

PROCUREMENT PROCEDURE OF CPRI (NON - WORKS)			
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NIT: STDS - 05/2019-20

**E-TENDER DOCUMENT
SINGLE BID SYSTEM**

Name Of The Purchaser:	Joint Director, Purchase Authority Central Power Research Institute, Bhopal.
Tender Specification. No.	STDS/12-01/2019-20 /PUR /G -2662/
Description Of Equipment/ Goods /Services	Corporate Canteen Service at CPRI, STDS, Bhopal
Scope of supply	Services
Quantity Required (in metric units)	As per Tender Documents.
Consignee(s) and Delivery Place (s)	CPRI, STDS, Bhopal.
Tender Document Fee (Non refundable and to be paid on line at the time of tender submission)	Rs.500/- (OR US \$ 35) shall be submitted through e-payment gate way. This is mandatory.
Tender Processing Fee (Non refundable and to be paid on line at the time of tender submission)	Rs. 4,012/- (OR US \$...) (inclusive of service tax) through e-payment gate way. This is mandatory.
Earnest Money Deposit (To be paid on line at the time of tender submission) received	Rs.68,000 Through e-payment gate way / Account payee Demand Draft /Fixed Deposit Receipts /Banker's Cheque / Bank guarantee . The EMD shall be payable - in favour of “The Accounts Officer, CPRI, Bhopal” and the relevant originals shall reach “The Purchase Authority , CPRI, Bhopal” mandatorily on or before the due date , failing which the offer shall be rejected.
Last date for on line submission of tender (both techno-commercial & price bid)	By 14 hrs.on 20.03.2020
Online tender opening date and time for both techno-commercial and price bid	The Tenders would be opened at 11.00 hrs. Onwards on the next working day.

NOTE:

1. The details as per section-II in hard copy shall be submitted in a sealed cover superscribing the Tender enquiry No., due date, and shall reach the 'Purchase Authority , Central Power Research Institute, STDS, Bhopal, on or before tender due date & time.
2. **The bidder / tenderer offer shall be rejected / disqualified for the following reasons:**
 - 2a Any tampering to the CPRI terms and conditions governing the tender document after downloading.
 - 2b The tenders without Tender Document Fee, Tender Processing fee and EMD.
 - 2c Non receipt of EMD instrument in Original on or before due date.(which was uploaded at the time of tender submission)
 - 2d The bids submitted on “High Sea Sale” basis.
 - 2e Non submission of Online clear ‘ Price / Rate’ in section- IA / IB.

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TERMS and CONDITIONS covering the tender

1	Any tampering / deviations made to the terms and conditions governing the tender document after downloading will disqualify the tender.	डाउनलोड करने के बाद निविदा दस्तावेज में निर्धारित अनुबंध एव शर्तों में अगर हेरफेर/विचलन किया गया तो निविदा निरह बनेगी।
2	Tenders without tender document fee, tender processing fee and EMD shall be rejected.	निविदा दस्तावेज शुल्क, निविदा प्रक्रमण शुल्क तथा ईएमडी रहित निविदा को अस्वीकार किया जाएगा।
3	Price bid should be submitted ONLINE only in the format given in section-I(A)/ I(B) only and any other forms of information is not acceptable. However • CPRI is exempted from payment of Customs Duty under Notification NO.51/96 dated 23-7-1996 amended Notification No.24/2007-Customs dated 1-3-2007. • The taxes as applicable from time to time based on the GST guidelines effective from 01.07.2017 .	खण्ड I ए / I बी में दिए गए प्रपत्र में ही कीमत बोली आनलाइन द्वारा प्रस्तुत की जानी चाहिए तथा अन्य किसी भी प्रकार की सूचना स्वीकार्य न होगी। तथापि, • सीपीआरआई को अधिसूचना सं.51/96 दिनांक 23/7/1996 एवं संशोधित अधिसूचना सं. 24/2007 सीमा शुल्क दिनांक 1/3/2007 के अधीन सीमाशुल्क के भुगतान से छूट दी गई है। • समय-समय पर यथा लागू कर जीएसटी दिशानिर्देशों के आधार पर 01.07.2017 से प्रभावी होगा।
4	Technical Bid should be submitted ONLINE. Hard copy of the technical pamphlets/ literature/catalogue and any other technical documents shall be submitted in a sealed cover superscribed with Tender enquiry No., due date , and shall reach the 'Purchase Authority, Central Power Research Institute, STDS, Bhopal' <i>on or before tender due date & time</i> .	तकनीकी बोली ऑनलाइन प्रस्तुत की जानी चाहिए। तकनीकी पैम्फलेट/ साहित्य / कैटलॉग और किसी भी अन्य तकनीकी दस्तावेज की हार्ड कॉपी बंद लिफाफे में निविदा पृष्ठसंख्या, नियत दिनांक को ऊपर लिखते हुए निविदा की नियत तारीख एवं समय पर अथवा उससे पहले 'क्रय प्राधिकारी, केन्द्रीय विद्युत अनुसंधान संस्थान, भोपाल' को पहुंच जानी चाहिए।
5	The bids /offers submitted on "High Sea Sale" basis shall be rejected.	"हाय सी सेल" आधार पर प्रस्तुत बोली / प्रस्तावों को खारीज किया जाएगा।
6	The Quotation /offer should be valid for a period of Six (6) months.	दरसूची / प्रस्ताव की मान्यता छः (6) माहों की अवधि के लिए हो।
7	CPRI reserves the right to accept / reject any OR all tenders without assigning any reasons thereof.	सीपीआरआई किसी भी या सभी निविदाओं को बिना कोई कारण बताए स्वीकार / अस्वीकार करने का अधिकार रखता है।
8	Appendix -I and Check List should be submitted in hard copy along with the above.	परिशिष्ट -1 तथा जाँच सूची हार्ड प्रति में पेश करें तथा उपरोक्त के साथ भेजे।
9	The Quotation should be on CIF basis and the port of landing shall be Bhopal for Air Freight and ICD Bhopal for Sea freight .	दरसूची सी आई एफ आधार पर हो तथा हवाई माल उतारने का पत्तन 'भोपाल' एवं समुद्री माल के लिए आई सी डी भोपाल' होगा।
10	INDICATE breakup SEPARATELY FOR :- (As indicated in Section I-B) • The F.O.B. / F CA Value. • Freight Charges (By Sea & Air for nearest port shown separately). • Insurance Charges. • Indian Agency Commission in INR only . If any included in the FOB / FCA Price . • The requisite pamphlets, complete technical specifications / literature, equipment over-all sizes, weight, guarantee period, inspection clauses, payment terms etc., should be furnished and hard copy of the same may submitted along with the above offer.	निम्नों को अलग से सूचित करें :- (खण्ड I-बी में यथा सूचित) • एफ ओ बी / एफ सी ए मूल्य • माल भाडा (समीप पत्तन के लिए समुद्र एवं हवाई मार्ग द्वारा अलग से दर्शाए) • बीमा प्रभार • भारतीय अभिकरण आहत केवल भारतीय रूप में दे, यदि कोई है, एफ ओ बी /एफ सी ए कीमत में इसे सम्मिलित किया गया हो। • आवश्यक पैम्फलेट, संपूर्ण तकनीकी विनिर्दिष्टताएँ/ सूचनाएँ, पूर्ण रूप से उपस्कर का कुल आमाप, भार, गारंटी काल, निरीक्षण शर्तें, भुगतान की शर्तें आदि प्रस्तुत करें तथा उसकी हार्ड प्रतिको उपरोक्त प्रस्ताव के साथ प्रस्तुत करें।

