



**NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

**P. O.: N. S. S., Kalyani – 741251, Nadia, West Bengal**

**INVITATION FOR BIDS FOR PROVIDING  
CATERING SERVICES AT NATIONAL INSTITUTE  
OF BIOMEDICAL GENOMICS, (NIBMG).**

**October 2021**

**(Tender No.: NIBMG/Canteen Services/2021-22/05**

**Date. 21.10.2021)**



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## **CRITICAL DATE SHEET**

<b>Published Date</b>	<b>21.10.2021 (06.00 PM)</b>
<b>Bid Document Download / Sale Start Date</b>	<b>22.10.2021 (10:00 AM)</b>
<b>Clarification Start Date</b>	<b>22.10.2021 (10.00 AM)</b>
<b>Clarification End Date</b>	<b>02.11.2021 (02.00 PM)</b>
<b>Prebid Meeting Date</b>	<b>01.11.2021 (11.30 PM)</b>
<b>Bid Submission Start Date</b>	<b>22.10.2021 (10.00 AM)</b>
<b>Bid Submission End Date</b>	<b>11.11.2021 (02.00 PM)</b>
<b>Bid Opening Date</b>	<b>12.11.2021 (02.30 PM)</b>

**NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS  
P.O.: N.S.S., KALYANI 741 251**

**TENDER NOTICE**

**NIT No. NIBMG/Canteen Services/2021-22/05**

**Date: 20-10-2021**

**(I) INSTRUCTION TO BIDDERS**

**1. SCOPE OF WORK**

Online (e-procurement mode) bids in percentage rate are invited **under two-part system** from experienced and resourceful contractors who fulfil the eligibility criteria for participation in the tender process for the following work.

<b>SL. No.</b>	<b>Name of the work</b>	<b>Estimated Cost (₹) <i>Excluding the GST</i></b>	<b>Earnest Money (₹)</b>
1.	<b>PROVIDING CATERING SERVICES AT NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS, (NIBMG).</b>	24 Lakh (approx.)	50000/-

Earnest Money Deposit (EMD): An amount of Rs. 50,000/- (INR Fifty Thousand) should be deposited by e- transfer directly to the institute Account No- 0579050053288, AC/ Name: NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS, Bank: Punjab National Bank, Branch: Kalyani, IFS Code: PUNB0057920, proof of transaction advice should be enclosed in technical bid. Failure to deposit Earnest Money will lead to rejection of tender. Earnest Money Deposit (EMD) must reach in original at National Institute of Biomedical Genomics within the stipulated time, i.e., the deadline time and date for submission of the bid online.

**Exemption from EMD shall be governed by Manual for Procurement of Goods 2017 and EMD exemption shall be to firms registered with Central Purchase Organization, NSIC, MSME etc. for item tendered only**

*(Note: As per Rule 170 of GFR “Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation.” are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid Securing Declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 3 years from being eligible to submit Bids for tenders with National Institute of Biomedical Genomics.)*

The term “Caterer/Bidder/Tenderer/Contractor/Firm/Company” refers to the interested parties bidding for the catering tender process and are interchangeable and the term “National Institute of Biomedical Genomics, (NIBMG)” would be interchangeable. All pages of the tender forms will have to be signed by the tenderer (with signature, date, name, title of the person and rubber stamp indicating the name of the person and name of the firm) as proof of acceptance.

Incomplete or conditional tenders submitted would be summarily rejected. The Director, NIBMG reserves the right to cancel any or all tenders without assigning any reason thereof.

Bid for the work shall remain valid for a **period of 90 days** after the deadline date specified for submission.

Intending Bidders may visit the Institute website [www.nibmg.ac.in](http://www.nibmg.ac.in) as well as e-procurement portal for downloading the tender document, other details and any revisions or corrigendum.

Key dates: - As mentioned in the NIBMG Website and e-procurement portal.

**Manager (Administration), NIBMG**

## 2. Eligibility Criteria

### **PRE-QUALIFICATION ELIGIBILITY CRITERIA FOR TECHNICAL BID**

Intending bidders should fulfil the eligibility criteria laid down hereunder and they should satisfy themselves about their eligibility before submitting the tender. The bidders should submit the documents/credentials **in Part-I** of the bid against all the criteria to substantiate their eligibility to participate in the tenders.

- a) Bidder/Tenderer should have at least Five (05) years of experience in preparing and serving all types of dishes, i.e., Vegetarian, Non-Vegetarian, South Indian, North Indian, Chinese, Continental, etc.
- b) Minimum turnover of Rs. 5 lakhs and above in the last three financial years i.e 2018-19, 2019-20 and 2020-21 respectively.
- c) Possess Valid Certificate from Food Safety and Standards Authority of India (FSSAI)
- d) Provident Fund Registration Certification.
- e) ESI Registration Certification
- f) Registration Certificate of the organization if available.
- g) Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.
- h) The bidders shall submit following documentary evidence in support of their prequalification criteria.
  - (i) Copy of PAN
  - (ii) Valid Trade License
  - (iii) Income Tax Return Acknowledgement Certificate for last three years.
  - (iv) Balance Sheet duly certified by Chartered Accountant for last three financial years with a minimum turnover of Rs. 5 lakhs and above.
  - (v) Turnover certificate for last three financial years, issued by certified Chartered Accountant
  - (vi) Self-certificate by firm that it has not been banned or delisted by any Government or Quasi Government Agency or PSU
  - (vii) GST Registration Certificate
  - (viii) Valid Certificate obtained from Food Safety and Standards Authority of India (FSSAI)
  - (ix) Provident fund registration certification.
  - (x) ESI certification
  - (xi) Registration Certificate of the organization if available.

i) The following Particulars of the Bidder are also required to be furnished in a separate sheet (format enclosed in Technical Bid part) & submitted along with the relevant documentary evidence in Part-1 of the bid including EMD.

- i) Name of the Organization
- ii) Address
- iii) Year of Establishment
- iv) Status of the firm — whether Company/Firm/Proprietary
- v) Whether registered with the Registrar of Company/ Registrar of Firms. If so, mention number and date
- vi) Details of similar work and its value of work done with completion certificate during last 05 years.

j) The bidders should also submit the photocopies of following documents in Part- 1 of the bid:

- i) Valid GST Registration Certificate
- ii) Professional Tax Registration Certificate
- iii) PAN Card
- iv) Valid Trade License Certificate
- v) Valid ISO certificate
- vi) Power of Attorney for the authorized signatory

### 3. Bid Price

The bidders are advised to visit the site of works at their own expense and obtain all information that may be necessary for preparing the bid.

- (i) For Item Rate Tender the bidder must ensure to quote rate of each item. No cell for price can be left blank. However, if a bidder quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest bidder.
- (ii) All duties, taxes, other levies payable by the contractor under the contract shall be included in the total price, except the GST. GST will be paid extra at the rate prevailing at the time of invoicing. New imposition of taxes and variations, (after award of contract) if any, will be borne by the Contractor, except for the GST, which will be paid as per actual.
- (iii) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- (iv) The rates should be quoted in Indian Rupees only.

### 4. Method of Submission of Bid:

A) Bidders shall require to submit the bids online in the CPP portal in two Parts, which shall comprise the following:

a) **Part - 1 (The Technical Bid)** of the bid shall contain (In JPG format or PDF format)

- (i) Scanned Copies of the original Earnest Money Deposit and receipt for deposition of the same (or scanned copies of duly signed Bid Securing Declaration, valid MSE registration/enlistment certificate and receipt for deposition of the same by the bidders who are enlisted as MSEs and claiming exemption as per Rule 170 of GFR)
- (ii) All documents, supporting fulfillment of eligibility criteria & commercial & general stipulations mentioned in the Tender Documents.

- (iii) A set of bidding document duly signed and stamped by the bidder as token of acceptance of the entire Bidding Document including the Technical Specifications.
- (iv) Any other materials required to be completed and submitted by bidders in accordance with these instructions.

