

NOTICE INVITING TENDER

Sealed tenders are invited for providing Catering services at National Institute of Training for Standardization of Bureau of Indian Standards, A 20-21, Sector 62, Noida. The tender document can be downloaded from our website at www.bis.org.in and may also be collected from our office on any working. For details, contact on Telephone 0120-2402206/07. Last date for submission of filled tenders is 5 May 2006 by 1500 hrs.

Our Ref: TI/G-50:4

Date: 17 Apr 2006

Subject: Tender for Annual Contract of Catering Services

Dear Sir(s),

1. Sealed item rate tender in two bid system for the subject work is invited from eligible Tenderers/Bidders by National Institute of Training for Standardization (NITS), A 20-21, Institutional Area, Sector 62, NOIDA upto 1500 h on or before - 5 May 2006. The tender document (two bid system) is to be submitted in two separate envelopes each sealed and clearly identified as to envelope number and contents as indicated below and addressed to “Section Officer (Admn)” with address as above. Both the envelopes along with requisite **EMD** shall be contained in a large envelope super scribed “**Tender for Annual Contract for Catering.**”
2. The tender document may be either downloaded from our website < www.bis.org.in > or may be purchased from our office at the above-mentioned address on any working day i.e. Monday to Friday during 1100h-1500h on payment of Rs. 150.00 in cash or DD in favour of “Bureau of Indian Standards” payable at Delhi/Noida.
3. Both the Envelopes to be filled and submitted by the tenderer/bidder i.e. **Envelope 1-Technical Bid and Envelope 2-Price Bid** are annexed.
4. The Technical Bids shall be opened on the closing/last day for submission of tenders at 1600 hrs or the next working day. The representatives of the Tenderers may be present at the time of opening of the tender, if interested. Price Bids of only successful tenderers/bidders qualifying in the Technical Bid shall be opened. The date and time of opening of price bids shall be intimated to all those successful tenderers/bidders.

Section Officer (Admn)

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION,
NOIDA

Our Ref: TI/ G-50:4

SUB: TENDER DOCUMENT FOR ANNUAL CONTRACT FOR CATERING SERVICES

**At National Institute Of Training For Standardization, A 20-21 Institutional
Area, Sector 62, NOIDA(UP)-201 307**

Tender Due Date : 5 May 2006

**Technical Bid Opening Date : At 1600 hrs on 5 May 2006 or next
working Day.**

Tender Document issued to _____

Signature of the Issuing Authority

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION,
NOIDA

ENVELOPE 1 : TECHNICAL BID

Name of the work: Annual Contract for Catering Services, at A-20&21, Institutional Area, Sector – 62, Noida – 201 301 (Ghaziabad)

Tender Reference: TI/G-50:4

CONTENTS

Technical Bid of Tender Document:

1. The Tenderer/Bidder shall have at least 3 years experience in this field and shall submit the self attested copies of the following documents along with the tender document:
 - a. Certificate of Appropriate Authority awarded to the tenderer/bidder as approved Contractor.
 - b. Details of works of similar nature carried out in Central or State Govt. Bodies/Departments, Public Sector Undertakings, in the last 3 years ending on 31 March 2005, with value of the work undertaken.
 - c. List of on-going works with their financial value.
 - d. List of arbitration cases (if any)
2. Certificates provided for the works detailed in 1) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
3. General Terms and Conditions of the Contract to be fulfilled by the Tenderer/Bidder are enclosed.
4. Nature and Scope of Work to be done at NITS is enclosed.
5. The Successful tenderer/bidder (Contractor) shall employ at least 5 persons including **one Catering supervisor having knowledge in English language and one chief cook having experience of at least 5 years of cooking in commercial establishment.**
6. NITS will only provide kitchen and dining area. The successful tenderer/bidder (Catering Contactor) shall have to arrange for all other things like food items, gas

for preparation/heating, utensils required for cooking, serving and crockery etc. during the period of Contract.

