



चौ.चरण सिंह राष्ट्रीय कृषिविपणनसंस्थान

(कृषि मंत्रालय, भारतसरकारका संस्थान) कोटारोड, बम्बाला, सांगानेर, जयपुर-33
CH.CHARAN SINGH NATIONAL INSTITUTE OF AGRICULTURAL MARKETING

(An Organization of Ministry of Agriculture, Government of India)

Kota Road, Bambala, Near Sanganer, Jaipur-302033 (Rajasthan)

Telephone : 0141-2795111(D) Fax:0141-2771938,2770595

Website : www.ccsniam.gov.in

E-

TENDERDOCUMENT

FOR

Catering Service

To apply please visit

www.eprocure.gov.in

Critical Dates

Published Date	14-Aug-2021 09:50 AM	Bid Opening Date	30-Aug-2021 09:00 AM
Document Download / Sale Start Date	14-Aug-2021 09:55 AM	Document Download / Sale End Date	28-Aug-2021 10:00 AM
Clarification Start Date	14-Aug-2021 10:00 AM	Clarification End Date	17-Aug-2021 09:00 AM
Bid Submission Start Date	14-Aug-2021 12:00 PM	Bid Submission End Date	28-Aug-2021 10:00 AM

Tender Details

Basic Details

Organisation Chain	Department of Agriculture and Cooperation National Institute of Agricultural Marketing-CCS NIAM-Jaipur		
Tender Reference Number	02/NIAM/Tender/2021/02		
Tender ID	2021_DACO_643490_1		
Tender Type	Open Tender	Form Of Contract	Works
Tender Category	Services	No. of Covers	3
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Covers Information, No. Of Covers - 3

Cover No	Cover Type	Description	Document Type
1	Fee	Tender Fees of Rs 1000 and EMD of Rs.50000	.pdf
2	PreQual/Technical	Tender Document	.pdf
3	Finance	BOQ	.xls

Tender Fee Details, [Total Fee in ₹ - 1,000]

Tender Fee in ₹	1,000	Fee Payable At	Jaipur
Fee Payable To	DG NIAM		
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	50,000	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	DG NIAM	EMD Payable At	Jaipur

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Notice Inviting E-tender

E-tenders on behalf of **the Director General, CCS NIAM Jaipur**, are invited in Two bid systems i.e. Qualifying/Technical bid and Financial bid for Catering from registered Agency for catering services from those who have adequate experience in the subject work. Details of the scope of work, schedule of requirements and special terms & conditions of the contract are given as under:

The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

- i. The tender documents can be downloaded from the website of <https://eprocure.gov.in> or www.ccsniam.gov.in**
- ii. The intending and eligible bidders may submit the tender online at <https://eprocure.gov.in> in two bid systems { i.e. (i) Technical Bid and (ii) Financial Bid } in the prescribed proforma. **Tenders are to be submitted online only using the e-procurement portal <https://eprocure.gov.in>.****
- iii. The Bidders who have not enrolled/registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in>. The portal enrollment is free of cost.**
- iv. Interested bidders may submit their quotation online on <https://eprocure.gov.in> as per the tender document in the website <https://eprocure.gov.in>/eprocure/app. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. Any corrigendum/ addendum regarding this tender will be available on the above said website only.**
- v. Demand Draft for an amount of **Rs.1,000/- (Rupees: One Thousand only/-)** (non-refundable) from Nationalized/scheduled bank drawn in favor of **NIAM** payable at Jaipur has to be submitted before opening of bid to this office (Scanned copy of DDD to be uploaded online) towards tender document fee, failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft.**

- vi.** The applicant has to deposit Earnest Money (EMD) of Rs. **50,000/- (Fifty Thousands only/-)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favor of **NIAM** payable at Jaipur and it has to be submitted before opening of bids to this office (Scanned copy of DD to be uploaded online) towards EMD failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of Demand Draft.
- vii.** The aforesaid DDs towards cost for Tender document and EMD should be submitted to the tender inviting authority i.e., **NIAM** payable at Jaipur by post in advance or submitted at the time of opening of bids.
- viii.** The duly filled-in tender documents shall not be accepted if they are not accompanied by the scanned copy of the demand draft/Pay order towards the Tender fee and the requisite bid security (EMD).
- ix.** The Technical Bids will be opened online by a Tender Opening Committee of this Office. At the first stage the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the office. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Members of the TEC.
- x.** This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the **Director General, CCS NIAM Jaipur** in this regard shall be final and binding on all.
- xi.** The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all Information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
- xii.** This is an electronic mode of Tendering, any manual or mechanical errors committed before uploading or during the process of uploading the Document shall be bound to be duly accepted by the Tenderer. The Tenderer shall not have claim whatsoever in this regard.
- xiii.** The Experience and requisite documents should be in the name of Bidder only and prior experience as any other business entity and / or requisite documents in the name of any other business entity shall not be considered.
- xiv.** NIAM also reserves the right to seek clarifications from the issuer agency on the supporting documents submitted by the bidder.
- xv.** In case of bidder seeking any clarification in relation to the tender document shall be addressed in writing to above address on or before bid clarification date and time as mentioned at tender notification in e-portal.