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11	Wherever the offers are submitted by the Indian Agents, the copy of the Agency Agreement with the foreign principals and the precise relationship between them and their mutual interest in the business, the nature of After Sales Service to be rendered by the Indian Agent including the Letter of Authorization issued by the Foreign Principal shall be submitted.	जहाँ कहीं भी भारतीय अभिकर्ताओं द्वारा प्रस्ताव पेश किए जाते हों, विदेशी प्रधानों के साथ अभिकरण के अनुबंध की प्रति तथा उनके बीच का यथार्थ संबंध तथा कारोबार में उनकी परस्पर रुचि, विदेशी प्रधान द्वारा जारी किए गए प्राधिकार पत्र के साथ भारतीय अभिकर्ता द्वारा विक्री के बाद प्रदान की जानेवाली सेवा के प्रकार को प्रस्तुत किया जाए।
12	Details of Enlistment of Indian Agent representing foreign principal under Enlistment Scheme of Department of Expenditure, Ministry of Finance GOI, if any be submitted	वित्त मंत्रालय, भारत सरकार के व्यय विभाग की योजना के तहत विदेशी प्रधान का प्रतिनिधित्व करते भारतीय अभिकर्ता के सूचीयन के ब्यौरे दिए जाएं.
13	(a) Either of the Indian Agent on behalf of Principal/OEM OR Principal/OEM only can bid , Not both. (b) An Indian agent bids on behalf of a Principal/OEM, is not eligible to submit the bid for another Principal/OEM in the same tender for the same item/product.	(अ) प्रधान / ओईएम की ओर से भारतीय अभिकर्ता अथवा प्रधान / ओ ई एम खुद बोली लगा सकते हैं, किन्तु दोनों नहीं। (आ) यदि भारतीय अभिकर्ता प्रधान / ओ ई एम की तरफ से बोली लगाते हैं तो, वही अभिकर्ता उसी मद / उत्पाद के लिए उसी निविदा में किसी और प्रधान/ओ ई एम की तरफ से बोली पेश नहीं कर सकता।
14	SCOPE : The scope of the supply is given in Section II.	परिधि : आपूर्ति की परिधि खण्ड II में दी गई है।
15	SERVICE CONDITIONS : The equipment shall be suitable for satisfactory operation under the following Service Conditions :- Altitude : 523 meters above MSL Atmospheric Condition : Normal Installation : Indoor / Outdoor Relative Humidity : 0 to 95% Ambient Temperature : 5 °C to 50 °C	सेवा परिस्थितियाँ : उक्त उपस्कर निम्नलिखित सेवा शर्तों के अधीन संतोषजनक प्रचालन के लिए उपयुक्त हों :- ऊँचाई : एम एस एल से 523 मीटर ऊपर वायुमंडलीय परिस्थितियाँ : सामान्य अधिष्ठापन : आंतरिक/ बाह्य आपेक्षिक आर्द्रता : 0 से 95% परिवेशी तापमान : 5 °से से 50° से
16	N.B.: This is with respect to the goods which are to be supplied for CPRI, Bhopal. The conditions may change for the goods which are required to be supplied and used in our other units. The details as indicated in the technical specifications shall apply for the same.	ध्यान दें : यह उस माल के संबंध में है जिसे सी पी आर आई, बंगलूर में आपूर्ति किया जाना है। शर्तें उस माल के लिए बदलेगी जिसे हमारे अन्य एककों में आपूर्ति तथा प्रयुक्त किया जाना है। इनके लिए तकनीकी विनिर्दिष्टताओं में यथा सूचित ब्यौरे लागू होंगे।

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17	PRICES : The price shall be firm , the applicable GST shall be clearly indicated for delivery at Central Power Research Institute, Switchgear Testing & Development Station, Govindpura, Bhopal, Madhyapradesh, INDIA, Pin-462023.	कीमत : केन्द्रीय विद्युत अनुसंधान संस्थान, स्विचगियर परीक्षण तथा विकास केन्द्र स्विचगियर परीक्षण तथा विकास केन्द्र गोविन्दपुरा, भोपाल-462023 में सुपुर्दगी के लिए यह कीमत निश्चित रहेगी लागू जी एस टी स्पष्ट रूप से दर्शाएँ।
18	EARNEST MONEY DEPOSIT : Amount as indicated in the tender document to be submitted through e-payment gateway. The format of Bank Guarantee for submission of EMD is enclosed as per Appendix-II. The original BG should reach Purchase authority, CPRI, STDS Bhopal on or before the due date of tender Otherwise offer shall be rejected. SECURITY DEPOSIT/ PERFORMANCE BANK GUARANTEE : 10% (Ten) of the value of the order shall be furnished by the successful tenderer for proper Fulfillment of the order. This shall be returned after the expiry of the Guarantee period.	बयाना जमा राशि : निविदा दस्तावेज में यथा उल्लिखित राशि ई भुगतान गेटवे द्वारा प्रस्तुत करें। परिशिष्ट-II के अनुसार बयाना जमा राशि पेश करने के लिए बैंक गारंटी का प्रपत्र संलग्न है। मूल बैंक गारंटी निविदा खोलने के नियत दिनांक से पहले सीपीआरआई, एसटीडीएस, भोपाल क्रय प्राधिकारी के पास पहुँचना चाहिए अन्यथा प्रस्ताव खारिज कर दिया जाएगा। प्रतिभूति सुरक्षा जमा / निष्पादन बैंक गारंटी : माँग आदेश के उचित पालन के लिए सफल निविदाकार आदेश का दस (10%) प्रतिशत मूल्य पेश करें। इसे गारंटी काल की समाप्ति के बाद लौटाया जाएगा।
19	VALIDITY : Tenderer shall invariably state in the tender, the validity of the offer. The validity shall be for a minimum period of 180 (One Hundred Eighty) days from the Date of opening of tender .	मान्यता : निविदाकार, निरपवाद रूप से निविदा में प्रस्ताव की मान्यता को सूचित करें। मान्यता, निविदा खोलने की तारीख से 180 (एक सौ अस्सी) दिनों की न्यूनतम अवधि के लिए होगी।
20	TECHNICAL PARTICULARS : Tenderer is requested to furnish the details of Guaranteed Technical Particulars in Section-II enclosed and to be submitted online. This is MOST ESSENTIAL .	तकनीकी विवरण : निविदाकार से अनुरोध है कि वे संलग्न खंड II में गारंटीकृत तकनीकी विवरण पेश करें तथा इसे ऑनलाइन प्रस्तुत करें। यह अत्यंत आवश्यक है।
21	ELECTRICALS : All electrical equipment should be suitable for operation on 415/230 ±10% Volts, 1/ 3 Phase, 4wires, 50 Cycles AC and must be Tropicalized for Indian conditions.	वैद्युत : सभी वैद्युत उपस्कर 415/230 ±10% वोल्ट, 1/3 कला, 4 तार, 50 आवर्तन ए सी, पर प्रचालन के लिए उपयुक्त हों तथा भारतीय परिस्थितियों के लिए उष्णकटिबंधित हों।
22	TERMS OF PAYMENT : a) For Indigenous Offers : 100% of the due price will be payable within 30 days after receipt of complete quantity of material/equipment in good working condition at CPRI, Stores. b) For Import Offer : 90% payment is payable by way of irrevocable Letter of Credit against presentation of Shipment Documents and all other related documents, Balance 10% upon submission of Bank Guarantee towards Security Deposit valid up to the expiry of the guarantee period.	भुगतान की शर्तें : अ) देशी प्रस्तावों के लिए : सी पी आर आई, भंडार में अच्छी कार्य स्थिति में सामग्रियों/उपस्करों की पूरी मात्रा में प्राप्ति के 30 दिनों के अंदर अपेक्षित कीमत का 100% भुगतान किया जाए। आ) आयात प्रस्ताव के लिए : 90% का भुगतान नौपरिवहन दस्तावेजों तथा अन्य सभी संबंधित दस्तावेजों को पेश करने पर अटल साख पत्र द्वारा किया जाएगा। शेष 10% का भुगतान , गारंटी काल की समाप्ति तक मान्य प्रतिभूति जमा की ओर बैंक गारंटी पेश करने पर किया जाएगा।