7. The successful tenderer/bidder (Catering Contactor) has to arrange for serving the food items selected from the menu and in a professional manner to the guests as per instructions given from time to time.
8. The successful tenderer/bidder (Catering Contractor) shall keep and maintain at least 60 sets of crockery like serving plates, bowls, spoons, tumbler glasses etc. for the services to be provided all the time during the period of contract.
9. Strict hygienic conditions shall be maintained in Kitchen, Dining Hall by cooks and service personnel.
10. The staff deployed by the successful tenderer/bidder (Catering Contactor) shall be hail and hearty, healthy and free from any kind of diseases.
11. Catering staff shall invariably maintain the dress code. Regular inspection shall be done by NITS officer(s).
12. The successful tenderer/bidder (Catering Contactor) shall deploy expert cooks & chefs who can cook food items from menu of delicious taste.
13. To cook the food in the kitchen of NITS Hostel as per the menu. However it may be noted that infrastructure like the gas stove, gas cylinder and the utensils required for cooking shall not be provided by NITS and the same shall have to arrange by the successful tenderer/bidder (Catering Contractor).
14. Selection in the Technical Bid shall “include evaluation of quality of food served. Bidders may submit any documentary evidence of Feed-back from their existing/past contracted work. NITS also reserve the right to visit the site(s) where bidder is currently providing catering services and/or ask demonstration at NITS.

This envelope shall be super scribed “Envelope No. 1 – Technical Bid for Annual Contract for Catering Services”.

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS),
NOIDA

Our Ref: TI/G-50:4

Subject: Annual Contract for Catering

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Validity of offer : Offer shall remain valid for 90 days from the date of opening of tender.
2. Earnest money deposit : Rs. 10000.00 in form of crossed Demand Draft drawn **in favour of Bureau of Indian Standards, payable at New Delhi/Noida.**
3. Performance Security : 5% of annual payment cost in the form of crossed demand draft in favour of Bureau of Indian Standards, payable at new Delhi/Noida (from the ;successful bidder selected for award of contract.
4. Period of Contract : Two years from the date of award of work.
5. Each page shall be duly signed by the tenderer/bidder as a token of their acceptance of the Technical and Contractual details, scope of work, including all data to be supplied by the tenderer/bidder as specified in the tender document. The Envelope No. 1 shall also contain Earnest Money Deposit as above and forwarding letter of the tenderer/bidder. The forwarding letter of the tenderer/bidder shall contain the following annexure in support of their eligibility:
Annexure 1 – Documents indicating a set up of the organization, partnership, proprietorship, Private Ltd., Public Ltd. etc.

6. In the case of successful Tenderer/Bidder to whom the contract shall be awarded, the Earnest Money of Rs. 10000.00 deposited by him shall be retained as performance security deposit. Earnest Money Deposit of the unsuccessful/rejected tenderers/bidders shall be refunded to them after the finalization and award of the contract.
7. No interest shall be paid on Earnest Money.
8. The interested tenderers/bidders are advised to visit the site of work so as to be familiarized with site conditions before quoting the rates or may obtain any information about the subject work from the Section Officer (Finance) of NITS, Noida on any working day during office hours.
9. Canvassing in any form shall entail disqualification/rejection of tender/bid.
10. In the event of personnel being on leave/absent, the successful tenderer/bidder (Catering Contractor)) shall ensure suitable alternate arrangement.
11. The antecedents of the personnel to be deployed in NITS shall be thoroughly examined and verified by the successful tenderer/bidder (Catering Contractor) and copies of the same be furnished to NITS after the award of the contract.
12. NITS reserve the right thereto without assigning any reason to accept or reject any or all tenders in whole or in part.
13. Sealed tender shall be sent and delivered in person as specified above and tenders sent by registered post shall not be accepted.
14. If the services rendered by the successful tenderer/bidder (Catering Contractor) or performance of the successful tenderer/bidder (Catering Contractor) are not found to be satisfactory by NITS, then NITS reserves the right to terminate the contract by giving 15 days notice without assigning any reason.
15. Successful tenderer/bidder shall send his acceptance of the contract on his letter head duly signed by CEO or authorized signatories of the tenderer/bidder within a period of 15 days of receipt by him of notification of award of work.
16. The successful tenderer/bidder (Catering Contractor) shall be responsible for any loss/damage to the materials caused by his staff deployed for duty.
17. The successful tenderer/bidder (Catering Contractor) shall abide by the terms & conditions of the contract and tender regulations/requirements meant for security services and strictly follow the rules.
18. NITS security staff shall have the right to check, search or interrogate any personnel while entering/leaving the NITS premises for purpose of security.
19. If the successful tenderer/bidder (Catering Contractor) fails to maintain required number of qualified manpower, the successful tenderer/bidder (Contractor) shall be liable to pay penalty to NITS as determined by NITS.