- xvi.** Incomplete/ invalid tenders are liable for rejection and no correspondence will be entertained in case of rejection.
- xvii.** Non-uploading of requisite documents due to negligence or ignorance by the tenderes leading to disqualification will have to be borne by the tenderer only. There shall be no claim whatsoever in this regard.
- xviii.** ECS/IFSC code details are to be uploaded including the name of the bank, branch and account No. where payments are to be credited along with the scan copy of Blank Cheque leaf.
- xix.** Contractors/agencies are subject to be disqualified, even though they meet the qualifying criteria, if they:-
- a) Make misleading or false representations in the request, statements and attachments submitted in proof of qualification requirements including holding information and / or
 - b) Have record of poor performance such as abandoning the work, not properly competing the contract, inordinate delays, litigation history, or financial failures, requesting for claims not admissible under the contract conditions, etc.
- xx.** Tender Documents duly filled & uploaded within the last date of submission as mentioned in the tender notice. The last date for receipt of Tenders will not be extended under any circumstances, unless otherwise the date is declared a holiday for NIAM, in that case the next working day will be treated as the last date of receipt of Tender document.

-Sd-

Director (Admn.)

SECTION-II

INSTRUCTIONS FOR ONLINE BIDDERS

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal are as follows:
Procurement are at <https://eprocure.gov.in>. The bidders must carefully follow the instructions:

1. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for tendering.
2. Bidders should do the enrolment in the e-Procurement site using the “Click here to Enroll” option available on the homepage. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondences shall be made directly with the contractors/bidders through the e-mail-id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.
5. The DSC that is registered with the portal only should be used by the bidder and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the required tender documents/Annexure for the tenders she/he is interested.
7. After downloading/getting the tender document/Annexure/Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidders should take into account the corrigendum/Addendum published, if any, before submitting the bid online.
9. Bidder then logs into the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-Token/Smart Card to access DSC.

- 10** Bidder selects the tender which he/she is interested in by using the search option & then moves it to the “my tenders” folder.
- 11** From my tender folder, he/she selects the tender to view all the details indicated.
- 12** It is construed that the bidder has read and agreed all the terms and conditions before submitting their offer. Bidder should go through the tender Annexure and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
- 13** Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded, through online for the tenders, should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidder’s Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14** Bidder should take into account the corrigendum / Addendum published from time to time before submitting the online bids.
- 15** The Bidder can update, well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16** Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the same should be uploaded as part of the offer.
- 17** While submitting the bid online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets. As the token of acceptance of all the terms and conditions, bidder should upload complete set of this notice and all other enclosed instructions duly signed by him at each and every page. A hard copy of such acceptance should be deposited by the bidder before the last date of submission of e-tender.
- 18** The details of the DD to pay the Tender FEE/EMD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 19** The bidder has to digitally sign and upload the required bid

documents one by one as indicated. Bidder should note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

- 20** The bidder has to upload the relevant documents / information required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.
- 21** If the price bid format is provided in a spread sheet file like **BoQ_xxxx.xls**, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder; else the bids submitted is liable to be rejected for this tender.
- 22** The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 23** After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 24** The time schedule fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the E tender system. The bidders should follow this time schedule.
- 25** All the data entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.
- 26** Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27** The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 28** The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option.

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- 29** Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the institute.
- 30** All the communications from this office to the bidders regarding every stage of tender processing activity will be sent through email registered in CPP by the bidder. Therefore the bidders are requested to regularly check their email.
- 31** The process/procedure elaborated above is suggestive only. Prevailing updated e-tendering process/ procedure/guidelines available on the portal shall be applicable.

SECTION-III

GENERAL TERMS AND CONDITIONS

1. **Parties:** - The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Director General, CCS NIAM Jaipur. Institute means CCS NIAM, Jaipur.
2. **Addresses:-** For all purposes of the contract including arbitration thereunder, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post to the CCS NIAM, Jaipur. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Cover – 1 Earnest Money Deposit (EMD):**
 - a) Tender Fees an amount of **Rs.1,000/- (Rupees: One Thousand only/-)** (non-refundable) and Earnest Money of **Rs.50,000/- (Fifty Thousands only/-)** shall be paid by Demand draft, drawn on any Nationalized or Scheduled Bank in favour of **NIAM** payable at Jaipur payable at Jaipur as mentioned in the notice inviting tender. Tender fees and Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
 - b) The Earnest Money of the tenderers except successful bidder will be refunded without interest within reasonable time after final decision of the tender, normally within three months from the date of opening of tenders. EMD of the successful bidder will be converted into Security Deposit to be refundable after successful completion of the contract period. The Institute will not be responsible for paid any interest on EMD. The bid will not be considered if the earnest money is not enclosed with the bid. This security deposit shall be forfeited by the department on non-absence from duty/misconduct on part of workers supplied by the agency.
 - c) Request for transfer of any previous deposits such as previous earnest money or security deposit or payment of any pending bill for transfer towards earnest money shall not be entertained.
 - d) Tenderers shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rate the aforesaid amount of earnest money will be forfeited.
 - e) The tenders without Earnest Money Deposit will be summarily rejected.
 - f) No claim shall lie against the Government/ Institute in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
4. **Period of validity of Bid:** Bid shall be valid for 90 days after the date of opening of bids.

5. Period of Contract/Duration :The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office

6. Preparation and Submission of Tender:

The tenders have been invited under **two bid systems i.e. Qualifying Bid and Financial Bid**. The necessary documents should be uploaded in the <https://e-procure.gov.in/> portal as per the guidelines mentioned in the portal.

Below are the documents to be uploaded by bidder at the time of submitting bid online.

