

Tender Document
for
Catering Services at
Canteen
of
Central Power Research Institute
Regional Testing Laboratory
3-A, Institutional Area, Sector - 62
Noida – 201 309 (U.P)



Part - A
Technical Bid

CENTRAL POWER RESEARCH INSTITUTE, NOIDA

NOTICE INVITING TENDER

FOR

PROVIDING CATERING SERVICES

Sealed tenders are invited under single Bid system from reputed agencies having sufficient capability and suitably trained manpower for providing Catering services at their Central Canteen of “Central Power Research Institute” (Address: Central Power Research Institute, Regional Testing Laboratory, 3-A, Institutional Area, Sector-62, Noida-201309, India) for a period of **12 months** on contract basis. The duration of contract may be further **extendable for another 12 months** based on mutually agreed terms and conditions, subject to the satisfactory performance of agency and at the discretion of CPRI.

Tender details:

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| Tender no. | CPRI/RTL/Canteen/2019/001 |
| Total no. of pages of the tender document | 69pages (Excluding purchase manual documents) |
| Description of the Scope of Work | As mentioned in Annexure – 1 |
| Type of Tender | Single Bid |
| Minimum Skill requirement, job description and number of various Staff of the Contractor. | As mentioned in Annexure – 2 and Table 6. |
| Food items requirements | As mentioned in Table 2, 3, 4 & 5 |
| Quality of materials to be used | As mentioned in Annexure - 3 |
| Hardware items to be provided by CPRI | As per Table 7. |
| Eligibility Criteria | 1. The Bidder may be a proprietary firm/ Partnership or Company registered under Companies Act, 1956, who possess the required licenses, registrations etc., as per law, valid at least for 24 months from on the date of the opening of tender. Details |

to be furnished in Annex 6.

1. The tenderer shall have experience of providing Catering/Canteen services during last 5 years ending 31.03.2019 with an overall turnover of at least Rs.10 lakhs /year for the catering/canteen services.

and

Having successfully completed **3 similar works each costing not less than INR 03 lakhs per year in the last three years.**

(or)

Having successfully completed **2 similar works each costing not less than INR 04 lakhs per year in the last three years.**

(or)

Having successfully completed **1 similar work costing not less than INR 6 lakhs per year in the last three years.**

1. Similar works under this clause means **prepare the food at his base kitchen and transport same to the designated place / Canteen of the Client(s)** such as Central / State Government Department or any reputed PSU(s)/ Corporate House(s) / Institution(s) / Establishment(s) etc. and servicing successfully in the prescribed hours to the employees/ clients etc. of the hiring organisations
2. The bidder should be a professional with a minimum of 5years' experience in providing similar Catering Services to reputed Corporate House(s) / Institution(s) / Establishment(s) etc. Running of services as mentioned above.
3. Out of the similar works undertaken by the contractor at least one of them should be for Central/State Government/Central/State Autonomous Bodies /Public Sector Undertaking/ Corporate office

4. Bidder should have among its clients, reputed institutes / centres or corporate in public/private sector, for whom they have been **providing catering/canteen services**. Names and addresses of such clients along with details regarding nature, amount and period of the contracts should be furnished. Certificates from the clients regarding the quality and duration of service rendered during the last three years shall also be furnished along with the prescribed format given in **Annexure7**.
 5. The vendor should have an average annual financial turnover of INR 10 lakhs from Catering services during the last five years ending 31/03/2019. Audited or CA certified statement of accounts, documents in this effect shall be duly submitted.
 6. The vendor should have a solvency of INR 10.00 lakhs from Applicant's bank.
 7. There should be no case pending against the Proprietor/Firm/Partner or the Company (Agency). The vendor should have not been blacklisted by any organization/Govt. Department. An affidavit in this respect is required to be given by the tenderer.
 8. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status of arbitration, if any.
 9. The Contractor should have achieved profit during last 3 years.
 10. The Contractor should have a Registered Office.
 11. The Contractor having and certified with ISO 9001-2008 / ISO 22000 shall be preferred.
- Documentary evidence of the above items to be provided duly

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| | <p>attested by Chartered Accountant wherever applicable.</p> <p>Necessary documentary proof like completion certificates, TDS, Tax return for last three financial years shall also be enclosed.</p> |
| Contract period in years | <p>One year from the date of award of Contract subject to further extension of one year based on the mutual agreement by the parties, other terms and conditions. However, the extension of contract is primarily, subject to the satisfactory performance of agency and at the discretion of CPRI. The rates are frozen for the contract period and not negotiable / variable during the period of contract.</p> |
| Earnest Money Deposit in INR | <p>INR 15,000/- (Rupees Fifteen Thousand only)</p> <ol style="list-style-type: none"> 1. EMD may be furnished in the form of an Account payee Demand Draft, Bank Guarantee from a Nationalized scheduled bank, (Annex 11) in an acceptable form safeguarding CPRI's interest in all respects. DD shall be drawn in favour of Accounts Officer Central Power Research Institute, Bhopal, Payable at Bhopal. 2. The EMD of successful bidder shall be discharged after submission of the required Performance Guarantee. 3. The EMD shall be forfeited: <ol style="list-style-type: none"> a) If the bidder withdraws his bid during the period of bid validity. b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit. |
| Type and value of Performance Guarantee | <p>10 % of contract value as Performance Guarantee (as mentioned in Annexure – 12 may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Commercial bank. Performance Guarantee may be forfeited in the event of breach of any of the terms and conditions of the contract, by the contractor.</p> |
| Validity of Performance Guarantee | <p>Performance Guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Contractor.</p> |
| Obtaining of Tender documents | <p>Downloadable copies of the complete tender document are available on CPRI's website (http://www.cpri.in), KEONICS website http://www.tenderwizard.com/CPRI. Tender documents downloaded from the website shall be submitted along with the fee of the document and EMD etc. as per the tender document. Bidders are advised to check the CPRI website regularly for amendments, if any. Please note that request for extension of due date will not be entertained.</p> |

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| Mode of submission of bid | <p>The bid should be submitted online : -</p> <ol style="list-style-type: none"> 1. ‘Technical Bid’ with EMD (and cost of tender form should contain all the required documents as per Annexure-10 (except point 5). The technical bid shall contain the profile of the bidder-experience (Annexure 7). Inputs for evaluation must be filled in by the bidder as per Annexure 9. Checklist for technical bid will be submitted as per Annexure 10. 2. ‘Price Bid’ should contain only commercial details as per given format at Annexure-14. 3. Optionally the Tenderers may submit the signed Technical Bid and Annexures etc. in hard copy on before the due date as “Tender for catering services at Canteen of CPRI, RTL, Noida” & tender number on the envelope should reach Purchase authority, CPRI, Switchgear Testing & Development Station (STDS), Govindpura, Bhopal–462 023, Madhya Pradesh |
| Evaluation Process | <p>In the evaluation process, Technical and price Bids will be opened on same day as per Tender Document. The Technical Bids will be evaluated for credentials, feedback of experiences, food quality, food quantity, cleanliness, services, and capability based on documents submitted in technical bid and physical inspection of their establishment (Base Kitchen), and physical inspection of their clients’ site; obtain feedback on their past performance from their clients etc. on a relative grading basis. Those bidders satisfying the technical requirements as determined by CPRI and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of CPRI. Evaluation criterion is given in Annexure 8.</p> |
| Period of commencement of work | <p>Within 15 days of issue of work order. (Contract)</p> |
| Certificates | <p>Contractor has to produce certified photocopies of :</p> <ol style="list-style-type: none"> 1.ESI, EPF registration code no., PAN No., GST registration No., etc., 2. Income tax returns for last 3 years 3. Contractor shall disclose any pending arbitration cases filed against the firm. 4. Live Agency/Company Registration certificate, Trade license to run the food services and Clearance from Health Dept. 5. Labour license (renewed/current) under Contract Labour (Regulation and Abolition) Act, 1970. 6. Proof of annual turnover of INR 10.00 lakhs or above/ per |

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| | <p>year for last five years.</p> <p>7. Experience of already carrying out Catering Services in other similar organizations.</p> <p>8. Valid ISO 22000 / ISO 9001-2008: Certificate (if any)</p> <p>9. Financial Performance (Profit) for last 3 years.</p> <p>Originals of the above shall be produced on demand.</p> <p>Any other documents as mandated in any other part of the document inclusive of terms and conditions shall be duly submitted.</p> |
| Price Bid | As mentioned in Annexure –14 |

Note:

