tender documents, profile of the tenderer, EMD of ₹80,000/- with superscription on the cover as "**TENDER FOR HOSTEL MESS AND CANTEEN SERVICE AT NIPGR**" **PART A** and the second cover is termed as "**Part B**". Both covers should be placed in a bigger cover with superscription "**TENDER FOR HOSTEL MESS AND CANTEEN SERVICE AT NIPGR**" addressed to the Director, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi – 110067 and submitted before the last date. The tender document, if downloaded from the website: [www.nipgr.ac.in](http://www.nipgr.ac.in) and <http://eprocure.gov.in/cppp/>, the tender document charges have to be enclosed with '**Part A**' while submitting the tender document.

8. Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for one year. The revision in the quoted rates after one year to the extent of 10% on yearly basis can be considered with negotiations and mutual consent to compensate inflationary effect and subject to extension of contract.
9. The offer should be valid for a period of at least 60 days from the date of the tender opening.
10. NIPGR 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, NIPGR shall be final and binding.
11. 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.
12. 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.
13. The tenderer should be prepared to come to NIPGR, to take part in discussion, if required at a short notice.
14. The tender for canteen and hostel mess shall be treated as a single unit for Award of Contract and contract will be awarded jointly for canteen and hostel mess to the one tenderer only i.e. canteen and mess will not be awarded separately to different tenderers.
15. **Pre-bid meeting**: A pre-bid meeting would be held on June 24, 2013 at 04:00 p.m. in the Board Room of the Institute. The tenderers who require any clarifications of the tender documents are invited for the meeting.
16. **The tender document, complete in all respects, addressed to Director, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi – 110067 may be dropped in the tender box kept in the Administration Wing latest by 03:00 p.m. on June 28, 2013.**
17. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
18. The Tenders will be opened at July 28, 2013 at 03:30 p.m. in the Board Room of the Institute.

19. On the above date, only Part-A i.e., the profile of the tenderer will be opened. Tenders will be short-listed based on the information provided in Part-A. Part-B (Financial Bid) will be opened only in respect of short-listed tenderers, under intimation to such tenderers.
20. 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.
21. Where counter terms and conditions, printed or cyclostyled conditions have been offered by the Agency, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
22. 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.
23. 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.
24. 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 are not 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.
25. The Agency shall ensure the police verification of all the persons before deploying them at the allotted premises.
26. No accommodation will be provided in the campus for the workers and the Agency shall make its own arrangements.
27. The Institute shall provide chairs and tables, fly catchers 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), 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.
28. 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.



29. The Institute will provide free water and electricity in the kitchen and dining hall. The use of electricity will be restricted to lights, fan, refrigerator or any other electrical appliances/gadgets, which are considered necessary for smooth functioning of the kitchen/dining hall. In no case, will electricity be used for cooking or heating food. Over and above, the Institute will pay ₹80,000/- per month subsidy (to be paid at the end of the month) to the Agency towards compensation for engaging adequate manpower and for providing quality food at very competitive rates to the students and employees of the Institute.
30. The LPG (commercial) fuel for cooking purpose has to be arranged by the Agency.
31. 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.
32. The Agency shall not make any alterations or additions to the accommodation provided in the Institute for cooking and catering purposes.
33. 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.
34. All the documentation in the tender should be in English.
35. This tender document consists of 24 pages.
36. Sub-letting/Sub contracting the work is not permissible under any circumstances.
37. Successful Agency shall execute an agreement on Judicial Stamp paper in the prescribed format.
38. The Tender should be complete in all respects.
39. The agency shall have to enter into a Formal Agreement & the same shall be valid for a period of 01 (one) year from the date of its commencement and is extendable to further periods with the mutual consent of both the parties. The agency shall have to abide by the terms and conditions, apart from those given above, which may be stipulated in the said Agreement.

### III. Manpower

The following manpower specified category wise should be available daily in mess as well as in canteen:

<b>Manpower required at various places</b>	<b>Category of Manpower</b>
<b><u>Kitchen</u></b>	Cook(s)
	Kitchen Staff
<b><u>Dining Hall</u></b>	Bearer
	Washer / General Cleaning
<b><u>Mess/Canteen</u></b>	Mess Manager/Canteen Supervisor

#### IV. TERMS AND CONDITIONS AS PART OF AGREEMENT

- a) **DISPUTES:** All disputes that may arise shall be referred to the Director, NIPGR, New Delhi 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 one 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 Part B.
- e) **INDEMNITY:** The Institute shall be indemnified for all losses due to commissions and omissions 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 NIPGR 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) **SECURITY DEPOSIT:** 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.

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, NIPGR reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through some one 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, wages paid, PF Accounts 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 10.30 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.