**b)       Part - 2 (The Technical Bid)** of the bid shall contain (In JPG format or PDF format)

***Note:** The Financial Bid of the prospective tenderer/bidder will be considered only if the Technical Bid of the bidder is found qualified by the "Tender Evaluation Committee" of NIBMG.*

5.

### **FORMATS FOR TECHNICAL BID (PART-I)**

The information to be filled in by the Bidder in the following pages will be used for purposes of prequalification. This information will not be incorporated in the Contract.

The bidders shall fill in the information in the following format carefully, attach copies of the corresponding supporting documents (preferably marked as Annexure-1,2.... etc. for convenience of identification), duly sign and stamp the pages and then upload the pages in JPG or PDF format in the online bid.

The information and documents will be used for the purpose of technical evaluation of the bidders; hence the bidders are required to be very particular and careful.

#### **Technical Bid**

A.

	<b>Description</b>	<b>Information to be filled in by the Bidder</b>	<b>Uploaded copies of the corresponding supporting documents Name of the document (to be filled in by the Bidder)</b>	<b>Marked as</b>
	<b>Particulars of the Bidder (Mandatory)</b>			
1	Name of the Firm: Particulars of Chairman / Managing Director: Particulars of Board of Directors, their occupation and address			
2	Address of the Firm:			
3	Established on			
4	Contact Telephone Number of the firm:			
5	Email id:			
6	Statutory Registration No.			
7	Place of registration/Location of Head office			
8	Is the company Public/Private Ltd/ Proprietorship company? (Indicate year of incorporation)			
9	If registered under Shops & Establishment, enclose copy of Registration with latest renewals?			
10	Registration for GST If so, enclose copy of registration. (Attach attested copies)			
11	Enclose copy of latest remittance made by your Agency towards GST remittance			



12	Income Tax return Acknowledgement (Certificate for the last 03 years)			
13	Power of Attorney for the authorised signatory			
14	Specify whether there are any issues/ disputes against your Agency before Commissioner Provident Fund, Commissioner ESI, Income Tax authorities, Labour Tribunal State /Central Public Health Authorities, etc.,			
15	Professional Tax Registration Certificate			
16	Income tax Permanent Account Number (PAN)			
17	Company's Banker's name and address			
18	No. of years of experience in this field			
19	Valid Trade Licence			
20	Valid ISO Certificate (If any)			
21	Registration under PF Scheme if any			
22	Enclose copy of latest remittance made by your Agency towards PF			
23	Registration under ESI scheme if any			
24	Enclose copy of latest remittance made by your Agency towards ESI			
25	Do you pay bonus? If so, what is the criterion?  Enclose proof of latest disbursement.			
26	Self-Certificate by the firm that it has not been banned or delisted by any Government or Quasi government agency or any PSU			
27	Evidence towards submission of Earnest Money Deposit of Rs. 50,000/-(Mandatory) or Bid Securing Declaration (only for MSEs) as stated above.			

B. Experience Details (To be filled in by the Bidder, for the last five years.)

	Name of the Employer*	Description of work*	Contract No.*	Value of contract (Rs. Lakh) *	Date of issue of work order	Stipulated period of completion	Remarks
	<b><u>To be filled in by the Bidder:</u> List of the uploaded copies of the corresponding supporting document/s * with respect to the list of works stated above.</b>						<b>Uploade d copies of docume nts * marked as</b>

\* Copies of certificate(s) from the authorised representatives.

C. Financial Details: (To be filled in by the Bidder, for the last three years.)

	Financial year	Financial turnover Rs. Lakh	Uploaded copies of the corresponding supporting documents(*) (**)	
			Description of the document	Marked as
	2018-2019			
	2019-2020			
	2020-2021			
	(*) Attach certificate from Chartered Accountant/ Auditor/Any other valid Certificate, viz., balance sheets, profit and loss statements, auditors' reports (in case of companies/corporation)			
	(**) Also Attach Balance sheet duly certified by Chartered Accountant of last three financial years with minimum turnover of 5 lakhs and above.			

## 6. DECLARATION BY BIDDER

I confirm that: -

- 1) I \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor/Director/Partner/Manager Resident of  
\_\_\_\_\_, authorized signatory of the  
Agency/Firm, \_\_\_\_\_, am competent to sign this Declaration and  
execute this application document.
- 2) No employee or direct relation of any employee of NIBMG is in way connected as Partner  
/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 3) The information furnished is correct to the best of my knowledge and belief.
- 4) I have read and understood the general instructions to vendors and undertake to abide by the same.

.....  
(Signature of Proprietor/Partner/Chief Executive)

Name .....  
(In Capital Letters)  
(Seal of Service Provider)

Place: .....

7. **FORMAT OF BID SECURING DECLARATION INSTEAD OF EMD**

*(Only for bidders who are registered/enlisted as Micro and Small Enterprises and claiming exemption of EMD as per rule 170 of GFR)*

**(On Bidder's Letter head)**

I / We, the authorized signatory of M/s ..... ,  
participating in the subject tender No . ..... for the item / job of  
..... , do hereby declare:

- (i) That I / we belong to Micro and Small Enterprise registered/enlisted under.....  
..... *(give details of registration / service category, etc. and attach valid copy of registration)* and have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event I/we withdraw / modify our bid during the period of validity, Or I/We fail to submit a performance security before the deadline defined in the bid document, Or I/We fail to sign the formal contract agreement within the given timeline, Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD, I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Biomedical Genomics for a period of **3 (three) years** from the date of committing such breach.
- (iii) I/We understand this Bid-Securing Declaration shall remain valid until the end of bid validity period as defined in the bid document.

Authorized Signature:

Name & Title of Signatory:

Name of Bidder:

## **8. Pre-bid Meeting:**

Pre-bid meeting with the intending bidders will be held on **01-11-2021** at **11:30 PM** in the Institute.

## **9. Submission of Bid:**

- (i) Bids shall be submitted online to E-procurement cell, NIBMG, Kalyani \_\_\_\_\_ (<http://eprocure.gov.in/eprocure/app>)
- (ii) Deadline date for submission of bid: Bids must be submitted online no later than **2:00 PM** on **11-11-2021**
- (iii) NIBMG may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the NIBMG and the bidders previously subject to the original deadline will then be subject to the new deadline.

## **10. Bid Opening and Evaluation:**

- (i) Opening of the Technical Bid:  
All **the Technical Bids** received, will be opened online on **12-11-2021** at **2:30 PM**. In the event of the specified date of Bid opening being declared a holiday NIBMG, the Bids will be opened at the appointed time on the next working day.
- (ii) Examination of Bids and Determination of Responsiveness
- (iii) Prior to the detailed evaluation of Bids, NIBMG will determine whether each Bid (a) meets the eligibility criteria; (b) has been properly signed; (c) is accompanied by the required EMD; (d) is substantially responsive to the requirements of the Bidding documents. A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation.
- (iv) If a Bid is not substantially responsive, it will be rejected by NIBMG and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- (v) **Evaluation and Comparison of Technical Bids:**  
NIBMG will evaluate and compare only the Bids determined to be substantially responsive.
- (v) NIBMG will finalize the list of qualified Bidders whose Bids have been determined to be substantially responsive to the Bidding documents, provided that such Bidder has been determined to be eligible and qualified in accordance with the provisions of Clause: 2 of ITB
- (vi) NIBMG will upload the Evaluation Report of the Technical Bids and notify the list of Qualified Bidders in the CPP Portal.
- (vii) **Right to accept any Bid and to reject any or all Bids**  
NIBMG reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

## 11. Opening of the Financial Bid

- (i) **NIBMG** shall notify the time and date of online opening of the **Financial Bid**. Financial Bids of the qualified bidders will only be opened.
- (ii) The Financial Bids will be opened online.
- (iii) The detail report on the Financial Bids, that is, the Bidders' names, the Bid Price, the total amount of each Bid will be uploaded in the CPP portal for information of the Bidders.

## 12. SCOPE OF WORK

The catering services need to be provided in the Institute for its various categories of **staff, programme participants, students, research scholars, guests/visitors**, etc.