20. The successful tenderer/bidder (Catering Contractor) shall submit the bill with in 10 days after the completion of services provided programme wise.
21. TDS and any other taxes as applicable from time to time shall be recovered by NITS from the bills submitted by the successful tenderer/bidder (Catering Contractor). Any change in the rate of TDS shall be to the successful tenderer/bidder(Catering Contractor)'s account.
22. The successful tenderer/bidder (Catering Contractor) shall be wholly responsible for theft, burglary, fire or any other mischief done by his staff.
23. NITS reserve the right to verify the bonafides of the successful tenderer/bidder (Catering Contractor)'s staff and shall be justified in asking for their replacement. The decision of the NITS in this regard shall be final.
24. Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of successful tenderer/bidder (Catering Contractor) or any other person, whether in the employment of the successful tenderer/bidder (Catering Contractor) or not; while in or upon the said works or site of the same, the NITS shall not be bound to entertain any claim or such claim brought under the Workman's Compensation Act.
25. The successful tenderer/bidder (Catering Contractor) shall ensure that at no time there is any violation or infringement of any rules and regulations of the bye laws.
26. The staff to be provided by the successful tenderer/bidder (Catering Contractor) shall be disciplined, polite and courteous.
27. They shall not misbehave with any of NITS staff members and shall not enter into any unlawful activities in the premises.
28. The successful tenderer/bidder (Catering Contractor) shall be solely liable for timely payments/dues to the personnel deployed at NITS.
29. The successful tenderer/bidder (Catering Contractor) shall be responsible for all other LABOUR LAWS as applicable and also shall be responsible for their compliance.
30. Price bids of tenderers/bidders who do not fulfill the above requirements shall not be considered. Required documents shall be submitted strictly as prescribed. Original documents may be required for verification of the above claims at the time of opening of the technical bids.
31. Relevant information/certificates called for shall be annexed to the tender. Non-receipt of any information or certificates with the tender shall entail rejection of the tender.
32. Format of the letter to be submitted along with the tender by the tenderer/bidder is enclosed.
33. In the event of any dispute (s), the decision of the Head of Training Instt., Bureau of Indian Standard shall be final and binding.

NATURE & SCOPE OF WORK

1. To provide bed-tea, breakfast, lunch, tea and snacks during trainings, evening tea with snacks, dinner to the trainee(s) attending training programmes at NITS and/or staying in the NITS Hostel.
2. To arrange for procurement of food ingredients like grocery, vegetable etc. as per the menu items instructed by NITS officer coordinating for the programme(s).
3. To keep the kitchen as well as dinning hall neat, clean, tidy and ready all the time
4. To serve the food items to the guests.
5. To wash all the utensils with hot water and proper cleaning powder ensuring hygienic conditions of the same.
6. To remove the kitchen rubbish promptly from kitchen and dining hall to maintain the same clean and hygienic.
7. To maintain the dress code for all the service boys and the supervisor.
8. All the catering staff deployed shall have polite, courteous behaviour towards the guests as well as NITS employees.
9. To obey orders and instructions given by NITS.
10. To ensure prompt service.
11. To provide hail and hearty, healthy staff and produce certificate of fitness of health every 6 months to NITS.
12. To cook the food in the kitchen of NITS Hostel as per the menu. However it may be noted that infrastructure like the gas stove, gas cylinder and the utensils required for cooking shall not be provided by NITS and the same shall have to arrange by the successful tenderer/bidder (Catering Contractor).

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION, NOIDA

ENVELOPE 2 : PRICE BID

Name of the work: Annual Contract for providing Catering Services at NITS, A 20-21, Institutional Area, Sector 62, Noida.

Tender Reference: TI/G-50:4

CONTENTS

1. Envelope No. 2 shall contain only Price Bid of Tender Document, i.e. the copy of schedule of rates duly filled in and signed by the tenderer/bidder. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
2. Schedule of Rates to be filled by the tenderer/bidder is enclosed.
3. Evaluation will be made on the composite daily charges per person comprising bed-tea, break-fast, lunch, tea with snacks (two servings) during training programme, evening tea with snacks and dinner.
4. Applicable taxes may be mentioned separately. If taxes are not indicated, it will be presumed that these are incorporated in the rates quoted.

**This envelope shall be super scribed
“Envelope 2 – Price Bid for Annual
Contractfor Catering Services”.**

SCHEDULE OF RATES

(To be enclosed with price bid in a separate cover marked “Envelope 2”)

**Name of the work: Annual Contract for providing Catering Services at
NITS, A 20-21, Institutional Area, Sector 62, Noida**