- i. The tender document is not transferable under any circumstances.
- ii. The local address of the contractor, the name of the person to whom all the correspondence are to be addressed should be indicated, with telephone number (both office and residence) and telex / fax numbers
- iii. Copies of specifications, terms and all documents required in connection with the work shall be open for inspection and for clarification for the tenderer at the office of CPRI during office hours on working days or on the day of pre-bid meeting.
- iv. The Bidders are advised to participate in Pre-Bid meet to get clarified any doubts, before filling in and submitting the online tender to get fully acquainted with the scope of work as no claim whatsoever, shall be entertained for any alleged ignorance thereof.
- v. A tenderer shall be deemed to have full knowledge of the scope of work, specifications, terms and conditions and no extra charges consequent on any misunderstanding or otherwise shall be allowed / paid.
- vi. Bidders shall fill in figures as well as in words in INR (Indian rupees) with reference to each item and for all the items shown in the attached schedule. The rates shall include all taxes and duties payable on account of service tax, tax on works contract etc., and also expenses towards PF and ESI contributions. The Bidders shall fill amount of each item and the total on each sheet as also the grand total amount of the whole contract.
- vii. For catering services only one rate shall be indicated against each set of food items. If multiple rates/variations are given the tender will be rejected. Taxes should be indicated separately
- viii. If the work of the agency is found to be unsatisfactory or deficient or it would be entrusted to any other party, the contract may be terminated at any time during the currency of the contract by the competent authority without assigning any reason

or giving any prior notice, at the risk & expense of the defaulting agency including forfeiture of the security deposit. In addition, the contractor shall be liable to pay liquidated damages to the CPRI. In this connection the decision of the competent authority shall be final and binding upon the contractor

- ix. Tenders not submitted as per the stated guidelines, are liable for rejection. CPRI's decision in this regard will be final.
- x. No deviations / conditions will be stipulated by the contractor in both Technical and Price bids. Conditional tenders will not be accepted and will be summarily rejected.
- xi. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
- xii. Bidder shall ensure submission of complete information / documents at the first instance itself. CPRI reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
- xiii. The offer shall remain valid for a period of 180 days from the closing date of the bid.
- xiv. After letter of acceptance, the Bidder is required to enter into a Contract (**Annexure-13**) with CPRI on the terms and conditions as detailed in the tender document.
- xv. For any clarification please contact:

Name : S. Bhattacharyya

Designation of the Authorized Officer: Additional Director,

Name and Address of CPRI :

Chairman Canteen Management Committee,

Central Power Research Institute,

Regional Testing Laboratory,

3-A, Institutional Area, Sector – 62, Noida – 201309

Tel: 0120-2402823, +91-9425300080

e-mail: bhattacharya@cpri.in

TERMS AND CONDITIONS

1. The period of contract under the scope of work shall be for One Year months, which can be further extended by mutual agreement for a further period One Year from the date of expiry, depending on performance of the Contractor and at discretion of CPRI. However, the Contractor will be on an *initial probationary period of 2(two) months*. Based on the performance including food quality,

quantity, hygiene and services, the Contract will be confirmed for further period. In case, the above parameters are not up to the expectations or unsatisfactory the contract will be terminated.

2. CPRI will have option to terminate the contract if the contractor commits the breach of any of the conditions confined in this contract and fails to render the services to the satisfaction of CPRI after giving notice of one month expressing its intention to terminate the contract.
3. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including CPRI, then CPRI reserves the right to reject the bids submitted by such bidders
4. Bidder shall deposit INR 15,000/- (Rupees Fifteen thousand only) as Earnest Money Deposit (EMD).
5. EMD of the unsuccessful bidder will be returned after finalization of the tender. The EMD of successful bidder shall be returned after furnishing the requisite security deposit. The EMD shall not bear any interest.
6. The offer of contract issued to the successful bidder would need to be accepted within 7 days from the date of issue of the order. Failure to accept the order within this period will result in forfeiture of the EMD.
7. The successful bidder will be required to deposit a sum amounting to 10 % of the contract value as decided by CPRI within 7 days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit shall be refundable after expiry/termination of the contract. The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the amount as above. However, CPRI reserves the right to revive the contract order, if circumstances warrant. The security deposit shall not bear any interest.
8. On payment of the security deposit, the contracting firm will be required to enter into an Agreement/Contract on stamp paper of appropriate value in the form to be approved by CPRI containing inter-alia all the terms and conditions of the contract.
9. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

10. The contractor shall provide Catering services as specified in “**Scope of work and Specific Conditions for Catering**”. Failure to provide the services and deficiencies shall attract penalty as given below.
11. Sub-contracting of any portion of the contract either wholly or partly, in any form either in food preparation or providing service is not permitted. The food must be prepared at the Contractor’s own base kitchen and the staff deployed must be contractor’s own staff as identified by the payment of PF, ESI, etc.

SPECIAL CONDITIONS OF CONTRACT

1. Penalty :

- a. Non- availability of complaint register on the counter or discouraging the participants/ guest faculty/guests/CPRI employees from registering complaints would lead to a fine of INR.500/- per instance on the Contractor.
- b. Complaints of insects and /or foreign object cooked along with food found in any food item would invite a fine of INR.1000/- per instance on the Contractor. The liability of the damages to the aggrieved parties will be fully, personally and solely borne by the Contractor including medical/hospitalization expenses and compensation claims.
- c. Three or more complaints of unclean utensils in a day would lead to a fine of INR.1000/- per instance on the Contractor.
- d. If certain meal (based on 3 or more complaints received in an instance) was not cooked properly then a fine of INR.1000/- per instance would be imposed on the Contractor.
- e. Change in the Menu of any Meal without permission of the CPRI-CMC would result in a fine of INR.1000/- per instance on the Contractor.
- f. Penalty on any discrepancy (personal hygiene of the Contractor’s workers, misbehaviour by workers etc.) will lead to fine of INR.1000/- per instance on the Contractor for every instance.
- g. Absence of the Contractor or his authorised representative, to take decision from CPRI-CMC meetings on due invitation (Which will be held once in every month) will attract a fine of INR. 1000/- per instance on the Contractor.

- h. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a fine of 5% of the monthly payment for each instance of occurrence, beyond the of any fine mentioned above and decided by the CPRI-CMC.
- i. Severity of hygiene failure shall be assessed and decided by CPRI-CMC and fined INR 2000/- per first instance and 2 % of the monthly payment subsequently. In case of gross failure/negligence a termination of the Contract could be considered. Hygiene failure includes not cleaning tables after each person has taken his meal/snack; general cleaning of the eating area, cooking area and cleaning area; and scattering waste mater around the canteen area.
- j. The contractor shall provide sufficient number of competent and well-trained staff for cooking including Cook, cleaning, dining hall(s) services as per the Staffing Pattern in Table 6. He shall provide substitute staff against such leave/absence of the scheduled staff. A fine of INR.1000/- per day per person will be levied as penalty for not providing such substitute against/absenteeism.
- k. A penalty of 2 % of the monthly payment to the contractor will be levied on first occasion and subsequent occasions in a month, if catering services, are not being provided as per CPRI's scope which also includes filling of water jugs during service period, providing drinking glasses during service period, cleaning of tables after each meal is eaten, etc.
- l. If the food shortage / no service/no individual item (in spite of sufficient prior notice) is for more than 5 persons during breakfast / lunch / evening snacks, a penalty of 1 % of the monthly bill, for shall be imposed on the first occasion and on subsequent occasions, a penalty of 2 % of the monthly bill will be imposed for each further occasion of shortage.
- m. The Contractor shall ensure that none of his personnel is inebriated state or consume drugs, prohibited substances, smoke, Pan Parag/ Gutka etc., while on duty, at CPRI. Any violation of this norm shall attract a Penalty of INR. 1000/- for each case/incident and shall be levied on the Contractor.
- n. The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for e.g. by the food inspectors/ food dept.), the same shall be borne by the contractor and

CPRI will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences and financial liability due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, CPRI may initiate further stringent action, as he may deem fit.

- o. The Contract, supervisor or senior managers must be accessible to CPRI CMC at any time as required by the contract and must not be inaccessible in connection with matters of the Canteen. Inaccessibility will attract a penalty of INR 1000/- per instance.
- p. Rating of the service should be maintained above 7.0, on a scale of (0-10) and the Contractor shall take sufficient steps to improve the services, in case food is rated below 7.0 out of 10.00, by the CPRI's staff members, guests etc.. The rating will be taken every month by the Canteen CMC. In case of food rating is below **3.0**, CPRI-CMC shall levy penalty charges @ 5% of the monthly payment from the contractor.
- q. The contractor must use fresh tea/coffee powder and not re-cycled/reused materials. If reused materials are used for preparation of tea/coffee then it will attract a penalty of Rs. 1000/- per instance.

2. The Rates quoted by the Service Provider shall be firm and final.

3. No escalation in rates on any account will be permitted during the contract period.

- **No subsidy will be given over the quoted rates.**
- **No subsidy or upward revision in rates will be given during further extension of Contract Period**
- **The prevailing Terms and Conditions as enumerated in the Contract shall also apply during the extension of Contract Period.**

4. No advance shall be paid. Bills for catering services may be raised by the contractor on a monthly basis and the same shall be settled within 15 days from the date of submission of the bills, provided the same are in order.