Electrical equipment and built-in facilities will be provided by the Institute free of cost but for this, the Caterer will have to furnish **security deposit of Rs. 25,000/- (Rs. Twenty-Five thousand only)**. List of the Kitchen equipment and Furniture are attached in **Annexure-I**

The catering services are categorized into the following two sections:

### A. Catering for Members:

Under the contract, the Caterer shall provide **Thali service of Breakfast** (for a minimum number of **40 members / guests**) and **Thali service of lunch** (for a minimum number of **75 members / guests**) **Thali service of dinner** (for a minimum number of **75 members / guests**) on all working days of the Institute. The lunch would generally be served in the catering areas specified by the Institute, from time to time. On nonworking days, the caterer would have to provide services as per the requirement of the Institute. The details of staff catering are as under: -

Sl. No.	Service	Description of the items Breakfast Menu (Sample): -	Quantity
A.	Thali service of Breakfast	<b>Bread (4 pcs.), Butter(qube), Boiled Egg (1pc.), Banana (1pc.), Sweet dish (50gms)</b> <b>OR</b> <b>Puri/ Kachuri/ Paratha (4 pcs.), Chola Dal (unlimited), Sweet dish (50gms)</b> <b>OR</b> <b>Chowmin (Veg/ Non-Veg)-Unlimited</b> <b>OR</b> <b>South Indian Dishes</b> <b>Idli- 04 pcs.</b> <b>Sambar-Unlimited</b> <b>Dosa-02 pcs with chutney</b> <i>Tea / Coffee (100 ml) must be served with Breakfast</i>	As mentioned in the bracket against each food items

Sl. No.	Service	Item No.	Description of the items Lunch & Dinner (Inconclusive)	Quantity
B.	Lunch & Dinner	1.	Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon etc.)	Unlimited
		2.	Roti / Paratha etc.	4Pcs.

<p><b><u>(Note: The menu would not be repeated in the entire week. Menu may be altered if desired by the Mess Managers and/or the Members of the Canteen Committee of NIBMG)</u></b></p>	3.	Good quality Plain Rice	Unlimited
	4.	Dal Items (Yellow Dal/ Mixed Dal with vegetables/ Rajma etc.)	Unlimited
	5.	One Veg. Curry (gravy /dry) with seasonal vegetable	Unlimited
	6.	One Non-Veg. Curry – Fish/Chicken/Mutton (gravy / dry) -- optional	100 gms
	7.	One Paneer Item (Gravy) for Veg ---- optional	100 gms
	8.	Pickle / Chutney	Unlimited
	9.	Curd	100 gms
	10.	Papad	Unlimited
	11.	Dessert Item - Sweet Dish / Fruit Salad	50 gms
	12.	Mouth Fresheners (Ajwan/Hazmola etc.)	One sachet

**Note: -**

*The above lunch should also include Special item (different varieties of rice/or any special dish) at least once in a week.*

#### **B. Catering for Guest**

In addition, Buffet service need to be provided to the Guest/ Dignitaries of the Institute, Programme Participants as per the guidance of the Programme Coordinator (the number of participants would be informed before the course of programme), during conducting of Training Programmes/Seminars/ Conferences/Meetings.

Sl. No.	Service	Item No.	Description of the items Lunch Menu (Sample):-	Quantity
C.	Special Lunch/ VIP Lunch	1.	Soup	Unlimited
		2.	Different varieties of Rice such as Jeera Rice/ Veg. Biryani/ Pulao/ Veg. Fried Rice [ for Veg] Chicken Fried Rice/ Chicken Biryani [ for Non- Veg]	Unlimited
		3.	Poori / Roti / Nan/ Paratha / Tandoori Roti, etc.	Unlimited
		4.	Veg. Ball / Veg/Chicken Spring Rolls / Veg./Chicken Manchurian	Unlimited
		5.	Two Veg.Curries (one gravy and one dry)	Unlimited
		6.	Two Non-Veg.Curries (one gravy and one dry)	Unlimited
		7.	Pickle / Chutney	Unlimited
		8.	Curd	Unlimited
		9.	Papad	Unlimited
		10.	Dessert Item - Sweet Dish / Ice Cream / Fruit Salad / Cut Fruits	Unlimited



		<b>11.</b>	<b>Mouth Fresheners (Ajwan/Hazmola etc.)</b>	<b>Sachet</b>
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**C.** The Caterer must arrange to serve tea/coffee/Soft Drinks/Lassi in the Specified place as directed by the Authority. The Caterer must arrange tea, coffee, snacks, etc. in various official meetings, programmes, seminars and functions organized by the Institute from time to time. In addition, people visiting NIBMG in connection with various activities of the Institute may also avail these services.

**D. The Contractor will be required to provide service as per the following time schedule:**

**(a) Breakfast: 8:00 am to 10:00 am (on holidays 8.00 am to 11.30 am)**

**(b) Lunch: 12.00 noon to 3:00 pm**

**(c) Evening Snacks & Tea: 5.30 pm to 7.30 pm**

**(d) Dinner: 8:00 pm to 10:30pm**

*This timing is indicative only and may subject to change as per the direction of the Authority.*

### **Service Area**

#### **a. For Member Lunch**

Thali service is to be provided for all members of the Institute at the Lunch Area. Hot food is to be served from all buffet counters. It is the responsibility of the caterer to keep the tables and chairs ready for service, to clear the plates kept by the members in the wash basin, wash and store the same. The serving and cleaning personnel deployed in dining area should be separate personnel with different dress / uniform code.

#### **b. For Special Lunch/ VIP Lunch**

Buffet service is to be provided for guests at the specified place of the Institute. Hot food is to be served from all buffet counters. The serving and cleaning personnel deployed in dining area should be separate personnel with different dress / uniform code.

**Signature of Tenderer**

**Full name and address of the person  
signing (in block letters)**

**Date:**

**Place:**

**Seal of the company**

### 13 Terms and Conditions of Contract

Please read the terms & conditions carefully before submission/filling up the document. Incomplete tender documents will be summarily rejected.

#### i). Terminology:

- a) **‘Owner’** means National Institute of Biomedical Genomics or its authorised representatives.
  - b) **‘Work’** means “**providing catering Services at National Institute of Biomedical Genomics, (NIBMG)**“
  - c) **‘Contractor’** means the Agency/Firm/Organisation on whom the owner placed the order for execution of the work.
- ii) **Performance Bank Guarantee** amounting to 5% (Five percent) of the Contract value is to be submitted within 10 (Ten) days in terms of Bank Guarantee from the issue of the Work order and will remain valid up to 1 (One) year plus 60 (Sixty) days after successful completion and handing over of the assigned work.
- iii) **Commencement of work:** Within 7 (seven) days from the date of issue of the Notice to proceed with the work /Work Order.
- iv) The essence of the contract is timely supply of sufficient quantity and quality food and maintenance of hygiene and healthy sanitary conditions.
- v) Omission, neglect, or failure on the part of the bidder to obtain requisite reliable and full information on any matter affecting his tender, shall not relieve the bidder, from any liability in respect of the contract.
- vi) The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever. **The experience and financial criteria of the bidding entity only shall be taken into consideration for assessment and evaluation.**
- vii) The bidder should not have been blacklisted by any organization on any grounds.
- viii) NIBMG reserves the right to use in-house information for assessment of capability of bidders. The decision of NIBMG regarding the tender will be final and binding.
- ix) The firm / organization should have registration with all Central and State Statutory authorities such as **ESI, PF, Food and Health Department, etc.** The copies of the certificates of registration are to be enclosed
- x) The Caterer should arrange for his own staff for cooking, service and cleaning work. The caterer must employ skilled chefs for cooking all kinds of items - vegetarian, non-vegetarian, Tandoor items, bakery, etc.
- xi) The caterer is required to make his own arrangements for cooking material, crockery / cutlery material or any other material required for preparation/cooking/service/storage of food items. Initially, he may use the existing material available with the Institute. However, damages, if any, to the existing material provided by the Institute would be recovered from the Caterer. Please note that any repairs/maintenance charges incurred for various items such as Refrigerator/Mixer Grinder/Microwave Oven, etc. needs to be carried out by the Caterer at his own cost.
- xii) The caterer is required to provide packaged drinking mineral water, or any other packaged food material procured outside (including soft drinks) or any other items, at the rate not exceeding the

MRP of such items, for Special **Lunch/ VIP Lunch** /programmes / events, as per the requirement of the Institute.