**g) THE WORKERS EMPLOYED BY THE AGENCY**

- a) Shall not act in any way detrimental 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 NIPGR 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 NIPGR.
- h)** 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.
- i)** Whenever any claim for the payment of whether liquidated or not, money arises 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.

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.

- j)** 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.
- k)** 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 this should be interpreted as a LABOUR CONTRACT.

Where counter terms and conditions, printed or cyclostyled conditions have been offered by the agency, the same shall not be deemed to have been accepted by the Institute, unless written acceptance thereof is obtained.

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

**V. 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. The number should be declared in the Technical Bid separately for Mess and for canteen.
- b. All records shall be maintained by the agency as a part of record of day-to-day work done, they shall be daily authenticated 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.

**VI. 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 up to Rs. 500/- per day, per fault / 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.

**Note: Detach and put in PART – A**

**PART – A**

**PROFILE OF THE TENDERER**

**TENDER FOR JOB CONTRACT FOR STUDENTS' MESS AND CANTEEN AT NIPGR**

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 Delhi? 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)  
2010-11 :  
2011-12 :  
2012-13 :
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 :
12. Registration No. :
13. EPF No. :
14. ESI No. :
15. CST/TIN No. :

**Note: Detach and put in PART – A**

## DETAILS OF PREVIOUS CONTRACTS

Period of <u>Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of <u>Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

Place:  
Date:

**SEAL AND SIGNATURE OF THE TENDERER**  
( )

**Note: Detach and put in PART – A**

**DETAILS OF MANPOWER TO BE ENGAGED IN STUDENTS' MESS AND CANTEEN**

<b>Manpower required at various places</b>	<b>Category of Manpower</b>	<b>No. of manpower (For Mess)</b>	<b>No. of Manpower (For Canteen)</b>
<b><u>Kitchen</u></b>	Cook(s)		
	Kitchen Staff		
<b><u>Dining Hall</u></b>	Bearer		
	Washer / General Cleaning		
<b><u>Mess/Canteen</u></b>	Mess Manager / Canteen Supervisor		



**Note: Detach and put in PART – A**

**LIST OF MATERIALS**

<b>Sl. No.</b>	<b>Material</b>	<b>Brand</b>
1.	Black Phenyl	
2.	White Phenyl	
3.	Iteol	
4.	Scented Disinfectant	
5.	Bombay Brooms	
6.	Coconut Brooms	
7.	Swabbing Cloth	
8.	Soap Oil	
9.	Washing Brush	
10.	Mop Stick	
11.	Dust Clearing Stick	
1.	You can use substitutes also for the above materials subject to quality approved by Manager, NIPGR	
2.	The list is only indicative and actual list to be mentioned by the tenderer.	

**Note: Detach and put in PART 'B'**

**PART – B**

**TENDER FOR JOB CONTRACT AT STUDENTS' MESS AND CANTEEN  
NATIONAL INSTITUTE OF PLANT GENOME RESEARCH  
NEW DELHI**

**I. Commercial bid for Hostel Mess Service**

<b>Sl. No.</b>	<b>Items</b>	<b>Per Head per day (Proposed menu)</b>	<b>Rate (Rs.) (per person)</b>
I	Breakfast (per person)	<p>(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; <b>or</b></p> <p>Stuffed Paratha (2) with Dahi and Pickle (as required); <b>or</b></p> <p>Puris (six) with Aloo Mattar, Sabjee/Choley (as required); <b>or</b></p> <p>Bhatura large size (two) with choley and pickle; <b>or</b></p> <p>Idli (2) and Vada(2) with Sambar and Coconut Chutney; <b>or</b></p> <p>Plain Parathas (2) with aloo and choley curry/Dahi; or</p> <p>Two Masala Dosa and Sambhar with Coconut Chutney or one onion and tomato uttapam with coconut chutney and sambhar.</p> <p>(ii) Tea/Coffee</p> <p style="text-align: right;"><b>Total (i + ii)</b></p>	
II	Lunch (Per person)	<p>(i) Rice (boiled) good quality/chapatees (as per requirement)</p> <p>(ii) Fried Dal/Grams or Beans Curry/Sambhar/rajma</p> <p>(iii) Seasonal Vegetable or boiled vegetables (mixed) - Dry</p> <p>(iv) Dahi/Raita</p>	

		(v) Seasonal green salad with lemon  (vi) Pickle/Chutney (in standard packs) and papad fried (one small size or half of large size)  <b>Total (i+vi)</b>	
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  <b>Total (i to v)</b>	
		<b>Gross Total (I to III)</b>	
		<b>Rate per day per student</b>	

- The above contents are only indicative there may be slight variation in the content based on the feedback of the students.
- It will be necessary to provide, milk and fruits four days a week in the breakfast, Paneer & Sweet dish twice a week in the dinner.
- Non-vegetarian dinner once 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.....