5. Applicable taxes will be deducted at source at the time of settlement of bills.

6. The Contractor is solely liable for all the statutory formalities, statutory liabilities and maintenance of statutory records as per the Acts and Rules, as applicable.
7. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled by the Contractor only.
8. The quoted rates ensure that the minimum wages of Govt. of India and shall include all statutory obligations are fulfilled.
9. The contractor shall ensure that the payment made to his employees shall not be less than the minimum wages as prescribed by Central Government/ by the Regional Labour Commissioner (Central), Dehraun under the Minimum Wages Act, 1948 and also should comply with other statutory regulations.
10. Other than the food rates and taxes as agreed in the contract, CPRI **will not reimburse the Agency any other charges**, such as transportation, man power, rentals for additional equipment used, cost of uniforms, shoes, etc.; cost of disposal napkins, plates or cups; washing soap, cleaning agents, etc. There is no provision in the contract for reimbursement of any type of charges other than the food charges and taxes as contractually agreed.
11. The payment will be based on the submission of coupons collected and there will be no other payment. There will be no minimum guaranteed quantity. Hence Contractor must keep in touch with Administration/Security/CMC for the changes in turnout due to abnormal factors such as bundh, etc.
12. The contractor shall abide by and comply with all the relevant laws and statutory requirements.
13. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
14. The contractor shall pay the statutory payments such as PF, ESI, Bonus etc. for the staff deployed by him/her at CPRI, through a separate challan and it should be submitted along with the monthly bill. The contractor shall also pay the relevant Tax's to the respective authorities. The bills will not be settled unless the contractor submits the proof for such payments.
15. No Residential accommodation shall be provided by CPRI to the workmen of the Contractor. Contractor's staff will not be permitted to stay overnight at CPRI office or

colony complex. They have to report in the morning and leave after work. There is no provision for overnight stay at CPRI.

16. In the event, any damage is caused to the movable or immovable property of the CPRI or its client / Guests, CPRI reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the institute.

17. The contractor agrees not to use the Trademark and or Trade name of CPRI or letterhead of CPRI nor will the contractor hold himself as an agent of CPRI, the relationship between the Contractor and CPRI being a Principal-to-Principal basis.

18. The contractor shall not use the CPRI's address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on CPRI's premises.

19. To ensure effective implementation of this contract, the Chairman, CPRI-CMC or an authorized official of CPRI shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement the decision of the CPRI shall be final and binding on the contractor.

20. Every employee so engaged by the contractor at CPRI premises, shall wear neat & tidy uniform, socks, shoes and a badge wearing his/her name, while on duty. CPRI will not **reimburse** of the total cost of the uniform.

21. Contractor's Employees

- a.** The Contractor shall engage employees under this contract, shall be of good health and character and antecedent, fit, well behaved; obedient and skilful in their tasks. They should be conversant with English and Hindi.
- b.** The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos etc. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- c.** The Contractor shall not engage any Child Labour below 18 years of age, during the currency of the Contract at CPRI premises.

- d. The contractor shall be held responsible for any violation of statutory regulations local, state or central and CPRI instructions, that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agency's. Cost of damages if any, to life and property arising out of such violation of statutory regulations and CPRI instructions shall be borne by the contractor.
- e. The contractor shall take prior permission from the authorized official before deploying his employee at CPRI. However, CPRI reserves the right to reject any particular workmen/staff placed/employed by Contractor under the contract with CPRI without assigning any reason.
- f. The Contractor shall remove any employee who in the opinion of CPRI is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify CPRI against all claims which may be made under the relevant Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them and CPRI shall in no way responsible.
- g. The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by CPRI staff, participant's etc.
- h. The Contractor shall arrange for **medical check-up** for his employees posted at CPRI. The Contractor shall withdraw any person who is not found medically fit for the job and arrange for an appropriate substitute. The cost of such medical check-up shall be borne by the Contractor.
- i. It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with CPRI.
- j. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to CPRI.
- k. The Contractor shall insure his employees posted at CPRI for any accident and health hazard etc. All liabilities arising out of accident, death health hazards etc., while on duty, shall be borne by the contractor.
- l. The staff engaged by the contractor shall not accept / demand any gratitude or reward in any shape for the service rendered/to be rendered.

- m. The contractor shall be responsible to maintain all property and equipment of CPRI entrusted to him. Any damage or loss caused by contractor's persons to CPRI in whatever shape would be recovered from the contractor.
- n. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline.
- o. In the event of any tangible/intangible loss to CPRI, as a result of any lapse on the part of the contractor, will be ascertained and the contractor will make up for the loss. The decision of CPRI will be final and binding on the contractor.
- p. The list of staff going to be deployed shall be made available to CPRI and if any change is required, a fresh list of staff shall be made available to CPRI by the contractor after each and every change.
- q. During the course of contract, if any of his personnel are found to be indulging in any corrupt practices causing any loss in tangible/intangible form to CPRI, the contractor's Performance Guarantee will be duly forfeited and the contractor is bound to pay for the remaining balance in case the monetary value of such loss is more than the performance guarantee. CPRI may also terminate the contract in such instances.
- r. Any unauthorised act carried out by contractor, within the work premises of CPRI, shall be at his own risk and will indemnify CPRI from any of the liabilities.
- s. **Force Majeure:** 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.

22. Tenancy Rights

Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the Central Canteen in the premises of CPRI. CPRI may of its mere motion effect the termination of this contract, re-enter and re-take and absolutely retain possession of the facility.

23. Licenses and Registrations

The Contractor should have mandatory valid licences registrations viz., ESI, EPF Registration Certificate, PAN Number, GST Registration Certificate, Live Agency/ Company Registration Certificate, Trade License with Clearance from

Health Department, Labour License, Valid ISO 22000/ ISO 9001-2008 Certificate
(if any)

24. Disputes Resolution

- a. If any dispute/s arises between the parties of this Contract / Agreement regarding interpretation / implementation of the terms of the Agreement / Contract or any other matter incidental or connected with the subject matter of the Agreement, shall be resolved as far as possible amicably by mutual consultation, failing which, the parties shall resolve such disputes through Indian Arbitration & Conciliation Act 1996. The seat and venue of Arbitration proceedings shall be in Noida and the language of arbitration shall be in English and the Court of Noida have exclusive jurisdiction.
- b. The Arbitrator shall be appointed by Director General, CPRI for resolution of dispute/ difference under this contract.

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person:.....

Name of the signatory (.....)

(In block capital letters):

Status of the signatory i.e.

Proprietor/ Partner :

Date:

SCOPE OF WORK

Scope of Work for Catering Services at their “Canteen” at Noida

1. About CPRI’s CANTEEN

The Institute has staff strength of about 30 personnel. A good number of employees would like to have Breakfast (morning Tiffin) and Lunch, Morning & Evening Tea and evening snacks in the Canteen.

CPRI wishes to provide a clean, tasty and healthy balanced diet to its employees and associated users of the canteen to provide the necessary energy levels for meeting the objectives of the Institute. A diet is deemed balanced, when it comprises of all the basic nutrients that the body requires and also meets the calorie requirements of individuals in mind. Such a diet, essentially, supplies all the nutrients in requisite amounts and suitable proportions. Only by combining different food groups, such as cereals, millets, pulses, fruits & vegetables, milk, sugar & fat, along with the right amount of fibre, can a healthy diet be planned.

The approximate **daily** requirement of different food item on working days (Monday to Friday) is as under:

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| 1. Breakfast/Morning Tiffin | : | 20 Nos. |
| 2. Lunch | : | 20 Nos. |
| 3. Tea | : | 40 Nos. a day |
| 4. Evening Snack | : | 15-20Nos. and Intimated In advance. |

The requirements on Saturday and Sunday/Holidays will be against prior booking on the previous day.

There is minimum of 20 Nos. guaranteed quantity for supply and payment will be on the basis of coupons presented by the Contractor. The actual quantity will vary according to the daily dynamics and payment will be accordingly on the basis of submitted Coupons.

The period of the contract is **one** years, extendable by **one** more year based on mutually agreed terms, subject to the performance of the Contractor and the quality, quantity of the food items, hygiene and services etc.

The catering service is based on 'bring and serve' model wherein major items will be prepared at the base kitchen, brought to CPRI and served. The items like puris, chapattis, papads etc., will have to prepared at CPRI, Canteen.