- xiii) A separate cooking arrangement and use of separate utensils etc., shall be ensured for Vegetarian and Non-Vegetarian dishes. Non-Vegetarian and Vegetarian items should be stored separately.
- xiv) A high standard of catering shall be maintained for all items with due regard to quality and purity of food stuff, quality and quantity of dishes, cleanliness in preparation and handling of food items and utmost courtesy of services. All the materials used in preparation for food items should be of standard brands. Double refined first quality sunflower oil should be used for cooking. All food items should be ISI certified and branded. **Permissible Brands of Food ingredients to be used are as specified in Annexure-II**
- xv) The raw material used for cooking may be checked by NIBMG Officer at any time and if Substandard/unauthorized material is found, it will be treated as breach of contract and the Director can review the contract. Contractor shall have to abide by the decision of Director.
- xvi) **Caterer will have to supply the cleaning material and cooking material and get the Commercial Gas refilled at his/her cost.**
- xvii) The Caterer would have to provide additional manpower for special events as required and the Caterer would also have to provide substitutes, if their regular staff proceeds on leave, etc. The Caterer is required to arrange additional crockery / cutlery material, etc. at his own cost as required for the special events of the institute, in consultation with the Institute officials.
- xviii) The Caterer shall provide special lunch / dinner in buffet style whenever required as per the dates indicated by NIBMG. The menu for the same shall be prepared in consultation with the Institute. Apart from the items indicated in the menu, the caterer has to supply on demand additional items for special lunch / dinner or snacks at the rates mutually agreed (wherever no rate is quoted). The Institute will carry out periodical inspections of the catering services.
- xix) The Caterer should arrange for cleaning of the Dining area and washing area and any other area under his/her control regularly and also immediately after any service is rendered. The Caterer should provide clean napkins along with liquid wash provision near wash basin area.
- xx) The Caterer should ensure that the entire catering premises are kept hygienic and clean. Preventive pest control measures will have to be done by the Caterer. Cleanliness, Maintenance, garbage disposal of the service areas shall be the responsibility of the Caterer.
- xxi) The Caterer should provide identity cards and uniforms to all his staff at his cost and ensure that all the catering staff wears clean uniforms, as prescribed. The head gear, mask, gloves for cooking and service staff in the catering area are also to be provided by the Caterer. Strict personal hygiene must be observed. Separate uniforms need to be provided for different categories of staff viz. cleaners, servers, supervisors, etc.
- xxii) Cleaning of the plates and utensils should be done with clean water, soapy water and all items should be cleaned and dried.
- xxiii) Penalty as decided by the Institute will be imposed on the caterer: -
  - (a) If there is any dereliction / irregularity in service or delay in service.
  - (b) If the food supplied by the caterer is substandard / non-quality or insufficient quantity.

- (c) If more than 50% of the total participants / staff / guests rate the services provided by the Caterer as either “average” or “poor”.

xxiv) Penalty will be recovered directly from the Caterer and the Institute’s decision shall be final.

xxv) The Caterer shall be solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, the Institute may initiate further stringent action, as it may deem fit.

xxvi) If it is found that there is laxity on the part of the contractor on maintenance of proper hygiene in canteen operations at the kitchen / dining halls in various service points / transport vehicles / personnel handling the food items / surroundings, leaving or storing the crockery / cutleries in places other than the proper locations, stains found due to improper cleaning of plates, utensils, water jugs, water glasses, serving platforms etc., penalty may be levied for each of such violations. The decision of the Institute is final and binding on the contractor.

xxvii) Any staff of the Caterer, whose service is not satisfactory, would be replaced by the Caterer, in consultation with the Institute immediately.

xxviii) Bidders are advised to understand the magnitude of the job involved before submitting the bids. They may even visit the Institute for the purpose and pre-bid site inspection, queries and discussion can be made any time during the working hours (10:30am-5.30 pm) on any working day (Monday to Friday). No clarification will be entertained after receiving the bids.

xxix) Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.

xxx) Issuance of tender or submission of tender by itself shall not make the bidder eligible for selection. NIBMG shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation of bid.

xxxi) Canvassing in any form by the agency directly or by any other agency / person on their behalf may lead to disqualification of their bid. Please note that falsification/suppression of information shall lead to the disqualification of the tenderer.

xxxii) Tenders should be complete in all respects and incomplete tenders and tenders not complying with the terms and conditions of the tender document will be summarily rejected without any notice.

xxxiii) The Caterer shall bear all costs and expenses in respect of all charges, stamp duty etc., in respect of the agreement to be entered.

#### **14. Special terms and conditions of contract:**

- (i) The firm/organization must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labor, i.e., various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time. All the relevant documents/registers need to be kept at Institute’s premises. In the event of non-compliance, the Contractor will be solely responsible for any penalty/fine imposed by the statutory bodies. Further, in the event of any loss incurred to the Institute due to non-compliance, the contractor shall indemnify the same to the Institute. The copies of the certificates of registration should be enclosed with Part I.

- (ii) The contractor shall obtain adequate insurance policy in respect of his staff to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
- (iii) The Caterer shall bear taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Govt's or any local body or authority from time to time.
- (iv) The Institute shall make payment on a monthly basis for the **Special Lunch/ VIP Lunch**. For **Member Lunch, Caterer has to collect the bill amount from the concerned member on daily basis for which NIBMG will not be held responsible in any ground.**
- (v) The firm/contractor shall be solely and fully responsible for lapses, violation, and noncompliance, if any of all the statutory dues and the Institute shall in no way be a party to it.
- (vi) The bidder, whose tender is accepted, has to execute an agreement with the Institute within 15 working days but his/her liability under the contract shall commence from the date of the written order of the Institute. **An amount of Rs.50000/- (Rupees Fifty Thousand Only) is to be deposited by the successful bidder as Security Deposit** for the due performance of the contract. This amount can also be furnished in the form of a **Bank Guarantee** from any Public Sector Bank and the same should be valid till the term of the contract. This deposit/guarantee would be refunded after three months from the date of expiry of contract subject to the condition that no losses are incurred to the institute due to damage of materials like articles, crockery, cutlery, cooking utensils, etc. supplied by the Institute and that all the dues to the Institute are settled by the Caterer.
- (vii) The Institute will provide 'RENT FREE premises', kitchen and counter etc. for services and seating capacity. A token fee of **Rs.5000/- (Five Thousand Only) per month** is required to be deposited by the Caterer as Water and Electricity Charges.
- (viii) The Caterer shall be required to install Industrial gas and fuel supply at his own cost
- (ix) The contract either in full or in part shall not be sublet or assigned by the bidder to others under any circumstances.
- (x) The bidder, whose tender is accepted, should indemnify the Institute against any claim due to non-compliance of any of the terms and conditions of the tender. In the event of the Institute having to pay any individual, statutory body, or any agency for reasons directly or indirectly attributable to this contract, the firm/organization should pay such claim/damages and even if the Institute is called upon to pay such damages, the firm/organization must reimburse the same immediately.
- (xi) In the event of increase in the scope of work, additional manpower needs to be provided by the Caterer.
- (xii) The Caterer is required to nominate an official, to interact with the Institute's representative regularly for ensuring the satisfactory and smooth functioning of the services.
- (xiii) The staff deployed by the caterer should be of good conduct and behaviour. They should be free from contagious disease. The medical check-up of all the catering staff should be carried by a registered medical practitioner every year and the relative medical reports be submitted to the Institute.

