

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

Annual Contract for Providing Canteen Services at IGIDR

NIT No: IGIDR/Tender/2023/ED/01 Date: 16th January 2023

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 507. Fax: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **Annual Contract for Providing Canteen Services** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. Institute invites bids from reputed/qualified contractors/service providers for the following service:

| Name of work | Period of contract | EMD |
|--|---------------------------|----------------------|
| (1) | (2) | (3) |
| Annual Contract for Providing Canteen Services at IGIDR | 1 Year | Rs. 60,000.00 |

2. The tenders being invited for the above mentioned work. IGIDR reserves its right to award the work to the successful bidder.
3. Bidder has to submit Earnest Money Deposit **Rs. 60,000.00** (Rupees sixty thousand) only along with the bid.
4. The tender bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Annual Contract for Providing Canteen Services at IGIDR**” and “**Email-2: Financial Bid for Annual Contract for Providing Canteen Services at IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file protected with a password.**
5. Last date of submission of Tender document shall be up to **03:00 PM on 6th February 2023.**
6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A*

LETTER OF OFFER

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai 400065.

Subject: Tender for **Annual Contract for Providing Canteen Services at IGIDR, MUMBAI**
Reference: NIT No. IGIDR/Tender/2023/ED/01 Date: 16th January 2023

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited Rupees sixty thousand through NEFT/DD/FDR/BG or MSME Certificate as an earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of bidder

**To be submitted on company letterhead with sign and stamp.*

SECTION-B
GENERAL INSTRUCTIONS TO TENDERER

Tender bid should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted ~ **Tender for “Annual Contract for Providing Canteen Services” at IGIDR, Goregaon (E), Mumbai.**

1. Bidder has to submit Earnest Money Deposit of **Rs. 60,000.00 (Rupees Sixty thousand only)** through NEFT/DD/FDR/BG to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : **“Email-1: EMD and Pre-qualification/Technical Bid”** and **“Email-2: Financial bid”**. Subject of email should be mentioned as **“Email-1: EMD and Pre-qualification/Technical Bid for Annual Contract for Providing Canteen Services at IGIDR”** and **“Email-2: Financial Bid for Annual Contract for Providing Canteen Services at IGIDR”** respectively. **All the bid documents should be attached as a PDF document or zip file. In case bidder cannot attach single bid file to an email then they can split their bid and submit in multiple emails with mentioning in the email subject as Part-I, II, III.... etc.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
5. The bids will be received up to **03:00 PM on 6th February 2023**. Each copy of the tender document under their stamp and signature. No tender will be accepted after 03:00 PM on **6th February 2023** under any circumstances whatsoever.
6. The Email bid with subject **“EMD & Pre-qualification/Technical Bid for Annual Contract for Providing Canteen Services at IGIDR”** shall be opened by the tender opening committee on the next day **7th February 2023 at 11:30 AM** through online meeting platform. The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with subject **“Financial bid for Annual Contract for Providing Canteen Services at IGIDR”** of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for financial bid at the opening then their bid shall be rejected.**
8. Tenders shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the tender which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the bid during this period.
9. The bidder must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the bidder shall not be valid and shall be treated as null and void.
10. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
12. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.
13. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.
14. The Institute does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so.
15. Institute reserves the right to sub-divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with

them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.

16. On receipt of intimation from the Institute of the acceptance of their tender, the successful vendor/contractor shall be bound to sign the formal contract and within seven days thereof, the successful vendor/contractor shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Institute and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful vendor/contractor.
17. The rates quoted in the bid shall include all charges like PF, ESIC, Reliever charges, Management fees and Uniforms etc., wherever applicable. The rates quoted shall be final and shall not subject to any variations in foreign exchange rates, labour conditions or other conditions whatsoever.
18. Tender bid must include in their rates, applicable GST and any other tax and duty or other levy in force levied by the Central Government or any State Government or Local Authority, if applicable.
19. The payment towards bonus and any leave encashment to worker shall be paid extra at actual as per minimum wage act. In case if institute will provide the uniforms to workers the same amount shall be recovered from the bill of successful bidder.
20. The intending bidders are requested to visit at the Indira Gandhi Institute of Development Research to understand nature and scope of work. The intending bidder can obtain any clarifications regarding the EOI document, employee details, previous policy details etc. if any by contacting to **Mr. Samir Parab (Administrative Officer)** on his **Contact Number** 022 69096588 or through email administrativeofficer@igidr.ac.in or in Administration Office of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute's working day by prior appointment.
21. **Pre-bid meeting: A pre-bid meeting will be scheduled on 24th January 2023 at 11:30 AM and Zoom link for meeting will be published on the institute website under tender section.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder with company seal

Date :

SECTION-‘C’
SPECIAL CONDITIONS

1. Permission required from the local bodies, if any shall be obtained by the successful bidder at his cost.
2. The successful bidder shall employ adequate number of persons as agreed to by the Institute for satisfactory fulfillment of his contractual obligations as per this Agreement and shall provide adequate number of persons with appropriate training and experience, at its own expense, for the proper discharge of the responsibilities entrusted to them.
3. The successful bidder shall comply with the Labour acts or any other Labour Laws in force from time to time for all of the workers employed by him.
4. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
5. The successful bidder has to obtain permission from the local authorities as per the existing local bye laws for such works and the charges/fees if any, has to be borne and paid by the contractor.
6. The Service Provider shall also comply with all other acts and rules including Food License/ Weight and Measurement Certification etc. which are applicable to him or made applicable to him in future and shall maintain all such records as required under these Acts & Rules.
7. The Service Provider shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time With regard to the environment around cooking place, dining hall and surrounding etc.
8. The Applicant should not have violated any provisions under any law of Central/State Government applicable to him or convicted under any laws of State relating to running of canteen services.
9. The successful bidder should have valid labour license from Labour Commissioner wherever the number of laborers' engaged is 50 or more.
10. The successful bidder has to transfer the payment of wages to his labour/staff to their respective bank account only before the 07th day of every month. The contractor shall attach copy of the bank statement for salary transfer to his labours/staff, copy of ESIC challan & receipt, PF challan with ECR statement, PF payment receipt, GST challan, screenshot of GSTR-I, etc. to be furnished along with the next month's bill.
11. The contractor should submit the following documents within 7 days of issuance of work order.
 - a. Workmen Compensation Policy for all the employees/workers to be deputed on the site as per the workmen compensation act which should also cover hospitalization. This policy will be additional to the ESIC and the amount paid towards the Workmen Compensation Policy would be reimbursed by the Institute after submission of Policy document and payment receipt.
 - b. Contract agreement of Rs.500/- stamp paper duly notarized (Draft enclosed along with Tender).
 - c. Police verification and medical of the personnel/ labors to be engaged and deployed on site.

- d. Documents of labor engaged mentioning their bio-data and Xerox of Aadhar & Pan Card along with One Photograph etc.
12. The successful bidder shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only on producing the photo pass issued by the Institute.
 13. The successful bidder has to line up the candidates/staff to be deputed for the said contract in the Institute, and the Institute reserves the right to select the candidates from the same.
 14. The Service Provider should provide proper Uniform, Identity card, head caps, hand gloves, aprons etc. to the canteen and catering personnel at their own cost.
 15. The food and beverages arrangements for canteen and catering personnel shall be the responsibility of the Service Provider.
 16. The Service Provider shall ensure proper discipline among his workers and further ensure that they do not indulge in any unlawful activity.
 17. The canteen and catering personnel engaged by the Service Provider shall not accept any gratitude or reward in any form.
 18. The Service Provider shall ensure that the canteen and catering personnel shall not take part in any staff union and association activities at the Premises of the Institute.
 19. The Service Provider shall ensure that the canteen and catering personnel employed by him shall not be used for other work/job order for any third party.
 20. Employment of child labour is strictly prohibited under the law. Therefore, the Service Provider will not employ any child.
 21. The Service Provider shall ensure that its personnel shall not at any time, without the consent of the Institute in writing divulge or make known any information about the affairs of the Institute. Any violation will lead to immediate termination of contract, with forfeiture of Performance Bank Guarantee and/or other action as per law.
 22. The Supervisor appointed by the Service Provider shall report to the Authorized Person of the Institute at least once in a week for the purpose of briefing /debriefing. He must carry out checking for proper functioning of canteen and catering services on regular basis as instructed by Authorized Person of the Institute. The Institute will not be liable for any payments for this arrangement and the cost of such arrangement shall be borne entirely by the Service Provider.
 23. The IGIDR or its Authorized Person shall have the right to ask for immediate replacement of any person or personnel of the Service Provider, who is not found to be competent and orderly or fit in any manner in the discharge of his duty.
 24. The Service Provider and the personnel engaged by the Service Provider will follow the entry and exit procedures of the IGIDR as may be determined by the Authorized person of the institute from time to time.
 25. In case of emergency, the services of canteen and catering personnel may be utilized for other work also as per the requirement of the Institute.