2. BRIEF SCOPE OF SERVICE

- 1. The contractor shall prepare the major food items at his base kitchen and transport the same to CPRI's Canteen. Items like chapattis, puri, papad etc., shall be prepared at CPRI kitchen and served hot.**
- 2. The cooked food at CPRI will be served to employees, clients and others in plates.**
- 3. The Dining tables, Chairs and the dining areas shall be neatly cleaned before the Service, during the service and after the services on immediate basis.**
- 4. After each person has completed eating, the table shall be cleaned, the jugs will be filled with water and empty water glasses will be kept on the Table. This is an essential requirement and breach of this service can attract penalty.**
- 5. The service includes Cooking, Serving, Cleaning and maintaining the Canteen Hall, kitchen facilities and back yard neatly.**
- 6. The wet waste generated from the breakfast, lunch, Tea and Evening Snacks will be disposed by the contractor outside CPRI as per the municipal procedure and will not be allowed to litter in any area in the campus.**

The details of the services are:

- 1. To render the required services mentioned as per timings in Table 1.**
- 2. To serve Breakfast & Evening Snacks as per Table 2 A & 2 B.**
- 3. To serve coffee tea as per Table 3.**
- 4. To serve Standard Lunch & Special Lunch as per Tables 4 & 5.**
- 5. To sell branded & sealed biscuits, drinking water and cold drinks at MRP rates.**

3. DETAILED SERVICE REQUIREMENT

The Breakfast, Lunch, Tea and Evening snacks shall be provided to the employees, consultants and temporary personnel on all working days. If service is required on Saturdays and other holidays days the same will be intimated in advance and is through prior booking.

3.1. MAIN SERVICE

The Canteen Service shall function as per timing given in **Table: 1**

Table 1: Timings of the Canteen Services.

| Sl.No | Type of service | Timings | Menu as per | Service area |
|-------|--------------------------------------|-----------------------|---|---|
| 1 | Breakfast | 8.30 am to 9.00 am | Table 2 A(*) (*) Daily requirement | At Canteen |
| 2. | Morning Tea / Coffee | 10:30 to 11:00am | Table 3(*) (*)Daily Requirement | CPRI Canteen and to be served in thermos flask in labs. The Quantity of disposal cups will be provided by the contractor. |
| 3 | Lunch | 1.00 pm to 1.30 pm | a. Standard meal on all days as per (Table -4) c. Special Meal twice in a month on 2 nd 7 4 th Wednesday or nearest working day of the week, if Wednesday happens to be a holiday as per (Table -5) | At Canteen |
| 4 | Special Lunch | 1.00 Pm to 1.30 Pm | Twice in a month on 2 nd 7 4 th Wednesday or nearest working day of the week, if Wednesday happens to be a holiday as per (Table -5) | At Canteen |
| 5 | Evening Tea/coffee and evening | 3.30 pm to 4.00 pm | Table 3 for tea/coffee (*) & Table 2B(*) (*)Daily Requirement | CPRI canteen and to be served in thermos |

| | | | | |
|--|--------|--|--|--|
| | snacks | | | flasks in labs. The Quantity of disposal cups will be provided by the contractor. |
|--|--------|--|--|--|

- A. The Canteen Contractor shall strictly follow the timings as specified above.
- B. The Canteen Contractor shall close all doors of the Canteen at 8.55 AM in the morning and shall not entertain any of the employees, except clients of the Institute.
- C. He shall start catering lunch in the afternoon only at 1.00 PM (Noon)

1.2 Special Service Conditions

- i. Contractor shall cook the food in his base centralized kitchen and serve as per the timings given in Table – 1 at CPRI after transporting the same in hygienic containers at his own expenses. However, hot items like Puris, Chapattis, Parathas, Papads, etc., will be prepared at CPRI and served hot. Outsourced/bought out Sweets / Chappatis, Parathas, etc., are not permitted.
- ii. The service includes Cooking, Serving, and Cleaning. Immediate cleaning of tables after eating of each person, keeping the jugs filled with water and providing water glasses is an essential part of the service.
- iii. All Contractors staff will follow dress code of ***uniform, gloves, mouth and head caps.***
- iv. Heating, storage and washing area is available in the Canteen.
- v. Hardware Items provided by CPRI are given in **Table 7**. Items required for food preparation not included in the list provided by CPRI – additional items required by the Contractor such as Mixie, additional vessels, etc., will be arranged by him and is in the scope by the Contractor. No additional rental or capital charges are payable for the items.
- vi. LPG stoves are provided. Contractor should make his own arrangement for arranging commercial LPG cylinders and cooking gas of industrial type.
- vii. Water will be supplied free of cost by CPRI.
- viii. Electricity up to 1000 units/month (kWh/month) is provided free of cost. Additional consumption is chargeable at rates provided by Electricity Maintenance Division.

- ix. Paper plates, napkins, paper cups and disposal plates (Good Quality) will be supplied by the contractor at his own expense and is not reimbursable by CPRI. The cost must be included in the price of the food products.
- x. For tea and coffee the disposable paper cups will be provided by the Contractor. The cost must be included in the price of the tea/coffee.
- xi. For carry away snacks the packaging/parceling will be done by the Contractor. The cost of packaging must be included in the price of the food products.
- xii. Contractor shall every day Clean - Kitchen, working tables, dining area, dining tables, Baines Marie, all utensils like plates, tumblers etc. and wash area after each session. Eating plates shall be free of moisture and oil before use. The soaps, detergents, cleaning material is in the scope of the contractor and is not reimbursable by CPRI.
- xiii. The primary interface for the Contractor with CPRI is the **Canteen Management Committee (CPRI-CMC for short)**.
- xiv. The daily menu shall be finalized in consultation with CPRI-CMC on weekly basis and posted on the notice board.
- xv. First - Aid - Box must be kept in the Kitchen Hall by the Canteen Contractor to meet any emergent condition. The personnel of the Canteen Contractor shall be imparted training / know-how to operate the Fire Extinguishers installed in the Canteen by the Security Personnel of CPRI.
- xvi. The cleaning material will be supplied by the Contractor in consultation with the CPRI-CMC. Hand wash will be provided by liquid soap by the contractor at his own expense and is not reimbursable by CPRI.
- xvii. It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Supervisor / Manager, whose name should be informed to CPRI-CMC and who shall remain in person, in the Canteen during the business hours, to manage and supervise the catering and servicing properly. The Manager should be conversant with Hindi and English .
- xviii. The mobile numbers of Canteen contractor, senior managers and supervisor will be made available to CPRI-CMC and they will be not switch off the phone at critical times when called for service related matters.
- xix. The canteen timing will be strictly followed and there will be no service at other periods.

3.3 Standard of Catering

(i) The quality of articles of food and provisions should be of good standard as specified in **Annexure-3**. CPRI's / CPRI-CMC's authorized official(s) will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory Standard / Brand and on grounds of hygiene.

(ii) A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed, while servicing the CPRI's staff members, guests etc. Rating of the service should be maintained above 7.0, on a scale of (0-10) and the Contractor shall take sufficient steps to improve the services, in case food is rated below 7.0 out of 10.00, by the CPRI's staff members, guests etc.. The rating will be taken every month by the Canteen CMC.

(iv) The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for e.g. by the food inspectors/ food dept.), the same shall be borne by the contractor and CPRI will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, CPRI-CMC may initiate further stringent action, as may deem fit.

(v) The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery etc.; shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by CPRI-CMC. The Contractor shall be bound by the decisions of CPRI-CMC.

(vi) The Contractor should ensure that the entire Catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every weekend for all Equipment, Fixtures, and Utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.

3.4. Provisions, fruits and vegetables etc.

(i) The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions of brand/standard (BIS/AGMARK) as fixed by CPRI at **Annexure-3**, at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.

(ii) It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by CPRI. The security of such material shall be the sole responsibility of the Contractor.

(iii) The quality of food and provisions shall be of good standard as specified in **Annexure - 3**. CPRI-CMC shall have authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provision, which are found to be not meeting the standard set out in the contract and on grounds of hygiene.

(iv) Raw food stuffs such as vegetable, milk, fruit etc. shall be fresh and of good quality as per CPRI-CMC's approval and if found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products from the source approved by CPRI-CMC.

(v) Re-use of burnt oil is strictly prohibited. Oil, once used shall not be re-used.

(vi). The Fruits and vegetables are to be washed before they are cut/ used for cooking or consumption.

(vii) The Contractor shall not use or practice to provide off the self-items/bought out like Chapattis, sweets etc. from the market. All the items should be cooked at the Central Canteen Kitchen from raw materials and served hot.

(viii) The Contractor shall not use in cooking the undesirable items like baking soda, thickening agent, artificial colour, oil-cakes, Agina-Moto etc.

3.5 Complaints and improvements

(i) The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by CPRI staff members, the guests either directly to him or through its Manager.