ITEMS

A. Bed Tea – To be served in rooms with biscuits.

B. Breakfast – (To be served on Buffet Style)

- 1) Fruit Juice
- 2) Milk/Corn Flakes
- 3) Tea/Coffee
- 4) Any one of the following items (to be served on changed basis)
 - Puri-Vegetables (Seasonal)
 - Stuffed-Parantha (Alu or seasonal vegetables) with, Chutne & Curd
 - Parantha – Vegetable
 - Idli – Sambar with coconut chutney & pickles
 - Vada – Sambar with coconut chutney & pickles
 - Dosa – Sambar (plain/masala) with coconut chutney & pickle
 - (Any one of the following -to be served on changed basis)
 - Bread (White & Brown) – Butter with Jam/Marmalade & Fresh Fruit
 - Bread (White & Brown) – Butter with eggs (Boiled/Omelet)

C. Lunch – (To be served on Buffet Style)

- 1) Soup: (Any one of the following) – (To be served on changed basis)
 - Tomato
 - Sweet Corn
 - Vegetable
- 2) Dal : (Any one of the following) – (To be served on changed basis)
 - Dal Fry
 - Dal Makhani
 - Rajma
 - Chhole
 - Karhi

3) Paneer item :(Any one of the following) – (To be served on changed basis)

- Shahi Paneer
- Mutter Paneer
- Karahi Panner
- Paneer Butter Masala
- Palak Paneer
- Chilly Paneer

4) Non-veg.Item: (Any one of the following) – (To be served on changed basis)

- Chicken Curry
- Chilli Chicken
- Kadai Chicken
- Chicken Do-Piyajja
- Mutton Curry
- Mutton – Saag
- Mutton Do-Piyajja
- Fish Fried
- Masala Fish
- Fish curry
- Roasted Chicken
- Mutton Stew
- Chicken Stew
- Egg Curry

5) Vegetable Item :(Any one of the following) – (To be served on changed basis)

- Seasonal Vegetable
- Vegetable-au-Gratin
- Boiled Vegetable and Finger Chips
- Baked Vegetable
- Mushroom

6) Rice: (Any one of the following) – (To be served on changed basis)

- Plain rice
- Jeera rice
- Fried rice (Chinese Style)
- Vegetable Pulao

7) Roti :(Any one of the following) – (To be served on changed basis)

- Plain Chapati
- Nan
- Tandoori Roti
- Brown Bread & White Bread

8) Salad :(Any one of the following) – (To be served on changed basis)

- Green Salad
- Russian Salad
- Germinated Moong
- Tossed

9) Chutney, Pickles, Papad, Sauces & Vinegar in dispensers, Salt & Pepper

10) Curd or Dahi Bhalla with Sonth or Raita (Boondi/ Potato/Cucumber)

11) Sweet Dishes: (Any one of the following) – (To be served on changed basis)

- Gulab Jamun
- Rasamalai
- Gajar Halwa or Fruit Salad
- Ice-cream
- Rosogulla

Note: Alternatively, on advice, Chinese/Continental type lunch with 1 Non-veg and two veg dishes + Noodles, fried rice, soup, bread, sweet-dish may also be served.

D) Dinner – (To be served on Buffet style)

- Vegetarian as per Lunch
- Non-vegetarian as per Lunch

E) Tea with Snacks – (To be served on Buffet style)

- Tea/Coffee (Not prepared or Readymade-Tea Bags Coffee Powder, Sugar Cubes, Sugar-free Tablets/ Pouches) with Snacks:

- Snacks: (Any one of the following)
 - Samosa
 - Mixed Veg. Pakora
 - Paneer Pakora
 - Veg. Cutlets
 - Veg. Patties
- Biscuits (Salted & Sweet)

F) Tea with Biscuits/Cookies – (To be served on Buffet style)

- Tea/Coffee (Not prepared or Readymade -Tea Bags Coffee Powder, Sugar Cubes, Sugar-free Tablets/Pouches)
- Biscuits/Cookies (Salted and Sweet)

TENDER TO BE SUBMITTED ON OR BEFORE 5 May 2006 by 1500 h

Section Officer (Admn)
National Institute of Training for Standardization
Bureau of Indian Standards
A-20-21, Institutional Area
Sector – 62, Noida 201 301

Dear Sir,

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by you on behalf of the National Institute of Training for Standardization, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to undertake the Catering services strictly in accordance with the contract documents.

We also agree to submit the bill on monthly basis and accept the payment accordingly.

I/We further agree to pay and have enclosed earnest money amounting to Rs. 10000.00 in the form of Demand Draft drawn in favour of Bureau of Indian Standards payable at New Delhi/Noida which would be adjusted against the security deposit and to all statutory deductions in force.

Yours faithfully,

Name of the Partner of the Firm

Or

Name of person having Power of Attorney to sign the Contract.
(Copy of the power of Attorney to be submitted
which will be compared with the original in case
the Tender is awarded).