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23	<p>GUARANTEE / WARRANTY CLAUSE : The Equipment/material shall be guaranteed for a period of 18 months (Eighteen) from the date of receipt in good working condition at CPRI against any manufacturing defects, faulty design, materials or workmanship and shall be replaced free of cost at the destination of CPRI (OR) 12 (Twelve) months from the date of satisfactory commissioning of the equipment whichever is earlier or As per Section II after satisfactory installation against any manufacturing defects, faulty designs, materials or workmanship etc., shall be replaced free of cost at the ultimate destination of CPRI, Bhopal or at its specified units if found defective within the said period. Post Warrantee Comprehensive AMC including labour, travel, spare parts etc., for 2/3/4 years. The offer should clearly state full details of after sales service facility available for the equipment. The details shall include the No. & qualification of service personnel stationed at the service center, response time in case of emergency, availability of spares etc. The offer shall also give the amount and other terms and conditions for Annual Service contract of the equipment after the expiry of the guarantee/ warranty period.</p>	<p>गारंटी / वारंटी शर्तें : सी पी आर आई, भोपाल / उसके निर्दिष्ट कार्यकारी अन्य एककों में अच्छी स्थिति में उपस्कर की प्राप्ति की तारीख से 18 (अठारह) महीनों की अवधि के लिए अथवा 12 (बारह) महीने के संतोषजनक कार्य प्रवर्तन के बाद, इनमें से जो भी पहले हो, उपस्कर के साथ साथ उपसाधानों को, निर्माण में किसी प्रकार के दोष, दोषपूर्ण अभिकल्प, सामग्रियाँ अथवा कारीगरी के लिए गारंटीकृत किया जाना चाहिए तथा यदि उक्त अवधि के भीतर यह दोष युक्त पाया गया तो धारा II के अनुसार संतोषजनक प्रतिस्थापन के बाद कोई भी निर्माण दोष, दोष पूर्ण अभिकल्प, सामग्रियाँ अथवा कारीगरी सी पी आर आई, बंगलूर के अंतिम गंतव्य स्थान अथवा उसके विनिर्दिष्ट एकक में निःशुल्क प्रतिस्थपित किया जाएगा। श्रम, यात्रा और अतिरिक्त पुर्जे आदि यदि कोई हो तो प्रभार सहित 2/3/4 वर्ष के लिए व्यापक एएमसी की उत्तर वारंटी की आवश्यकता विकल्प के तौर पर दी जाएगी। प्रस्ताव में उपस्कर के लिए विक्री के बाद उपलब्ध सुविधाओं के ब्यौरों का स्पष्ट उल्लेख करें। इस ब्यौरे में सेवा केन्द्र में तैनात सेवा कार्मिकों की संख्या एवं अर्हता, आपातक परिस्थिति में अनुक्रिया समय, अतिरिक्त पुर्जों की उपलब्धता आदि शामिल हो। इस प्रस्ताव में गारंटी/वारंटी काल की समाप्ति के बाद उपस्कर के वार्षिक सेवा अनुबंध के प्रभार तथा अन्य निबंधन एवं शर्तों का भी उल्लेख होगा।</p>
24	<p>PACKING :-</p> <p>a) The equipment shall be packed suitably for dispatch directly to CPRI at Suppliers expense and tenderer shall be responsible for any damages during transit.</p> <p>b. External damages or shortages that are prima facie the result of rough handling in transit or due to defective package will be intimated within a fortnight of the receipt of materials / equipment's.</p> <p>c. Internal damages, defects or shortages of integral parts which cannot ordinarily be detected on a superficial visual examination through due to bad handling in transit or defective packing would be intimated within two months from the date of receipt of the articles.</p>	<p>पैकिंग :-</p> <p>अ) आपूर्क के खर्च पर सी पी आर आई को सीधे प्रेषित करने के लिए उपस्कर को उपयुक्त ढंग से पैक करें और पारगमन के दौरान किसी भी के क्षति लिए निविदाकार जिम्मेदार होगा।</p> <p>आ) बाह्य क्षति या कमियाँ जो पारगमन में असावधानी बरतने या त्रुटिपूर्ण पैकिंग के प्रत्यक्ष परिणाम हैं की सूचना सामग्री / उपकरण की प्राप्ति के एक पखवाड़े के भीतर दी जाएगी।</p> <p>ई) पारगमन में असावधानी बरतने या दोष पूर्ण पैकिंग की वजह से सरसरी तौर पर जाँचने से साधारणतया पता न लगने वाली आंतरिक क्षतियों, दोषों या अभिन्न भागों के न होने की सूचना सामग्रियों की प्राप्ति की तारीख से 2 महीने के अंदर दी जाएगी।</p>
25	<p>LOSS OR DAMAGE : If during the period of supply it is found that the goods already supplied are defective in materials or workmanship or do not conform to the specifications or unsuitable for the purpose for which they are purchased, then CPRI reserves right to either to reject the goods and repudiate or require the seller for replacement of the goods free of cost.</p>	<p>हानि या क्षति: यदि आपूर्ति की अवधि के दौरान यह पाया जाता है कि पहले ही आपूर्ति की गई माल की सामग्री या कारीगरी में दोष है या विनिर्देशों के अनुरूप नहीं है या जिसके लिए वे खरीदे गए हैं, उस के लिए अनुपयुक्त हैं, तो सीपीआरआई को या तो माल को अस्वीकार करने तथा निराकरण करने अथवा विक्रेता से निःशुल्क माल को बदलने की मांग रखने का अधिकार है।</p>

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26	TEST CERTIFICATES Tests shall be carried out as per relevant standards before despatch by the supplier at his expense and the test certificates shall be submitted for approval by CPRI	परीक्षण प्रमाण पत्र : आपूर्क द्वारा उनके खर्च पर प्रेषण से पहले संगत मानकों के अनुसार परीक्षण किए जाएँगे और परीक्षण प्रमाणपत्र सी पी आर आई, बेंगलूर के अनुमोदनार्थ प्रस्तुत किए जाएँगे।
27	LIQUIDATED DAMAGES ½ % per week of delay subject to a maximum of 5% of the total value of the order . CPRI reserves the right to cancel the order in cae of inordinate delays.	परिनिर्धारित नुकसान सुपुर्दगी में विलंब की ओर आधा प्रतिशत प्रति सप्ताह विलंब के हिसाब से कुल मूल्य का अधिकतम 5% तक उगाही की जाएगी। सुपुर्दगी में विलंब के कारण यथा समय सीपीआरआई आदेश को रद्द करने का अधिकार रखता है।
28	TRANSIT INSURANCE The goods shall be insured at the supplier's risk only. The transit insurance charges are NOT admissible by CPRI.	पारगमन बीमा : आपूर्क के जोखिम पर ही माल का बीमा किया जाएगा। पारगमन बीमा प्रभार सीपीआरआई द्वारा स्वीकार्य नहीं है।
29	TECHNICAL LITERATURE & OPERATING INSTRUCTIONS :- The complete and necessary Technical data pertaining to the materials/equipment offered shall have to be submitted separately in a sealed cover super scribing tender enquiry No. and due date. This is ESSENTIAL otherwise the offer will be rejected.	तकनीकी सूचना एवं प्रचालन अनुदेश :- पेश की गई सामग्रियों / उपस्करों से संबंधित पूर्ण एवं आवश्यक तकनीकी आँकड़े अलग से मुहरबंद लिफाफे में पेश करें जिसके ऊपर निविदा पृष्ठताछ सं तथा नियत दिनांक लिखा हो। यह अनिवार्य है, अन्यथा इस प्रस्ताव को अस्वीकृत किया जाएगा।
30	A list of addresses of users of similar equipment with other reference shall also be submitted along with the above.	उपरोक्त के साथ समान प्रकार के उपस्कर उपभोक्ताओं की पता-सूची भी भेजी जाए।
31	FAX / E-MAIL OFFERS : The offers of value Rs.1 Lakh and above, through Fax/E-mail /PDF etc.,are not accepted.	फैक्स / ई मेइल द्वारा प्रस्ताव : रु.1 लाख तथा उससे अधिक मूल्य वाले प्रस्ताव , फैक्स/ई मेल द्वारा स्वीकारा नहीं जाएगा।
32	Superscription on the envelope :- The catalogue/ technical literature / pamphlets, etc., shall be submitted in the envelope duly sealed and superscribed with the tender specification number, name of the item & due date of its opening as indicated in the cover sheet of this tender document and sent by post so as to reach us within the due date of opening of tender.	लिफाफे पर उपरिलेखन : सूचनाएँ/सूचीपत्र/तकनीकी सूचना/पैम्फलेट आदि मुहरबंद लिफाफे में पेश की जाए और उसके ऊपर निविदा के आवरण पृष्ठ में यथा सूचित निविदा की विनिर्देश संख्या, वस्तु का नाम तथा इसे खोलने की अंतिम तारीख को सूचित कर डाक द्वारा भेजा जाए ताकि निविदा खोलने के नियत दिनांक के भीतर हमें प्राप्त हो।
33	RIGHT OF REJECTION :- The Director General, CPRI or his authorized representative reserves the right to reject any tender in part or in full of all tenders without assigning any reasons thereof.	अस्वीकृति अधिकार : -महानिदेशक, सी पी आर आई अथवा उनके प्राधिकृत प्रतिनिधि बिना कोई कारण बताए किसी भी निविदा के कुछ भाग अथवा सभी निविदाओं को पूर्णतः अस्वीकार करने का अधिकार रखते हैं।
34	JURISDICTION / DISPUTES :- In all disputes, the decision of the Director General, CPRI, Bangalore, shall be final, conclusive and binding on the supplier/tenderer. All disputes shall be subject to the jurisdiction on the Courts in the City of Bangalore, India.	अधिकार क्षेत्र /विवाद :- सभी विवादों में महानिदेशक, सी पी आर आई, बेंगलूर का निर्णय अंतिम, निश्चयात्मक होगा और आपूर्क / निविदाकार पर बाध्यक होगा। सभी विवाद बेंगलूर शहर , भारत के न्यायालयों के अधिकार क्षेत्र के अधीन होंगे।