3.6 Miscellaneous

- (i) The Contractor shall dispose the leftover foods and other garbage in an environmentally friendly manner. Food waste disposal is in the scope of the contractor.
- (ii) The authorized representatives of CPRI-CMC shall check the quality and quantity of the items supplied and served.
- (iii) The authorized representatives of CPRI-CMC shall check the quality and quantity of the items used at the base kitchen by periodic visits to the base kitchen.
- (iv) For rendering efficient services to the staff members of CPRI and guests at the time of breakfast and lunch, the Contractor shall always keep and make available sufficient number of experienced and trained personnel, which shall also include Assistant Cook, Kitchen Helper etc.
- (v) Persons working in the canteen shall be provided with apron, gloves headgear etc. besides uniform, by the Contractors at his cost.
- (vi) Disposable paper napkins (of approved quality) shall be placed along with each plate for breakfast, lunch and evening snacks.
- (vii) The contractor shall prepare and serve the breakfast/lunch, as per Menu at Table Nos.2, 3, 4 & 5 in a pleasing and presentable manner.
- (viii) The Contractor will be on an *initial probationary period of 2 (two) months*. Based on the performance, the Contract will be confirmed for further period. In case the quality of services are not up to the expectations or unsatisfactory the contract will be terminated.
- (ix) The Contract is **terminable on either side, any time by giving ONE month notice** in writing without assigning any reason thereof. The Contractor shall have no claim for any kind of compensation thereof on this account. All other conditions would be applicable during the notice period also.
- (x) The contractor shall deploy sufficient staff having relevant experience for the catering to ensure consistent quality of service. Such staff shall include Assistant Chefs, Kitchen Helpers, Kitchen/dining cleaning/utensil/crockery washers etc.
- (xi) The Contractor must invariably ensure police verification of his employees before Employment at CPRI under this Contract and a copy of such verification must be submitted to CPRI-CMC, before commencement of work.

- (xii) The contractor shall take **all safety precautions** in operating the contract. The **Institute is not liable** to pay any compensation what so ever either to the workman or the contractor for any loss or damage to the property of the contractor or his personnel for whatever reason. Under any circumstances, by virtue of this contract, the contractor or contractor's employees shall cannot claim nor assume any kind of employment of service in CPRI. The contractor shall abide by the directives of CPRI Safety Committee.
- (xiii) **The employees of the Institute and other approved categories of personnel** will be issued itemised food **coupons**. The contractor shall accept only valid **coupons**.
- (xiv) The Contractor shall give specific food item only against the specific coupon. Collecting higher or lower denomination coupons for a higher or lower priced food item is not permitted, and will be viewed seriously by the CPRI-CMC. Such act of the Contractor is detrimental and is a loss to the Institute and may attract penal action.
- (xv) **Payment:** Full price of the food items as stipulated in the Contract will be paid by the Institute on monthly basis to the Contractor on surrendering the coupons against which the food items are sold.
- (xvi) No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- (xvii) No advance shall be paid. Bills for catering services may be raised by the contractor on a monthly basis and the same shall be settled within 15 days from the date of submission of the bills, provided the same are in order.
- (xviii) The **Contractor has to submit the claim to the Chairman of CPRI-CMC, once in a month**, along with the coupons for payment. The coupons have to be **pasted 25** in a page and submitted for verification and payment. The coupons will be certified by the designated sub-committee of the CPRI-CMC Chairman-CMC before initiation of payment release.
- (xix) **Income Tax :**Income tax at source will be recovered as per relevant rules and necessary certificate will be given by Accounts Division of the Institute.
- (xx) **Indirect Taxes :** Taxes i.e. (G.S.T) other than Income tax being paid by bidder shall be indicated. CPRI shall reimburse such paid and admissible taxes as per norm.
- (xxi) A nominal annual **license fee of Rs.2,000/-** shall be payable by the contractor towards usage of the premises and infrastructure of the Institute **within 10 days** of award of contract.

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4.7 FOOD ITEM REQUIREMENTS

TABLE 2 A : Breakfast (Morning Tiffin) Quantity: 20 Nos. Monday to Fridays on working days; other days as per requirement

| Sl. No. | Day | Breakfast / Morning Tiffin (One item every day of the week against a coupon) |
|----------------|------------|--|
| 01 | Monday | Paratha (200 mm diameter) stuffed with Aloo, Gobi, Pudina, Radish etc. x 2 nos. (100 gms. for 2) with curd (60 gms.) and pickles |
| 02 | Tuesday | Idli (100 gms.) x 2 nos. And Vada (100 gm) x 1 no. with sufficient sambar (100-150 g) and chutney. |
| 03 | Wednesday | Puri (125 mm diameter) x 4 nos (100 gms. for 4) with sufficient subzi (100-150 g). |
| 04 | Thursday | Dalia (300 gms), with Curd (60 gms) and sufficient chutney (100 -150 gm). |
| 05 | Friday | Rice bath, Rice bath varieties Tomato/Jeera/ Lemon/Puliogare/Pongal/Bisibele/Shaige – 1 Plate (300 gms.) with sufficient curry/sambar (100–150 gm) & chutney (100 -150 gm) |

Evening snacks Quantity: As per Requirement whose quantity is intimated in advance as take away/parcel

| TABLE : 2 B Evening snacks (to be supplied as parcel/take away or serve in canteen with Prior Order/as per Requirement.) | | |
|---|---|--------------------------------------|
| Item No. 3 Evening Snacks | | Please quote one average price only: |
| Monday | Samosa (75gm each) – 2 No. with chutney. | |
| Tuesday | Alu Bonda (75gm each) - 2 No. with chutney. | |
| Wednesday | Bread pakora (stuffed per piece 80gm) – 1 No. with chutney. | |
| Thursday | Mix pakora per piece 50gm – 2 No. with chutney. | |
| Friday | kachori (60gm each) – 2 No. With Aloo Curry & chutney. | |
| Note : 1(One) Suitable Side Dishes Like Chutney, Sambar, Curry, Masala,etc.shall be given in sufficient quantities | | |

TABLE : 3 TABLE: Tea/coffee Menu

| Sl. No. | Item to be Prepared at CPRI and in Canteen. Also, served as take away in thermos flasks during 10:30 to 11:00 am and 3:30 to 4:00 pm on every working day and on Saturdays/holidays only with prior order/as per requirement |
|----------------|---|
| | |
| | |

TABLE : 4

Standard Lunch Menu

Quantity = 20 nos. [Monday – Friday on working days].

**The standard lunch is to be served in Canteen
Saturdays and Holidays as per prior information.**

| Sl. No. | Day | Suggested varieties |
|----------------|------------------|---|
| 01. | Monday | 4 nos. Roti Tawa (50 grms) + Black Channa (100 grms) + Subzi (Seasonal Vegetable) (100 grms) - Dry + Vegetable Gravy (Seasonal) (100 grms) + Steamed Rice (200 grms) + Curd (50 ml) + Papad (1 No.) + mixed pickle (sufficient quantity) & Salad (like Cucumber, Onion, Radish, Tamoto, Seasonal vegetable). |
| 02. | Tuesday | 4 nos. Roti tawa (50 grms) + Dal Fry (100 grms) + Subzi (Seasonal Vegetable) (100 grms) – Dry + Vegetable Gravy (Seasonal) (100 grms) + Jeera Rice (200 grms) + Boondi Raitha (50 ml) + Papad (1 No) + mixed pickle (sufficient quantity) & Salad (like Cucumber, Onion, Radish, Tamoto, Seasonal vegetable). |
| 03. | Wednesday | 4 nos. Roti tawa (50 grms) + Mutter Panner (100 grms) + Subzi (Seasonal Vegetable) (100 grms) – Dry + Vegetable Gravy (Seasonal) (100 grms) + Steamed Rice (200 grms) + Mixed Vegetable Raitha (50 ml) + Papad (1 No.) + mixed pickle (sufficient quantity) & Salad (like Cucumber, Onion, Radish, Tamoto, Seasonal vegetable). |
| 04. | Thursday | 4 nos. Roti tawa (50 grms) + kadi-Pakora (100 grms) + Tamoto and Onion Subzi (Seasonal Vegetable) (100 grms) – Dry + Vegetable Gravy (Seasonal) (100 grms) + Jeera Rice (200 grms) + Plain Curd (50 ml) + Papad (1 No) + mixed pickle (sufficient quantity) & Salad (like Cucumber, Onion, Radish, Tamoto, Seasonal vegetable). |
| 05. | Friday | 4 nos. Roti tawa (50 grms) + Sambar (100 grms) + Subzi (Seasonal Vegetable) (100 grms) – Dry + Vegetable Gravy (Seasonal) (100 grms) + Steamed Rice (200 grms) + Boondi Raitha (50 ml) + Papad (1 No) + mixed pickle (sufficient quantity) & Salad (like Cucumber, Onion, Radish, Tamoto, Seasonal vegetable). |

TABLE 5

Special Lunch Menu

Quantity = 25 nos. [Twice in a month on 2nd & 4th Wednesday / nearest working day of the Week, if Wednesday happens to be holiday].

