



NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS

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

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

February, 2021

(Tender No. : NIBMG/Canteen Services/2020-21/012,

Date. 10.02.2021)



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CRITICAL DATE SHEET

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TENDER NOTICE

The National Institute of Biomedical Genomics (NIBMG) is an Autonomous Institution established by the Government of India, under the aegis of the Department of Biotechnology. This is the first institution in India explicitly devoted to research, training, translation & service and capacity-building in biomedical genomics. It is located in Kalyani, West Bengal, India, about 50 km. from Kolkata.

Online Tenders are invited in two parts namely Technical Bid (including General Terms & Conditions) and Price Bid for providing Catering Services at National Institute of Biomedical Genomics, (NIBMG) for 365 days in a year.

Tender document can be downloaded from NIBMG website www.nibmg.ac.in or from Central Public Procurement Portal www.eprocure.gov.in. Bidders should enrol/register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid DSC for online submission of bids.

Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax/by hand etc. will be rejected.

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, IFSCCode: PUNB0057920, proof of transaction advice should be enclosed in technical bid. Failure to deposit Earnest Money will lead to rejection of tender.

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.

The terms and conditions governing the tender are given herewith. The tender for Catering Services contains 26 pages (from 1 to 26) numbered serially. 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.

Manager (Administration), NIBMG

PART-I

General Terms and Conditions

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.

1. PRE-QUALIFICATION ELIGIBILITY CRITERIA FOR TECHNICAL BID

- 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. In any Institute/ Organization having at least 50 or more manpower. Certified copies to be uploaded in technical bid.
- b) 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.
- c) The essence of the contract is timely supply of sufficient quantity and quality food and maintenance of hygiene and healthy sanitary conditions.
- d) 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.
- e) 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.
- f) The bidders shall submit following documentary evidence in support of their technical Bid.

- 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. 50 lakhs and above.**
- v. **GST Registration Certificate.**
- vi. **Valid Certificate obtained from Food Safety and Standards Authority of India (FSSAI)**
- vii. **Self-certificate by firm that it has not been banned or delisted by any Government or Quasi Government Agency or PSU.**
- viii. **Provident Fund Registration Certificate.**
- ix. **ESIC registration Certificate.**
- x. **Registration Certificate of the organization if available.**

- g) The experience and financial criteria of the bidding entity only shall be taken into consideration for assessment and evaluation.
- h) The bidder should not have been black-listed by any organization on any grounds.
- i) **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.**
- j) **If the performance of the bidder is / has been found to be unsatisfactory for any reasons, then NIBMG reserves the right to reject the bids submitted by such bidders.**
- k) The firm / organization should have registration with all Central and State Statutory authorities such as **ESI, PF, Labour Welfare Department, Food and Health Department, etc.** The copies of the certificates of registration should be enclosed with Part I.
- l) 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 within the date and time mentioned in critical date sheet [any Working Day]. No clarification will be entertained after receiving the bids.
- m) Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.

- n) 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.
- o) 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.
- p) 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.
- q) The Caterer shall bear all costs and expenses in respect of all charges, stamp duty etc., in respect of the agreement to be entered into.
- r) The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to Kolkata jurisdiction.

2. 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 for 365 days in a year.

Electrical equipment and built-in facilities will be provided by the Institute against a license fee of Rs. 2000.00 [INR Two thousand Only] per month along with electricity charges of actual. Moreover the Caterer will have to furnish **security deposit of Rs. 25,000/- (Rs. Twenty Five thousand only) for the kitchen equipment and furniture**. 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 **50 members / guests**) **Thali service of Dinner** (for a minimum number of **50 members / guests**) on all working days of the Institute. As per the requirement 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 RENDERED	Base Price (Everything inclusive Rate)
1.	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 with Branded FSSAI marked Sauce 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>	30/-