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35	<p>DEVIATIONS :- Deviations if any from the specifications given in Section-II, which provides for improvement in the functioning of the equipment, will be accepted. Such deviations and their advantages shall be clearly brought out in the tender.</p>	<p>परिवर्तन :- खण्ड II में दिए गए विनिर्देशों में से परिवर्तन यदि कोई हो, जो उपस्कर के प्रचालन में सुधार लाएगा, उसे स्वीकृत किया जाएगा। निविदा में ऐसे परिवर्तन और उनके लाभों का स्पष्ट रूप से उल्लेख होगा।</p>
36	<p>GENERAL INSTRUCTIONS :-</p> <ol style="list-style-type: none"> a) EMD amount will be refunded to all the unsuccessful tenderers only after the finalization of the tender without any interest. b) Security Deposit will be refunded only after the expiry of the guarantee period. c) Tender documents fees and processing fee once paid shall not be refunded under any circumstances. d) Tenderer shall submit price bid & technical bid online and in the prescribed forms only. e) Tenders submitted in forms other than these forms shall be rejected. f) Tenders Received without EMD shall be rejected. However the same is relaxed for Micro and Small enterprises (of MSEs), OR Startups recognized by DIPP OR NSIC firms. To benefit the exemption of EMD the firm shall have to submit necessary valid certificates regarding. g) No subsequent correspondence regarding price will be entertained, once the tender is opened. h) Tenders received without any technical details and with general remarks like “ENTIRELY AS PER SPECIFIC-ATION”, “Equipment confirm to your specification’ or mere statement COMPLIED with are liable for rejection.” i) Tender documents are not transferable. j) Tender with early delivery schedule will be given preference provided all other conditions are equal. k) The tender is subject to the provision of Rule 160(ii) of General Financial Rules 2005 of Government of India, Ministry of Finance, which enables a bidder to question the bidding conditions, bidding process and / or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded if the request is received in writing timely in the Purchase Division of this organization. l) Vendors / suppliers shall transport goods through registered common carriers only. Any transportation of goods through unregistered common carriers is illegal. 	<p>सामान्य अनुदेश :-</p> <ol style="list-style-type: none"> क) सभी असफल निविदाकारों को बिना ब्याज के बयाना जमा राशि निविदा के अंतिम निर्णय के पश्चात् ही, लौटायी जाएगी। ख) प्रतिभूति जमा को गारंटी काल की समाप्ति के बाद ही लौटाया जाएगा। ग) एक बार प्रदत्त निविदा दस्तावेजों के शुल्क तथा प्रक्रमण शुल्क को किसी भी परिस्थिति में लौटाया नहीं जाएगा ड) निविदाकार कीमत बोली तथा तकनीकी बोली ऑनलाइन में तथा निर्धारित फार्मों में ही प्रस्तुत करें। ढ) इन फार्मों के अलावा अन्य फार्मों में पेश निविदाएँ रद्द की जाएँगी। च) बयाना जमा राशि के बिना प्राप्त निविदाएँ अस्वीकृत की जाएँगी। तथापि, (एम एस ई के) माइक्रो और लघु उद्यमों के लिए अथवा डी आई पी या एन एस आई सी फार्मों द्वारा मान्यता प्राप्त प्रारंभी कंपनियों के लिए इसमें छूट दी जाएगी। ई एम डी की छूट से लाभ पाने के लिए फर्म को आवश्यक मान्य प्रमाण-पत्र प्रस्तुत करने होंगे। प्रमाणपत्र कीमत तथा तकनीकी बोलियों के साथ ऑनलाइन पेश करें। छ) एक बार निविदा खुलने के बाद मूल्य से संबंधित कोई भी उत्तरवर्ती पत्राचार पर विचार नहीं किया जाएगा। ज) किसी भी तरह के तकनीकी ब्यौरे के बिना प्राप्त तथा पूर्णतया विनिर्देशों के अनुसार” अथवा “उपकरण आपके विनिर्देशों के अनुरूप है” जैसी सामान्य अभ्युक्तियों युक्त निविदाएँ अस्वीकृत की जा सकती है। झ) निविदा दस्तावेज अहस्तांतरणीय है। ट) नियत समय से पहले सुपुर्द की गई निविदाओं को वरीयता दी जाएगी। बशर्ते सभी अन्य शर्तें समान हो। ठ) यह निविदा, भारत सरकार, वित्त मंत्रालय के सामान्य वित्तीय नियम 2005 के नियम 160 (ii) के प्रावधान के अधीन है जिससे बोली लगाने वाला बोली की स्थिति, बोली प्रक्रिया और/ या बोली की अस्वीकृति के बारे में सवाल कर सके। तदनुसार इस संबंध में बोली लगाने वाले द्वारा पूछताछ का जवाब तब दिया जाएगा यदि समय पर अनुरोध लिखित रूप में इस संगठन के क्रय विभाग में प्राप्त होगा। ड) विक्रेता/ आपूर्क केवल पंजीकृत आम वाहनों के माध्यम से ही मालों का परिवहन करें। अपंजीकृत आम वाहनों के माध्यम से मालों का किसी प्रकार का परिवहन करना अवैध है।

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IMPORTANT INSTRUCTIONS TO BIDDERS TO PARTICIPATE IN e-TENDERING

1	Information and Instructions for bidders hosted on website shall form as part and parcel of the bid document.	बोलीदाताओं के लिए वेबसाइट पर होस्ट की गई सूचना और निर्देश बोली दस्तावेज के एक भाग के तौर पर रहेंगे।
2	The bid document consisting of technical specifications, quantities and the terms and conditions to be complied with and other necessary documents can be seen and downloaded from website: www.tenderwizard.com/CPRI free of cost.	तकनीकी विनिर्देश, मात्रा एवं अनुपालन किए जानेवाले नियमों और शर्तों एवं अन्य आवश्यक दस्तावेजों से युक्त बोली दस्तावेज www.tenderwizard.com/CPRI वेबसाइट में पाए जा सकते हैं तथा निःशुल्क डाउनलोड किए जा सकते हैं:
3	The Bidders who are not registered for e-tendering on the website mentioned below are required to get prior registration with KEONICS, No.24, 3rd Stage, 4th Block, Basaveshwarnagar, Bangalore -560 079 , after fulfilling the procedural formalities, including making payment of the requisite registration/processing fee ONLINE in favour of KSEDCL payable at Bangalore. If needed, bidders can be imparted training on online bidding process as per details available on the website. Details of 'vendor registration' and 'Vendor brief help' are also available on the above e-tender portal.	केएसईडीसीएल के पक्ष में बेंगलूर में देय आवश्यक ऑनलाइन पंजीकरण / प्रक्रमण शुल्क के भुगतान सहित प्रक्रियात्मक औपचारिकताओं को पूरा करने के बाद, नीचे दिए गए वेबसाइट पर ई-निविदा के लिए अपंजीकृत बोलीदाताओं को कियोनिक्स, सं.24, तीसरा स्टेज, चौथे ब्लॉक, बसवेश्वरनगर, बेंगलूर -560 079 के साथ पूर्व पंजीकरण प्राप्त करने की आवश्यकता है। यदि आवश्यक हो, वेबसाइट पर उपलब्ध विवरणों के अनुसार, बोलीदाताओं को ऑनलाइन बोली प्रक्रिया पर प्रशिक्षण दिया जा सकता है। 'विक्रेता पंजीकरण' एवं 'विक्रेता संक्षिप्त सहायता' का विवरण उपरोक्त ई-निविदा पोर्टल पर भी उपलब्ध है।
4	One of the pre-requisites for participation in e-tendering is obtaining a valid Class III Digital Signature Certificate from one of the Digital Signature Certifying authorities such as NIC, MTNL, e-Mudhra, TCS, Safescrypt, GNFC etc., preferably through KEONICS.	एनआईसी, एमटीएनएल, ई-मुद्रा, टीसीएस, सेफसक्रिप्ट, जीएनएफसी इत्यादि जैसे डिजिटल हस्ताक्षर प्रमाणन प्राधिकरणों में से अधिमानतः कियोनिक्स द्वारा विधिमानीय क्लास III डिजिटल हस्ताक्षर प्रमाण पत्र प्राप्त करना ई-निविदा में भाग लेने के लिए पूर्व आवश्यक है।
5	On tender opening date, the Bidders can login and can witness the bids opening process. Sequel to the opening of bids at the prescribed date & time, the bidders would automatically receive cost comparison sheet.	निविदा खोलने की तारीख पर, बोलीदाता लाइन कर सकते हैं तथा बोलियों को खोलने की प्रक्रिया देख सकते हैं। निर्धारित तारीख एवं समय पर बोली खोलने के फलस्वरूप बोलीदाताओं को स्वचालित रूप से लागत तुलना पत्र प्राप्त होगा।
6	Bidders can upload documents in the form of JPG format and/ PDF format.	बोलीदाता जेपीजी प्रारूप और / पीडीएफ प्रारूप में दस्तावेज अपलोड कर सकते हैं।
7	Bidders must ensure to quote in the prescribed format included in the tender document. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells; a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).	बोलीदाताओं को निविदा दस्तावेज में सम्मिलित निर्धारित प्रारूप में उद्धृत करना सुनिश्चित करना होगा। आंकड़ों में दर उद्धृत करने वाले कॉलम गुलाबी रंग में दिखाई देता है और दर दर्ज करने के तुरंत बाद यह आसमानी नीला हो जाता है। इसके अलावा, किसी भी खाने का चयन करते समय, एक चेतावनी मिलती है कि यदि किसी भी खाने को रिक्त छोड़ दिया जाता है तो उसे "0" माना जाएगा। इसलिए, यदि कोई भी खाना रिक्त छोड़ दिया जाता है और बोलीदाता द्वारा कोई दर उद्धृत नहीं किया जाय, तो इस तरह की वस्तु की दर को "0" (शून्य) माना जाएगा।
8	List of Documents to be scanned and uploaded along with bid: 8.1) Demand Draft/Banker's Cheque/FDR/BG issued by any of scheduled banks guaranteed by Reserve Bank of India, drawn in favour of the 'Accounts Officer, CPRI, Bhopal (In case of submission of EMD by way of DD/ Bank guarantee, the original copy of the uploaded DD/BG should reach 'Purchase Authority, Central Power Research Institute, Bengaluru' on or before the due date and failing which the offer shall be rejected. 8.2) Certificates of PAN. 8.3) Certificate of Registration for GST, HSN & SAC codes etc. 8.4) DETAILS OF Bank Account Beneficiary name : CPRI, BHOPAL, BANK NAME:- State Bank of India SME Branch, Govindpura, Bhopal-462023 Account No. 30066375357, IFSC Code : SBIN001253	बोली के साथ स्कैन करके और अपलोड किए जाने वाले दस्तावेजों की सूची: 8.1) लेखा अधिकारी, सीपीआरआई, भोपाल के पक्ष में आहरित भारतीय रिजर्व बैंक द्वारा गारंटीकृत किसी भी निर्धारित बैंक द्वारा जारी डिमांड ड्राफ्ट / बैंकर चेक / एफडीआर / बीजी। डीडी / बैंक गारंटी के माध्यम से ईएमडी जमा करने के मामले में अपलोड किए गए डीडी / बीजी की मूल प्रति नियत तारीख पर या उससे पहले क्रय प्राधिकारी, केन्द्रीय विद्युत अनुसंधान संस्थान, बेंगलुरु को पहुंचे अन्यथा प्रस्ताव अस्वीकृत कर दिया जाएगा। 8.2) पैन के प्रमाण पत्र 8.3) जीएसटी, एचएसएन और एसएससी कोड आदि के लिए पंजीकरण प्रमाण पत्र। 8.4) बैंक खाता का विवरण लाभार्थी का नाम : सी पी आर आई, भोपाल बैंक का नाम : भारतीय स्टेट बैंक एस एम ई शाखा : गोविंदपुरा, भोपाल - 462023 खाता क्रमांक: 30066375357, आई एफ एस सी कोड : SBIN001253
9	Any queries regarding registration for e tendering can be got clarified through KEONICS e tender help desk. Contact No. 080- 49352000 / 9686196764 / 9686115318	ई निविदा के लिए पंजीकरण के बारे में कोई भी प्रश्न कियोनिक्स ई निविदा सहायता डेस्क के माध्यम से स्पष्ट किया जा सकता है। संपर्क सं. 080-49352000/9686196764/9686115318