The special lunch is to be served in Canteen

| Sl. No. | Day | Suggested varieties |
|----------------|------------------|---|
| 01. | Wednesday | Poori 05 Nos = (150 grms) Mater Paneer (125 grms) Mix Vegetable Curry – Dry (100 grms) Yellow Dal Tadka (150 gm.) Vegetable Pulao Rice (Basmati) =(200 grms) Fruit Raitha = (50 ml) Papad = 1 No Dhaniya / Pudina Chatni = (1 Spoon) Salad (like Cucumber, Onion, Radish, Tamoto Seasonal vegetable.) Sweet (Suji Halwa /Sewai) = 50grms/fruit - 1Nos. Or Seasonal Fruit – 1 Nos. |

Table – 6 : The minimum number of people to be employed in the CPRI canteen for daily services by the Contractor should be as follows:

| Sl . No. | Activity | Works | No. of persons |
|---------------------|--|--|---------------------------|
| 01 | Cooking | Cooking and associated food preparation activities at CPRI. Main cook must have an experience of 3-5 years for having cooked for 50 persons. | 1 |
| 02 | Handing out of meal plates & Dining Area Service | For dispensing of food, collection of coupons and operation of dispensing system in a smooth way & to supply water during breakfast, lunch and Tiffin at the canteen. | 1 |
| 03 | Washing / Cleaning | To remove plates and clean dining tables immediately after use. To clean plates, tumblers etc. free of oil and moisture when serving food; To clean cooking vessels free of oil; To clean kitchen items, flooring; To clean dining areas; To clean hand wash area. | 1 |

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A. The following quality ingredients shall be used for preparations.

| Sl. No. | ITEM | QUALITY / BRAND |
|----------------|------------------------------|--|
| 01 | White Rice | Raw rice (Sona Masuri) Old (minimum 6 months old) |
| 02 | Rice for pulao | Sona Masuri + Jera rice/Basmathi (50 %/50 %) |
| 03 | Sugar | Fine, 1 st variety as per food grading |
| 04 | Atta | Annapurna / Shakti Bhog/Patanjali/ Ashirwad |
| 05 | Rava | Bhagyalakshmi/Krishna/Vijay |
| 06 | Thuvar Dhal | Amaravathi / Ganesh / Shivalingh/Angur |
| 07 | Urad dal | Fine, cleaned, 1 st variety as per food grading |
| 08 | Moong dal | Fine, cleaned, 1 st variety as per food grading |
| 09 | Channa dal | Fine, cleaned, 1 st variety as per food grading |
| 10 | Other Grams | Fine, cleaned, 1 st variety as per food grading |
| 11 | Groundnuts | Fine, cleaned, 1 st variety as per food grading |
| 12 | Pepper corns | Fine, cleaned, 1 st variety as per food grading |
| 13 | Mustard | Fine, cleaned, 1 st variety as per food grading |
| 14 | Asafetida (Hing) | Fine, cleaned, 1 st variety as per food grading |
| 15 | Fenugreek (methi) | Fine, cleaned, 1 st variety as per food grading |
| 16 | Coriander seeds (Dhania) | Fine, cleaned, 1 st variety as per food grading |
| 17 | Bread | Modern / Britannia |
| 18 | Other Masala / Condiments | Fine, cleaned, 1 st variety as per food grading |

| | | |
|----|-----------------|---|
| 19 | Other Spices | Fine, cleaned, 1 st variety as per food grading |
| 20 | Salt | Tata / Annapurna |
| 21 | Milk | Mother dairy / Amul |
| 22 | Red chillies | Badge, Fine, cleaned, 1 st variety as per food grading |
| 23 | Cooking Oil | Refined Sunflower Oil-Sundrop /Dhara/ Fortune. |
| 24 | Ghee | Nandini / Nilgiri /GRB/Krishna/Bratania |
| 25 | Vegetables | Fresh Vegetables / Green. |
| 26 | Papad | Good quality like Lijjat. |
| 27 | Tea/Coffe | Taj Mahal / Brooke Bond, Nescafe |
| 28 | Any other items | Standard Quality approved by CMC |

Note: The Contractor should at all-time ensure that he uses the specified Brand only and having the latest validity

B. The following proportion of ingredients shall be used for preparations.

| Sl.No. | ITEM | PROPORTIONS |
|--------|----------------|--|
| 01 | SAMBAR | Minimum of 2.5 kg toor dal for 15 litres of sambar suitable for 100 persons. Minimum of 5 kg of toor dal for 200 persons. Quantity of vegetables used in sambar must be around 4 kg per 15 litres suitable for 100 persons. |
| 02 | DAL | Minimum of 5 kg of toor dal for 15 litres of dal. |
| 03 | IDLI | Minimum Urad dal to rice in proportion of 1:2 (50 % urad dal) |
| 04 | DOSA | Minimum Urad dal to rice in proportion of 1:3 (33 % urad dal) |
| 05 | UDDINA VADA | 100 % urad dal. Use of rice is not permitted. |
| 06 | CHUTNEY | Fresh grated coconut, green coriander leaves/mint leaves/etc.; chillies, <i>huri kadle bele</i> in limited proportion in addition to seasoning. Use of oil cake meant for cattle feed, etc., is not permitted to be used in any preparation. |

INFRASTRUCTURE TO BE PROVIDED BY CPRI / CONTRACTOR

1. CPRI will provide hardware as per **Table 7**.
2. The items issued by CPRI shall be returned in good working condition at the end of the term. The contractor is responsible for safe custody and proper maintenance of furniture, Kitchen equipment, etc. provided by the Institute. It shall be open to the Institute to recover from the contractor out of the security deposit and also by other means the cost of damage or loss to any item of property of the Institute issued to the contractor on termination of the contract.
3. All other items and equipment like Mixie, Utensils, Cutlery, Water jugs (Closed), Tumblers, plates and spoons, etc., not provided by CPRI, are to be arranged by the Contractor.
4. Water will be provided by CPRI free of cost. However, being it is precious, unnecessary usage of water must be avoided.
5. Electrical power will be provided free up to 1000 kWh/month. For additional consumption the payment will have to be made at rates prescribed by Electrical Maintenance Division.
6. Gas burners are provided as per our list of items. The cooking LPG gas is fully in the scope of the Contractor.
7. The Contractor shall provide **safety gloves, Apron, mouth and head caps** for all persons deployed in CPRI canteen at his expense. The contractor shall ensure **washing and wearing** of these by canteen personnel so as to put up a pleasing appearance.
8. All soaps, detergents, disinfectants, cleaning agents, swipe clothes and accessories shall be arranged by contractor at his expense.
9. All Contractors' employees involved in cooking and serving must wash their hands with carbolic solid/liquid soap (KSDL or Dettol) which has to be provided by the Contractor at his expense.
10. Soap and wash basin disinfectants for hand wash by end users of the canteen shall be arranged by Contractor at his expense.
11. Non – functioning/No supply of Water supply, & Electricity will be attended by CPRI.
12. The items have been serviced and given to the Contractor in good condition at the

Start of the Contract. Repairs towards utensils and gas connection, gas stove, etc., to be carried out by the Contractor at his/her cost only during the currency of the Contract.

13. Repairs arising, due to improper use of Water / Electricity / Drainage system will have to be under taken by Contractor.
14. On emergency, the major repairs may be carried by the contractor with approval of CMC Chairman.
15. Dumping of solid waste into drain and clogging it is not permitted. The contractor will have to set it right at his cost, in case it is found that solid food waste is dumped into the drain. Solid food waste must be segregated and disposed in an area indicated by CPRI.

Table 7 : Infrastructure hardware support offered by CPRI

| List of canteen vessels, etc on 31.03.2015 | | | |
|--|---|-----------|-------------|
| Sl. No. | Description | Type | Qty. issued |
| 1 | Basin | S.Steel | 1 |
| 2 | Steel Thali | S.Steel | 26 |
| 3 | Katoris | S.Steel | 34 |
| 4 | Water Glasses | S.Steel | 15 |
| 5 | Chappatti Tawa | | 1 |
| 6 | Tiffin Spoons | S.Steel | 5 |
| 7 | S.S Water Jugs | Plastic | 4 |
| 8 | Pm Palta (20") | S.Steel | 1 |
| 9 | Rice Collander SS (Rice Jara) | S.Steel | 2 |
| 10 | Plastic Containers with lids (10 Kgs) | Plastic | 1 |
| 11 | S.S Containers with lids (5 Kgs) | S.Steel | 5 |
| 12 | S.S Dabari (20 Ltrs) | Aluminium | 2 |
| 13 | Plastic Crates (Big) for carrying vessels (Tup) | Plastic | 2 |
| 14 | Wet Grinders | Plastic | 1 |

| | | | |
|----|---|------------|----|
| 15 | Gas Stove burners | | 1 |
| 16 | Deep Freezer | | 1 |
| 17 | Table LONG-1 (with stone slab) | | 5 |
| 18 | Chair plastic | Plastic | 18 |
| 19 | Vegetable keeping Tokery | | 2 |
| 20 | Salt Container for serving | Plastic | 5 |
| 21 | Sugar Container for serving | | 5 |
| 22 | LPG Cylinder | Commercial | 3 |
| 23 | Inject Killer machine | | 1 |
| 24 | Ceiling Fan | | 2 |
| 25 | Fire Fighting Equipment (4 Kgs Cylinders) | | 2 |
| 26 | Dish Wash Table | | 1 |
| 27 | Dish Storage Table | | 1 |
| 28 | Hot Oven | | 1 |
| 29 | Exhaust Fan | | 1 |
| 29 | Water Cooler | | 1 |

Forwarding Letter

(To be submitted on bidder's Letter Head)

No.:

Date:

To

The Chairman, CPRI-CMC,
Central Power Research Institute
Regional Testing Laboratory
3-A, Institutional Area, Sector -62,
Noida.