Cover-2: Technical bid (The list of the documents to be uploaded)

- i.** Bid Form/Tender form and Declarations/Letters
- ii.** Self-Attested copy of Registration of firm/company.
- iii.** Self-Attested copy of Experience certificate issued by Central/State Government/Public Sector companies for one year or more during the last five years (if applicable).
- iv.** Self-Attested copy of PAN card of firm/company/individual.
- v.** Self-Attested Copy of the IT return filed for the last financial year.
- vi.** Self-Attested Copy of Goods Service Tax (GST) registration certificate.
- vii.** Copy of DD of EMD as stipulated vide clause 3 of section-III above.
- x.** Copy of DD for the cost of bid document.

All the documents mentioned above are for establishing the eligibility and non-submission of these documents will result in rejection of the tender. Original of all such documents shall be liable to be produced for verification, failing which such document shall be rejected.

Note: All necessary certified documents in support of the details must accompany the technical bid. The bid is liable to be rejected in case documents are not enclosed or documents are incomplete or in case any certification/registration has already expired. Only essential and necessary documents to be enclosed. Avoid enclosing extraneous and irrelevant documents not required for the purpose.

Cover-3:Financialbid

The quotations should be filled in the financial bid document downloaded from CPP portal (BOQ.xls sheet) and the same should be uploaded.

7. Signing of Tender:

Individuals signing the tender or other documents connected with contract must specify whether signs as

- a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

Note:

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Director General, CCS NIAM, Jaipur may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) All the pages of tenders should be serial numbered, signed by the bidder and affix his firm's stamp at each page of the tender document and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

8. Technical/Qualifying Bid:

- a) The Technical bid should be submitted online in cover-2 mentioned above.
- b) All documents asked must be uploaded as part of Technical/Qualifying bid.

CLARIFICATION ON TECHNICAL BID EVALUATION:

- a) The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, NIAM may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by NIAM shall not be considered. NIAM'S request for clarification and the response shall be in writing.
- b) In cases wherein a bidder does not provide clarifications of its bid by the date and time set in NIAM's request for clarification, their bid may be rejected.
- c) NIAM also reserves right to seek clarification from the issuer agency on the supporting documents submitted by the bidder.

The copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder, in case applicable, should accompany the bid documents.

1. The bidder shall have their own ESI & EPF Code. The bidder should upload the ESIC & PF Registration Certificate and such registration shall remain valid throughout the period of the Contract. Contractor shall be liable for all the obligations and formalities required by Minimum Wages Act, ESI Act and EPF Act as per prevailing laws of the country. NIAM will not be responsible for any payment under above laws.
2. Registration certificate for GST No.- Copy of Registration Certificate to be uploaded.

B. COPY OF DOCUMENTS TO BE UPLOADED ALONG WITH TENDER AS APPLICABLE IN ADDITION TO PARA-A:

- i. Income Tax Returns for last Three Years.
- ii. Registration with any govt. authority..
- iii. PAN No.issued by Income Tax authority.
- iv. Details of ECS viz., Name of Bank, I FSC code, MICR No, Branch, Account No, cancelled cheque where payments are to be credited.
- v. Balance sheets for the last 3 years.

Note: The Bidder shall be required to produce self-attested copies of the relevant documents in support of the parameters at Para - A & B above, in addition to documentary evidences of other parameters, for being considered during the technical evaluation.

9. Financial Bid:

- a) The Financial Bid should be submitted online in cover-3 mentioned above. The Financial Bids of those bidders who are found qualified, will be opened on a specified date and time to be intimated to the respective bidder by e-mail registered by them in CPP. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- b) The rates quoted shall be firm and final for the entire period of contract.
- c) Terms of payment as stated in the Tender Documents shall be final.
- d) At the time of payment of bills, the income tax, GST and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

10. Security Deposit:

- a) The successful tenderer will have to deposit a performance security (security deposit) for an amount of 5% (Five percent) of the value of the contract in the form of a Bank Guarantee for the validity period of 15 months. The Security Deposit will not be adjusted against any payment due to the firm from the Department / Institute or the Central Government.
- b) The Security Deposit can be forfeited, **wholly or partly**, by order of the Director General, CCS NIAM, Jaipur in the event of any breach or negligence or non-observance of any condition of contract for unsatisfactory performance or for non-acceptance of the work order. On expiry

of the contract, such portion of the said security deposit as may be considered to suffice to cover any incorrect or excess payments made on the bill to the firm, shall be retained until the final audit report on the account of the firm's bill has been received and examined.

- c) A letter of intent will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent, from scheduled bank as per the format given.
- d) The final work order will be issued only after the production of the performance security bond and EMD of successful bidders shall be refunded within a week of the receipt of the performance security bond.

11. Penalties:

If the firm fails to complete the project/ supply within the specified/delivery period, a penalty shall be imposed and the amount of penalty shall be recovered from the balance payment of the firm.

- a) In case of short fall in performance, viz non-providing of food items as per scope of work, using of substandard material and poor food quality a penalty shall be imposed and deducted from the bills of the firm for the relevant month. The penalty shall be as under:
 - (i) Rs.5000/- on first occasion.
 - (ii) Rs.15,000/- on second occasion
 - (iii) Rs.25,000/- on third occasion.
- b) Further, non-cleaning of canteen area, dining hall and outer periphery and non-lifting/disposal of garbage from outer periphery and its transportation to appropriate facility will attract a fine of Rs.5000/- (Rupees Five Thousand only) on each occasion.
- c) These deductions in a month's bill can be represented against within fifteen days from the receipt of payment for a particular month.
- d) If the amount of penalties remains unrecovered due to shorter amount of bills, it will be recovered from the responsible persons of bidder concern personally.

12. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing from the competent authority, which the authority will be at liberty

to refuse if he thinks fit.

13. Terms of payment:

- a) No payments shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- b) The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- c) All payments shall be made by RTGS/NEFT using PFMS.
- d) The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.
- e) The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by these separate clauses of the contract.
- f) Wherever applicable all payments will be made as per rate schedule of payments stated in Section-VI of the submitted Commercial bid of the successful bidder.

14. Termination of Contract:

Termination for defaults:

The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or in part:

- a) If the supplier fails to deliver any or all of the supplies within the time period(s) specified in the contract, or any extension thereof granted by the Institute; or
- b) If the supplier fails to perform any other obligations under the contract within the period specified in the contract or any extension thereof granted by the Institute.
- c) If the supplier becomes bankrupt or otherwise insolvent.
- d) If the supplier, found in fraudulent practices against the Institute.
- e) And any of its acts spoil the integrity of the Institute, by any means.

Moreover, the contract may be terminated on mutual consent by giving one month notice in advance.

Termination for Insolvency: The competent authority may at any time terminate the Contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue

crue thereafter to the CCSNIAM Jaipur. Appeal against the order of competent court shall not be any base for the contractor for continuing of the contract.

15. Agreement:

The successful bidder will have to enter an agreement on non-judicial stamp paper of Rs. 500/- initially for a period of one year, further extendable subject to clause 5 of section-III. Cost of execution of agreement shall be borne by the contractor. Final work orders shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

16. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. In the event of any question, dispute or difference arising under the agreement or in connection therewith the same shall be referred to Director General, CCSNIAM Jaipur. The arbitration proceedings shall take place at Jaipur, Rajasthan. Court jurisdiction for all types of legal actions shall be Jaipur only.

17. Force Majeure:

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine/covid restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

NIAM will not be liable for any failure either partly or fully or delay in performing an obligation under this Contract to the extent beyond its reasonable control that is due to causes in relation to Epidemic, Pandemic, Closure due to Lockdown, force evacuation, delayed start of Session, quarantine, civil commotion, Governmental acts or changes in laws or regulations, lack of availability of water or energy etc.

18. EVALUATION:

I. TECHNICAL BID EVALUATION:

- a) A Bidder should qualify in all parameters mentioned above in the Technical Bid Evaluation, in order to be a qualified bidder for being eligible for opening of Price-Bid.
- b) A substantially responsive bid shall be one that meets the requirement of the bidding document totally i.e. by following the above procedure. Technical Bid not meeting the Minimum requirements as per the tender document shall be rejected and their Price Bid will not be opened.

II. PRICE-BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER;

- a) The Price bid evaluation shall be carried out on L-1 Basis.
- b) The financially lowest offer of technically qualified bidder shall be deemed as successful bid and shall be considered L-1 (Lowest Offer) for further processing.

SECTION-IV

(TENDERSPECIFICTERMSANDCONDITIONS)

Scopeofwork

S. No.	DiningFacility	No.ofDiners	AvailableFacilities
1	Students	120Students (approx.),	DiningHallwithseating capacity around 120 Table Covers. Institute will provide cooking vessels, Bain-Marie, Grinder, Deep-Fridge, R.O. System, Water Cooler, Exhaust Fan, etc. Apartfromabove, any other items ifrequired, will be arrangedby the bidder at his cost foreffectiveservice.
2	Trainees &others	Approximate numbersofon campustrainees providedbytheIn stitutein advancebasedon need	

- (ii) All the furniture/fixture and Utensil as mentioned above will be providedbytheInstituteinO.K.Condition.Duringthecontractperiod,ifany,furniture /fixtureandUtensilaredamaged;thecontractorwillberesponsibleforrepairingofallt heitems.
- (iii) TheCaterersshallprovidecateringservicesasgiveninthemenuatappendixA.Thecost wouldincludefuelcost,procurementof grains,pulses, spices and vegetables and fruits of good quality and other items.Further, the cost of these raw materials shall be inclusive of loading andunloading,transportation,statutorytaxesincluding service tax/GST, duties,and all other levies for which no additional cost is payable or reimbursablebytheInstitute.
- (iv) The water used while cooking must be R.O. Water. Water will be providedbytheInstituteforbothcookinganddrinkingatnoextracharges.However, for the temporary arrangement till finalization of R.O. System inthe Institute, the Cooking anddrinking water (20 liters Jars, R.O. Water)will be arrange by the contractor for entire campus including Boys & GirlsHostels,AcademicBlock,ConventionCenter,VIPGuestHouseandthecostwillb eborne by the Institute. A separate register will be

maintained by the Contractor for consumption of drinking water.