- (xiv) In case, any of the caterer's staff suffer any injury or damage or meet with an accident while discharging their duty, the entire cost of compensation should be borne by the caterer. For this purpose, the caterer shall cover his staff with adequate insurance policy.
- (xv) The Caterer or his employees shall not use the premises allotted to him / her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the Institute or the members at the Institute.
- (xvi) The caterer or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the contract.
- (xvii) The Caterer shall be deemed for all legal and contractual purposes, as the employer of the staff employed by him/her for carrying out the contract, and such persons will not have any claim for employment in the Institute now or at a future date. But in any case, the Caterer shall have to engage the services of sufficient number of persons as stipulated by the Institute
- (xviii) In the event of theft, pilferage, or damage to the Institute's property, and if proved that the contractor /his staff are responsible; the agency should make good all the losses and remove the concerned person identified as responsible from the services.
- (xix) TDS will be deducted at source from every bill by the Institute at the rate notified by the Government from time to time.
- (xx) The Caterer shall always during the continuance of the agreement and shall follow all directions and instructions given by the Institute and all authorized officials concerning every aspect of service and maintenance. The decision of the Institute would be final in all matters.
- (xxi) **The rates quoted shall be valid and binding for 3 years. However, a review of the Contract including the rates will be undertaken every year based on the performance of the Caterer, inflation rate, hike in the applicable statutory payments such as PF / ESI / Minimum Wages, rate of taxes, etc.**
- (xxii) The contract may be terminated at one month's notice by the Institute if any one of the stipulated conditions agreed upon by the Caterer are not met to the satisfaction of the Institute or even without assigning any reason thereof by the Institute. The arrangement can also be terminated by giving a minimum of six months' notice to the Institute by the Caterer.
- (xxiii) For all disputes arising out of non-adherence of any terms stipulated above, the Senior Manager (Administration & Finance) of the Institute is the appellant authority and his decision would be final. However, the legal jurisdiction for all matters would be Kolkata.

## 15. Duties and responsibilities of the 'Owner'

- a) The 'Owner' shall be responsible for providing guidance to the 'Contractor' for carrying out the works as per specifications. This will include written guidelines/ site visit of the authorized personnel of the 'Owner', for checking quality of material and taste to ensure that it is as per the norms.
- b) The Owner/authorised representative of Owner shall record his observations/instructions at the time of his site visit in a Canteen register maintained in the Canteen. The 'Contractor' will carry out the instructions and promptly rectify any deviations pointed out by the Owner/authorised representative of Owner. If the deviations are not rectified, within the time specified in the Owner/authorised representative of owner's notice, the 'Owner' as well as the engineer

nominated by it, may instruct stoppage or suspension of the construction. It shall thereupon be open to the 'Owner' or the engineer to have the deviations rectified at the cost of the Contractor.

#### **16. Duties and responsibilities of the Contractor**

The 'Contractor' shall:

- a) take up the works and arrange for its completion within the time period stipulated.
- b) employ suitable skilled persons to carry out the works.
- c) regularly supervise and monitor the work.
- d) abide by the suggestions / direction of supervisory personnel as and when required.
- e) be responsible for bringing any hindrance/problem in executing the work to the notice of the representative of the 'Owner' and seek necessary clarification:
- f) ensure that the work is carried out in accordance with specifications and within the total of the contract amount without any cost escalation.
- g) Maintain necessary insurance against loss of materials/cash, etc. or workman disability compensation claims of the personnel deployed on the works as well as third party claims.
- j) Pay all duties, taxes, and other levies payable as per law under the contract ('Owner' will affect deduction from running bills in respect of such taxes as may be imposed under the law).

#### **17. Termination**

The Owner may terminate the Contract if the other party causes a fundamental breach of the Contract. Fundamental breaches of Contract include, but shall not be limited to the following:

- (a) the contractor stops work for 03 days and the stoppage has not been authorized by the Owner.
- (b) the Contractor has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation.
- (c) the "Owner" gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the "Owner".

Notwithstanding the above, the Owner may terminate the Contract for convenience. If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.

#### **18. Payment upon Termination**

If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the "Owner" shall issue a certificate for the value of the work done up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.

If the Contract is terminated at the Owner's convenience, the "Owner" shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment/materials, repatriation of the Contractor's personnel employed solely on the Works and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

#### **19. Dispute settlement:**

If over the works, any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation.

In the event of agreement not being reached, the matter will be referred for arbitration by a Sole Arbitrator to be appointed by the Owner. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

**20. Special information regarding the work:**

Valid insurance papers covering accident-related expenditures/claims should be submitted at the time of deployment at site.

- (ii) Custody and storage of material is the responsibility of the contractor.
- (iii) Electrical power for construction work will be provided at site on chargeable basis.
- (iv) Settlement of any claim arising out of accident / death of any person deployed by the contractor at site will be the sole responsibility of the contractor.
- (v) The contractor shall take necessary action to fulfil all applicable statutory obligation as well as safety measures as required to execute the work.

**21. Legal issues:**

All disputes arising out of or in any way connected with this work order shall be deemed to have been arisen in Kolkata and only the Court in Kolkata shall have jurisdiction to determine the same.

**Manager (Administration)**  
**On behalf of Director, NIBMG**



**FORM OF AGREEMENT**  
**(On Non-Judicial Stamp Paper of Rs.100.00)**

ARTICLES OF AGREEMENT made this .....day of.....

Two Thousand Twenty-One between the National Institute of Biomedical Genomics, an Autonomous Institution of Govt. of India at Gayeshpur, Kalyani, West Bengal (hereinafter referred to as “the OWNER”) which expression shall include its successor or successors and assigns) of the ONE PART through the authorized officer.

AND

M/S. .... having its registered office at  
..... (There in after referred to as the ‘CONTRACTOR’) of the OTHER PART.

WHEREAS the Owner is desirous of  
..... (here in after called the ‘Works’).

AND WHEREAS the Owner has caused the plans, drawings and specification, priced schedule of quantities of work to be executed at the New campus of National Institute of Biomedical Genomics at Kalyani, West Bengal as per conditions of the contract and special conditions prepared subject to which the offer of the Contractor shall be accepted.

AND WHEREAS the tender of the Contractor for the said.....  
..... has been accepted.

WHEREAS the contractor has deposited with the Owner Rupees.....  
(Rupees ..... ) as Performance Guarantee for the due performance of agreement.

AND WHEREAS the Owner has issued work order there for to the contractor.

AND WHEREAS said drawings

.....  
..... (here in after collectively referred to as the said condition) have been signed by the parties here to and the contractor has agreed to execute the works upon and subject to the said conditions.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. In consideration of payments to be made to the contractor as hereinafter provided the contractor shall upon and subject to the said conditions execute and complete the works shown upon the said drawings etc. and such further detailed drawings as may be furnished to the contractor by the said owner as described in the said specifications and the said priced schedule of quantities.

2. The Owner will pay to the Contractor the sum of Rs.....  
(Rupees.....) (Hereinafter called the contract sum) or such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions. However, the actual sum will be paid on the actual value of work done, irrespective of the contract sum.

3. The plans, agreement and documents above mentioned shall from the basis of this contract and dispute, if any to be decided in the manner prescribed in the conditions attached hereto.

4. The said contract comprises the..... in the upcoming campus of National Institute of Biomedical Genomics at Kalyani works as above mentioned, and all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Owner even though said works may not be shown on the drawings or described in the said specifications or the priced schedule of quantities.

5. Notwithstanding what are stated in the special condition, conditions of contract and herein before stated the owner reserves to himself the right to alter the drawings and nature of the work and of adding to or omitting any items of works from or of having portions of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudice to this contract.

6. The said conditions in the Agreement tender documents, work order and other related documents shall be read and be treated as forming part of this agreement and the parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the same on them to be respectively observed and preferred.

7. Any dispute arising under this agreement shall be referred to the arbitration of a sole arbitrator appointed with consent of the Owner and the contractor as indicated in the Article of the general conditions. The award of the arbitrator shall be final and binding on both parties.