Dear Sir,

Tender for Catering Services

1. This has reference to your tender notice for catering services at Central Canteen of CPRI. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.

2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.

3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.

4. I/We are enclosing Demand Draft / Bank Guarantee for INR. 15,000/- in favour of **“Accounts Officer, CPRI, STDS, Bhopal”** payable at Bhopal towards EMD vide DD/ BG No. _____ Date: _____ Issuing Bank: _____
Branch: _____

5. I/We agree that our tender remain valid for acceptance by CPRI for a period of 180 days from the date of opening of Part-A of the tender or till the date of finalization of tender, whichever is earlier.

6. I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to CPRI verifying any or all the information furnished in this document with the concerned authorities, if necessary.

8. I/We understand that CPRI reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature of Bidder with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

Profile of the bidder (Part-I) – Basic Information

| S No | Particulars | To be filled by the bidder |
|-------------|--|---|
| 1 | Name of the bidder / firm / organization / company | |
| 2 | Type of firm/organization (Proprietorship/ Partnership/ Private Ltd etc. (Furnish copies of partnership / Memorandum of Association etc.) | |
| 3 | Name of the proprietor / partners / of the firm | |
| 4 | Year of Incorporation / registration | |
| 5 | Registered address of the firm | |
| 6 | Name, designation, telephone nos., email of the contact person / authorized signatory | |
| 7 | License for providing catering services (Registration under Shops & Estt. Act) obtained (Yes / No) | |
| 8 | Trade Licence from FSSAIO (Yes / No) | |
| 9 | Whether the firm has been in business of catering for at least 5 years (Yes / No) | |
| 10 | Annual turnover of the firm for last 5 years (in INR lakhs) (Furnish copies of audited balance sheets and profit & loss account statements) | a) FY 2018-19 b) FY 2017-18 c) FY 2016-17, etc. |
| 11 | Details of Registration (Firm, Company etc) a) Registering Authority b) Date c) Number | |

| | | |
|-----------|---|--|
| | | |
| 12 | Registration Nos. under various Statutory Acts viz. VAT, Service Tax, EPF, ESIC, Labour License (copy of registration certificate to be enclosed) | |
| | VAT | |
| | Service Tax | |
| | PF | |
| | ESIC | |
| | Labour License | |
| | Professional Tax | |
| | PAN (Copies of income-tax returns for last 3years to be enclosed) | |
| 13 | Whether registered / empanelled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. As approved vendors and if so, furnish details | |
| 14 | Whether involved in any litigation earlier with any organization? If so, please submit the details. | |
| 15 | Any civil suits pending in any of the works executed? If so, furnish details. | |
| 16 | Any other information which the bidder feels relevant. | |

(Signature of Bidder with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

Profile of the bidder (Part-II) – Experience**A) List of similar works being executed presently by the Bidder**

| Sr. No. | Name & Address of the organization for whom the work was executed along with contact persons and their telephone nos. | Nature / Type of the work | maximum no. of persons catered on single day | Value of the work executed (INR) | Duration of the Contract with commencement and expected date of completion |
|---------|---|---------------------------|--|----------------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Note: Copies of the work orders should be enclosed

B) List of similar works already executed/completed by the Bidder during the last 5 years

| Sr. No. | Name & Address of the organization for whom the work was executed Along with Contact persons and their telephone nos. | Nature / Type of the work | maximum no. of persons catered on single day | Value of the work executed (INR) | Duration of the Contract with commencement and expected date of completion |
|---------|---|---------------------------|--|----------------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Note: Copies of the work orders and performance certificate from Past/ Present Clients (if any) should be enclosed

(Signature of Bidder with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

Technical evaluation will be based on Annual Turnover, Manpower on roll, experiences of running Catering services, food quality, food quantity, cleanliness, services, and capability based on documents submitted in technical bid and physical inspection of their establishment (Base Kitchen), and physical inspection of their clients' site, obtain feedback on their past/present performance from their clients etc. on a relative grading basis volume of work performed in preceding years, trained Supervisory Staff on roll, ISO 9001-2008 / ISO 22000 certification (if any) and other pre-qualification criterion prescribed in the Terms and Conditions of the contract and a score out of hundred will be awarded. Technical evaluation of items like turnover, manpower, and works undertaken shall be based on the documents provided by the Contractor with Bid Documents only and No further documents submitted at a later stage what so ever would be entertained, accounted or considered.

Technical evaluation criterion:

The following criteria based on relative grading (maximum in the lot as maximum marks) is followed:

| Sl. No | Criteria | Maximum Score | Remarks |
|--------|---|---------------|--|
| 1 | Annual turn over for catering/canteen services during the past 3 years | 10 | Subjected to fulfilling minimum financial requirements as contained in the NIT. |
| 2 | Past experience in running similar services; Volume and number of works performed in preceding 3 years. | 10 | Subjected to fulfilling other minimum requirements like handling similar jobs, credentials / reputation, litigation, etc; and as contained in the NIT. |
| 3 | Qualified & Trained manpower on rolls | 10 | Subjected to fulfilling other minimum as contained in the NIT. |
| 4 | Certification such as ISO 9001, etc. | 10 | Evidence to be provided |

| | | | |
|---|---|-----|--|
| 5 | Infrastructure at the base kitchen such as type, quality and capacity of equipment; level of mechanization and cleanliness in the base kitchen | 20 | Based on field inspection by CPRI Canteen Committee |
| 6 | Level of cleanliness, hygiene, presentation of food, ambience, presentation of the Contractor's personnel at the premises of one end user selected by CPRI | 20 | Based on field inspection by CPRI Canteen Committee |
| 7 | Tasting of food supplied, obtaining overall feedback from end users on the variety, quality, taste and quantity of food supplied; and inspection of complaint register at the premises of one End User selected by CPRI | 20 | Based on field inspection by CPRI Canteen Committee |
| 8 | Total (maximum) points scored | 100 | Any firm or agency which is able to score at least seventy or more points is deemed to be a successful bidder technically. The price offer of only successful technical bidder will be opened. |

Any firm or agency which is able to score at least seventy or more points may be deemed to be a successful bidder technically.

The financial criterion will be:

Price for evaluation of financial offers is as follows:

| Sl. No. | Item | Quoted price (X) | Quantity (Y) | Total (X) x (Y) |
|----------------|--|-------------------------|---------------------|------------------------|
| 01 | Breakfast | | 20 | |
| 02 | Tea/Coffee | | 40 | |
| 03 | Standard Lunch inclusive of special lunch on every Wednesday/next working day. | | 25 | |
| 04 | Evening Snacks on advance information | | 15 | |
| 05 | Grand total (total of 01 to 05) | | | |

Only average price must be quoted for each of the following 5 items: breakfast, Tea/Coffee, standard meal & Evening Snacks. Individual rates for different individual served during breakfast/Evening Snacks; Tea/Coffee, Standard/Special meals, must not be quoted and will render the offer ineligible.

The work will be awarded to the L-1 agency (based on the above calculation of rates of 2 items multiplied by their monthly quantity) who is technically qualified as per the technical evaluation criterion. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CHECK LIST/INPUTS FOR ENABLING TECHNICAL EVALUATION

| Sl. No. | Information to be provided | To be filled by the Bidder | For office use only |
|----------------|---|-----------------------------------|----------------------------|
| 1. | Annual Turnover (in Lakhs) | | |
| 2. | Trained Man power on roll | | |
| 3. | Experience of running Catering services (in years) | | |
| 4. | Volume of work done during last three financial years as specified in Eligibility Criteria in the NIT. | | |
| 5 | No. of Trained Supervisory staff in the field of Catering. | | |
| 6. | ISO Certification of the firm . If, Yes, A copy of the Certificate may be enclosed. | | |
| 7. | Self-attested documents certifying all statutory compliance is duly enclosed | Yes / No | |
| 8 | Physical inspection of their establishment (Base Kitchen) for food quality, food quantity, cleanliness, services etc. | | |
| 9 | To obtain feedback on the past/present performance from the clients of the bidder. | | |
| 10 | Financial Performance of last 3(three) years of the bidder. | | |

Note: Photo copies of all necessary documents duly self-attested must be attached for verification of the information provided.

