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भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद), (Indian Council of Agricultural Research)

बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

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INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR ANNUAL RATE CONTRACT FOR CATERING SERVICES OF GUEST HOUSE & SHORT TRAINING COURSES

Dear Sirs,

Tenders are invited for award for annual rate contract of catering as per details below:

| | | |
|----|------------------------------------|---------------------------|
| A. | EMD to be submitted | ₹ 2,000/- |
| B. | Security deposit to be submitted | ₹ 5,000/- |
| C. | Tender publishing date | 30-10-2018 |
| D. | Bid submission start date and time | 30-10-2018 from 11:00 hrs |
| E. | Bid submission end date and time | 20-11-2018 upto 17:00 hrs |
| F. | Bid opening date and time | 21-11-2018 at 14:30 hrs |
| G. | Bid validity | 180 days |

1. Sealed tenders are hereby invited on behalf of the Director, Central Research Institute for Jute and Allied Fibre, Barrackpore, Kolkata-700120 for providing Catering services at the CRIJAF Campus, Barrackpore, Kolkata-700120 on purely 'Rate Contract' basis. The terms and conditions of the contract which will govern any contract made are those contained in the General Conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the prescribed form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his office or modify the terms and conditions thereof. If the tenderers fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him.
3. The Schedule of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting /erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

4. An earnest money of ₹ 2,000/- (Rupees Two Thousand only) must be deposited in the form of demand draft to “ **ICAR-UNIT-CRIJAF**” payable at **SBI railway station branch (Code:3071), Barrackpore** . The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the draft number and date, failing which the tenders will not be opened. The tenders will not be considered if the earnest money is not deposited with the tender on or before last date & time of submission of bid.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with contract may specify whether he signs it in this capacity of (i) a sole proprietor of the firm on constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer will automatically treated as cancelled without any further notice and earnest money forfeited.
7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed “**ANNUAL RATE CONTRACT FOR CATERING SERVICES OF GUEST HOUSE & SHORT TRAINING COURSES AT THE CRIJAF CAMPUS, Barrackpore, Kolkata-700120.** marked containing technical bid and financial bid separately (STRICTLY AS PER GIVEN FORMAT) in the main envelop. All Tenders should be sent by REGISTERED POST/SPEED POST/COURER, the Institute will not be responsible for postal delay , if any,. Tenders may be hand delivered should be put in the tender box, which will be kept in the purchase section of this Institute not **later than 20-11-2018 up to 17.00 hrs**
8. The rates quoted by each firm for rate contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderers are at liberty to be present or to authorise a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.
9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.
10. No interest on security deposit and earnest money deposit shall be paid by the institute to the tenderer.
11. Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the

sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.

12. The catering agency / caterer or any of their staff / worker will not be allotted any accommodation in the campus. However, essential staff like cook etc will be accommodated in room attached to kitchen.
13. The caterer should be readily accessible as the training programmes sometimes are finalized at a very short notice.
14. The person should have his own catering services and should not quote the rates on behalf of anybody else.
15. A committee will be constituted by the Director, ICAR-CRIJAF to surprise check the quality of food, service and sanitation etc. If the quality of food is not found satisfactory: Competent Authority may cancel the contract without any prior notice to the contractor. Next caterer in the waiting list may be awarded for catering services.
16. Vegetables and non-veg items should be fresh and in good condition, which shall be inspected by the committee from time to time.
17. A proper dress code should be maintained by the catering staff.
18. If the proper no. of items mentioned in the menu are not provided by the contractor, then amount will be deducted accordingly.
19. Food should be cooked in the Institute kitchen, the cooked food brought from outside will not be accepted without prior approval of Director, ICAR-CRIJAF, Barrackpore.
20. All infrastructure facilities like kitchen, dinning hall, electricity, water etc shall be provided by the Institute and 5% of the total amount of bills produced by the firm will be charged as Institutional charges from the contractor for providing the above infrastructure facilities. The contractor will have to bring utensils, crockery etc to serve the Tea/Coffee/Breakfast/Lunch/Dinner etc in the Guest House.
21. The rates will be valid for a period of one (01) year.
22. **Security Money:** An amount of ₹ 5,000/- (**Rupees Five Thousand**) only as a security deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
23. Successful tenderer will have to enter into a detailed contract agreement with the Institute non-judicial stamp paper of ₹ 100/-.
24. The payment will be made on bill basis through PFMS for which the contractor has to submit bill after completion of the course / programme on the basis of work order / actual number of participants, whichever is lower.
25. Income Tax will be deducted from the payment due for the work done as per rule.

26. The contractor will discharge all his legal obligations in respect of the workers/ supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc. The Contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CRIJAF shall be final and binding on the contractor.
27. If the contractor does not accept the letter of award of work within 15 days from the date of its receipt the offer made, his EMD will be forfeited.
28. The rate should be inclusive of all taxes. The Institute will not entertain any claim whatsoever in this respect.
29. The following documents /vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's documents :-
 - a. Registration certificate of the firm from appropriate registering authority
 - b. Experience of the firm in the field of providing such services.
 - c. Copy of PAN Card
 - d. Bank mandate form
 - e. The agency must have certificate of GST issued by the Govt. of India

INVITATION TO TENDER AND INSTRUCITONS CONTAINING TERMS AND CONDITIONS GOVERNING THE TENDER FOR ANNUAL RATE CONTRACT FOR CATERING SERVICES OF GUEST HOUSE & SHORT TRAINING COURSES AT ICAR-CRIJAF, BARRACKPORE

Full Name and Address of the Tenderer in
Addition to Post Box No. , if any , should
Be quoted in all communications to this Office
Telephone No.....
Telegraphic address /FAX/Cellular No.....
E-mail address

From M/s

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To

The Director
ICAR-Central Research Instiute for jute and allied fibre,
Barrackpore, Kolkata-700120.