निविदाकार के पूर्वानुभव के ब्यौरे को प्रस्तुत करने का प्रपत्र
FORMAT FOR PURNISHING THE DETAILS OF PREVIOUS
EXPERIENCE OF THE TENDERER
(इसे तकनीकी बोली के साथ हार्ड कापी में प्रस्तुत करें)
(Should be submitted in hard copy along with technical bid)

*समान प्रकार के उपस्करों के निर्माण तथा आपूर्ति में पूर्वानुभव ब्यौरा Details of previous experience in manufacture and supply of similar equipment				
क्रम सं Sl.No.	उपस्कर का वर्णन Description of the Equipment	आपूर्ति संगठन का नाम एवं पता Name & Address of the Organization to whom supplied	आदेश के मूल्य के ब्यौरे Details of order value	टिप्पणियाँ REMARKS

तारीख एवं मुहर सहित नाम , हस्ताक्षर

Name , Signature &Date
Seal

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निविदा की अस्वीकृति से बचने के लिए जाँच सूची
CHECK LIST TO AVOID REJECTION OF THE TNERER

1. क्या अपने अपनी कीमत-बोली तथा तकनीकी -बोली को निर्धारित प्रपत्र में ऑनलाइन प्रस्तुत किया है ?

Have you submitted your Price Bid and Technical Bid online in the prescribed format?

हाँ YES / नहीं NO

2. क्या आपने तकनीकी सूचना/पैम्फलेट / सूचीपत्र आदि की हार्ड कॉपी प्रस्तुत की है ?

Have you submitted technical literature/phamphlet/catalogues, etc., in hard copy?

हाँ YES / नहीं NO

.3 क्या आपने निविदा में यथा विनिर्दिष्ट ई एम डी , निविदा शुल्क तथा प्रक्रमण शुल्क ऑनलाइन प्रस्तुत किया है ?

Have you submitted EMD, tender fee & processing fee amount online as specified in the tender?

हाँ YES / नहीं NO

.4 क्या आपने परिशिष्ट- I को भरकर हार्डकॉपी में पेश किया है ?

Have you filled in Appendix-I and submitted in hard copy?

हाँ YES / नहीं NO

.5 क्या आपने इस दस्तावेज में उल्लिखित आयात प्रस्ताव के लिए निविदाकार द्वारा अनुपालनार्थ खण्ड सं.4 के निबंधन एवं शर्तों के अनुसार विदेशी प्रधान द्वारा जारी "प्राधिकार पत्र " प्रस्तुत किया है?

Have you submitted the LETTER OF AUTHORISATION issued by the Foreign Principal in accordance with Clause No.4 of terms & conditions for import offer to be followed by the Tenderer indicated in this document?

हाँ YES

मुहर सहित निविदाकार के हस्ताक्षर
Signature of the Tenderer with Seal

ध्यान दें : कृपया तकनीकी बोली के साथ समुचित विधिवत् उत्तर सहित उपरोक्त जाँच सूची की एक प्रति निविदा खोलने की नियत तारीख तक पेश करें।

N.B : One copy of the above checklist duly answered may please be submitted within due date of opening of tender along with technical bid.

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बयाना जमा के बदले बैंक गारंटी
BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT

लेखा अधिकारी
The Accounts Officer
केन्द्रीय विद्युत अनुसंधान संस्थान
Central Power Research Institute
भोपाल / Bhopal -462023

यह गारंटी विलेख जिसे के दिन के (बैंक का नाम)

के अंतर्गत गठित है जिसका केन्द्रीय कार्यालय में है, तथा अन्य स्थलों के साथ साथ भोपाल के में शाखा है (जिसे आगे "बैंक" के तौर पर उल्लिखित किया गया है, जिस अभिव्यक्ति में संदर्भ अथवा अर्थ के प्रतिकूल न होने पर इसके सभी उत्तराधिकारी, प्रशासक, निष्पादक तथा अनुमत समनुदेश एक ओर सम्मिलित है तथा दूसरी ओर लेखा अधिकारी, केन्द्रीय विद्युत अनुसंधान संस्थान, भोपाल-462023 (जिसे आगे से "क्रेता"के तौर पर माना गया है।)

This Deed of Guarantee made this day of (Bankers Name) constituted under thehaving its Central Office at and amongst other places Branch atBhopal (hereinafter referred as 'the Bank' which expression shall unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assigns on one part and The Accounts Officer, Central Power Research Institute, Bhopal-462023 (hereinafter referred to as the "purchaser").

जब कि (आगे से (आपूरक) के तौर पर उल्लिखित किया गया है 1956 के कंपनी अधिनियम के अंतर्गत सम्मिलित कंपनी तथा में इसका पंजीकृत कार्यालय होने के कारण निविदा विनिर्देश सं. के संबंध में क्रेता को बयाना जमा रु.) जमा करते माना जाएगा ।

WHEREAS (hereinafter referred to as the (SUPPLIER) Company Incorporated under the Companies Act of 1956 and having its Registered Office at is bound to have deposited with the purchaser by way of Earnest Money Rs. (Rupees) in connection with the Tender Specification No.

जब कि, आपूरक बयाना जमा राशि के बदले छः माहों तक अर्थात् तक मान्य बैंक गारंटी देने के लिए सहमत है ।

WHEREAS the Supplier has agreed to furnish a Bank Guarantee valid upto six months i.e, upto instead of deposit of Earnest Money.

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बयाना जमा के बदले बैंक गारंटी
BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT

अब यह विलेख साक्षी है,

कि उपरोक्त निविदा को ध्यान में रखकर आपूर्क द्वारा क्रेता को दी गई प्रतिभू एतद् द्वारा क्रेता के बिना आपत्ति के तथा बिना पूर्व संदर्भ के क्रेता को मात्र दावे के आधार पर मॉग जाने पर भुगतान करने की गारंटी तथा उक्त राशि (रुपए) जिसे , आपूर्क को उसकी निविदा के संबंध में बयाना जमा राशि के रूप में क्रेता के पास जमा की हो, भुगतान करने की गारंटी देती है।

Now the DEED witnessed,

That the surety in consideration of the above tender made by the supplier to the purchaser hereby undertake to guarantee payment on demand to the purchaser without demur and without any reference whatsoever to the seller solely on the basis of a claim from the purchaser of the said amount of Rs. (Rupees) which the supplier is bound to have deposited with the Purchaser by way of Earnest Money Deposit in connection with his Tender.