26. Duties /Liabilities/Responsibilities of the Service Provider:

a) Responsibility towards workmen/personnel of Service Provider

- i) The Service Provider shall be responsible for engaging adequate number of trained/semi trained manpower required for providing canteen services in the canteen at his own cost.
- ii) The minimum number of workmen to be employed under different categories are as under:
Canteen Manager: One (1) Person
Supervisor plus Cashier : Minimum One (1) Person
Chefs/Cooks: Minimum Two (2) Persons
Counter Boy: Minimum Three (3) Persons
College Service: Minimum Two (2) Persons
Tea Maker/ sandwich etc.: Minimum One (1) Person
Utility: Minimum Three (3) Persons
Table Boy: Minimum One (1) Person
Kitchen Helper: Minimum One (1) Person
- iii) The Service Provider shall ensure that either he or his representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- iv) The workers employed by the Service Provider shall be directly under the supervision, control and employment of the Service Provider and they shall have no connection what-so-ever with the IGIDR, Mumbai. The Institute shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against the IGIDR for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Service Provider, against any temporary or permanent posts in the IGIDR, Mumbai. The IGIDR, Mumbai does not recognize any employee- employer relationship with any of the workmen or personnel engaged by the service provider.
- v) The Service Provider shall be solely responsible either for any injury, damage, accident to the workman employed by him or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of his workers.
- vi) All workmen engaged by the Service Provider shall be comprehensively insured for accidents and injuries by the Service Provider at his cost.

b) The Service Provider shall keep & maintain a “First Aid Box” in canteen premises.

c) Responsibility towards supply/maintenance of stock of materials/consumables etc.

- i. The Service Provider will supply/use raw materials/consumables as per brand specification provided in schedule-B (BIS/Agmark quality only). The Service Provider may supply/use the raw materials/consumables of superior brand/quality as compared to the specified brands/quality. However, superiority of brands shall be strictly in terms of the decision of the Authorized Person of the Institute, and without any price change/addition to rate fixed as per given financial bid in the tender. A fine of Rs.1, 000/- on each occasion will be imposed if found violation of this norms.

- ii. The IGIDR reserves the right to check the quality in any approved laboratory at any time. In case the material/stuff is found to be substandard quality the Institute reserves the right to impose penalty on the service provider with an assurance of proper quality standard by them, and in case of repeated instances of substandard quality, even terminate the contract by giving one month's notice.
- iii. The Service Provider shall maintain stock register for inventory management and get the stock register duly certified by the Authorized Person of the Institute in respect of all Material/ Consumables etc. prior to storing such items at the designated place in the Institute's Premises. A quarterly audit has to be done on the inventory items provided by the Institute and the report has to be submitted to the authorized person in each quarter.
- iv. Apart from the Infrastructure facilities to be provided by the Institute (as existing), the Service Provider will be provided, appliances, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services.
- v. The Appliances/Equipment and Consumables required for canteen and catering services shall be stored at the space as provided by the Institute. However, safety and security of the Appliances/Equipment and consumables from theft, breakage, pilferage, damage or loss due to any reason(s)/unforeseen circumstances shall be the sole responsibility of the Service Provider.

27. Safety Regulations:

- i. The Service Provider has to comply with all safety regulations as applicable by the Government of India, State Legislations, Local Body Rules & regulations required for execution of the canteen contract. The service provider to indemnify the Institute for any loss due to the non-compliance to any of the safety regulations.
- ii. The Service Provider shall make himself fully aware of the specific Fire & safety regulations and all other rules of the IGIDR and shall strictly adhere to the same.
- iii. The Service Provider shall note and ensure that LPG & other inflammable stove/burners/lamps etc. shall not be used in the other office premises.

28. Other Responsibilities:

- i. All work shall be carried out with due regard to the convenience of the Institute. The orders of the concerned authority shall be strictly observed.
- ii. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipments, appliances etc. (supplied by the Institute/property of the Institute) shall be immediately brought to the notice of the Authorized Person. If, after an internal enquiry, it is found that the loss has occurred due to the negligence, any act of omission or commission, whether intentional or otherwise, of the canteen and catering personnel on duty, the Institute will have full power to recover the loss in full from the Service Provider and terminate the contract itself with forfeiture of Performance Guarantee.
- iii. In case of minor faults in fixture and/or fittings, furniture, equipments, appliances etc. (supplied by the Institute/property of the Institute), the Service Provider should inform the Authorized Person.
- iv. Any liability arising out of any litigation (including those in the Consumer courts) due to any act of Service Provider's personnel shall be directly borne by the Service Provider including all expenses/fines. The Service Provider / Service Provider's personnel shall attend the Court, as and when required, in the said matter.

- v. If the Service Provider is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the Institute for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign.
- vi. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's Premises. Any breach of such restrictions by the Service Provider will attract deterrent action against him as per statutory norms.
- vii. The Service Provider shall not make any alterations or additions to the space provided in the Premises for cooking, catering, and storage purposes.
- viii. The Service Provider shall not use the canteen Premises for any other activity except for the purpose for which it has been provided for.

29. Indemnity:

- i. The successful Applicant, within 10 working days of the award of the contract, shall indemnify the Institute against any claim which could arise under the Workmen's Compensation Act, 1953 and/or under any statutory notification thereof or any of the labour laws or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained, to lay off the workmen or personnel engaged by the Service Provider or other persons whose entry into the Institute's Premises has been authorized by the Service Provider.
- ii. The successful Applicant, within 10 working days of the award of the contract, shall further indemnify the Institute against any loss to the property and assets of the Institute which have been caused by negligence or unlawful activity of the workmen or personnel engaged by the Service Provider or other persons whose entry into the Institute's Premises has been authorized by the Service Provider. Decision of the Institute as to the cost of damages caused shall be final and shall be recovered from the Service Provider.
- iii. The successful Applicant, within 10 working days of the award of the contract, shall also execute an irrevocable indemnity bond in an appropriate stamp paper, as per **Annexure-I**, in favour of the Institute that they would indemnify and keep the Institute indemnified and harmless against any claims, losses, expenses which the Institute may suffer or incur as a result of breach of contract. The Service Provider shall further agree that the indemnity herein contained shall remain in full force and effect during the currency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till the Institute is satisfied that the terms and conditions of the agreement have been fully and properly carried out by the Service Provider. The Service Provider also should undertake not to revoke this indemnity during its currency of contract.
- iv. The Service Provider will be responsible for the conduct of all canteen and catering personnel deployed by them and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Service Provider and/or workmen/personnel engaged by the Service Provider or other persons whose entry into the Institute's Premises has been authorized by the Service Provider in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Institute will not be liable for any loss or harm to any person within or outside the Institute's Premises from any act of omission or commission of any of workmen or personnel

engaged by the Service Provider or other persons whose entry into the Institute's Premises has been authorized by the Service Provider in the course of providing any services stated in this contract.

- v. Without prejudice to the preceding term of contract, the Service Provider will be liable to reimburse the Institute of any cost, legal liability, penalty or fine imposed on the IGIDR by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Service Provider or any of workmen or personnel engaged by the Service Provider or other persons whose entry into the Institute's Premises has been authorized by the Service Provider in the course of providing any services stated in this contract.
 - vi. Any change in the constitution of the appointed Service Provider shall be notified forthwith by the Service Provider in writing to the Institute and such change shall not relieve any former member of the Service Provider from any liability under the contract.
 - vii. The Service Provider should make himself fully acquaint with all the conditions and circumstances under which the services required under the contract will have to be provided and the terms, clauses and conditions, specifications and other details of the contract. The Service Provider shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase in rates fixed as per given price in the financial bid in the contract or to evade any of its obligations under the contract.
30. **Right to alter quantities & repeat order:** The Institute will be free to either reduce or increase the quantum of work order prescribed in this TENDER on the same terms and conditions during the contract period.

31. **Debarment from Tender Process:**

a. An Applicant shall be debarred if he has been found to be involved in any of the fraud & corrupt practices as below:

- i) The Applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the tender Process. Notwithstanding anything to the contrary contained herein, the Institute may reject a proposal without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the TENDER Process.