IN WITNESS WHEREOF, the parties hereto have executed these presents the day and year first hereinabove written.

**WITNESSEXECUTANTS**

OWNER

- 1.
- 2.

CONTRACTOR

- 1.
- 2.

\* Common Seal

\*In case of the company, the common seal be affixed pursuant to resolution of Board of Directors in accordance with Articles of Association of the Company the directors etc. as the case may be affixing common seal may be initial in token thereof and also by putting their names.

**PROFORMA OF BANK GUARANTEE TOWARDS PERFORMANCE  
GUARANTEE**

**(On Non-judicial stamp paper of Rs.100.00)**

Place :.....

Date.....

B.G. No:

Value: Rs.....

National Institute of Biomedical

Genomics Post: N.S.S, Kalyani: 741

251

**Subject: Bank Guarantee of Rs.....towards Performance Guarantee for .....  
..... in National Institute of Biomedical Genomics, Kalyani, West Bengal.**

(Name of Branch/Office)

Dear Sir,

WHEREAS (Name and address of contractor/vendor) (hereinafter called the Contractor) have entered into contract for .....  
(insert name of the contract) in National Institute of Biomedical Genomics, Kalyani, West Bengal.as mentioned in the letter of intent and the correspondence and tender relating thereto which is hereinafter referred to as “the said contract” and that the Contractor has agreed to produce a Performance Guarantee amounting to 03% (three percent) of the contract to NIBMG for performing their part of the contract obligations their liability ceases.

AND WHEREAS in terms of the said Contract, the contractor is required to furnish to NIBMG a Guarantee of a Nationalised Bank for a value of Rs..... to be valid up to (.....).

AND WHEREAS (Name of Bank and its branch) having their office at (address) the Guarantor, at the request of the contractor hereby furnishes a guarantee in favour of NIBMG and Guarantees in the manner hereinafter appearing.

In consideration of the premises, we (name of bank and its branch) having our office at (.....address) hereafter called the “Guarantor” (which expression shall include its successors and assigns) hereby expressly, irrevocably and unreservedly undertake and guarantee that if the Contractor fails to execute the work according to his obligations under the said contract, then notwithstanding any dispute between NIBMG and the contractor the Guarantor shall, without demur and without reference to the contractor pay to NIBMG immediately any sum claimed by NIBMG under the said contract upto a maximum amount of Rs.....  
(Rupees..... only).

In case the amount demanded by NIBMG is not paid within 48 hours of receipt of demand, the Guarantor agrees to pay the aforesaid amount of Rs.....  
(Rupees.....only).

1. Such payment shall be notwithstanding any right the contractor may have directly against NIBMG, or any disputes raised by the Contractor with NIBMG or any suits or proceedings pending in any competent court or before any arbitrator. NIBMG’s written demand shall be conclusive evidence to the Guarantor that such payment is payable under the terms of the Contract and shall be binding in all respect on the guarantor.

2. The Guarantor shall not be discharged or released from this undertaking and Guarantee, by any arrangement, variations made between NIBMG and the Contractor and or indulgence shown to the contractor by NIBMG, with or without the consent and knowledge of the guarantor or by alterations in the obligations of the contractor by any forbearance, whether as to payment, time performance or otherwise.

3. This guarantee shall remain valid until.....or as may be caused to be extended by the contractor or **until discharged by NIBMG in writing whichever is later.**

4. a) This guarantee shall be a continuing guarantee and shall not be revocable during its currency except with the previous written consent of NIBMG.  
  
b) This guarantee shall not be affected by any change in the constitution of the contractor, by absorption with any other body or corporation or dissolution or otherwise and this guarantee will be available to or enforceable against such body or corporation.
5. In order to give effect to this guarantee NIBMG will be entitled to act as if the Guarantor were the principal debtor and the Guarantor hereby waives all and any of its rights or surety ship.
6. This guarantee shall continue to be in force notwithstanding the discharge of the contractor by operation of law and shall cease only on payment of the full amount by the Guarantor to NIBMG of the amount hereby secured.
7. This guarantee shall be in addition to and not in substitution for any other guarantee or security for the contractor given or to be given to NIBMG in respect of the said contract.
8. Any notice by way of request and demand or otherwise here under may be sent by post or any other mode or communication to the guarantor addressed as aforesaid and if sent by post it shall be deemed to have been given at the time when it would be delivered in due course of post and in providing such notice when given by post it shall be sufficient to prove the envelope containing the notice was posted and a certificate signed by an officer of NIBMG that the envelope was so posted shall be conclusive.
9. These presents shall be governed by and constructed in accordance with Indian Law.

Notwithstanding anything contained hereinbefore the liability of the guarantor under this guarantee is restricted to a sum of Rs.....

This guarantee will remain valid up to .....unless a demand or claim under this guarantee is made in writing on or before ..... the guarantor shall be discharged from all liability under the guarantee thereafter.

Dated the.

For (Name of Bank)

(Signature/s with designation/s of signatory/ies)

(Name and Stamp of Bank)

Place :.....

Date.....

**PRICE BID FOR CATERING CONTRACT [All prices inclusive of all Taxes & Levies]**

<b>SL.NO.</b>	<b>SERVICE RENDERED</b>	<b>PRICE QUOTED (Everything inclusive Rate)</b>
<b>1.</b>	Breakfast (ONE THALI) Bread (4 pcs.), Butter(qube), Boiled Egg (1pc.), Banana (1pc.), Sweet dish (50gms) OR Puri/ Kachuri/ Paratha (4 pcs.), Chola Dal (unlimited), Sweet dish (50gms) OR Chowmin (Veg/ Non-Veg)-Unlimited OR South Indian Dishes Idli- 04 pcs. Sambar-Unlimited Dosa-02 pcs with chutney <i>Tea / Coffee (100 ml) must be served with Breakfast</i>	<b>30/-</b>
<b>1.A</b>	<b>Milk Tea /Flavoured Black Tea /Green Tea (100 ml)</b>	<b>07/-</b>
	<b>Milk Coffee / Black Coffee (100 ml)</b>	<b>10/-</b>
<b>2.</b>	<b>THALI LUNCH &amp; DINNER (Consist of the following)</b> a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon etc.)-QTY-Unlimited b. good quality Plain Rice-QTY-Unlimited OR Roti / Paratha etc.-QTY- 4Pcs. c. Dal Items (Yellow Dal/ Mixed Dal with vegetables/ Rajma etc.) --QTY--Unlimited d. One Veg. Curry (gravy /dry) with seasonal vegetable—QTY--Unlimited e. Pickle / Chutney—QTY--Unlimited f. Papad—QTY--Unlimited g. Curd—QTY--100 gms h. Dessert Item - Sweet Dish / Fruit Salad— QTY-- 50 gms i. Mouth Fresheners (Ajwan/Hazmola etc.)— QTY--One sachet One Non Veg. Curry –Fish/Chicken/Mutton ( gravy / dry) – optional—QTY-100 gms One Paneer Item (Gravy) --optional—QTY-100 gms	<b>VEG THALI -40/-</b> <b>EGG THALI -52/-</b> <b>FISH THALI -65/-</b> <b>CHICKEN /PANEEER</b> <b>THALI -75/-</b> <b>MUTTON THALI-110/-</b>

<b>Signature of Tenderer</b>	<b>Full name and address of the person signing (in block letters)</b>
------------------------------	---------------------------------------------------------------------------