(Signature of Bidder with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

CHECK-LIST FOR TECHNICAL BID FOR CATERING SERVICES

| Sl. No. | Documents asked for | Page number at which document is |
|----------------|--|---|
| 1. | Forwarding letter (as per proforma given) on the letter head of the bidder as per Annexure-5 | |
| 2. | Bid Security (EMD) of INR(INR.....) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of Accounts Officer, CPRI, STDS, Bhopal valid for 60 days beyond the Tender validity period. | |
| 3. | Profile of the bidder (as per proforma given) duly filled as per Annexure- 6&7 | |
| 4. | A complete set of tender document (Technical Bid) as uploaded, duly filled and signed by the bidder (including Annexure 1,2,3,4,5,6,7,8,9,11 &12) | |
| 5. | Price bid (Annexure-14) | |
| 6. | Oneself-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, and address and office telephone numbers. If the bidder is a partner ship firm, name designation, address and office telephone numbers of Directors/Partners also. | |
| 7. | Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year. | |
| 8. | Self-attested copy of Service Tax Registration No. | |
| 9. | Self-attested copy of valid Registration number of the firm /agency. | |

| | | |
|-----|--|--|
| 10. | Self-attested copy of valid Provident Fund Registration number. | |
| 11. | Self-attested copy of valid ESI Registration No. | |
| 12. | Self-attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970. | |
| 13. | Proof of experience of last three financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers. | |
| 14. | Income tax annual returns of previous three years supported by audited balance sheet | |
| 15. | Anyother documents, if required. | |

Please indicate the minimum number of Manpower proposed to be employed in the Canteen for daily services in the following table.

| Sl. No. | Activity | Works Descriptions | Number of Manpower Male / Female |
|----------------|--|--|---|
| 01 | Cooking | Cooking and associated food preparation activities at CPRI end. (Main cook must have an experience of 3-5 years for having cooked for 50 persons) | |
| 02 | Handing out of meal plates & Dining Area Service | For smooth functioning of food dispensing system & to supply water during breakfast, lunch and tiffin at the canteen. | |
| 03 | Washing / Cleaning | To remove plates and clean dining tables immediately after use. To clean plates, tumblers etc. free of oil and moisture when serving food To clean cooking vessels free of oil To clean kitchen items & flooring To clean dining areas (Hall No. 1 & 2) To clean hand wash area - (the floor should be kept and maintain dry and free from water) | |
| 04 | Total | | |

(Signature of Bidder with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

FORM OF BANK GUARANTEE FOR BID SECURITY (EMD)

(TO BE STAMPED IN ACCORDANCE WITH STAMPS ACT OF INDIA)

KNOWALL MEN by these present that we _____ (Name and address of Bank), having our registered office at _____ (hereinafter called “the Bank”) are bound unto _____ (Name of the Department) (hereinafter called “the Department”) in sum of INR _____ for which payment will and truly to be made to the said Employer, the Bank binds him self, his successors and assigns by these presents.

WHEREAS _____ (Name of Bidder) (herein after Called “the Bidder”) has submitted his bid dated __for providing Catering Services (hereinafter called “the Bid”).

WHERE AS the Bidder is required to furnish a Bank Guarantee for the sum of INR _____ (Amount to be filled in consultation with purchase department in figures and words) as Bid Security against the Bidder’s offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That CPRI may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date here of and shall remain in force till:-
 - (a) The Bidder, in case the bid is accepted by CPRI, executes a formal agreement after furnishing the Performance Guarantee of a nationalized bank in India
 - (b) SixtydaysafterthedateofvalidityortheextendeddateofvalidityoftheTender,as the case may be whichever is later.
4. That the expression “the Bidder” and “the Bank“ here in used shall, unless suchaninterpretationisrepugnanttothesubjectorcontext,includetheir respective successors and assignees.

THE CONDITIONS of this obligation are:

- i. If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- ii. If the Bidder refuses to accept the corrections of errors in his bid; or
- iii. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish the Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in Para _____ of the Notice Inviting Tender.
- iv. If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- v. If the contract is terminated for reasons as on that the agency is black listed in any of the State Governments/Union Government.

WE undertake to pay to CPRI up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will not state the amount claimed (i), (ii), (iii) (a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

Signature of Authorized Official of the Bank Name of Official _____

Designation _____ ID No.

Name of Witness

(Stamp/Seal of Bank) Address of Witness

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**(TO BE STAMPED IN ACCORDANCE WITH STAMPS ACT OF INDIA)**

1. THIS DEED of Guarantee made this day of _____ between (Name of the Bank) (here in after called the “Bank”) of the one part and CPRI/RTL, Noida (hereinafter called the “Department”) of the other part.
2. WHEREAS CPRI has awarded the _____ contract for Catering services contract for INR _____ (Rupees in figures and words) (Here in after called the “contract”) to M/s _____ (Name of the contract or) (here in after called the “contractor”).
3. AND WHERE AS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of INR _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee CPRI the full amount of INR _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with CPRI, the Bank is engaged to pay CPRI, any amount up to and inclusive of the a fore mentioned full amount upon written order from CPRI to indemnify the Department for any liability of damage resulting from any defects or shortcomings of the Contractor or the debt she may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Department immediately on demand without delay without reference to the Contract or and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to CPRI any money so demanded notwithstanding any dispute/disputes raised by the Contract or in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the

anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if CPRI agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by CPRI and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of CPRI in enforcement of payment of any moneys, the payment whereof is intended to be here secured or the giving of time by CPRI for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Department", "the Bank" and "the Contractor" here in before used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the ___day of _____(Month)_____(year) being herewith duly authorized.

For and on behalf of the Bank.

Signature of authorized Bank official

Name _____ Designation _____ I.D. No. _____ Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness-1.

Signature _____ Name.....
Address.....

Witness-2.

Signature _____ Name.....
Address.....

FORM OF AGREEMENT

THIS AGREEMENT is made on the.....day..... (Month)..... (Year) Between the President of India through CPRI/RTL, Noida hereinafter called “CPRI”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND..... (Name and address of the contractor)

Through Shri....., the authorized representative (hereinafter called “the contractor”) (which expressions shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Catering Services to the CPRI/RTL, Noida for providing a neat and clean environment to CPRI.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of Contract No..... dated.....;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
3. Any other documents forming part of the contract.
4. In consideration of the payments to be made by CPRI to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Catering services w.e.f as per the provisions of this Agreement and the tender documents.
5. CPRI hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of INR (Rupees in words).
6. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have signed the Agreement the day and the year first above written

For and on behalf of the CPRI
Signature of the authorized Official
Name of the Officer
Stamp/Seal of the Official

By the said.....
Name on behalf of the CPRI in presence of
witness
Name.....
Address.....
.....
.....

For and on behalf of the Contractor
Signature of the authorized Officer of
Contractor
Name of the Official of contractor
Stamp/Seal of the Contractor

By the said.....
Name on behalf of the contractor in presence
of
witness
Name.....
Address.....
.....
.....

Tender Document
for
Catering Services at
Canteen
of

Central Power Research Institute,
Regional Testing Laboratory,
3-A, Institutional Area, Sector – 62,
Noida – 201 309.

Part - B
Price Bid

PRICE BID**Tender for Catering Services at Canteen of CPRI/RTL, Noida****THE CONTRACTOR SHALL QUOTE IN THE FOLLOWING FORMAT ONLY**

A. {For 2 ITEMS ONLY (Breakfast (average rate) and Lunch (Standard Cum Special Meals) and Evening Snacks (average rate)}

| Item No. 1 Breakfast/Morning Tiffin | | Rate (Rs.) |
|--|---|---|
| Monday | Paratha (200 mm diameter) stuffed with Aloo, Gobi, Pudina, Radish etc. x 2 nos. (100 gms. for 2) with curd (60 gms.) and pickles | Please quote one average price for this set of items: |
| Tuesday | Idli (100 gms.) x 2 nos. And Vada (100 gm) x 1 no. with sufficient sambar (100-150 g) and chutney. | |
| Wednesday | Puri (125 mm diameter) x 4 nos (100 gms. for 4) with sufficient subzi (100-150 g). | |
| Thursday | Dalia (300 gms), with Curd (60 gms) and sufficient chutney (100 -150 gm). | |
| Friday | Rice bath, Rice bath varieties Tomato/Jeera/ Lemon/Puliogare/Pongal/Bisibele/Shaiige – 1 Plate (300 gms.) with sufficient curry/sambar (100–150 gm) & chutney (100 -150 gm) | |
| Item No. 2 Tea/Coffee Standard Meal | | Please quote one average price only: |
| 01 | Freshly prepared filter tea/coffee with fresh milk coffee/tea powder and Sugar. | |

| | | |
|--|--|--------------------------------------|
| | | |
| Item No. 3 Evening Snacks | | Please quote one average price only: |
| Monday | Samosa (75gm each) – 2 No. with chutney. | |
| Tuesday | Alu Bonda (75gm each)- 2 No. with chutney. | |
| Wednesday | Bread pakorda (stuffed per piece 80gm) – 1 No. with chutney. | |
| Thursday | Mix pakorda per piece 50gm – 2 No. with chutney. | |
| Friday | kachori (60gm each) – 2 No. With chutney. | |
| Item No.4 Standard Meal Including Special Meal On every Wednesday | | Please quote one average price only: |

NOTE: 1) ONLY one Rate is to be quoted against each blank BOX, 2) If separate price for each item is quoted, the entire offer will be rejected.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date: