

TENDER DOCUMENT

FOR

Canteen Service at CSIR-IGIB Mathura Road Campus

Last date and time for submission of tender document 27 December, 2017 up to 3:00 PM

Opening of the Financial Bid 27 December, 2017 at 3:30 PM

CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY

(Council of Scientific & Industrial Research)

Mall Road, Delhi 110007

Website: www.igib.res.in

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NOTICE INVITING TENDER

Canteen Service at IGIB Mathura Road


Sealed tenders are invited under single bid system on behalf of Director, IGIB, Mall Road, Delhi from reputed and experienced **Delhi based agencies** in the relevant field up to 3:00 PM on or before 27 December, 2017, for the following work:

Name of Work: Canteen Service at IGIB Mathura Road as per details given in the Tender Document.

EMD	Last date for submitting Tender Document	Time & Date of opening of Financial Bid
Rs.20,000/-	27 December, 2017 03:00 PM	27 December, 2017 3:30 PM

Tender documents can be obtained from website. The earnest money should be deposited in the form of Demand Draft payable at New Delhi issued in favour of the Director, IGIB, Delhi.

The bids will be accepted of those Agencies having relevant experience of minimum of one (01) year in providing similar type of services satisfactorily with Government/Public Sector undertaking/Autonomous Institutions.


Administrative Officer

SCOPE OF WORK AND REQUIREMENT

The contractor will be required to cater to the need of about 100-120 staff/students working in the Institute with regard to meet their needs in respect of Tea, Coffee, Cold Drinks, Snacks of different varieties. Breakfast, Lunch and Dinner to be served to at least 40-60 staff/students, as required. Tea/Coffee for Director's office and important meetings will also be required from time to time which has to be served in a presentable manner. Working hours of the canteen will be from 8:00 AM to 10:00 PM. 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. 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.
4. The tender once awarded is non-transferable.
5. The tender has to be accompanied with Earnest Money Deposit (EMD) of Rs 20,000/- in the form of a Demand Draft drawn in favour of "Director CSIR-IGIB" and payable at Mall Road, Delhi. 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 "Canteen Services at IGIB Mathura Road". Tenders submitted without EMD shall not be evaluated or considered.
6. IGIB will provide space for running the canteen. Furniture and kitchen equipments like cooking range of 4 Burners, Grinder etc. as per list enclosed with tender document.
7. The contractor will use his/ her own utensils for cooking purpose.
8. The contractor will use only Agmark ghee/branded cooking oil, specifically.

Signature & Seal

9. The Contractor will ensure the police verification of personnel employed by him/ her in the canteen.
10. 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.
11. 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.
12. The contractor shall monitor quality standards and supply eatables of good quality and render quality service. He shall maintain proper hygiene and sanitation standards.
13. The Contractor shall display the menu and rate-list daily on display board in the canteen.
14. 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.
15. 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.
16. Prices for readymade items like snacks, cold drinks, water should not exceed the MRP.
17. 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.
18. The bidder shall quote the rates both in figures and words.
19. The contractors must quote for all the items mentioned in the annexure (including the listed items), otherwise their tenders will be treated as incomplete.
20. **The successful lowest bidder will be decided on basis of total of all items mentioned in Annexure 'A'.** Tenders which do not fulfill any or all of the above conditions or are incomplete in any way, are liable for rejection.
21. The contractor will use the PNG facility in the canteen which shall be paid by him/ her as per bills of IGL.
22. The contractor will have to pay the electricity used for cooking, etc. and not for the dining space, and water bill used for cooking/ washing utensils etc. as per usage
23. Security deposit of Rs. 100000/- will have to be deposited by the successful bidder.

Signature & Seal