- (v) Usage of water drinking/cooking shall be judicious and any wastage will attract extra charges. The Institute shall provide electricity to the Caterer for the exclusive purpose of running the dining facilities.
- (vi) The crockery must be good grade certified (as per the norms of the licence issuing authority), either best stainless steel or any other, but must be approved by the Institute. Plates, Cups, Tumblers and Spoon etc. for serving food will be provided by the bidder. The Caterer should be solely responsible for the arrangements of gas refills (commercial) and their safety and supply of Gas/Fuel from his own resources.
- (vii) No single use plastic or disposable items will be used by the contractor only hygienic disposable can be used and when required after the approval of the mess Committee. If, any discrepancy will be occurred from the contractor side for using of single use plastic or disposable a penalty will be imposed on the recommendation of mess Committee.
- (viii) The crockery and cutlery for any other programme or function the arrangement of utensil will be different and must be arranged by Service Provider. If required there must be buffet setup will also be made by Service Provider.
- (ix) The Caterer shall use only standard raw materials (ISI, Agmark), fresh fruit & vegetables for preparing the food. The cooking medium should be either sunflower oil or equivalent and oil, desi ghee or butter. The expiry date must be marked clearly on every food item. No item shall be used after its expiry date. An officer deputed for Quality Control Supervisor will check all material brought to the mess as well as cooking practices. The Institute will be free to impose monetary fine as deemed fit on the caterer, if the quality of food founds poor. Such fines imposed will be adjusted against the payment due to the caterer. Products of expiry dates should not be used/kept in the Kitchen. Keeping the mess premises clean and hygienic is the responsibility of the Caterer. The Caterer shall be responsible for the proper conduct of the behavior of the employees engaged.
- (x) **Staff employed should wear aprons along with a name tag** and deployed staff should be medically examination and certificates submitted to the Institute. Non service, poor service adulteration and bad quality of food would result in deduction of payment and could lead to cancellation of contract.
- (xi) No Room service of cooked food is allowed. If any demand is raised by any student or any other official, it shall be the entire responsibility of the contractor to get approval from the authority. Room service is allowed to sick persons, subject to approval by Mess Committee.
- (xii) All the raw material must be labeled including materials kept in open or

inrefrigerator.

- (xiii) A break up of all inclusive daily rate (inclusive of fuel, cost of procurement of rice, wheat and all other provision, vegetables, fruits, water unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc.), per person per day should be quoted in the tender. The Institute will not pay any other charges for the catering services provided.
- (xiv) When circumstances warrant the Caterers should be equipped to simultaneously cater to students, trainees and delegates at a notice of 24 hours. Similarly, fluctuations in strength during 2 months vacation period shall have to be factored in for which canteen may need less manpower.
- (xv) The Caterers shall not make or permit any construction or structural alteration of additional fitting inside the premises of the workplace without prior written approval of the authorities.
- (xvi) The Caterer shall vacate the leased premises with all fixtures, furniture etc., which are the Institute's property in the conditions as they were handed over to him. Any damage of the property is liable to be recovered from him.
- (xvii) The Caterer shall be responsible for all the repairing and maintenance of utensil, cooking, electric equipments during the contract period.
- (xviii) The employees cannot reside in the place of work except to the extent necessary for their duty after obtaining formal approval from the Institute.
- (xix) The Caterer should ensure from time to time at least bi-annual that all the employees of cater working in the Institute are free of communicable diseases. Medical certificate to this effect should be made available for inspection to authorities of NIAM.
- (xx) The Caterer is solely responsible for the payment of minimum wages for their employees as per rules of the Government of India including P.F. and E.S.I. The record of duty hours and pay structures shall be maintained as per rules for inspection by authorized government personnel and NIAM meeting statutory and non-statutory obligations.
- (xxi) The contractor shall provide personal details of their employees (Cooks, waiters, and helpers etc.) to the institute. The employees of the contractor shall be provided Identity cards/badges by the contractor.
- (xxii) The contractor shall remove garbage from kitchen and dining hall etc. daily at his own cost and dump/dispose-off at specified place outside NIAM. The kitchen cleaned twice daily.

- (xxiii) Authorized official of NIAM may taste the food to keep a check on the quality of food being prepared and supplied. No charges will be paid to the Contractor in this regard.
- (xxiv) All the Rules & Regulations regarding hygiene, health etc. issued by the State Municipal Corporation or any other authority shall be strictly adhered to by the Contractor. The contractor will be required to indemnify the Institute against any loss or damage on this score.
- (xxv) Institute will inform the caterer in advance (at least 24 hours in advance) about the absence/tour of students for which no food is to be cooked/served. No payment will be made for such students/persons.
- (xxvi) Approved tender rates will be applicable for providing food for trainees & delegates at NIAM on per day, per person basis.
- (xxvii) Contractors having at least 3 years satisfactory experience of providing catering services in reputed institutions with hostelfacility where regular daily catering services are being rendered for a minimum of 100 persons with an annual turnover of Rs. 80 Lakh in each of the last 3 years.
- (xxviii) The Bidders must be registered with EPF Department, ESID Department, Food license and must have PAN. The bidder should have a license also under Contract Labour (Regulation & Abolition) Act – 1970, and if applicable.
- (xxix) The Bidders must have an authenticated documentary evidence certifying annual turnover of at least of Rs. 100 Lakh for each of the last three Financial years. The Bidders may visit the Institute to take an idea of the job to be undertaken.
- (xxx) Bidders should attach Bankers solvency certificate from a scheduled/nationalized bank.
- (xxxi) The service provider should not have been black-listed by any Central/State Government Agency. A declaration to this effect on the letterhead of the firm should be submitted along with technical bid.
- (xxxii) **Taxes & Duties:** Quoted prices should be exclusive of all taxes, **GST (GST will be applicable as per Govt. of India Rules).**
Please note that the responsibility of payment of GST lies with the Service Provider only. Rate of taxes and duties shall be paid as applicable during the admissible delivery period.
- (xxxiii) However, if any glaring shortcomings or deficiencies are noticed during the contract period or any other contractual dispute, the contract can be terminated giving one month notice. The decision of Director General, CCSNIAM or his authorized officers shall be final and binding.
- (xxxiv) If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the tenure including extended tenure, if any, the Department /

Institute shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the contractor.