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**II. Commercial bid for Canteen Service**

Sl. No.	Name	Quantity	Rate
<b>Indian Food Items: -</b>			
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	
9.	Chicken Curry	1 Plate(2 pc.)	
10.	Egg Curry	1 Plate (2 pc)	
11.	Mutton Curry	1 Plate (3 pc)	
12.	Fish Curry	1 Plate(2 pc.))	
13.	Plain Rice	1 Plate	
14.	Veg Pullao	1 Plate	
15.	Chapati	1 Piece	
<b>Lunch/Dinner: -</b>			
1.	Thali ( Dal, Vegetable, Raita / Curd, Chapati-3, Half plate Rice, Salad, Pickle, papad		
<b>Sweets: -</b>			
1.	Gulab Jamun	1 Piece	
2.	Rasgulla	1 Piece	
3.	Kheer	1 Plate	
4.	Fruit Custard	1 Plate	
5.	Sewiya	1 Plate	
6.	Halwa (carrot,Moong,Suji)	1 Plate	
<b>Breakfast: -</b>			
1.	Cornflakes with Milk	1 Bowl	
2.	Bread Omlette	1 Egg + 2 Slice	
3.	Stuffed Paratha with Curd, Pickles	2 Piece	
4.	Puri Sabji	4 Piece	
5.	Chhole Bhature	2 Piece	
6.	Chhole Kulche	2 Piece	
<b>South Indian: -</b>			
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	

<b>Fast Food: -</b>			
1.	Veg. Chowmein	1 Plate	
2.	Egg Chowmein	1 Plate	
3.	Veg. Chopsi	1 Plate	
4.	Egg Chopsi	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 Pc.	
<b>Beverages: -</b>			
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	
<b>Snacks Items: -</b>			
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.	Somasa (special)	1 Pc.	
13.	Veg. Patties	1 Pc.	
14.	Poha	1 Plate	
15.	Chicken Sandwich	1 Pc.	
<b>Extra Items</b>			
1.	Gujia	1 Plate	
2.	Maggi	1 Plate	
3.	Mix Veg Pakora	1 Pc.	
4.	Bread Bonda	1 Pc.	
5.	Butter Chicken /Karahi Chicken	1Pc. / 2 Pc.	
6.	Fried Chicken	2 Pc.	
7.	Egg Parantha	1 Pc.	

<b>Suggestive Menu – General type for Buffet: -</b>			
<b>Welcome Drink -</b>			
1.	Soft Drink/Fresh Juice (any one)		
<b>Hot Drink -</b>			
1.	Tomato Soup/Veg. Soup/Rasam (Any one)		
<b>Welcome Snacks -</b>			
1.	a) Finger Chips/Potato Kawab/Seikh Kawab b) Tandoori Chicken/Fish Tikka/Paneer Tikka / Cocktail samosa / Mini Bonda	(Any three)	
<b>Non-Veg. &amp; Veg. Combined Buffet (Lunch/Dinner Special)</b>			
1.	Dal Makhani/Chole/Rajma/Arhar Dal		
2.	Mixed 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		
<b>Rate List -</b>			
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	

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Yours faithfully,

Dated:

(Seal and Signature of the Tenderer)  
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 Position.....  
 Postal Address.....  
 Phone No.....

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**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		
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 (d) Samosa/Vada with chutney/ Veg. Pakoda		With Bone china crockery.
4.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (d) Kaju Barfi/ Kesar Barfi 01 pcs.		-Do-
5.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (d) AssortedKaju		-Do-
6.	(a) Tea/Coffee (b) Cookies 2pcs. (01 Salted and 01 Sweet) (c) Wafers (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 (d) Samosa/Vada with chutney/ Veg. Pakoda (e) AssortedKaju		-Do-
8.	Fresh Juice/Cold Drinks (250ml)		
9.	Kaju Barfi/ Kesar Barfi 01 pcs		
10.	Bisleri water 20ltr. With dispenser		

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.

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

<b>Sl. No.</b>	<b>Item(s)</b>	<b>Brand</b>
1	Milk	Mother dairy/Amul/Parag
2	Bread	Britannia /Harvest
3	Butter	Amul / Mother Dairy/Parag
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
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

**NOTE:** This information should be kept in PART ‘B’ and Sealed with a superscription as “Commercial Bid for the Job Contract at Students’ Mess and Canteen, NIPGR”. Both “PART A and PART B” should be sealed in a bigger cover addressed to The Director, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, JNU Campus, New Delhi – 110 067, with superscription “Tender for Job Contract Services at Students’ Mess and Canteen, NIPGR, New Delhi”