1.A	Milk Tea /Flavored Black Tea /Green Tea (100 ml)	07/-
	Milk Coffee / Black Coffee (150 ml)	15/-
2.	THALI LUNCH & DINNER (Consist of the following)	
	<ul style="list-style-type: none"> a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon /Green Chilly 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 	VEG THALI -40/-
	<ul style="list-style-type: none"> a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon /Green Chilly etc.)- 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. Fish curry-QTY-100 gms f. Pickle / Chutney-QTY-Unlimited g. Papad-QTY-Unlimited h. Curd-QTY--100 gms i. Dessert Item - Sweet Dish / Fruit Salad-QTY--50 gms j. Mouth Fresheners (Ajwan/Hazmola etc.)-QTY--One sachet 	FISH THALI -65/-
	<ul style="list-style-type: none"> a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon/Green Chilly 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. Egg curry-QTY-1 pcs f. Pickle / Chutney-QTY-Unlimited g. Papad-QTY-Unlimited h. Curd-QTY--100 gms i. Dessert Item - Sweet Dish / Fruit Salad-QTY--50 gms j. Mouth Fresheners (Ajwan/Hazmola etc.)-QTY--One sachet 	EGG THALI -52/-
	<ul style="list-style-type: none"> a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon/ Green Chilly 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. Chicken curry-QTY-100 gms f. Pickle / Chutney-QTY-Unlimited g. Papad-QTY-Unlimited h. Curd-QTY--100 gms i. Dessert Item - Sweet Dish / Fruit Salad-QTY--50 gms j. Mouth Fresheners (Ajwan/Hazmola etc.)-QTY--One sachet 	CHICKEN THALI -75/-
	<ul style="list-style-type: none"> a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon /Green Chilly 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. Paneer curry-QTY-100 gms f. Pickle / Chutney-QTY-Unlimited 	PANEER THALI -90/-

	g. Papad—QTY—Unlimited h. Curd—QTY--100 gms i. Dessert Item - Sweet Dish / Fruit Salad—QTY--50 gms j. Mouth Fresheners (Ajwan/Hazmola etc.)—QTY--One sachet	
	a. Salad (Carrot / Tomato / Cucumber/ Beetroot /with Lemon Green Chilly 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. Mutton Curry-QTY-100 gms f. Pickle / Chutney—QTY—Unlimited g. Papad—QTY—Unlimited h. Curd—QTY--100 gms i. Dessert Item - Sweet Dish / Fruit Salad—QTY--50 gms Mouth Fresheners (Ajwan/Hazmola etc.)—QTY--One sachet	MUTTON THALI -110/-

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
		11.	Mouth Fresheners (Ajwan/Hazmola etc.)	Sachet

C. The Caterer must arrange to serve tea/coffee/Soft Drinks/Lassi in the Specified place as directed by the Authority. The Caterer has to 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.

3. 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.

4. TERMS AND CONDITIONS

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

- c) 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/Gas Burner and accessories etc. needs to be carried out by the Caterer at his own cost.
- d) 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.
- e) 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.
- f) 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**
- g) 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.
- h) **Caterer will have to supply the cleaning material and cooking material and get the Commercial Gas refilled at his/her cost.**
- i) 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.
- j) 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.
- k) 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 hand wash provision near wash basin area.
- l) 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.

- m) 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 has to be observed. Separate uniforms need to be provided for different categories of staff viz. cleaners, servers, supervisors, etc.
- n) Cleaning of the plates and utensils should be done with clean water, soapy water and all items should be cleaned and dried.
- o) Penalty as decided by the Institute will be imposed on the caterer:-
 - (i) If there is any dereliction / irregularity in service or delay in service;
 - (ii) If the food supplied by the caterer is substandard / non-quality or insufficient quantity;
 - (iii) If more than 50% of the total participants / staff / guests rate the services provided by the Caterer as either “average” or “poor”.
- p) Penalty will be recovered directly from the Caterer and the Institute’s decision shall be final.
- q) 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.
- r) 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.
- s) Any staff of the Caterer, whose service is not satisfactory, would be replaced by the Caterer, in consultation with the Institute immediately.
- t) The vendor who will qualify in technical bid including L1 will also be empaneled in the list of vendors for supplying food items in various special occasion of the institute at the rates provided by the L1.

5. Conditions related to Statutory Compliance

- a. The firm/organization should have a valid registration with all statutory authorities such as ESI, PF, Labor Welfare Department, Food and Catering License etc. The copies of the certificates of such registration should be uploaded with Part I.
- b. 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.