(xxxv) **Undertaking of Price reasonability:** The vendor shall submit an undertaking of price reasonability that the price quoted in the price bid is reasonable and not more than as charged to other Private as well as Govt. organizations for similar supplies. If it has been approved by the CCSNIAM, Jaipur and if at any stage it has been found that the quoted rates are higher than the rates applicable for similar supplies then in such condition CCSNIAM, Jaipur, will have the right to cancel the approved rates and to take legal action against the tenderer.

(xxxvi) **Termination for defaults:**

The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or in part:

- a) If the supplier fails to deliver any or all of the supplies within the time period(s) specified in the contract, or any extension thereof granted by the Institute; or
- b) If the supplier fails to perform any other obligations under the contract within the period specified in the contract or any extension thereof granted by the Institute.
- c) If the supplier becomes bankrupt or otherwise insolvent.
- d) If the supplier, found in fraudulent practices against the Institute.
- e) And any of its acts spoil the integrity of the Institute, by any means.

Moreover, the contract may be terminated on mutual consent by giving one month notice in advance.

(xxxvii) **Other Terms & conditions:**

- (a) The Institute reserves the right to accept any bid, or reject all or any bid at its sole discretion without assigning any reason whatsoever. NIAM reserves the right to reject the contract without assigning any reason.
- (b) The contract shall normally be awarded to a single firm whose consolidated bid value is lowest and fulfilling all the terms and conditions of the tender.
- (c) NIAM shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing contractual work. Neither the firm nor its

workers shall have any claim against NIAM for compensation or financial assistance on this account.

- (d) The agency will ensure that the entire work should be completed within the specified time frame.
- (e) The quantity and quality of work/items should be as per specification of the work. If any deficiency found at any stage, NIAM will be free to impose penalty as deemed fit by the NIAM Authority.
- (f) It shall be obligatory on the part of the contractor to carry out the work under his direct supervision and control and under no circumstances the work shall be assigned to sub-contractor.
- (g) If the lowest quoted prices of two or more bidders is equal then decision of Director General, CCS NIAM, Jaipur will be final. Firstly experience will be counted and quoted prices by the bidder having longest experience will be accepted. Only complete years of experience will be taken into consideration and months will be ignored. If experience of more than one bidder is again found equal then lottery system will be used to get one bidder as L-1.
- (h) Arbitration Clause:**
- NIAM reserves the right to terminate the contract in whole or part at any time during the contract period without giving any notice or without quoting any reason if the services/material of the contractor are not found satisfactory. In all matters of dispute relating to the contract, the decision of the Director General, CCS NIAM in both cases shall be final and binding on the contractor.
 - All matters/disputes pertaining to the tender and resultant contract shall be settled by the Director General, CCS NIAM; Jaipur or Officer nominated by him/her for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of Jaipur only.
- (i) The contractor shall be responsible for required contributions towards P.F., Pension, ESI or any other statutory payment to be made in respect of the contract and the personnel employed for rendering service to NIAM and shall deposit these amounts on or before the prescribed dates.
- (j) Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour Laws including obtaining necessary labour license.
- (k) All necessary certified documents in support of the details must accompany the technical bid. The bid is liable to be rejected in case documents are not enclosed or documents are incomplete or in case any certification/registration / licence has already expired. Only essential and necessary documents are to be enclosed. Please avoid enclosing extraneous and irrelevant documents not required.

dforthe purpose.

- (l) Thefirmshallberesponsibleformakingtimelypaymentofduewagestothe workers employed, depositing of EPF with EPFO through ECTand ESI contribution. Ifany complaint is received with regard tothesematters,theactionwillbetakenagainstthefirmand concernedauthoritieswillbeaskedtotakelegalactionagainstthefirm.
- (m) Thedamagecaused,ifany,toInstitutepropertythroughtheactsofthefirmand/orb yitsworkersshallbemadegoodbytheagencyanddecisionoftheInstituteinthisreg ards shall be final and binding.
- (n) Ifanydispute arises between the firm and its manpower in thematterofwagesoranyserviceconditionsthesamewill be settledamongst the agency and the workers engaged by it. This Institute in nocases shall be a party to such a dispute. It shall be the responsibility of the firm to comply with the provisions of all Acts and Government instructions. “If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted”.
- (o) TheInstituteshallhavenoliability,financialorotherwise,foranyharm/damage/injur y caused to the manpower/machinery deployed by the firm in the course of performing work of this Institute. Neither the firm nor its workers shall have any claim on this Institute for compensation or financial assistance on this account.
- (p) The personnel deployed by the Caterers should not have any Police records/criminal cases against them. The Caterers should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The Caterer will provide the police verification forms of the personnel’s employed by him within fifteen days of award of contract. The contractor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The deployment shall be furnished to the Institute as may be required. The overall deployment shall be under supervisor (s) whose full details including the contact numbers shall be furnished to the Institute.
- (q) TheCaterer’s personnel shall not claim any benefit/compensation/regularization/ absorption of services from/ in this Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the person to this effect shall be required to be submitted by the service provider to this Institute.
- (r) The Caterer’s personnel shall not divulge or disclose to any person any details of office, operation process, technical know-

how, security arrangements, administrative and organizational matters as all of these are confidential in nature.