Without prejudice to the rights of the Institute under Clause 1(a)(i) above, if an Applicant is found by the Institute to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the TENDER Process, such Applicant shall not be eligible to participate in any tender issued by the Institute during a period of 2 (two) years from the date such Applicant is found by the Institute to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

During the entire TENDER process, the currency of contract or after completion/termination of contract, if it comes to the notice of the Institute that the Applicant has engaged itself in any act of Fraud and/or Corrupt Practices, the Institute after giving a reasonable opportunity of being heard, comes to the conclusion that an Applicant or prospective Applicant, was indulged itself in such practices, may take appropriate measures as per applicable laws.

For the purposes of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- ii) **“Corrupt practice”** means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the work order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the WORK ORDER or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;
- iii) **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- iv) **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any parson’s participation or action in the Bidding Process;
- v) **“Undesirable practice”** means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and
- vi) **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

b. An Applicant shall be debarred if he has been convicted of an offence –

- i) Under the Prevention of Corruption Act, 1988; or The Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing threat to public health as part of execution of the contract.
32. All efforts are made to explicitly include all these proposed terms & conditions applicable on the contract, however Service Provider should agree to provide minor additional services in case it is found necessary for the improvement of the quality of the canteen facility.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Date :

Signature of Bidder with seal

SECTION 'D'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. The successful bidder shall carry out all the work strictly in accordance with scope of work and as per detailed instructions of the Institute.
3. The successful bidder must co-operate with the other contractor appointed by the Institute so that the work shall proceed smoothly to the satisfaction of the Institute.
4. The work has to be carried out with least inconvenience to the staff.
5. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
6. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
7. **Force Majeure:**
 - i. If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event.

- ii. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more; either party may at its option terminate the contract.

8. Insurance Clause:

The successful bidder shall be responsible for all injury to person, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract.

9. Performance Security Deposit (PSD):

- a. The successful bidder shall be required to submit PSD through NEFT/DD/FDR or Bank Guarantee through a public-sector bank or a private sector bank authorized to conduct government business for a sum of **Rs. 5,00,000.00 (Rupees Five Lakh only)** on account of Performance Security deposit within 15 days of receipt of formal order. The Performance security deposit will be valid up-to 60 days beyond the date of completion of the contract.
- b. After submission of security deposit, the EMD shall be returned to the successful bidder.
- c. The Performance security deposit will be encashed to the extent of any financial liabilities, which the Service Provider owes to IGIDR, Mumbai for violation of any terms and conditions of the contract. If the financial liabilities are more than the Performance security deposit, the Service Provider will be legally bound to pay the balance liability within 15 days with 10% interest, from the date of issuance of notice of demand by the Institute.
- d. Failure to adhere to the period of commencement of services shall lead to the forfeiture of the Performance security deposit.

10. Payment Terms:

Payment shall be made to the contractor after successful completion of month within 15 days of submission of certified invoice along with supporting documents.

- 11. Tenure of Contract:** Initially the contract period shall be **one year** w.e.f. 1st April 2023; however it can be extended for further 02 years based of review of performance of successful bidder on yearly basis at quoted rates in the financial bid, terms & conditions if performance found satisfactory.

12. Any damage cause to any of Institute's properties shall be made good by the successful bidder at their own cost.

13. Penalty:

- i. The Service Provider shall be liable for penalty at the discretion of the Institute for poor / sub- standard services, improper upkeep /hygiene of canteen area, late /untimely functioning of canteen, non-observance to the dress code, for negligent/sleeping/drunk canteen and catering personnel, loitering in the Institute's Premises, any instance of misbehavior or indiscipline etc. and/or for non-compliance of any terms of the contract and the same shall be recoverable from the Service Provider. This applies to all the work covered in this contract. The decision of the IGIDR in this regard shall be final and binding.
- ii. Illustrative instances of poor/sub-standard services:
 - a) Food if not served "Fresh" as agreed, Food is stale or smells or used from previous meals.
 - b) Any insect/foreign body found in food stuff,
 - c) Any deposit of fungus, worms, etc. found in food grain, storage area, cooking area,
 - d) Found using Soda, Artificial Colour, Flavor (except in permitted recipes),
 - e) Frequent instances of non-availability of food to staff members of the Institute,
 - f) Misbehavior from service provider side with staff members of IGIDR.
- iii. The Service Provider shall be liable for per instance at the discretion of the Institute for unauthorized replacement of any of workmen or personnel engaged by the Service Provider.
- iv. In case of default in furnishing of police verification and medical/health verification certificate for workmen/personnel engaged by the Service Provider, within the stipulated period, the Service Provider shall be liable to fine/ penalty for each day of default in compliance at the discretion of the Institute. Further, in case of default beyond 60 days, the contract is liable to be cancelled and the Performance Guarantee shall be forfeited.
- v. In case of recurrent default in supply of prescribed services in quality and quantity, supply/use of substandard materials/items/consumables etc., not conforming to the TENDER and refusal to perform duties, the contract shall be terminated after giving one month's notice to the Service Provider.

14. Termination Clause:

14.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the successful bidder commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the successful bidder, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the successful bidder.

14.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder subject to clause 14.5 hereunder.

14.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the successful bidder without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The successful bidder may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

14.4 Forthwith on the expiry or earlier termination of this Contract, the Contractor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the successful bidder a time when it can collect its equipment stored in the Institute and the successful bidder shall collect the same. In the event that the successful bidder does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

14.5. Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the service (if required). The Institute shall be entitled to recover from the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the successful bidder.

14.6. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

15. On termination of the contract, the Service Provider will hand over all the equipment's/furniture/articles etc., supplied by the Institute (Property of the Institute), in good working condition, back to the Institute.

16. Corrigendum, if any issued for the tender shall form part of the tender. Corrigendum will be posted on <http://www.igidr.ac.in/>. Hence, Applicants are requested to visit the website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly. The institute is not responsible for ignorance of corrigendum.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Date:

Signature of bidder with company seal

SECTION-‘E’
PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 - a) Copy of Registration under Shop & Establishment or Certificate of Incorporation of company or Partnership Deed or Affidavit in case of firm.
 - b) The Applicant should have all necessary licenses/registration for running canteen/catering services issued by appropriate authority under Central/State Government/Local Bodies“ rules & regulations, such as:
 - i. The Applicant should have valid Food License / Registration issued by the Competent Authority for executing the Canteen Contract.
 - c) Copy of Registration of provident fund
 - d) Copy of Registration of ESIC
 - e) Copy of Registration of Goods & Service Tax (GST) and PAN
 - f) Copy of Registration of Labour License if applicable.
 - g) The bidder should have an average annual turnover of **INR 1.00 Crore** exclusively from providing canteen services only in the last 3 financial years i.e. FY2019-20, FY2020-21 and FY 2021-22. The bidder will submit the audited balance sheet and P & L account statements, CA certificate for turnover details of above mentioned three financial years with positive net worth duly certified by CA.
 - h) The bidder should have successfully completed the at least **two** annual canteen contracts of having capacity **200 people** during last 07 years ending last month of date of publication of tender.
(Bidder should submit copies of Work orders along with respective completion certificates).
 - i) Bidder should submit list of **FIVE clients** along with name & contact number of representatives.
 - j) Bidder should submit the copy of certificate of appreciation if any.
 - k) The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per Annexure-A*.
 - l) Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory of MMRDA Region.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary

proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Email-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

| Sr. No. | Item | Information to be filled by Bidder |
|---------|---|-------------------------------------|
| 1 | Name of the bidder | |
| 2. | Address | |
| 2 | Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail address- | |
| 3 | Details of Registration (number & date) | |
| 4 | Month and Year in which the firm / company was formed/ incorporated. | |
| 5 | Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.) | |
| 6 | Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm) | |
| 7 | Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account) | FY2021-22 FY2020-21 FY2019-20 |
| 8 | Bank Account Details | A/C No. Bank Name: IFSC: |

SECTION-‘F’
TECHNICAL BID

• **Information to the Bidder:**

1. REGISTRAR, IGIDR MUMBAI invites sealed tenders from reputed and experienced canteen/catering operators for running an existing Canteen of the Institute, for catering around on an average 200nos of persons (Employees, Students, Contract Workers, Family Members, Official Guest of the Institute, guests staying in the guest house etc.) in the above premises.
2. The Canteen functions on SELF SERVICE basis. The catering services should be made available on all the days of the week. It is hereby informed that the Institute does not have a rule whereby the employees, students, contract workers etc. have to compulsory eat the food provided in the canteen.
3. The INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR/ Institute) Mumbai invites tenders to select service provider, fulfilling the prescribed minimum eligibility criteria, for running of the Canteen facilities and serving of food within the defined Food Service Area“ in its office premises situated in Gen. A.K. Vaidya Marg, Film City Road, Goregaon (E), Mumbai on all the days of the week i.e. for Staff (Monday to Friday) and for Students (Monday to Sunday) for the contract period.
4. The above said canteen facilities will be used for the students, staff members, Contract workers, Family Members, Official Guest, Guest staying in the guest house etc. of the IGIDR and for the authorized visitors to the IGIDR. The IGIDR shall not guarantee any minimum order quantity.
5. The prescribed work of running of canteen facilities is unit (item/service) rate-based contract. The Applicant has to abide by the quality/standards/specifications of raw materials/food- items/consumables etc. as per Schedule-B to this TENDER.