- c. All the payments to the staff of the Caterer have to be as per the prevailing minimum wages act stipulated from time to time and must cover benefits such as ESI, PF, etc. All the rules related to the labour laws and applicable acts should be strictly followed and in case of any dispute the Institute will not be a party.
- d. 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.
- e. 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.
- f. 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.**
- g. 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.
- h. 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.50,000.00 (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 demand draft or Bank Transfer. This deposit would be refunded without any interest 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.
- i. EMD amount of successful bidder can be converted to security deposit upon formal request received from the caterer.
- j. The Institute will provide 'RENT FREE premises', kitchen and counter etc. for services and seating capacity. A license fee of **Rs.2000/-(Five Thousand Only) per month** is required to be deposited by the Caterer and Electricity Charges is to be paid as per actual.
- k. The Caterer shall be required to install Industrial gas and fuel supply at his own cost
- l. The contract either in full or in part shall not be sublet or assigned by the bidder to others under any circumstances.
- m. 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.

- n. In the event of increase in the scope of work, additional manpower needs to be provided by the Caterer.
- o. 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.
- p. 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.
- q. 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 indemnify NIBMG of any consequence and shall cover his staff with adequate insurance policy.
- r. 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.
- s. 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.
- t. 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
- u. 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.
- v. TDS will be deducted at source from every bill by the Institute at the rate notified by the Government from time to time.
- w. The Caterer shall at all times 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.
- x. **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.**

- y. 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.

- z. 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.

Signature of Tenderer

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

Date :

Place :

Seal of the Company/ Agency:

TECHNICAL BID

A . PROFILE OF THE COMPANY/AGENCY

a)	How is your Company constituted? Whether it is Public / Pvt. Ltd Company? Indicate year of incorporation (enclose certificate of incorporation)	
b)	Indicate Name of the Company: Address: Particulars of Chairman / Managing Director: Particulars of Board of Directors, their occupation and address	
c)	Registered under Shops & Establishment, enclose copy of Registration with latest renewals.	
d)	If it is a proprietary concern name and address of the Proprietor If Partners are there, their name and address & occupation of partners	
e)	Location of the Registered / Main Office	
f)	Annual Turnover of the Agency from Catering Services for the years 2017-18, 2018-19 and 2019-20 [Copies of audited annual account to be enclosed]	
g)	Please provide the details of Permanent Account Number of the company issued by the Income Tax Authorities. (copy of PAN card to be enclosed)	
h)	Please provide your Company's Banker's name and address	
i)	No. of years of experience in the field of Catering Services by your Agency. (Please enclose certified copies of experience)	

B. STATUTORY REQUIREMENTS [Non compliance will lead to rejection of the tender document]

a.	Valid ESIC registration No. enclose copy of registration certificate with latest challan. (attach attested copies)	
b.	Valid Provident Fund registration No. enclose copy of registration certificate with latest challan. (attach attested copies)	
c.	Valid Goods and Service Tax registration No. enclose copy of registration certificate with latest challan. (attach attested copies)	
d.	Valid Food Safety and Standards Authority of India (FSSAI) registration no. enclose copy of registration certificate with latest challan. (attach attested copies)	
e.	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.,	
f.	Valid Trade License Attached attested copy of license)	

C. GENERAL DETAILS

a.	Address and Mobile phones allotted to staff working in your office who can be contacted on emergency	
b.	Do you pay bonus? If so, what is the criterion? Enclose proof of latest disbursement.	

c.	<p>Who are the major clients of your Company / Agency to whom Catering Services are provided for the last 5 years? (Use extra sheet, if necessary)</p> <p>Please enclose certified copies of experience</p>	
d.	<p>Any other information. Document which may help NIBMG in assessing your Company's / Agency's capabilities, may be enclosed.</p>	
e.	<p>Copy of THREE latest Audited Balance Sheets of the Firm (attach attested copies)</p>	
f.	<p>Copy of THREE latest Income Tax Returns (attach attested copies)</p>	
g.	<p>References (Use extra sheet, if necessary)</p>	
h.	<p>Details of EMD for Rs. 50,000.00 enclosed Transaction details of EMD Transfer.</p>	

SELF DECLARATION

I certify that all the information furnished above are true to my knowledge.

I have no objection to NIBMG verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that I have understood all the terms and conditions indicated in the Tender document and in agreement for the same, I am signing this document as an authorized signatory in the capacity of _____.