पूर्ववर्ती में सम्मिलित किसी बात के होते हुए भी गारंटी के अंतर्गत प्रतिभूति की जिम्मेदारी रु. (रुपए मात्र) तक सीमित है।

Notwithstanding anything contained in the foregoing the surety's liability under the Guarantee is restricted to Rs. (Rupees)

यह गारंटी, क्रेता , आपूर्क अथवा प्रतिभूति के गठन में हुए किसी भी परिवर्तन से प्रभावित नहीं होगी ।
This guarantee shall not be affected by any change in the Constitution of Purchaser, Supplier or the Surety.

इस गारंटी के अंतर्गत क्रेता की ओर से कोई भी स्थगन, सतर्कता की आवश्यकता , समय बढोत्तरी अथवा निविदा के अनुबंधों व शर्तों में परिवर्तन जमानत को किसी भी देयता से मुक्त नहीं करेगी ।

No forbearance, want of vigilance, grant of time on the Purchaser's part or alteration of the terms and conditions of the Tender shall discharge the surety of any liability under this Guarantee.

लिखित रूप में क्रेता की पूर्व सहमति के बिना इस गारंटी के प्रचलन के दौरान "प्रतिभूति को रद्द नहीं किया जा सकता ।

The "Surety" cannot revoke this guarantee during its currency except with the previous consent of the purchaser in writing.

i) इस बैंक गारंटी के अधीन देयता रु. (रुपए मात्र) से अधिक न होगी ।
Our liability under this Bank Guarantee shall not exceed Rs.
(Rupees only)

ii) यह बैंक गारंटी तक मान्य होगी तथा
This Bank Guarantee shall be valid up to and

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बयाना जमा के बदले बैंक गारंटी
BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT

- iii) अगर आप को अथवा उससे पूर्व हम पर लिखित दावा अथवा माँग शामिल करेंगे तभी हम इस बैंक गारंटी के अंतर्गत गारंटीकृत राशि अथवा किसी भी अंश का भुगतान करेंगे।
We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if you serve upon us a written claim or demand on or before.

हस्ताक्षर / SIGNATURE
बैंक की रबड़ मुहर /Banks Rubber Stamp
(नाम/ Name)

पदनाम के साथ बैंक मुहर
(Designation with Bank Stamp)
दिनांक /Date

साक्षी / WITNESS

.....

(हस्ताक्षर) Signature

.....

नाम /Name

ध्यान दें: वैश्विक निविदा पूछताछ के विदेशी बोली लगाने वाले भारत के किसी भी निर्धारित वाणिज्यिक बैंक से जारी / पुष्ट समतुल्य विदेशी विनिमय की बैंक गारंटी डे सकते हैं।

NOTE :The foreign bidders in Global Tender Enquiry can submit Bank Guarantee in equivalent Foreign exchange amount issued /confirmed from any of the scheduled commercial bank in India.

Terms and Conditions

1	The period of contract under the scope of work shall be for 12 months, which can be further extended by mutual agreement for a further 12 month period 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 Earnest Money Deposit (EMD) as mentioned in tender.
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 STDS staff canteen and the staff deployed must be contractor's own staff as identified by the payment of PF, ESI, etc.

SPECIAL CONDITIONS OF CONTRACT

	<p>Penalty :</p> <p>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.2000/- per</p>
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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.4000/- 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.4000/- 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.4000/- per instance would be imposed on the Contractor.

e. Change in the Menu of any Meal without permission of the Administration /CMC would result in a fine of INR.4000/- 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.4000/- per instance on the Contractor for every instance.

g. Absence of the Contractor or his authorised representative, to take decision from Administration /CMC meetings on due invitation (Which will be held once in every month) will attract a fine of INR.4000/-- 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 Administration /CMC.

i. Severity of hygiene failure shall be assessed and decided by Administration /CMC and fined INR.4000/-- per first instance and 5 % 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.

1 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 5 % 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 5 % of the weekly bill, for shall be imposed on the first occasion and on subsequent occasions, a penalty of 5 % 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 Administration /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 Administration /Canteen CMC. In case of food rating is below 3.0, Administration /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. 2000/- 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. <input checked="" type="checkbox"/> No subsidy will be given over the quoted rates. <input checked="" type="checkbox"/> No subsidy or upward revision in rates will be given during further extension of Contract Period <input checked="" type="checkbox"/> 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 bi-Monthly basis and the same shall be settled within two weeks from the date of submission of the bills,
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 at the contractor's end 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 wage as prescribed by Central Government by the Regional Labour Commissioner (Central), Jabalpur, under the Minimum Wages Act, 1948.
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 requirement.
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 payment 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 purpose 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 skillful in their tasks, They should be conversant with English/Hindi
	b. The contractor shall furnish list of his/her employees to be deployed along with qualification, 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 Labor 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, which 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 regulation 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 person's 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 unauthorized 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 contractor, 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 contain shall be constructed to create any tenancy in Contractor's favour of the Staff 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 Registration
	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)
25	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 Bhopal and the language of arbitration shall be in English and the Court of Bhopal have exclusive jurisdiction.
	b. The Arbitrator shall be appointed by Director General CPRI for resolution of dispute/ difference under this contract.

	I/We have to 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:
	Annexure - 1
	<u>SCOPE OF WORK</u>
	<u>Scope of Work for Catering Services at "Staff Canteen" Bhopal.</u>
1	About CPRI's STAFF CANTEEN
	The Institute has staff strength of about 120 personnel and around 100 contractual workers. A good Number of employees would like to have Breakfast (morning tiffin). Lunch 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 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:
	1. Breakfast / Morning tiffin : 50-100 Nos.
	2. Lunch : 100-150Nos.
	3. Evening snacks : 50-100 Nos.
	The requirements on Saturday and Sunday / Holidays will be against prior booking on the previous day.
	There is no minimum 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.
	All food items will have to prepared at CPRI Staff canteen.
2	BRIEF SCOPE OF SERVICE
	1. The contractor shall prepare all the food items 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 Services , 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 glass will be kept on the Table. This is an essential requirements and breach of this service can attract Penalty.				
	5. The service includes Cooking, Serving, Cleaning and maintaining the Canteen Halls, kitchen facilities and back yard neatly.				
	6. The solid waste generated from the breakfast, lunch 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, 3.				
	3. To serve coffee/tea as per Table 2B.				
	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 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.				
	S.No.	Types of service	Timings	Menu as per	Service areas
	1	Breakfast/Tea/Coffee	7.30 to 8.45 AM	Table 2A	Staff Canteen
	2	Morning Tea/Coffee	10.30 to 11.00 AM	table 2B	No serving but only take away service in thermos flasks at different division. The quantity of disposal cups will be provided by the contractor.
	3	Lunch	12.00 Noon to 1.30 PM	a. standard meal on all days as per (Table-4). B. Special meal on every Friday as per (Table-5).	Staff Canteen

	4	Evening Snacks/Tea Coffee	5.00 PM to 5.30 PM	Table 3	Staff Canteen
	5	Evening Tea/Coffee	3.00 to 3.30 PM	table 2B	No serving but only take away service in thermos flasks at different division. The quantity of disposal cups will be provided by the contractor.
	<p>Service Requirements :- The Breakfast and Lunch shall be provided to the employees on all working days and also on Saturdays. If service is required in other days the same will be intimated in advance. Supply of Tea / Coffee to various division / Labs in morning & evening and as per demand of division for meeting etc.</p>				
	<p>3.2 Special Service Conditions I. Contractor shall cook the food Items in STDS Staff Canteen. II. The Service includes Cooking, Serving and Cleaning. Immediate cleaning of tables after eating of each person, kepping 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. Cooking, storage and washing area is available in the Staff Canteen. V. Hardware Items provided by CPRI are given in Table-9. 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 arrange 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 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 free. Additional consumption is chargeable at rates provided by electricity Maintenance Division. IX. Paper plates, napkins, paper cups and disposal plates will be supplied by the contractor at his own expense and is not reimbursable by CPRI and for Tea/Coffee the disposable paper cups will be provided by the contractor and the cost must be included in the price of food products. X. Contractor shall every day Clean-Kitchen, working table, 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. XI. The primary interface for the Contractor with CPRI is Canteen Management Committee (CPRI-CMC for short) XII. If there is change in menu shall be finalized in consultation with CPRI-CMC. XIII. First - Aid- Box must be kept in the Kitchen Hall to meet any emergency Conditions. XIV. 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.</p>				
	<p>XV. The canteen timing will be strictly followed and there will be no service at other periods. Prior permission should be obtained from the Administration /Chairman, CMC for services on Closed Holidays / other periods, i.e. after office hours. XVI. The mobile number of canteen contractor, senior managers and supervisor will be made available to Administration /CMC and they will not be switched off the phone at critical times when called for service related matters. 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 Administration /CMC and who shall remain in person in the Canteen during the businees hours to manage and supervise the catering and servicing properly. The Manager Should be conversant with Hindi/English.</p>				