• **Scope of Work:**

1. The canteen and catering services shall include procurement of grains and raw material, cooking and preparation of food (semi-cooked / partially baked food-items for applicable recipes to be carried for on-premises cooking), presentation and serving of meals to the staff members & authorized visitors of the IGIDR through dedicated support personnel.
2. The cooking, preparation and serving of food shall include preparing within the canteen breakfast, lunch, snacks, beverages etc. as per menu approved by the institute after taking into account the availability of seasonal vegetables and fruits etc., and serving of prepared food within the defined “Food Service Area”.
3. The Service Provider in consultation with the authorized person will prepare weekly menu out of food-items specified in financial bid of the tender and the same shall be binding on the Service Provider and shall be prominently displayed along with price on a board daily (the weekly menu so-decided should provide diverse menu options for each day to include at least 4-5 items in different food- items category viz. breakfast, lunch, snacks, deserts, tea-time snacks etc.).

4. The Service Provider, in consultation with the Authorized Person of the institute & in order to ensure timely service of food items within defined service area.

5. Canteen Timings:

- a) The canteen shall remain open on all the days and timing for the same would be as follows:

Cafeteria:-

The breakfast would be served normally from 09:00 a.m. to 11:00 a.m.

The Snacks would be served normally from 04:00 p.m. to 06:00 p.m.

Dining Hall:-

The Lunch would be served normally from 12:30 p.m. to 02:00 p.m.

The Dinner would be served normally from 08:00 p.m. to 09:30 p.m.

6. On special official functions to be conducted within Office Premises the Service Provider shall be ready to undertake such functions.
7. In case the canteen is closed on any occasion for the reason of failure on the part of Service Provider, then, apart from any other penal provisions provided in the contract, the Service Provider shall made alternate food arrangements, as per approved price list.

8. Conduct of Workmen & Personnel:

- a) The Service Provider shall provide uniforms, hand gloves, head cap, aprons etc. to personnel employed by him for canteen/catering services. The Service Provider should provide a minimum of two pairs of uniform to the personnel deployed and ensure that these personnel report for duty in clean uniforms.
- b) The Service Provider shall ensure that their personnel wear Uniforms and Identity Cards provided by the Service Provider in such a way that it is prominently displayed and visible so that any person can identify the individual representing the Service Provider.
- c) The Service Provider shall ensure the following dress code:
 - i) Cooking personnel should wear aprons and head (hair) cap
 - ii) Servicing personnel should wear aprons, caps and hand gloves
- d) The Service Provider shall ensure that the canteen and catering personnel should have undergone proper training on all canteen and catering related issues and should be decent and well behaved.
- e) The Service Provider shall ensure that the canteen and catering personnel shall not take any alcohol or intoxicants or be found in an inebriated state or smoking during the duty hours.

9. Cooking Equipment's, Raw Materials Etc.

- a) The Service Provider shall have to arrange for additional cooking equipment & cooking appliances/ utensils, crockery services, table linen and other necessary equipment's etc. (apart from what is to be provided by the institute on "as is where basis") on his own for smooth running of the canteen if required without charging any additional cost.

- b) The Institute will provide equipment & crockery and other items normally required to cater to at least 150 persons at a given time. However, if required the service provider should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required without charging any additional cost.
- c) All the provisions/materials required for cooking the food & the manpower required for running of canteen services as specified in tender shall be arranged by the Service Provider at his cost.
- d) The Service Provider shall, at their cost, maintain adequate stock of food grain, grocery, and adhere to the quality standards. Procurement of good quality provisions and other consumables is the responsibility of the Service Provider. The Service Provider shall be responsible for proper hygienic storage of all raw materials.
- e) The Service Provider shall ensure adequate supply of all Material/ Consumables/raw materials etc. 15 days in advance, prior to its consumption. However, supply of perishable items should be ensured as per respective useable dates only.

10. **Quality and Standards:** The illustrative guidelines on quality of food items to be used/ cooked/served shall be as under:

- a) The food materials used for cooking must be of best quality as approved by relevant authorities' viz. FPO/AGMARK/FSSAI/ISO etc. and good quality vegetables, which is subject to the verification of Authorized Person.
- b) Vegetables & fruits should be washed properly, preferably in potassium permanganate solutions
- c) Milk used for tea/ coffee etc., must be packets of reputed brand milk.
- d) For preparation of VEGETABLE each day, the vegetables must be changed in rotation. No similar type of vegetable shall be served repeatedly.
- e) Rice at least one year old should only be used.
- f) Rice should be cooked properly.
- g) Chapatti should be baked properly & it should be soft.
- h) Cooking OIL shall never be reused for frying or cooking etc.
- i) Sweet served should be prepared fresh. It should be fresh & tasty. In case it is to be procured from outside it must be from reputed shop/brand.
- j) Fruits served should be fresh & of good quality.
- k) The use of monosodium glutamate (ajinomoto) is strictly prohibited.
- l) Special food on days of fasting should be served, as per prescribed menu.
- m) Food should be served and maintained warm at all times.
- n) Vegetarian and Non-Vegetarian food will be cooked, kept and served separately.
- o) No food items hurting the sentiments of any religion should be found/kept/prepared/served by the canteen in the institute's Premises. If any such incidence is noticed strict action as per prevailing law shall be taken, apart from terminating the contract immediately.

- p) Serving of leftover or stale food will be strictly prohibited and in case any incident of serving of stale or leftover food is brought to the notice of the Authorized Person, the matter will be viewed seriously and the Service Provider will be penalized accordingly.

11. **Cleanliness:** The food has to be prepared in clean, hygienic and safe conditions. The Service Provider shall ensure all cleanliness related work at his own cost. The illustrative guidelines are as under:

- a) The kitchen, hand wash area, dish wash area will be washed with water and Soap solution and mopped after every breakfast, lunch and will be disinfected once in a week or as and when required.
- b) The utensils, crockery, dinning plates etc. shall be washed with water and dish-wash solutions properly after every use. Dinnerware/dining plates should be cleaned properly for any stickiness.
- c) The kitchen appliances and all cabinets should be cleaned every week.
- d) The inside of refrigerator and other appliances should be cleaned on monthly basis.
- e) The Service Provider shall ensure sanitization of kitchen, dining areas on monthly basis.
- f) Cleaning and Housekeeping of Kitchen and dining area, utensils, crockery, kitchen equipment, furniture etc. will be the sole responsibility of the Service Provider and at his own cost.
- g) The highest possible standards are expected in this regard. All possible measures must be taken to ensure hygiene in the kitchen and dining area. These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, provision of paper napkins; hand gloves, head caps for mess workers who handle items food items for serving. Catering persons should be provided the necessary training so as to maintain the highest possible standard of hygiene.
- h) The Service Provider shall arrange for disposal of the garbage collected from the kitchen, dining hall, dish wash area etc. every day morning in closed bins by separation of bio- degradable waste from non-biodegradable waste, at the dumping points set up by the Municipal Corporation of Greater Mumbai. Further, the leftover food should be removed immediately after lunch/canteen closing hours.

12. Adherence to Approved Menu/Price:

- a) The Service Provider shall strictly adhere to approved MENU CARD/RATE-LIST; in case of any over-charging/deviation, the Service Provider is liable for Penalty as per Penal Clause of tender.
- b) The prices of the packed or branded items sold in the canteen shall not be more than the MRP.
- c) The service provider shall use only Standard Materials of reputed known brands for preparation of food items. The list of Brands to be used for certain Items has been specified at **Schedule-A**. However, if the institute finds that the Brand used is not suitable/complaints are received, the Service Provider will be asked to change the Brand and the same will be binding on the Service Provider.
- d) The service provider shall maintain quality and quantity in respect of the menu served in the canteen.
- e) The institute has the right to fix/alter the menu and no new item shall be introduced in the menu without prior permission of the institute, in writing.

13. Supervision:

- i. The Service Provider will provide adequate supervision to ensure correct performance of the workmen and personnel engaged by him in accordance with the prevailing assignment instructions agreed upon between the institute and the Service Provider. In order to exercise effective control & supervision over the canteen and catering services, the supervisory staff should constantly monitor, and obtain feedback from staff members of the institute availing the food services.
- ii. In case of non-conformity to quality and hygiene of food items/meals supplied by the canteen, the Service Provider shall be liable for penalty as per the penal Clause specified in the contract.
- iii. The institute shall reserve the right to check and conduct inspection with regard to the cleanliness and upkeep of Premises and quality of provisions and quality of the food.
- iv. A book shall be kept in the canteen for recording any complaint or suggestions from the staff member of the institute and will be produced for inspection as and when required. Decision taken by the IGIDR shall be final in all these complaints/suggestions.

14. Preparation and storage of food in the canteen for supply outside the office complex shall be strictly prohibited.

15. Brand/Quality Specification as per Schedule-A.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Date:

Signature of bidder with company seal

SCHEDULE - A

Brand/Quality Specifications:

| ITEM | BRAND |
|-------------------|---|
| Salt | Tata, Annapurna |
| Spices | MTR, Everest, MDH, Eastern |
| Ketchup | Maggi, Kissan, Heinz |
| Oil | Sundrop, Saffola, Dhara |
| Ghee | Milkfood, Amul, Mother Dairy |
| Pickle | Mother's Recipe / similar standard |
| Atta | M.P.Sharbati, Aashirvad, Pillsbury, Annapurna |
| Butter | Amul, Britannia, Nutralite |
| Bread | Britannia, Modern |
| Jam | Kissan, Mother's |
| Milk | Mother Dairy, Amul, Mahananda |
| Paneer | Amul, Mother Dairy, iD |
| Tea | Brook bond, Lipton, Tata Tea, Tetley, Society |
| Coffee | Nescafe |
| Biscuits | Britannia, Parle, Sunfeast or any other reputed brand |
| Rice | Premium quality (Basmati/Kolam etc.) |
| Pulses | First Grade quality |
| Papad | Haldiram, Lijjat |
| Vegetables/Fruits | Fresh first quality vegetables/ fruits only |

All other supplies /raw materials / consumables are to be used of Standard quality of reputed known brands for preparation of food items.

Date:

Signature of bidder with company seal

SECTION-‘G’
BID EVALUATION CRITERIA

1. Opening of Proposals:

- a) The Tender Committee appointed by the institute will open all Proposals on the appointed date, time and venue.
- b) During evaluation of proposals, the institute may, at its discretion, ask the Applicant for clarification of his proposal.
- c) No Applicant shall contact the institute on any matter relating to his proposal from the time of the proposal opening till the time of issue of letter of intent. All Applicants are strongly advised to furnish all material information in the proposal itself.
- d) Any effort by an Applicant to influence the institute/IGIDR in its decisions on proposal evaluation, proposal comparison or award of contract decision will result in rejection of the proposal.
- e) Where the proposal has been signed by the Authorized Representative on behalf of the concern, the Applicant shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the Applicant to the contract. (IGIDR may out-rightly reject any proposal, which is not supported by adequate proof of the signatory’s authority).
- f) No alteration shall be made in any of the terms and conditions of the proposal document by
- g) Scoring out. In the submitted proposal, no variation in the conditions shall be admissible. Proposals not complying with the terms and conditions listed in this section are liable to be ignored.

2. Procedure for evaluation of Proposals:

- a) The Proposals will be evaluated in the following 3 steps;
- b) Step-1: The Purchase Committee will evaluate the Proposal based on the Compliance of prescribed, Eligibility Criteria and supporting details/documents for required licenses/certificates. Failure to furnish requisite documents as per eligibility criteria and EMD along with proposal will result in proposal getting rejected.
- c) Step-2: The financial bid of the technically qualified bidder will be opened only. In the Second step of the qualification, the Canteen Committee appointed by the institute will visit the premises of the establishments where the bidder is having ongoing contract (one or more) to check the quality and standards maintained by the bidders based on the broad guidelines mentioned below. The institute reserves the right to reject the bidders who are not found maintaining the expected quality standards. The decision of the institute in this regard shall be final.

BROAD GUIDELINES FOR STEP -2 EVALUATIONS:

- i) Food Quality and variety
- ii) Brand of Raw Material used for preparation of Food/Beverages
- iii) Diverse Menu Options

- iv) Customer Feedback Mechanism
- v) Dedicated Staff that display professional qualities and presentable appearance.
- vi) Ability to ensure the maintenance of the stock of raw materials
- vii) Cleanliness and Hygiene
- viii) Any other inquiry/feedback from Client

d) The Committee considering all the aspects mentioned above will allot overall ratings to applicants in terms of EXCELLENT/VERY GOOD/GOOD/FAIR

e) Step-3: Final Evaluation (Marking System): Proposals shall be evaluated on the basis of their responsiveness to the tender terms, applying the specified evaluation criteria and point system. During the Final evaluation stage, each Applicant shall be assigned different marks out of a total of 100 marks, as per the evaluation criteria specified as below:

| Sr. No. | Criteria | Internal Division of Marks | Max. Marks (100) |
|----------------|--|--|-------------------------|
| (1) | (2) | (3) | (4) |
| 1. | Experience of running and managing canteen services <ul style="list-style-type: none"> • More than 10 Years • 5-10 Years • 3-5 Years | 10 Marks 7 Marks 5 Marks | 10 Marks |
| 2. | Average Annual Turnover during last 3 Financial Years <ul style="list-style-type: none"> • Above 75 Lakhs • 50-75 Lakhs • 30-50 Lakhs | 10 Marks 7 Marks 5 Marks | 10 Marks |
| 3. | Client Status, Size of Contract & No. of Contracts | As per chart given below## | 20 Marks |
| 4. | Performance Rating by the Canteen Committee based on client feedback for Hygiene, Quality of Raw materials, Manpower mobilization & General behavior (as specified in Step-2 above) <ul style="list-style-type: none"> • Excellent • Very Good • Good • Fair | 60 Marks 45 Marks 30 Marks 15 Marks | 60 Marks |

f) ## Marks-allotment chart for criterion (3) above (as per basic eligibility criteria minimum no. of contracts of prescribed size required to be executed/entered during the last three year period is two contracts in number. Maximum marks to be allotted under this criterion shall be limited to any of the five contracts (contracts carrying higher marks) entered/executed during the last three years period.)

| | No. of Contracts | Size of Contract | | | | | | | | | | | | | | |
|---------------------|---------------------|------------------|----|----|---|---|-----------------|----|---|---|---|-----------------|---|---|---|-----|
| | | >600 persons | | | | | 400-600 persons | | | | | 200-400 persons | | | | |
| Client status | Of | 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 |
| Govt/PSU | Corresponding marks | 20 | 16 | 12 | 8 | 4 | 15 | 12 | 9 | 6 | 3 | 10 | 8 | 6 | 4 | 2 |
| MNC/Corporates | | 15 | 12 | 9 | 6 | 3 | 10 | 8 | 6 | 4 | 2 | 8 | 6 | 4 | 2 | 1 |
| Other Organizations | | 10 | 8 | 6 | 4 | 2 | 8 | 6 | 4 | 2 | 1 | 6 | 4 | 2 | 1 | 0.5 |

- g) Based on the Final evaluation criteria, each bidder will be given certain marks. The minimum qualifying marks is 70% (70 marks out of 100).
- h) The Most responsive applicant, based on the above specified final evaluation criteria, will be considered further for placement of contract after complete clarification/verification as decided by the institute.
- i) The tender committee will evaluate and cross-check the correctness of data provided by the Applicants by making necessary enquiries with the concerned agencies.
- j) Further, without affecting the sanctity of the above criteria, the Institute reserves rights to relax any condition of eligibility criteria qualifying the proposal(s) based on merit of each case and if the situation so warrants in the interest of the institute.
- k) The results of the Tender Process will be communicated in writing to the Successful Applicant.

3. Notification of Award:

- a) After determining the successful bidder, the institute shall issue a work order in duplicate, which will return one copy to the IGIDR duly acknowledged, accepted and signed by the authorized signatory, within seven (07) days of receipt of the same by the successful bidder.
- b) The issuance of the Work Order to the successful bidder shall constitute an integral part of the Agreement and it will be binding to the successful bidder.

Date:

Signature of bidder with company seal

SECTION-‘H’
INDEMNITY BOND

(To be executed by the Applicant on the Stamp Paper of Rs. 500/- subsequent to award of contract)

This INDEMNITY MADE ON (DATE) day of (Month) _____ of 2018 between _____ (Name & Address of the Applicant) _____ (Here in after referred to as the “Indemnifier”, which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and includes its executors, administrators and legal representatives/successor-in-title) of the ONE PART and the INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, Gen A.K.Vaidya Marg, Film City Road, Mumbai: 400 065 (hereinafter referred to as “the institute” which expression shall unless excluded by or repugnant to the context includes its executors, administrators, legal representatives and permitted assigns) of the OTHER PART.

WHEREAS by a Canteen & Catering Services agreement dated _____ Executed between _____ and _____, I/we agree to provide Canteen & Catering services w.e.f. _____ till _____, which may be extended for a further period of 1 year at a time subject to maximum of 2 years extension at the discretion of the Institute.

NOW THIS PRESENTS WITNESSES AS FOLLOWS:

Pursuant to the said Agreement and in consideration of the Premises, I/we, the Indemnifier hereby agree and undertake to indemnify and keep the institute, its Directors and/or its Employees indemnified as under :-

Against any claim which could arise under the Workmen’s Compensation Act, 1953 and/or under any statutory notification thereof or any of the labour laws or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained, to lay off the workmen or personnel engaged by the Service Provider or other persons whose entry into the office Premises of INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, Mumbai has been authorized by the Service Provider

Against any loss to the property and assets of the Institute which have been caused by negligence or unlawful activity of the personnel deployed by me/us in the Premises of the institute. We also indemnify that the decision of the administration as to the cost of damages caused shall be final and shall be payable by us forthwith on demand and/or deducted from our outstanding dues.

Against any claims, losses, expenses which the institute may suffer or incur as a result of breach of contract.

I/We further indemnify and keep the institute indemnified against any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether

intentional or otherwise, at our end or any of the workmen, personnel, agents and others deployed by us in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same.

I/we further agree that the indemnity hereinabove contained shall remain in full force and effect during the currency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till the institute is satisfied that the terms and conditions of the agreement have been fully and properly carried out by the Service Provider.

I/we also undertake not to revoke this indemnity during its currency of contract and the institute will not be liable for any loss or harm to any person within or outside the Premises of the institute from any act of omission or commission of any of the workmen & personnel, agents any others deployed by us in the course of providing any services stated in this contract.

I/we also indemnify the IGIDR and/or its employees against all actions, claims, costs, damages, proceedings, suits or any other consequences whatsoever which shall or may be brought or made against the IGIDR and/or its Employees by anyone whomsoever or which the Institute may pay, suffer or sustain due to non-compliance of terms and conditions of or representation therein by or on behalf of the Indemnifier.

Without prejudice to the above, I/we further indemnify that the we will be liable to reimburse the IGIDR of any cost, legal liability, penalty or fine imposed on the Institute by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, at our end or any of the workmen and personnel deployed by the Service Provider in the course of providing any services stated in this contract.

IN WITNESS WHEREOFF THE above named (name of indemnifier) has/have executed these presents on the day, month and year first written above Signed and delivered by the within named.

IN THE PRESENCE OF

Signature(s) of the Indemnifier(s)

ANNEXURE – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**Should be submitted on company/firm letterhead with sign and stamp.*

ANNEXURE-B

DETAILS OF PREVIOUS CONTRACTS

| Period of Contract | Name and Address of the Organization | Type of Organization i.e. Govt. /PSU /MNCs /Large Private Corporate /Others | Name of the contact person & Phone No. | Annual Value of contract | Contract Size# | Remarks |
|--------------------|--------------------------------------|--|--|--------------------------|----------------|---------|
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Give details of current contracts, of similar services being rendered by you and which will be available for inspection by Tender Committee

| Period of Contract | Name and Address of the Organization | Type of Organization i.e. Govt. /PSU /MNCs /Large Private Corporate /Others | Name of the contact person & Phone No. | Annual Value of contract | Contract Size# | Remarks |
|--------------------|--------------------------------------|--|--|--------------------------|----------------|---------|
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#Contract Size means number of person per day per contract of contract period of minimum 1 year

Date:

Place:

Signature and Stamp of the bidder

ANNEXURE-C

DETAILS/PARTICULARS OF SATISFACTION GRADING

(Furnish this information for each individual work from the employer for whom the work was executed) (*At least from two current working contracts*)

Name of the contract and location

Agreement No.

Scope of Contract

Contract Cost

Date of start

Period

Amount of compensation/penalties levied, if any

Performance Report

Quality of Food - Excellent/Very Good/Good/Fair

Resourcefulness - Excellent/Very Good/Good/Fair

Compliance of all statutory requirements- Yes / No

(Signature Seal of the Organization)

Date:

Place:

ANNEXURE-D

DECLARATION TO COMPLIANCE TO TENDER

I, _____ Son/Daughter/Wife of
Shri

_____ Proprietor/Partner/Director,
authorized signatory of the Company /Agency /Firm _____, is competent to sign this
declaration and execute this TENDER;

I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;

The information/documents furnished along with the above application are true and authentic to
the best of my knowledge and belief.

I/we, am/are well aware of the fact that furnishing of any false information/fabricated document
would lead to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

SECTION-I
FINANCIAL BID*

NIT No: IGIDR/Tender/2023/ED.... Date: January 2023

Name of Service: Annual contract of Canteen Services at IGIDR.

• **Facilities to be provided by the Institute:**

- a) The Institute will provide Canteen Premises, furniture, fixtures, as existing,
- b) The Institute will provide Kitchen equipment, appliances, utensils and canteen equipment's, as existing,
- c) The Institute shall provide monthly subsidy of **Rs.95,000.00 (Rupees Ninety Five Thousand Only)**
- d) The Institute shall provide **40** cylinders of LPG every month. Any additional cylinders used will be borne by the contractor
- e) After completion of one year of the contract and satisfactory performance of the employees of the service provider they will be extended a conveyance of Rs.25/- per day and monthly Rs.500/- on the proportionate basis for the number of days present.
- f) The Institute will bear **50%** (This amount may vary i.e. increase or decrease in the future) of the amount for Tea/Coffee/Snacks/breakfast provided to its contract workers as per actual consumption, however limited to single plate/cup per worker in the morning and in evening. For any extra items they have to pay the full charges as per the menu rate by themselves.
- g) The institute will provide free water and electricity in the kitchen and dining hall. The use of electricity will be restricted to lights, fan, refrigerator or any other electrical appliances/gadgets, which are considered necessary for smooth functioning of the canteen/kitchen/dining hall. The Service Provider shall ensure proper and optimal utilization of the facilities like water & electricity to be provided by the institute without abuse or excess use and shall follow and obey all instructions as shall or may be given by the Authorized Person from time to time.
- h) The upkeep of the furniture / fixtures / articles /kitchen equipment's / appliances shall be responsibility of the service provider.
- i) In the event of disruption of water supply on account of power failure or otherwise, the service provider shall make his own arrangement for supply and storage of water in the canteen for smooth running of the canteen. In the event of power failure or otherwise, the contractor should make his own arrangements for grinding/food preparing etc., at his own cost.

Date:

Place:

Signature and *Stamp of the bidder*

Part-I: Price Bid for First Year Contract:

PLEASE NOT THAT Subsidized RATES WILL BE APPLICABLE TO STAFF/STUDENTS/GUESTS/ OFFICIAL VISITORS / FAMILY MEMBERS /CONTRACT WORKERS, WHEREAS COMMERCIAL RATES WILL BE APPLICABLE TO OTHERS.

a. BREAKFAST & SNACKS

| S. No. | Items | Units (weight) | Rate (Subsidized) | Rate (Commercial) |
|---------------|--|------------------------------------|--------------------------|--------------------------|
| 1. | Poha with suitable chutney | 200 gms (Poha) | | |
| 2. | Puri Bhaji (4 Puri) | Puri 30 gms each | | |
| 3. | Misal Pav (2 Pav) | 200 gms misal of thick consistency | | |
| 4. | Extra Pav - Single | Standard | | |
| 5. | Rawa-Sheera (Suji-Halwa) | 150 gms | | |
| 6. | Upma/lapsi upma/sev upam with suitable chutney | 180 gms (weight chutney) | | |
| 7. | Sabudana Khichdi with suitable chutney/diluted curd | 150 gms (weight chutney) | | |
| 8. | Sabudana Wada (2 Pcs) with suitable chutney/diluted curd | 160 gms (weight chutney) | | |
| 9. | Stuffed Paratha (Aloo) with curd and pickle (2 No.) | 180 gms with stuffing 50 gms curd | | |
| 10. | Stuffed Paratha (Paneer) with curd and pickle (2 No.) | 180 gms with stuffing 50 gms curd | | |
| 11. | Stuffed Paratha (Methi) with curd and pickle (2 No.) | 180 gms with stuffing 50 gms curd | | |
| 12. | Stuffed Paratha (Gobhi) with curd and pickle (2 No.) | 180 gms with stuffing 50 gms curd | | |
| 13. | Parantha with Subji | 2 pieces (big size) | | |
| 14. | Pav Bhaji (2 pav) with chopped onion, lemon slice, butter | 150 gms bhaji | | |
| 15. | Chhole Bhatura – 2 Pcs Bhatura | Each pcs. 60 gms | | |
| 16. | Dhokla – 4 Pcs with suitable dip | 40 gms each | | |
| 17. | 2 pcs. Idli Sambar with chutney / Sambar Vada | Idli weight 60 gms each | | |