Sir,

I/ We have read all the particulars regarding the general information and other terms and conditions of the contract for **ANNUAL RATE CONTRACT FOR CATERING SERVICES OF GUEST HOUSE & SHORT TRAINING COURSES AT ICAR-CRIJAF, BARRACKPORE.** and agree to provide the services as detailed in the schedule herein or to such thereof as you may specify in the acceptance of the Tender a the rates given in the – **FINANCIAL BID** to this tender and I/We agree to hold this offer open till 180 days . The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

- 2 I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- 3 The following pages have been added to and form a part of this tender
The Schedules – I and II to accompany this tender are at pages
- 4 Every page so attached with this tender bears my signature and the official seal.
- 5 **Pay order /DD No.....datedfor Rs.....drawn in favour of (ICAR-UNIT-CRIJAF BARRACKPORE) payable at SBI railway station branch (Code:3071), Barrackpore is enclosed as earnest money .**

Yours faithfully,

Signature and official seal of tenderer

FINANCIAL BID

(This financial bid may be enclosed in a separate envelope with seal. This bid will be opened only after qualification of technical bid)

Last date for receipt of tender : 20-11-2018 up to 17.00 hrs

Date of opening of Financial bid : As per intimation

To

The Director,
ICAR-Central Research Institute for Jute and Allied Fibre (CRIJAF),
Barrackpore, Kolkata- 700120.

Sir,

I/We wish to submit our tenders for **ANNUAL RATE CONTRACT FOR CATERING SERVICES OF GUEST HOUSE & SHORT TRAINING COURSES** at ICAR-CRIJAF, Barrackpore, and the rates are as below:

| Sl No | Description | Rate |
|-------|---|------|
| 1. | <u>Opening / closing ceremony</u> <ul style="list-style-type: none">• Tea / Coffee / Soft drinks (150 ml)• Sandesh / kalakand: 2 pc• Cookies: 2 pc• Potato chips: 20 gms• Samosa / pastry /patties: 1 pc | |
| 2. | <u>Breakfast</u> <ul style="list-style-type: none">• Tea / Coffee (Milk/Black), Stuffed paratha (Aloo, Gobi, Muli)- standard size, aachar, curd (100 gm), butter (20 gm) OR• Tea / Coffee (Milk/Black), Bread pakora (02 pcs), sauce/ ketchup OR• Tea / Coffee (Milk/Black), Bread (04 pcs), Omlette (Double egg), Jam 50 gms, Butter 20 gms OR• Tea / Coffee (Milk/Black), Puri (04 pcs) standard size, sabji / chole/curd (30 gm), aachar OR• Tea / Coffee (Milk/Black), Idli (04 pcs), sambar / Dosa (01 pc), sambar / Vada (04 pcs), Coconut chutney OR• Tea / Coffee (Milk/Black), Dhokla / | |

| | | |
|----|---|--|
| | <p>Cornflakes, Milk</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Lemon Tea (Sweet/Licker) | |
| 3. | <p><u>Lunch / Dinner (Veg Thali)</u></p> <ul style="list-style-type: none"> • Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) – 50 gm • Roti (Tawa), Puri • Rice/Pulao/Jeera Rice (Fine quality) – 150 gm • Dry Vegetables curry – With seasonal vegetables / Any vegetables – 100 gm • Daal (Arhar / . Masoor / Moong) – Thick – 150 gm • Aloo Matar / Kofta / Aloo Parval / Seasonal Vegetables / Chola Masala / Matar Paneer – 100 gm • Raita or curd – 100 gm • Papad • Achar • Sweets: 2 pc (Rasgolla/Gulab Jamun)- 40 gm • Ice Cream- 100 gm | |
| 4. | <p><u>Lunch / Dinner (Chicken / Fish)</u></p> <ul style="list-style-type: none"> • Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) – 50 gm • Roti (Tawa), Puri • Rice/Pulao/Jeera Rice (Fine quality) – 150 gm • Dry Vegetables curry – With seasonal vegetables / Any vegetables – 100 gm • Daal (Arhar / . Masoor / Moong) – Thick – 150 gm • Chicken- 150 gm /Fish (Fry / curry)- 2 pc (150 gm) • Raita or curd – 100 gm • Papad • Achar • Sweets: 2 pc (Rasgolla/Gulab Jamun)- 40 gm • Ice Cream- 100 gm | |
| 5. | <p><u>Lunch / Dinner (Mutton)</u></p> <ul style="list-style-type: none"> • Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) – 50 gm • Roti (Tawa), Puri • Rice/Pulao/Jeera Rice (Fine quality) – 150 gm • Dry Vegetables curry – With seasonal vegetables / Any vegetables – 100 gm • Daal (Arhar / . Masoor / Moong) – Thick – | |

| | | |
|----|---|--|
| | 150 gm • Mutton – 200 gm • Raita or curd – 100 gm • Papad • Aachar • Sweets: 2 pc (Rasgolla/Gulab Jamun)- 40 gm • Ice Cream- 100 gm | |
| 6. | Seasonal fruits (100 gm): Banana / Apple / Mango / Mosambi / Grapes (as directed) | |

Signature with date of Contractor
 Name and Address of Contractor
 Tele. No.....
 Mobile No.....
 E-Mail Address.....