

CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY
(Council of Scientific & Industrial Research)
Mall Road, Near Jubilee Hall
Delhi 110007

TENDER NOTICE

Sealed tenders are invited for running a canteen in the Mall Road campus of this/ her Institute, catering to about 100 employees/students (the number may vary from time to time) from reputed caterers having a minimum experience of 1 year of running a canteen in Academic/R&D institutions/Leading Corporate/autonomous/PSU organizations. The last date for receipt of sealed tender is 14.8.2017 upto 3:00 PM. The tenders will be opened on the same day at 3:30 PM in the presence of bidders, if any. Earnest money amounting to Rs. 5,000/- in the form of crossed Demand Draft on a scheduled Bank in favor of "Director, Institute of Genomics & Integrative Biology, Delhi" should accompany the tender.


Administrative Officer

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SCOPE OF WORK AND REQUIREMENT

The contractor will be required to cater to the need of about 100 staff/students working in the Institute with regard to meet their needs in respect of Tea, Coffee, Cold Drinks, Snacks of different varieties, Breakfast and Lunch (Veg./non-Veg.), as may be required by them. Tea/Coffee for Director's office and important meetings will be served in a presentable manner. Additionally the contractor would be required to serve official meetings/conferences etc. Working hours of the canteen will be from 8:30 AM to 6:30 PM. The Contractor will also provide room service as may be required.

The contractor may quote the rates for the items mentioned in Annexure 'A' and sign with date and rubber stamp at the place indicated.

GENERAL TERMS & CONDITIONS

1. Bidder should be a registered and licensed agency with appropriate authority. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.

2. The bids will be accepted of those Agencies having relevant experience of minimum of one year in providing similar type of services, satisfactorily with Government/Public Sector Undertaking/Autonomous Institutions.

3. Tender should be accompanied with an EMD of Rs 5000/- by way of Crossed Demand Draft drawn in favor of "**Director, Institute of Genomics & Integrative Biology, Delhi**". EMD will not carry any interest and the same will be refunded to the unsuccessful bidder 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.**

The EMD will be returned to the unsuccessful bidders within a month after opening the tender. In case of successful bidder, EMD will be adjusted against the security deposit and will be forfeited in case he fails to take up the work within the stipulated period.

4. The tender document is non-transferable.

5. The competent authority reserves the right to terminate the contract at any point of time on account of any reason including dissatisfactory services. The rates quoted will be final and unalterable during the entire contract period.

6. IGIB will provide space for running the canteen. Furniture and kitchen equipments like cooking range of 4 Burners, Grinder, Counter with Oven, almirahs will also be provided.

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7. The contractor will use his/ her own utensils for cooking purpose. The Crockery used will be of good quality Porcelain or Stainless steel and Bone China make for meetings.
8. The contractor will use only Cooking Gas in the canteen which shall be arranged by him/ her at his/ her own cost.
9. The contractor will use only Agmark ghee/branded vegetable oil, specifically.
10. The contractor will have to employ the required staff at his/ her own cost and bear all statutory and other liabilities for running the canteen.
11. The contractor will be responsible to comply with the provisions of the labor and food laws issued by the Government from time to time. He will keep the kitchen and dining hall in neat and clean conditions and the eatables must be prepared under hygienic conditions.
12. The Contractor will ensure the police verification of personnel employed by him/ her in the canteen.
13. The contractor will serve tea, coffee, cold drinks, snacks and any other required items throughout the day from 8:30 AM to 6:30 PM.
14. The contractor shall monitor quality standards and supply eatables of good quality and render quality service. He shall maintain proper hygiene and sanitation standards.
15. The Contractor shall display the menu and rate-list daily on display board in the canteen.
16. The bearers providing room service/service in meetings and conferences etc. shall be well dressed.
17. The contractor will be fully responsible for upkeep and safety of all the articles entrusted to him/ her for running the canteen. Any loss or damage to these articles will be made good by him.
18. The contractor will provide neat and clean uniform with Identity Card to the service and other staff on duty and will ensure that they conduct themselves with personnel of IGIB and its guests in courteous and decent manner.
19. Prices for readymade items like snacks, cold drinks should not exceed the MRP.
20. Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed. There will be no further escalation of rates during the term of contract.
21. The bidder shall quote the rates both in figures and words.

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22. The contractors must quote for all the items to be served (including the listed items), otherwise their tenders will be treated as incomplete.
23. Tenders which do not fulfill any or all of the above conditions or are incomplete in any way, are liable for rejection.
24. He will have to pay the electricity used for cooking, etc. and not for the dinning space.
25. The successful lowest bidder will be decided on basis of total of all items mentioned in Annexure 'A'.
26. Security deposit of Rs. 10000/- will have to be deposited by the successful bidder.
27. The bidder should fulfill the following specifications and submit the document regarding:
 - a) The Registered Office or one of the Branch Office's of the manpower Company/Firm/Agency should be located either in Delhi/New Delhi or in any of the Satellite Towns of Delhi;
 - 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 GST.
 - e) The bidder has to submit an experience certificate.
28. 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 **6 months** which may be further extendable to another 6 months on same terms & conditions.
29. 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/ her agreement) the same shall be referred to the sole arbitration of Director, CSIR-IGIB.

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Annexure 'A'

S.No	Description	Rate(in INR)	
		In Figures	In words
1.	Tea/ Coffee		
1(a)	Tea (120 ml)		
1(b)	Coffee (120 ml)		
1(c)	Tea Pot (600 ml)		
2.	Lunch (per plate) (Rice(150 gm), 4 Chapattis / Puris, 1 seasonal vegetable(150 gm), Dal(150 gm), Raita(50 gm), Salad, Pickle)		
3.	Special Lunch (per plate) (Rice(150 gm), 4 Chapatties/Purries, 1 special vegetable(150 gm) (e.g. paneer), one seasonal vegetable(150 gm), Dal(150 gm), Raita(50 gm), Salad, Papad, Pickle, 1 sweet (Gulab Jamun/Rasgulla/Burfi)		
4.	Special Lunch/Dinner (Buffet) with proper catering (per head)		
4(a)	Veg. (Soup((50 gm)), Shahi Paneer/Kadhai Paneer(150 gm), 1 seasonal veg(150 gm), Chhole/Rajma(150 gm), Dal makhani(150 gm), Boondi Raita(50 gm), Green Salad, Pulao(150 gm), Papad, Nan/ Roti/ Poori, Ice Cream/ Gulab Jamun/ Rasmalai)		
4(b)	Non-Veg. All veg. items as above with Chicken Curry Boneless(150 gm)		
5.	2 Bread slices with butter		
6.	1 Bread Pakora (Standard Size)		
7.	1 Samosa (Standard Size)		
8.	2 Idli with Sambhar 150gm (per plate)		
9.	Maggi per plate(1 packet)		
10.	Bread (2 slice) + Omlette (2 eggs)		
	Total		

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