Seal & Signature of the bidder

| | | | | |
|-----|--|-----------------------------------|--|--|
| 18. | Masala Dosa with Sambhar and chutney 1 plate/ Rava Masala | 200 gm with stuffing | | |
| 19. | Butter Masala Dosa with Sambhar and chutney | 200 gm with stuffing | | |
| 20. | Plain Butter Dosa with Sambhar and chutney 1 plate/ Plain Butter Rava Dosa | standard | | |
| 21. | Plain Dosa with Sambhar and chutney 1 plate/ Plain Rava Dosa | standard | | |
| 22. | Uttapam with Sambhar and chutney | 180 gm | | |
| 23. | Wada Pav with chutney/sauce/ketchup - Single | Standard – 60 Gm Vada | | |
| 24. | Samosa with chutney/sauce/ketchup - Single | Standard – 70 Gm | | |
| 25. | Batata vada – with chutney/sauce/ketchup - Single | Standard – 40 Gm | | |
| 26. | Maggi/Egg Maggi/Cheese Maggi | Standard | | |
| 27. | Bread Omlette (2 egg + 2 slice) | Standard | | |
| 28. | Egg Bhurji (2 egg) with 2 slice bread | Standard | | |
| 29. | Bread Pakoda -Single | 120 gm | | |
| 30. | Veg Roll/Paneer Roll/Onion Roll / Egg Roll /Mix Roll | 180 gm with stuffing | | |
| 31. | Hara Bhara Kebab with chutney/sauce/ketchup – 4 Pcs | 80 gm (weight excluding chutney) | | |
| 32. | Palak Pakoda with chutney/sauce/ketchup – 6 Pcs | 100 gm (weight excluding chutney) | | |
| 33. | Veg Cutlet with chutney/sauce/ketchup – 2 Pcs | 120 gm (weight excluding chutney) | | |
| 34. | Onion Pakoda with chutney/sauce/ketchup | 120 gm | | |
| 35. | Bun Maska Pav – 1 Pc | Standard | | |
| 36. | Veg Puff/Egg Puff – 1 Pc | 80 gm | | |
| 37. | Dahi Kachori – 1 Pc | 80 gm | | |
| 38. | Dahi Vada – 2 Pc | 120 gm | | |
| 39. | Fruit Custard (1 Plate) | 100 gm | | |
| 40. | Grilled Cheese Sandwich | 2 Pcs. | | |
| 41. | Veg. Sandwich (White Bread) | 2 Pcs. | | |
| 42. | Veg. Sandwich(Brown Bread) | 2 Pcs. | | |
| 43. | Cheese Sandwich(White Bread) | 2 Pcs. | | |

Seal & Signature of the bidder

| | | | | |
|-----|------------------------------|----------------------|--|--|
| 44. | Cheese Sandwich(Brown Bread) | 2 Pcs. | | |
| 45. | Pani Puri | Per Plate - Standard | | |
| 46. | Ragda Paticce | Per Plate - Standard | | |
| 47. | Papadi Chat | Per Plate - Standard | | |
| 48. | Bhel | Per Plate - Standard | | |
| 49. | Sev Puri | Per Plate - Standard | | |
| 50. | Aloo Tikki Chat | Per Plate - Standard | | |
| 51. | Samosa Chat | Per Plate - Standard | | |
| 52. | Sweet Corn Chat | Per Plate - Standard | | |
| 53. | Channa Chat | Per Plate - Standard | | |
| 54. | Matki Chat | Per Plate - Standard | | |
| 55. | Dahi Puri | Per Plate - Standard | | |
| 56. | Idli fry / Chilly | Per Plate - Standard | | |
| 57. | Bread Pakoda | 80 gm (Single) | | |
| 58. | Sweet Kachori | 120 gms | | |
| 59. | Egg (One Egg) / Veg 81 | Per Plate - Standard | | |
| 60. | American Roll | 120 gm with Stuffing | | |
| 61. | Dabeli Pav | Per Plate - Standard | | |
| 62. | Pudina Kabab | Per Plate - Standard | | |
| 63. | Corn Pattice | Per Plate - Standard | | |
| 64. | Veg Burger | 120 gm with Stuffing | | |
| 65. | American Roll | 120 gm with Stuffing | | |
| 66. | Dabeli Pav | Per Plate - Standard | | |
| 67. | Pudina Kabab | Per Plate - Standard | | |

Seal & Signature of the bidder

| | | | | |
|-----|------------------------|----------------------|--|--|
| 68. | Corn Pattice | Per Plate - Standard | | |
| 69. | Veg Burger | Per Plate - Standard | | |
| 70. | Omlet Sandwich | Per Plate - Standard | | |
| 71. | French Toast - 1 | Per Plate - Standard | | |
| 72. | French toast - 2 | Per Plate - Standard | | |
| 73. | Brown bread toast jam | 200gms | | |
| 74. | Brown bread slice | 200gms | | |
| 75. | Butter Slice/Jam Slice | 2 pieces (Big size) | | |

| S.No. | Items | Unit | Rate | |
|-------|--|---------|--------------|--------------|
| | | | (Subsidized) | (Commercial) |
| 1. | Tea (prepared with approved i) brands of tea leaf like brook bond/red label/tata | 100 ml | | |
| | Special Tea | 100 ml | | |
| | Green Tea with Lemon | 100 ml | | |
| | Green Tea (Tea Bag) | 100 ml | | |
| | Black Tea (Tea Bag) | 100 ml | | |
| | Tea through vending machine | 100 ml | | |
| 2. | Coffee (prepared with approved brands like Nescafe/Bru. | 100 ml | | |
| | Coffee through vending machine | 100 ml | | |
| 3. | Milk | 200 ml | | |
| | | 250 ml | | |
| 4. | Bournvita/Boost Milk | 200 ml | | |
| 5. | Lassi (Sweet) | 200 ml. | | |

Seal & Signature of the bidder

| | | | | |
|-----|---|-------------------------------------|--|--|
| 6. | Lassi (salted) / Butter Milk | 200 ml. | | |
| 7. | Hot Kesar Badam Milk | 120 ml | | |
| 8. | Hot Chocolate | 120 ml | | |
| 9. | Cornflakes/chocos (50gms) with Milk (150ml) | 180 ml | | |
| 10. | Oats | As per Std Size | | |
| 11. | Nimbu Paani | 200 ml. | | |
| 12. | Fruit Chat 1 Plate | Seasonal fruits, min of 3 fruits | | |
| 13. | Milk Shake (Banana/Mango) | 200 ml. | | |
| 14. | Fresh Juice (Mix/Mausmi) | 200 ml. | | |
| 15. | Orange Juice | 200 ml. | | |
| 16. | Mosambi Juice | 200 ml. | | |
| 17. | Pineapple Juice | 200 ml. | | |
| 18. | Watermelon Juice | 200 ml. | | |
| 19. | Cocktail | 200 ml. | | |
| 20. | Papaya | 200 ml. | | |
| 21. | Apple | 200 ml. | | |
| 22. | Carrot Juice | 200 ml. | | |
| 23. | Lauki Juice | 200 ml. | | |
| 24. | Cold Coffe | 200 ml. | | |
| 25. | Banana Milk Shake | 200 ml. | | |
| 26. | Strawberry Milk Shake | 200 ml. | | |
| 27. | Rose Milk Shake | 200 ml. | | |
| 28. | Mango Milk Shake | 200 ml. | | |