- (s) The Caterer should provide suitable replacement in case of absence of personnel.
- (t) The service charges/rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/modifications shall be entertained before expiry of the period of the contract. All rates will be applicable as earlier if the period of contract is extended beyond one year.
- (u) The personnel deployed by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their wages every month. There is no Master and servant relationship between the employees of the service provider and the Government/Institute and further that the said personnel of the service providers shall not claim for any employment or absorption in the Government by virtue of their engagement for this work.
- (v) The Caterer shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/Gutka, smoking, using speakers for listening to music and loitering without any work.
- (w) The contract shall normally be awarded to a single firm whose consolidated total bid value is lowest and fulfilling all the terms and conditions of the tender.

Declaration by the Contractor

It is confirmed that I/we have fully understood the scope of work and all other requirements as per the given details in the Tender. We hereby agree to the General as well as Special Terms and Conditions of the Contract as detailed in the tender document. This offer is valid up to 90 days from the date of opening of the technical bid.

We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed. We have not been blacklisted by any Government organization in this field. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts. We also certify that the price quoted in the price bid is reasonable and not more than as charged to other Private as well as Govt. organizations for similar supplies

(Signature of authorized representative of the firm)
Stamp/Seal of the firm

TENDERFORCATERINGSERVICESTECHNI
CALBID

S.No.	Description	DetailstobegivenbytheBidder
1.	Firm'sNameandFullPostalAddress	
2.	NameoftherepresentativeofthefirmandhisTelephone/MobileNo.	
3.	DateofFirm'sRegistrationwithdetails.	
4.	Firm'sdetails(CorporateBody,Company,Proprietorship,Partnershipetc.)	
5.	ServiceTaxNumber	
6.	EPFRegistrationNumber	
7.	ESIRegistration Number	
8.	PANNumber	
9.	LabourLicenseNo.	
10.	FoodLicense No.	
11.	WhetherBIS/ISOcertified.Give Details	
12.	Whetherthe firm is medium, smallormicroenterprisesempanelledwith MSMEor largerenterprise orotherwise.	
13.	Present/pastexperienceinthefield (Pl.enclosetheexperiencecertificateasper para3ofAnnexureII)	Experiencecertificateshouldbeenclosed.
14.	ListofadditionalequipmentsandutensilstobebroughtbythevendormustbeattachedexceptthelistofequipmentsandfacilityshownatSr.No.1ofAnnexure-I	Listshouldbeenclosed.
15.	Listofthemanpoweraccordingtothecadre	Listshouldbeenclosed.
16.	Financial status i.e. Annual turnover details. (Audited accounts & balanceSheetfromCAshallbeattached)	2018-19:Rs. 2019-20:Rs..... 2020-21:Rs.

Menu for Student and Training Participants

Day	Tea	Breakfast	Tea	Lunch	Tea	Evening Snacks	Dinner	Milk
Timing	6.30 A.M.	8.00-9.30 A.M.	10.30 A.M.	1.00-2.30 P.M.	4.00 P.M.	5.00-6.00 P.M.	8.00-9.00 P.M.	10.00 P.M.
Monday	Tea	Dosa, Sambhar Chutney	Tea with assorted cookies/biscuits and different type of namkeens	Rice, Chana Dal, Seasonal Vegetables. Matar Paneer, Raita, Seasonal fruit	Tea with assorted cookies/biscuits and different type of namkeens	Tea/Coffee with Samosa or Kachori or Bread Pakoda	Rice Mutton, Moong Dal, Shimla Mirch, Mixed Veg. Gulab Jamun	Milk with Tea Bag & Coffee sachets
Tuesday		Chhola-Bhatura		Jeera Rice, Masur Dal, Seasonal Veg. Curd, Seasonal fruit		Rice Tadka Dal, Palak Panner, Mitha Kadooki Sabji, Chhenna Ki Mithai		
Wednesday		Plain paratha, aaloo ki sabji		Pulao, Rajma Dal, Seasonal Vegetables, Boondika Raita, Seasonal fruit		Rice Mixed Dal, Chicken Butter Masala, Paneer Butter Masala, Gatta Ki Sabji, Fruit Custard,		
Thursday		Pao Bhaji		Jeera Rice, Moong Dal, Seasonal Vegetables, Chhola Paneer, Curd, Seasonal fruit		Rice Egg Curry, Soyabean, Bangan Bharta, Sewai Kheer		
Friday		Idli, Sambhar Chantey		Rice, Curry Pakoda, Seasonal Vegetables, Fruits Raita, Seasonal fruit		Fried Rice, Veg. Manchurian, Noodles (Vegetarian and chicken), Sesame Paneer, Rasgulla		
Saturday		Aloo Paratha, Curd		Rice Masoor Dal, Mixed Veg. Dahi Aaloo, Curd, Mixed fruit chat		Rice, Dal Fry, Mashroom Curry, Fish, Beans Ki Sabji, Chilled Rice Kheer		
Sunday		Puri, Kala Chhana Sabji		Chicken Biryani, Veg Biryani, Mixed Dal, Paneer Butter Masala, Curd,		Pasta, Pizza (veg and non veg), Choco Brownie with vanilla ice cream or Gajar Ka Halwa		

Note:

- Tea will be served at 6.30 am at both Hostel's reception area.
- 2 piece of Egg, Bread, Butter, Jam, Milk, Pickle, corn flakes will be served daily in breakfast.
- Hot chapatti, greensalad, papad, pickle will be served in lunch and dinner daily.
- Milk will be served daily after dinner at 10:00 PM (Hostel) with tea bags and coffee sachets.
- Seasonal vegetables: Lady-finger (भिण्डी), Round Gourd (टिण्डा) Bitter Gourd (करेला) Guar Phali (ग्वार फली), Cauliflower (फूल गोभी), Gourd (लोकी), Brinjal (बैंगन), Beans (फलिया), Cucumber (खीरा), Arbi (अरबी), Jackfruit (कटहल)

Signature of Contractor/Authorized Person with stamp

Menu for Special Occasion

(Meetings, Conference, High Level Committee, Meetings, Convocation and Alumni Functions etc)

Sr. No.	Food Items (Lunch/Dinner) (Any item from the following menu can be selected to make a suitable combo of lunch/dinner)	Options
1	TawaChapati/Garlic Naan/Missi Roti/Tandoori Roti/Butter Nan/Bajra Roti/Makki Ki Roti	3 options will be selected
2	Dal Tadka/Dal Makhani/Dal Palak/Kali dal	2 options will be selected
3	BoondiRaita/Vegetable Raita/Fruit Raita	2 options will be selected
4	Mix Vegetable, Seasonal Green Vegetable, Kashmiri Aludum, StuffedKarela, SarsonKaSaag, Baked Vegetable, Baked pie, Alugobhi, Kashmiri aludum	2 options will be selected
5	KadahiPaneer/PalakPaneer/Palak Paneer/PaneerLababdar/Paneer butter masala/PaneerKofta/PaneerKhurchan	2 options will be selected
6.	Stuffed Potato/Stuffed Karela/Stuffedbrinjal, RajasthaniGattakisabji	2 options will be selected
7.	Plain Rice/Zeera Rice/Veg Biryani	-Do-
8.	Chicken/Fish/Mutton/Mutton Rogan Josh, Butter Chicken, Chicken lababdar, Lal mans, Mutton Balira,Butter garlic fish, Amritsari fish	2 options will be selected
9.	Sweet (Jalebi, KanchaGola, Imarti, KajuKatli, Moong dal halwa, GulabJamun, Rabdi, Gajarkahalwa, Ice Cream, Kheer	2 options will be selected
10.	Tea, Coffee, Green Tea	
11.	Soup (Tomato dhaniasorba, Veg clear, Sweet Corn, Chicken, veg cream soup, Almond soup	2 options will be selected
12.	Papad, Honey papad, Green Salad, Russian salad, Chicken salad, Sprouted mung masala salad, Boiled gram salad, Dahivada, panipuri	3 dish will be selected
13.	Chat Corner (PyajKachori, Chutney, PaniPuri, Tikki, Samose, Bhelpuri)	2 dish will be selected
14.	Chinese (Hakka Noodles, veg Manchurian)	
15.	Non veg snacks (Chicken malai tikka, Chicken tikka, Fish finger, fish amritsarii	2 dish will be selected
16.	Veg snacks (Baked potato, marinated potato,cheese corn, paneer tikka, fried idli, paneer roll	2 dish will be selected

Note : Rates for Lunch/Dinner on special occasions mentioned in Appendix – B are to be given separately in online Financial Bid format. Such rates are to be as per limited options mentioned in the “Option” column in Appendix-B.

Financial Bid

Note: Noneed to fill the financial bid here.
You are required to submit BOQ in excel format online

1. Financial Bid as per menu for one year.
2. Cost per person per day as per Appendix-A (Rs. /-)(Rs. In words.....)

S. No.	Items	Rate
1.	Bed 6 Tea (6:30 am as per Appendix-A)	
2.	Breakfast (8:00 to 9:30 am as per Appendix-A)	
3.	Tea (10:30 am as per Appendix-A)	
4.	Lunch (1:00 to 2:30 pm as per Appendix-A)	
5.	Tea 4:00 pm as per Appendix-A)	
6.	Evening Snacks (5:00 to 6:00 pm as per Appendix-A)	
7.	Dinner (8:00 to 9:00 pm as per Appendix-A)	
8.	Milk (10:00 pm as per Appendix-A)	
9	Total cost per person per day as per Appendix A) as above S.No. 1 to 8	

3. Lunch/ Dinner on special occasion as per appendix – ‘B’.

1.	Lunch/ Dinner on special occasion as per appendix – ‘B’	
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4. Special Lunch/Dinner: Items mentioned as per Appendix A + Two Sweets
Rs. per person per Lunch/Dinner
5. High Tea (Tea/Coffee, wafers/cookies/salt Indian snacks and sweets snacks) (Rs. /-)(Rs. In words))
6. Coffee 100ml Rs. /- with biscuits.
7. Fruit Juice 150ml Rs. /-
8. Soup: Tomato/veg Rs. /-
9. Prawn/Fish Rs. /- per person
10. 20 Lit Jar RO .. water FSSAI certified (for cooking and drinking) Rs. ... Per Jar

(Signature of authorized representative of the firm)
Stamp/Seal of the firm