**Date:**

**Place:**

**Seal of the Company/ Agency:**

**Annexure -I****KITCHEN EQUIPMENTS ALONG WITH TECHNICAL SPECIFICATIONS**

S.No.	Description	Qty
1.	<b>SOUTH INDIAN HOT PLATE LPG:</b> <b>SIZE: 42"x24"x34"</b> Structure made of m.s. angle, top plate 16 mm thick m.s plate panelled with S.S 18 swg sheet duly polished complete with high RV gas burner, pilot connection and control valve, S.S pipe 38 mm dia with adjustable feet.	1
2.	<b>S.S. WORK TABLE WITH SINK UNIT WITH ONE BOTTOM SHELF AND ONE OVERHEAD SHELF:</b> <b>SIZE: 60"x24"x34"+6,</b> <b>SINK SIZE 18x18+10</b> Top and sink bowl made of 16 swg S.S sheet, sink bowl welded, grinded and finished smooth made as an integrated unit sink bowl of size 16"x16"x10" fixed on S.S angle frame and stainless steel 38 mm dia. vertical pipe legs with adjustable feet. One 18 swg S.S sheet bottom shelf will be fitted on table at a height of 6" from floor. Overhead shelf at 18" height with perforated 18 swg SS sheet.	1
3.	<b>SINGLE SINK UNIT</b> with draining Board: <b>SIZE: 42"x24"x34", SINK SIZE 18x18+10</b> <b>Draining Board size 20"x24".</b> Top, Drain Board and sink bowl made of 16 swg S.S sheet, sink bowl welded, grinded and finished smooth made as an integrated unit sink bowl of size 18"x18"x10" fixed on S.S angle frame and stainless steel 38 mm dia. vertical pipe legs with adjustable feet. Grooved draining board.	3
4.	<b><u>TWO BURNER COOKING RANGE:</u></b> <b><u>SIZE:48"x24"+30"</u></b> Structure made of SS angle of size 38x38x5mm duly rust proof painted top of 16swg thick S.S sheet, all four side covered upto 10" lower from top by 20swg S.S sheet. Bottom shelf of S.S 18swg.complete with one LP and one HP gas burners in each range, valves, pilot lamps and removable types cast iron pan support S.S drip tray with handle, vertical legs of S.S pipes of 38 mm dia. With adjustable feet	<u>2</u>
5.	<b>SINGLE BURNER COOKING RANGE:</b> <b>SIZE:30"x30"+28"</b> Structure made of SS angle of size 38x38x5mm duly rust proof painted top of 16swg thick S.S sheet, all four side covered upto 10" lower from top by 20swg S.S sheet. Bottom shelf of S.S 18swg.complete with HP gas burners, valves, pilot lamps and removable types cast iron pan support S.S drip tray with handle, vertical legs of S.S pipes of 38 mm dia. With adjustable feet.	3

S.No.	Description	Qty
6.	<b>SS WORK TABLE WITH ONE BOTTOM SHELF:</b> <b>SIZE 60"x24"x34"</b> Top made of 16swg S.S sheet, mounted on SS angle pre-polished framework and 38 mm dia stainless steel pipe vertical legs. One 18 gauge thick S.S sheet bottom shelf will be fitted on table at a height of 6" from floor	3+2
7.	<b>ELECTRIC SALAMANDER:</b> <b>SIZE: 30"x15"x15"</b> Double walled construction in 20 swg stainless steel sheet with 50 mm thick non sag glass wool insulation 3 Kw capacity heating element shall be provided on the top the unit with on-off switch indication light. stainless steel rod fabricated grid plate with Bakelite handle shall be provided with S.S channel fitted at different heights. One Table of 34"x18"x34"H for salamander to be provided.	1
8.	<b>ELECTRIC TEA BOILER:</b> <b>CAPACITY: 5&amp;20 LITRES</b> The unit shall have capacity of 20 litres water and 5 litre milk, both the milk and water containers shall be 18swg stainless steel, milk tank dipped in water, insulation cover shall be in 20swg stainless steel sheet. 2 Kw capacity heating element.	2 each (Total 4)
9.	<b>BULK (RICE) COOKER</b> <b>CAPACITY 80 Lits</b> Triple jacketed glass wool insulated SS body 16swg, inner containers made of stainless steel sheet 16swg duly polished. Fitted with heavy duty high pressure burner with pilot lamp & individual control valves. Fitted with water inlet & water outlet valve & strainer at the bottom level of the boiler. Also fitted with a Top opening lid with insulated handle. The entire boiler is mounted on heavy duty SS 38mm dia tubular legs. Also fitted with a heavy duty tilting gear to extract the boiled food.	1
10.	<b>CONVEYOR TOASTER</b> <b>SIZE 36"x18"x24".(Table Top).</b> <b>APPROXIMATE CAPACITY: 36-48 TOAST/MIN.</b> Made of 20 swg SS sheet, electrically operated. Should be heavy duty toaster with conveyour belt system. Toaster cover can be easily removed for cleaning. It should be visible from outside. 20 swg SS body and SS inner chamber duly insulated, fitted with conveyer system along with electrical heater of 220V single phase connection, with all other fittings and accessories.	1
11.	<b>HOT BAIN MARIE WITHOUT CONTAINERS WITH TRAY SLIDE SIZE: 72"x24"+12"x34"</b> Top border of 16 gauge S.S sheet, bain marie tank 18 swg S.S sheet and outer body of 20swg S.S sheet, the bain marie tank will be 10" deep. The unit will be provided with 3 Kw heating element with automatic temperature controller and control switch. The unit will accommodate 5 nos. GN-1/1 size food pans. A 12" wide S.S tray slide of S.S pipe will be provided on service side.	2

S.No.	Description	Qty
12	<b>FOOD PAN</b> (for item no 11 with lid for bain marie FOR EACH PAN) Made of stainless steel sheet, deep drawn 6" deep with lid GN-1/1x100mm (21"x13"x4")	10
13	<b>CHAPATI PLATE CUM PUFFER</b> <b>SIZE: 84"L x 28"W x 34"H, chapatti plate is 48"L x 28"W and puffing plate is 18" x 28" each ON BOTH SIDES.</b> Heavy duty SS angle frame structure fitted with four nos 1½" dia 16swg stainless steel pipe legs. On the top fitted one heavy duty casting plate for chapatti and two perforated MS plate on both the side for puffing. Fitted with heavy duty "RV" type LPG burners with other attachment.	1
14	<b>CHAPATI ROLLING TABLE (Marble Top)</b> <b>SIZE 48"x24"x34"</b> Frame work of SS steel angle 38x38x5mm. Legs made of SS tube 16 swg, 38 mm dia with adjustable legs. White Marble top (20mm) working surface on SS sheet. One 18 gauge thick S.S sheet bottom shelf will be fitted on table at a height of 6" from floor	1
15	<b>INSECT O CUTOR: WALL HANGING TYPE</b> Aluminum Body, Two Tube 8 Watts 12", 14" L x 4.5" B x 12.5"H	6
16	<b>SOILED DISHLANDING TABLE WITH GARBAGE CHUTE</b> <b>SIZE: 60"x24"x34"+18"</b> The top of the unit shall be constructed in 16swg S.S sheet marine edges to avoid any kind of water overflow to avoid water spillage with 7" dia & 5" height integral garbage chute. The frame of the unit shall be 38x38x4 mm thick S.S section. The uprights of the unit shall be 38mm diameter 16swg S.S tubular pipe and 25 mm S.S tubular cross bracing on three sides. The unit to be provided with one SS overhead glass rack at 18" Hx12" W.	1
17	<b>THREE SINK WASH UNIT WITH BOTTOM &amp; TOP SHELF:</b> <b>SIZE: 72"x24"x34"+6"</b> The top and sink shall be integral in 16swg S.S the top shall have marine edges to avoid any kind of water overflow and spillage. The top shall have integral splash back of 150mm. The frame of the unit shall be 35x35x5 mm thick S.S section. The upright of unit shall be 38mm dia. S.S pipe uprights have a cross bracing of 25mm dia. 16swg S.S pipe, chrome plated 40mm dia. Drain waste. One 18 swg S.S sheet bottom shelf will be fitted on table at a height of 6" from floor. Overhead shelf at 18" height with perforated 18 swg SS sheet.  <b><u>GEYSER</u>: Havel/Recold/Venus/Bajaj/V-Guard (50 lit)</b>	1



S.No.	Description	Qty
18	<b>CLEAN POT RACK: 4 SHELVES</b> <b>SIZE: 48"x24"x72"</b> 4 nos. 16 swg S.S pipe shelves in equal distance, to be fitted on SS frame structure of 1 ½"dia 16 Swg SS tube with adjustable feet.	1
19	<b>STORAGE RACK:</b> <b>SIZE: 48"x15"x66"</b> 5 nos. S.S perforated shelves in equal distance 18swg S.S sheet duly fitted with 38mm dia. 16swg S.S pipe uprights having S.S adjustable feet.	4
20	<b>S S CLEAN DISH RACK</b> <b>SIZE: 45"x16"x72"</b> 5 nos. S.S perforated shelves in equal distance 18swg S.S sheet duly fitted with 38mm dia. 16swg S.S pipe uprights having S.S adjustable feet.	2
21	<b>Two Door Freezer (Domestic type). 250 lits.</b> Brand: Samsung/ Godrej/Whirlpool)	1
22	<b>TWO DOOR VERTICAL FRIDGE (TROLSON): SIZE:30"x34"x72"</b> <b>(Branded preferred)</b> Interior/exterior (pre-polished) constructed in 20/22Swg S.S sheet. The condensing unit shall have KIRLOSKAR/Emerson make compressor fan cooled condenser and thermostatic Control. The unit shall be complete with all accessories, cooling indication lights, 2 nos. Stainless steel removable shelves shall be provided to the unit. Self-closing doors with magnetic gasket, heavy duty SS angle frame work shall be provided with S.S tubular pipe legs and adjustable bullet feet. The unit shall be PUF insulated and shall have drain waste at bottom with drip tray. Temperature ranged 0° -5°C.	1
23	<b>POTATO PEELING MACHINE.</b> <b>Capacity- 20 kg</b> Peeling drum made of 16 SWG stainless steel sheet with cast iron disc revolving, top peeling chamber and disc line with abrasive material. Lower body 20 SWG SS sheet on SS angle frame work fitted with ½ HP electric motor with control switch 10 kg. capacity. To be provided with water inlet.	1
24	<b>WATER COOLER</b> <b>CAPACITY: 80 litres</b> Water cooler, made of 22/24 Swg S.S sheet, duly PUF insulated, top openable hinged lid, provided with water inlet, outlet with drip tray and water Overflow and drainage provision , complete with KIRLOSKAR/EMERSON compressor, with condenser and automatic temperature controller. The unit will have provision for keeping used glasses attached to it.	2

S.No.	Description	Qty
25.	<b>PLATE WARMER- Double Chamber:</b> <b>SIZE 36"x18"x36"</b> Fitted with 1Kw+1kw electrical heaters of 220V, single phase connection. Double walled mineral wool insulated all 20 Swg SS sheet body on four no. caster wheels. Fitted with spring loading top to keep atleast 50 ceramic/bone china plates in each chamber, with auto temp controller and indicating lamps. Complete SS body, fitted on wheels. SS handle on one side.	2
26.	<b>WET MASALA GRINDER:</b> <b>CAPACITY: 7 litres</b> 20 S.S sheet constructed body with S.S sheet constructed revolving drum. Chromium plated pillar support on MS angle frame work fitted with ½ HP electric motor 220V, gear box and grinding stones with coconut scraper.	1

## **Hot Air Ventilation and Fresh air system**

S.No.	Description	Qty
1.	<b>Stainless Steel Hood–</b> Fabricated from 22 swg SS Sheet fitted with 24 swg SS baffle type Grease Filters – detachable –size 15’x2’6’’x1.5’ (1), 7’x2’6’’x1.5’ (2).	1+2
2.	<b>Stainless Steel Duct line –</b> Fabricated from 20 swg SS Sheet- to be connected with the SS Hoods inside the Kitchen and, to be raised up to the Roof Top, including connecting the Kitchen Hoods with SS Duct line, as suitable for the purpose	Rft
3.	<b>CENTRIFUGAL Flow Fan –</b> 24’’ dia fitted with 3 Hp 220V Motor – to be installed on the Kitchen wall	1
4.	<b>Stainless Steel Fresh Air Inlet System:</b> S.S duct pipeline as per length of Ventilation duct, grills, one axial flow fan 15’’ of 1 HP complete in position at site. Axial Fan-01 No of grills-08 Duct	01 08 Per R ft
5.	<b>Sound Proof Unit of 8800cfm Blower with 7.5 H.P. Motor</b>  1) Unit Construction of 0.6mm thick G.I. sheet Inner side and Outer side Cooler Coated sheet 0.6mm thick middle portion 1" thick Thermo Puff Insulation ,  2) Bottom Channel Base of 1.5mm thick sheet 3) Anti-vibration Pussyfoot Pad 4) Flexible Canvas Connection 5) Outer Frame work 30mm Aluminum Profiles and Partition with PVC corner joints etc.	1

## **Gas Bank**

### **IS 6044 plan**

S.No	Description	Qty
1	8x 2 MANIFOLD COMPLETE WITH FITTING AND INSTALLATION: 1. Two arm LPG manifold for 16 nos (8+8) of cylinders point with DB connector, 2 no manifold shut off valve(Vanaz/UW), 16 non return valves(Gaso/SKN), 16 nos flex, Cyld Pigtails (Suraksha), 16 nos. click on adapters(UW/Gaso/Commet) Copper pigtails, Brass adapter complete (16 points).	16
2	1"dia HP LPG commercial regulator (1Stg) (Vanaz/UW)	1
3	1"dia Main pipeline MS (TATA) Black heavy ERW with all assorted MS Fittings complete.	Actual
4	1"dia Main line shut off valve with SS Ball (Shenco/SKN)	4
5	Pressure Guage (4"dia ) with control	1
6	1/2" dia Branch Pipe Line MS (TATA) Black heavy ERW with all assorted MS Fittings complete	Actual
7	1/2" dia Branch line shut off valve with SS ball (Shence/SKN)	5
8	HP adjst Regulator (2 <sup>nd</sup> Stg) (Vanaz/UW)	5
9	Flash Back arrestor	1
10	N.C.Valve (Heavy duty)	5
11	Clamp (spl)	48

**Annexure-II****Permissible Brands of Food ingredients (Indicative List)**

NIBMG shall not provide any consumable or non-consumable items including raw materials at the Canteen for the purpose of said service.

<b>Item</b>	<b>BRAND</b>
Salt	Tata, Annapurna, Nature fresh
Sugar	Mawana, Dhampure, Branded Equivalent Quality
Spices	MDH, MTR, Everest, Shakti, Eastern
Tomato Sauce	Maggi, Kissan, Heinz
Oil	Sundrop, Nature Fresh, Godrej, Saffola
Pure mustard oil	Engine, Fortune, Dhara, Ganesh
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh or Ahaars best quality atta to be used
Butter	Amul, Britannia
Bread (brown bread, multigrain and white), Pav	Harvest, Britannia, Perfect, English Oven
Jam	Kissan, Top, Heinz
Milk	Amul, Mother Dairy
Paneer	Amul, Mother Dairy
Tea/Tea Bags	Brook bond, Lipton, Red Label, Tata, Goodricke
Coffee	Nescafe, Bru
Biscuits	Britannia / Parle / Haldiram/Unibic/Sunfeast
Ice Creams, Lassi, Curd, Chhach	Mother Dairy / Amul / Kwality - all varieties
Mixtures/ Chips	Haldiram / Bikaner/Lays
Mineral Water	Bisleri, Kinley, Aquafina
Besan, Maida, Dals	Branded First Quality
Vermicelli	Bambino, Branded Equivalent Quality
Macaroni/pasta	Bambino, Branded Equivalent Quality
Daliya, Poha	Branded First Quality
Custard Powder	Brown & Polsen
Corn Flakes	Kellogg's
Basmati Rice	Kohinoor, India Gate, Lal Mahal
Cold Drinks	Pepsi/ Coca cola/Sprite
Juices	Real / Tropicana
Lemon Water	Hello/ Nimbooz
Sweet	Bikaner Wala/Haldiram
Sandwich Bread	From approved bakery only

Note: Any other food item, brand to be used in the canteen only after prior approval from representative of Institute Canteen Committee.