	<p>3.3 Standard of Catering</p> <p>(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.</p> <p>(ii) A high standard of catering shall be maintained at all the 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 CPRI's staff member, guests etc. The rating will be taken every month by Canteen CMC.</p> <p>(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 inspector/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. Beside 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.</p> <p>(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.</p> <p>(vi) The Contractor should ensure that the entire Canteen premises are kept hygienic and clean. A thorough master cleaning ought to take place very weekend for all Equipment, Fixtures, and Utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.</p>
	<p>3.4. Provisions, Fruits and vegetables etc.</p> <p>(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 commitment he may enter in to for fulfilling the contract.</p> <p>(ii) It shall be the responsibility of the Contractor to store the materials purchase by him in a neat, tidy and hygienic manner in the space provided by CPRI. The security of such material shall be sole responsibility of the Contractor.</p> <p>(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.</p> <p>(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.</p> <p>(v) Re-use of burnt oil is strictly prohibited. Oil, once used shall not be re-used.</p> <p>(vi) The fruits and vegetables are to be washed before they are cut/used for cooking or consumption.</p> <p>(vii) The Contractor shall not use or practice to provide off the self-item like Chapattis, sweets etc. from the market. All the items should be cooked at the Staff Canteen Kitchen and served hot.</p> <p>(viii) The Contractor shall not use in cooking the undesirable items like baking soda, thickening agent, artificial colour, oil-cakes, Agina-Moto. etc.</p>
	<p>3.5 Complaints and improvements.</p> <p>(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.</p>
	<p>3.6 Miscellaneous</p> <p>(i) The Contractor shall co-operate with the other Contractor working in the campus.</p> <p>(ii) The Contractor shall dispose the leftover foods and other garbage. Leftover food should not be sold or sent out of the campus. Food waste disposal is in scope of the contractor.</p> <p>(iii) The authorized representatives of Administration /CMC shall check the quality and quantity of the items supplied and served.</p> <p>(iv) The authorized representative of Administration /CMC shall check the quality and quantity of the items used at the kitchen by periodic visits to the staff canteen.</p> <p>(v) For rendering efficient services to the staff members of CPRI and guests at the time of breakfast, lunch and evening snack, the Contractor shall always keep and make available sufficient number of experienced and trained personnel, which shall also include Cooks, Assistant Cooks, Waiters, Dining Hall Helpers, Kitchen Helpers etc.</p> <p>(vi) In addition, the Contractor shall keep and make available workmen for providing drinking water to staff members of CPRI and guests at all times and outside office hours and on holidays, if so,</p>

required.

(vii) Persons working in the canteen shall be provided with apron, gloves, headgear etc. beside uniform, by the Contractor at his cost.

(viii) Disposable paper napkins (of approved quality) shall be placed along with each plate for breakfast, lunch and evening snacks.

(ix) The Contractor shall prepare and serve the breakfast/lunch/evening snacks, as per menu at table Nos 2,3,4 & 5 in a pleasing and presentable manner.

(x) 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.

(xi) The Contract is **terminable any time by giving ONE month notice** in writing without assigning any reasons 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.

(xii) The contractor shall deploy sufficient staff having relevant experience for the catering to ensure consistent quality of service. Such staff shall include chef, Assistant chefs, Kitchen Helpers Waiters, Dining Hall helpers, Kitchen/dining cleaning/utensil/ crockery washers etc.

(xiii) 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 Administration /CMC, before commencement of work.

(xiv) The Contractor shall take all safety precautions in operating of 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.

(xv) The **employees of the Institute and other approved categories of personnel** will be issued itemised food **coupons**. The contractor shall accept only valid **coupons**.

(xvi) The Contractor shall give specified 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 Administration /CMC. Such act of the Contractor is detrimental and is a loss to the institute and may attract penal action.

(xvii) **PAYMENT:** Full price of the food items as stipulated in the Contract will be paid by the institute on bi monthly basis to the Contractor on surrendering the coupons against which the food items are sold.

(xviii) No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.

(xix) 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 one month from the date of submission of the bills, provided he same are in order.

(xx) The Contractor has to submit the claim to the Administration /chairman of CPRI-CMC/Purchase division twice 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 Administration /CMC chairman before initiation of payment release.

(xxi) 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.

(xxii) Indirect Taxes - Taxes i.e. (Service -Tax) Other than Income tax being paid by Contractor shall be indicated. CPRI shall reimburse such paid and admissible taxes as per norms.

(xxiv) A nominal annual license fee of Rs.10,000/- shall be payable by the contractor towards usage of the premises and infrastructure of the institute within 10 days of award of contract.

(xxv) Food should not be allowed to take out side.

(xxvi) No parcels are allowed.

(xxvii) Coffee / Tea to be supplied to divisions at 10:30 am and 3:00 pm.

4. FOOD ITEM REQUIREMENT
TABLE - 2 (A) Breakfast
(Mon- Friday)

S.NO.	Day	Item		
Breakfast (Morning)				
1	Monday	Poha Jalebi(120 gm-60 gms each		
2	Tuesday	Parota 200mm diameter stuffed with aloo / gobi etc. x 2 nos.		
3	Wednesday	Masala dosa / set dosa 200mm diameter x 3 Nos. with sufficient chutney and sambar		
4	Thursday	Sewanya Masala (150 gms) / sandwich 2 Nos.		
5	Friday	Khara bath /Kesari bath chowchow bath 1 composite plate (300 gms) with sufficient sambar & chutney		

Table - 2 (B) Beverages (Mon- Friday)

S.No	Item	Qty		
1	Coffee/Tea	75 ml		

Table- 3 Evening Snacks
(Approx) (Mon-Friday)

S.No	Day	Item Qty		
1	Monday	Samosa, Chana Dal Vada (2 Nos. 60 gms each, sandwich 2 Nos. = chutney)		
2	Tuesday	Idli-Vada 2 Nos. (60- gms each) Samber with chutney		
3	Wednesday	Upma / Kesari both, 150 gms.		
4	Thursday	Vegetable puff 2 nos. (75 gm. Each)/Bhajiye		
5	Friday	kachori / udad wada 2 nos (60 gms each)		

Good quality of Tea/Coffee (75 ml) per day in the morning & evening at canteen premises & different division labs on all working day except Sunday. Tea coffee is also to be provided at work spot, in meetings for guests etc. as per demand of officers/ staff Members.

**Table - 4 Lunch
Standard Lunch Menu
Saturdays and Holidays as per prior Information.
(Mon- thursday)**

S.No	Day	Item	Remarks
1	Monday	Chapati(3 Nos.)/roti(5 Nos.), Rice(200gm), Dal (makhani/fry-100 Grams), Palak Paneer Mixed Veg (1 cup 100 gms) (Curd, Onion, Papad, Salad, cut Fruits, Pickle)	Sufficient Quantities of Extra items to be provided if required
2	Tuesday	Chapati(3 Nos.)/roti(5 Nos.), Rice(200gm), Tuar Dal, Gobhi Masala, Mixed Veg (1 cup 100 gms) (Curd, Onion, Papad, Salad, cut Fruits, Pickle)	
3	Wednesday	Chapati(3 Nos.)/roti(5 Nos.), Pulav(200gm), Rajma, Sev tomato, Bundi raita Mixed Veg (1 cup 100 gms) (Curd, Onion, Papad, Salad, cut Fruits, Pickle)	
4	Thursday	Chapati(3 Nos.)/roti(5 Nos.), Jeera Rice (200gm), Masoor Dal, Bhindi masala/ mutter paneer, Mixed Veg (1 cup 100 gms) (Curd, Onion, Papad, Salad, cut Fruits, Pickle)	

**Table - 5
Special Lunch Menu
(Friday)**

S.No	Item	Qty	Remarks
1	Poori / Chapati (5 Nos)	150 gms	Sufficient Quantities of Extra items to be provided if required
2	Pulav / veg. biryani)	200 gms	
3	Dal Fry	1 Cup (100 gms)	
4	Veg. Dry	1 Cup (100 gms)	
5	Veg. Gravy	1 Cup (100 gms)	
6	Raita	1 Cup	
7	Papad (Roasted)	1 No.	
8	Pickle/Chatni	1 Spoon	
9	Salad	Onion/Tomato	
10	Sweet	50 gms	
11	Cut Fruit	100 gms	

	* Special lunch including Sweet/Ice-cream, are to be provided as and when demanded by the higher authorities for CPRI Guests/Audit parties for which payment at reasonable rates will be decided by CPRI CMC.	
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ANNEXURE-2

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
1	Cooking	Cooking and associated food preparation activities at CPRI. Main cook must have an experience of 3-5 years for having cooked for 200 persons.	2
2	Handing out of meal plates	For dispensing of food, collection of coupons and operation of dispensing system in a smooth way.	4
3	Dining Area Service	To supply water during breakfast, lunch and tiffin at the canteen.	1
4	Washing/ Cleaning	To remove plates and clean dining tables immediately after use. To clean plates, tumblers etc. free of oil ad 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.	2
5	Supervisor for Maintenance	To supervise all the activities and represent the Contractor, and to maintain all kitchen equipment in good condition. To manage to provide Breakfast, Snacks, meals / Tea / coffee in prescribed times.	1

Annexure-3: The following quality ingredients shall be used for preparations.