Signature of Witness

Signature of Tenderer

**Full name and address of Witness
(in block letter)**

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

Date :

Place :

Seal of the Company/ Agency:

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

S.No.	Description	Qty
1.	SOUTH INDIAN HOT PLATE LPG: SIZE: 42"x24"x34" 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.	S.S. WORK TABLE WITH SINK UNIT WITH ONE BOTTOM SHELF AND ONE OVERHEAD SHELF: SIZE: 60"x24"x34"+6, SINK SIZE 18x18+10 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.	SINGLE SINK UNIT with draining Board: SIZE: 42"x24"x34", SINK SIZE 18x18+10 Draining Board size 20"x24". 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.	<u>TWO BURNER COOKING RANGE:</u> <u>SIZE:48"x24"+30"</u> 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.	SINGLE BURNER COOKING RANGE: SIZE:30"x30"+28" 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.	<p>SS WORK TABLE WITH ONE BOTTOM SHELF: SIZE 60"x24"x34" 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</p>	3+2
7.	<p>ELECTRIC SALAMANDER: SIZE: 30"x15"x15" 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.</p>	1
8.	<p>ELECTRIC TEA BOILER: CAPACITY: 5&20 LITRES 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.</p>	2 each (Total 4)
9.	<p>BULK (RICE) COOKER CAPACITY 80 Lits 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.</p>	1
10.	<p>CONVEYOR TOASTER SIZE 36"x18"x24".(Table Top). APPROXIMATE CAPACITY: 36-48 TOAST/MIN. 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.</p>	1
11.	<p>HOT BAIN MARIE WITHOUT CONTAINERS WITH TRAY SLIDE SIZE: 72"x24"+12"x34" 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.</p>	2

S.No.	Description	Qty
12	FOOD PAN (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	CHAPATI PLATE CUM PUFFER 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. 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	CHAPATI ROLLING TABLE (Marble Top) SIZE 48"x24"x34" 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	INSECT O CUTOR: WALL HANGING TYPE Aluminum Body, Two Tube 8 Watts 12", 14" L x 4.5" B x 12.5"H	6
16	SOILED DISHLANDING TABLE WITH GARBAGE CHUTE SIZE: 60"x24"x34"+18" 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	THREE SINK WASH UNIT WITH BOTTOM & TOP SHELF: SIZE: 72"x24"x34"+6" 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. GEYSER: Havel/Recold/Venus/Bajaj/V-Guard (50 lit)	1

S.No.	Description	Qty
18	CLEAN POT RACK: 4 SHELVES SIZE: 48"x24"x72" 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	STORAGE RACK: SIZE: 48"x15"x66" 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	S S CLEAN DISH RACK SIZE: 45"x16"x72" 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	Two Door Freezer (Domestic type). 250 lits. Brand: Samsung/ Godrej/Whirlpool)	1
22	TWO DOOR VERTICAL FRIDGE (TROLSON): SIZE:30"x34"x72" (Branded preferred) 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	POTATO PEELING MACHINE. Capacity- 20 kg 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	WATER COOLER CAPACITY: 80 litres 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	<p>PLATE WARMER- Double Chamber: SIZE 36"x18"x36" 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.</p>	2
26	<p>WET MASALA GRINDER: CAPACITY: 7 litres 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.</p>	1

Hot Air Ventilation and Fresh air system

S.No.	Description	Qty
1.	Stainless Steel Hood- 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.	Stainless Steel Duct line – 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.	CENTRIFUGAL Flow Fan – 24” dia fitted with 3 Hp 220V Motor – to be installed on the Kitchen wall	1
4.	Stainless Steel Fresh Air Inlet System: 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.	Sound Proof Unit of 8800cfm Blower with 7.5 H.P. Motor 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 nd 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.

Item	BRAND
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 Diary
Paneer	Amul , Mother Diary
Tea/Tea Bags	Brook bond, Lipton, Red Label, Tata, Good ricke or any other Darjeeling Tee with GI
Coffee	Nescafe, Bru , Coffee Day Beverages, Caffè Coffee Day
Biscuits	Britannia / Parle / Haldiram/Unibic/Sunfeast
Ice Creams, Lassi, Curd, Chhach	Mother Dairy / Amul / Kwalitiy - 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	Kellogs
Basmati Rice	Kohinoor, India Gate, Lal Mahal
Cold Drinks	Pepsi/ Cokacola/Sprite
Juices	Real / Tropicana
Lemon Water	Hello/ Nimbooz
Sweet	Bikanerwala/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.