Seal & Signature of the bidder

| | | | | |
|-----|--|---------|--|--|
| 29. | Chickoo Milk Shake | 200 ml. | | |
| 30. | Sitafal Milk Shake' | 200 ml. | | |
| 31. | Chocolate Milk Shake | 200 ml. | | |
| 32. | Neembu Pani | 200 ml. | | |
| | Total of breakfast, evening snacks and Beverages (Ta) | | | |

b. Sweets Items:

| Sr.No. | Sweets | Unit | Rate (Rs.) | |
|--------|-----------------------------|-----------------------------|--------------|--------------|
| | | | (Subsidized) | (Commercial) |
| 1. | Sheera | Per Plate - Standard | | |
| 2. | Pineapple sheera | Per Plate - Standard | | |
| 3. | Semiya Kheer | Per Plate - Stand Per Plate | | |
| 4. | Sahi Tukda | Per Plate - Stand Per Plate | | |
| 5. | Gajar / Doodhi Halwa | Per Plate - Standard | | |
| 6. | Malpuda | Per Plate - Standard | | |
| 7. | Angoori Jamun | 2 Nos as per standard size | | |
| 8. | Mango Custard (seasonal) | Per Plate - Standard | | |
| 9. | Fruit Jelly Custard | Per Plate - Standard | | |
| 10. | Gulab Jamun | 2 Nos as per standard size | | |
| 11. | Fruit Salad | Per Plate - Standard | | |
| 12. | Fruit Custard | Per Plate - Standard | | |
| 13. | Ice Cream | Per Plate - Standard | | |
| | Total of Sweets (Tb) | | | |

Seal & Signature of the bidder

c. LUNCH / DINNER

| S.No. | Items | Unit | Rate | |
|-------|--|--|--------------|--------------|
| | | | (Subsidized) | (Commercial) |
| 1. | Veg Thali [Vegetable 2 (1 dry & 1 wet), Daal, Curd, Rice, 4 Chapati or 5 puri, Soup and Papad, pickle] | Rice 200 gms, chapatti 40 gms each, daal 35 gms, standard | | |
| 2. | Non-Veg Thali (Egg Curry/Chicken Curry– 2 Pc, 1 vegetable, dal Raita/Curd, Rice, 2 Chapati, Salad and Papad, pickle and sweet) | Chicken Pc 40-45 gms each, Rice 200 gms, chapatti 40 gms each, daal 35 gms, standard | | |
| 3. | Fish Thali (Fish curry– 2 Pc, 1 vegetable, dal Raita/Curd, Rice, 2 Chapati, Salad and Papad, pickle) (Fish Seasonal & popular choice of standard size) | Rice 200 gms, chapatti 40 gm each, daal 35 gms, standard | | |
| 4. | Chinese Thali Veg: Veg Fried Rice, Veg Noodles, Veg Manchurian Gravy. Soup | As per standard | | |
| 5. | Chinese Thali Non-Veg: Chicken/Egg Fried Rice, 1 Non-Veg Noodles, 1 Non-Veg Dry/Gravy, 1 Non-Veg Soup | As per standard | | |
| 6. | Vegetable (Dry / Gravy) | 120 gms | | |
| 7. | Rice / Chapatti | Rice 200 gms or chapatti 40 gms each | | |
| 8. | Dal Rice with Papad, pickle | 250 gms | | |
| 9. | Dal Khichdi with Papad | 250 gms | | |
| 10. | Vegetable (Dry / Gravy) with chapattis | 1 vegetable + 3 chapattis | | |
| 11. | Curd | As per standard | | |
| 12. | Veg salad | As per standard | | |
| 13. | Paratha | As per standard | | |
| | Total of Lunch/Dinner (Tc) | | | |

Seal & Signature of the bidder

d. SPECIAL ITEMS

| S.No. | Items | Unit | Rate | |
|-------|---|---------------------------------|--------------|--------------|
| | | | (Subsidized) | (Commercial) |
| 1. | Veg Biryani with Raita | 300 gms | | |
| 2. | Egg / Chicken Biryani with Raita | 300 gms | | |
| 3. | Veg/Mushroom/Tawa/Paneer Pulav with Raita | 300 gms | | |
| 4. | Lemon/Curd/Rasam/tamarind/tomato/Puliogare Rice/ Bissi Belle Bhat with Raita/Papad | 250 gms | | |
| 5. | Chicken Masala (2 Pcs) with 2 Chapati/ | Chicken Pc 40-45 gms each, | | |
| 6. | Mutton Masala (2 Pcs) with 2 Chapati/Rice | Mutton Pc 40-45 gms each, | | |
| 7. | Fish Masala (2 Pcs) with 2 Chapati/Rice (Fish Seasonal & popular choice of standard size) | Standard Size | | |
| 8. | Egg Masala (2 Pcs) with 2 Chapati/ Rice | Egg, Rice 75 gms or chapatti 40 | | |
| 9. | Veg/Egg/Chicken Fried Rice with suitable chutney | 300 gms | | |
| 10. | Veg/Egg/Chicken Noodles | 300 gms | | |
| 11. | Paneer Makhani | As per standard | | |
| 12. | Shahi Paneer | As per standard | | |
| 13. | Gobhi Manchurian | As per standard | | |
| 14. | Chilly Paneer | As per standard | | |
| 15. | Mushroom Matar | As per standard | | |
| 16. | Paneer Butter Masala | As per standard | | |
| 17. | Veg Burji | As per standard | | |
| 18. | Lachcha Paratha | As per standard | | |
| 19. | Paneer Vegetable (1 vati) | As per standard | | |
| | Total of Special Items (Td) | | | |

Seal & Signature of the bidder

e. Menu for Lunch/Dinner (Buffet) for meetings/workshops/seminars/events etc.

| Items (Veg) | Unit Per Plate | Rate |
|---|-----------------------|-------------|
| One Vegetable Soup, One Veg Starter One Dry Vegetable, One Vegetable in Gravy, One Dal or Rasam, Steam Rice, One Pulav OR Biryani (Veg), One Raita, Chappatis OR Paratha"s Or Assorted Rotis, Salad, Raita, Papad / Pickle, Dessert (Amul Ice cream OR Rasmalai Or One Sweet etc.) | | |

| Items (Non-Veg) | Unit Per Plate | Rate |
|---|-----------------------|-------------|
| One Non-Veg Soup, One Non-Veg starter , One Dry Non-Veg Dish, On Non-Veg Dish in Gravy, One Dal, Steam Rice, One Non-Veg Biryani OR Fried Rice, RAita, Salad, Chappatis OR Paratha"s Or Assorted Rotis, Raita, Papad / Pickle, Dessert (Amul Ice cream OR Rasmalai OR One Sweet etc.) | | |

| Items | Unit Per Plate | Rate |
|---|-----------------------|-------------|
| Tea/Coffee with Cookies (Assorted Unlimited) | | |
| Fruit Basket (At least 4 Seasonal Fruits: Apple, Peru, Orange, Banana, Naspati, Kiwi, Mosambi,) | | |
| 6 PCS (LTD) Starter Veg | | |
| 6 PCS (LTD) Starter Non-Veg | | |
| Veg Soup (200 ML) | | |
| Non Veg Soup (200 ML) | | |
| Special Breakfast :- Snacks 2 items/Fruits Juice, Bread Butter Jam, Omlet, Oats / Cornflakes with Milk, Tea /Coffee/Green Tea/Black Tea. | | |
| Total of Lunch (Te) | | |

| Items | Service Charges if any |
|---|-------------------------------|
| Readymade items brought from outside and asked to serve in the campus during events/conference/workshop etc. service charges <u>if any</u> | |

Note:

1. All other branded and packed items shall be sold at MRP.
2. The prices once accepted by the IGIDR shall remain valid till the contract remains in force. The IGIDR shall not entertain any increase in the prices during the currency of contract.
3. While evaluating price bid of the tender, following weights will be assigned to the quoted rate of different items.

| Sr. No. | Item Name | Weight Allotted |
|---------|--|---|
| 1 | A. Breakfast/Evening Snacks/Beverages (Ta) | 25% |
| 2 | B. Sweets Items (Tb) | 10% |
| 3 | C. Lunch/Dinner (Tc) | 30% |
| 4 | B. Special items (Td) | 15% |
| 5 | C. Buffet Lunch/Dinner Items for events (Te) | 20% |
| | Cumulative total (T) | Ta*0.25+Tb*0.1+Tc*0.3+Td*0.15+Te*0.2 |

- Rates quoted by tenderers for all the items may be multiplied with the allotted weight. The Bidder whose cumulative total (T) is the lowest will be considered the lowest bidder (L1).
- The above rates are inclusive of all applicable charges and taxes.

Part-II: Price Bid for Second Year Contract:

Increase in rates quoted in Part-I for First Year in Percentage: _____%.

Part-III: Price Bid for Third Year Contract:

Increase in rates quoted in Part-II for Second Year in Percentage: _____%.

Date:

Signature and Stamp of Bidder

**The financial bid should be submitted on company/firm letterhead with sign and stamp.*