CPRI reserves the right to inspect the raw materials available in the canteen and right to reject the raw materials of inferior Quality.

Strict action would be taken against the contractor for procuring inferior quality of raw materials, the following quality of raw materials is recommended

S.No.	Item	Quality/Brand
1	Rice	Dubraj/Masoori Old/ Morga Dubraj
2	Papad	Good Quality papad Lijjat
3	Oil	Surya/Vital/Kriti/Fortune
4	Salt	Tata/Annapoorna
5	Atta	Best Quality-Sarbathi Wheat Atta
6	Dal	Best Quality- Taur/Udath/Moong
7	Channa/Rajma	Best Quality
8	Sugar	Best Quality
9	Bread	Modern/Popular/Top N Town size 800 gms
10	Jam/ketchup	Kisan/Maggi
11	Butter	Amul/Sanchi
12	Milk	Sanchi
13	Masala	Best Quality/Aage Mark etc.
14	Vegetables	Fresh/Green (should be purchased daily)
15	Other Items	As approved by management
16	Tea/Coffee	Tajmahal/Brook Bond/Nescafe

The following proportion of ingredients shall be used for preparations.

Table-8

S.No.	Item	Proportions
1	Sambar	Minimum of 2.5 kg toor dal for 15 litres of sambar suitable for 100 people. 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.
2	Dal	Minimum of 5 kg of toor dal for 15 litres of dal.

	3	Idli	Minimum Urad dal to rise in proportion of 1:2 (33% urad dal)
	4	Dosa	Minimum Urad dal to rice in proportion of 1:3 (25% urad dal)
	5	Uddinavada	100 % urad dal. Use of rece is not permitted
	6	Chutney	Fresh grated coconut, green coriander leaves/mint leaves/etc.; chilies, huri kale bele 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.

ANNEXURE-4

	<p>8. INFRASTRUCTURE TO BE PROVIDED BY CPRI/CONTRACTOR</p> <p>1. CPRI will provide hardware as per Table 9.</p> <p>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 on the contract.</p> <p>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.</p> <p>4. Water will be provided by CPRI free of cost however, being it is precious, unnecessary usage of water must be avoided.</p> <p>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.</p> <p>6. Gas burners are provided as per hour list of items. The cooking LPG gas it fully in the scope of the Contractor.</p> <p>7. The Contractor shall provide Safety gloves, Apron month 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.</p> <p>8. All soaps, detergents, disinfectants, cleaning agents (S), swipe clothes and accessories shall be arranged by contractor at his expense.</p> <p>9. All Contractors employees involved in cooking and serving must wash their hands with carboloc solid/liquid soap (KSDL or Dettol) which has to be provided by the Contractor at his expense.</p> <p>10. Soap and wash basin disinfectants for hand wash by end users of the canteen shall be arranged by Contractor at his expense.</p> <p>11. Non-Functioning/No supply of Water supply & Electricity will be attended by CPRI on hearing complaint.</p> <p>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.</p> <p>13. Repairs arising due to improper use of Water/Electricity/Drainage system will have to be under taken by Contractor.</p> <p>14. .On emergency, the major repairs may be carried by the contractor with approval of CMC chairman.</p> <p>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. Sold food waste must be segregated and disposed in an area indicated by CPRI.</p> <p>Infrastructure hardware support offered by CPRI shall handover the infrastructure hardware support to the canteen Contractor by maintaining an inventory of the items/ equipment and duly signed by the contractor at the time of operation of the Contract.</p>		
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Table 9: Infrastructure hardware support offered by CPRI shall handover the infrastructure hardware support to the canteen Contractor by maintaining an inventory of the items/ equipment and duly signed by the contractor at the time of operation of the Contract.

Sl. No.	Name of Canteen Article	Quantity
1	Grinder	1 No.
2	Water Cooler	1 No.
3	Geyser	1 No.
4	Chairs	98Nos.
5	Tables	16 Nos.
6	Plastic Drums	3 Nos.
7	Steel Plates	115 Nos.
8	Steel Glass	84 Nos.
9	Steel jugs	9 Nos.
10	Bhagonas Steel & Aluminium	5 Nos.
11	Tea Spoon	86 Nos.
12	Khadai Iron Big + Small	4 Nos.
13	Dustbin Steel	2 Nos.
14	Plastic Dustbin	1 Nos.
15	Iddly Steamer (6Nos)	1 Set.
16	Refrigerator	3 Nos.
17	Gas Regulator	1 No
18	Katori Steel	335 Nos.
19	Pressure Cooker 18 Liter.	1 No.
20	Wall clock	1 no.
21	Air Cooler	2 Nos.
22	Commercial Gas Cylinders.	2 Nos.
23	Quarter Plate	53 Nos.
24	Service Spoon 3+10	13 Nos.
25	Water Dispenser	1 Nos.
26	Dustbin Salem Steel	6 Nos.
27	Buffet Service Spoon	14 Nos.
28	Steel Palta 40,30 No.	2 Nos.
29	Laddle 5,6 No.	2 Nos.
30	Kisni Grater Salem Steel	2 Nos.
31	Multy Rice Strainer 16 No.	2 Nos.
32	Fry Pan 112,114 No.	2 Nos.
33	Dal Laddle 2 No.	4 Nos.
34	Immam Dusta Mist Handle	1 No.
35	Sauf & supari	2 Nos.
36	Atta Channi	1 No.
37	Salad Plater	3 Nos.
38	Hot Case (Cassecrole Sailem Steel-10)	8 Nos.
39	Service Tong	5 Nos.
40	Spoon Crate Mat Sailem Steel	2 Nos.
41	Glass Steel	100 Nos.
42	Quarter Plate	100 nos.
43	Flask Milton 500ml.	4 Nos.
44	Flask Milton 1000ml.	4 Nos.

	45	Tea/Coffee kettle Sailem 5000ml.	2 Nos.
	46	Bhagona with cover (weight.18.220kg)	2 Nos.
	47	Cooker 22 liters.	1 No.
	48	Cooker 10 liter	1 No.
	49	Jug Steel 1 liter	5 Nos.
	50	Bhatti set	1 No.
	51	Banmeri	1 No.
	52	Grinder 1 HP motor	1 No.
	53	Grinder 20 Ltr with crompton Motor (Heavy)	1 No.
	54	Water Cooler	1 No.
	55	Samsung Refrigerator 2532 Ltr (Frost Free)	1 No.
	56	S.S.Katori	100 Nos.
	57	S.S.Jug Half Cover	10 Nos.
	58	S.S. Heavy Spoon	100 Nos.
	59	Gas Burner Dosa Bhatti	1 No.
	60	Jumbo Cooler Sheetal	2 No.
	61	Water Dispenser	1 No.
	62	Prestige Pressure Cooker 5 ltr	1 No.
	63	Cello Steel Kettle 1000 ml	5 No.
	64	Aluminium Sauce Pan	3 No.

- 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.
- In Addition to the available items/utensils provided By CPRI, all other required items and extra items/utensils are to be arranged by the contractor.
- Non functioning of water supply, electricity and Drainage will be attended by CPRI when brought to notice.
- Repairs towards utensils and gas connection, gas stove etc, to be carried out by the contractor at his/her cost.
- All cleaning agents and accessories shall be arranged by the contractor.
- Repairs arising due to improper use of water/electricity/drainage system will have to be under taken by the contractor.
- On Emergency, the major repairs may be carried by the contractor with the approval of Unit Head.

Forwarding Letter
(To Be submitted on Bidder's Letter Head)

No.:

Date:

To
The Chairman, CPRI-CMC
SwitchGear Testing and development station.
Central Power Research Institute,
Govindpura, Bhopal-462023

Dear Sir

Tender for catering Services

1. This has reference to your Tender notice for Catering Services at Staff Canteen of CPRI-STDS, Bhopal. We have examined the tender document and thoroughly understood its nature/scope of work and terms and conditions.
2. I/We undertake to offer my/our service 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 condition mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in the tender document.
4. I/We are enclosing Demand Draft/ Bank Guarantee for INR Rs.10,000/- in favour of " **Accounts Officer CPRI, Bhopal** " payable at Bhopal toward 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 organisation 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 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 thereof.

Yours faithfully,

(Signature of Bidder with Seal)

Name;
Seal:
Address:
Phone No.(O)

Date: