

## TENDER NOTICE NO. 6 /2017-2018

### Public Tender No. : NCRA:WF179:PUB367:2017

The National Centre for Radio Astrophysics ([NCRA](#)) of the Tata Institute of Fundamental Research ([TIFR](#)) is a leading Centre for research in a wide range of areas in astronomy and astrophysics.

1. **NCRA-TIFR**, Pune, India invites sealed bids in two parts, Part– I: Techno-commercial Bid & Part – II: Price Bid for the following:

Description of Work	Earnest Money Deposit (EMD) INR
Providing Catering (Canteen) Services at NCRA-TIFR, Pune.  Estimated Cost: ~ <b>Rs. 30</b> Lakhs.	Rs. 60,000/- (Rupees 30,000/- in the form of Demand Draft drawn in favour of “TIFR” payable at Pune or Fixed Deposit Receipt (FDR) in the name of “TIFR” and balance can be in the form of Bank Guarantee from a Scheduled Bank or Nationalized Bank valid for a minimum period of Six months).  Tender Fee : Rs. 500/- (Rupees Five Hundred by way of Demand Draft in favour of “TIFR” payable at Pune).
Date and Time for submission of Bids	<b>27.02.2018, 18.00 hrs.</b>
Date and time of opening of Techno Commercial Bid (Part- I).	<b>28.02.2018 at 15.00 hrs.</b>

2. **Eligibility Criteria:** Bidder must meet the eligibility criteria specified below and must submit documents in support of the same.

- a) Bidder must visit the Canteen to understand the Infrastructure available and must submit site visit Certificate as per **Form L**.
- b) Bidder must have been providing canteen services for atleast 50 people (cooking on site as well as serving on site) for many Organizations / Institutions in and around Pune. Copies of orders executed in the past and orders on hand at present must be enclosed.
- c) Bidder must have an average turnover of **Rs. Nine Lacs** in the past three years. Bidder must submit Chartered Accountant’s Certificate showing their turnover and Profit & Loss for the past **3 years** i.e. for Financial Year 2014-15, 2015-16, 2016-17 and must have made profit atleast for two years out of these three years.  
**Do not enclose copies of Profit and Loss and Balance Sheets statement and IT returns.**
- d) Bidders must have valid PF, ESI Registration No. GST registration Number and other registration which are mandatory for any Labour Contract.
- e) Successful bidder must be able to submit **Security Deposit of Rs. 1,50,000/-** within **Twenty One days** after receipt of our order.
- f) Bidders who have not accepted our order awarded to them or who have withdrawn from the tender process OR whose EMD/Security deposit has been forfeited by us in the past one year are not eligible to bid.

Bidding document can be downloaded from our website <http://www.ncra.tifr.res.in/tenders> and also on <http://eprocure.gov.in/epublish/app> by any interested bidder meeting the above eligibility criteria from **22.01.2018 to 21.02.2018**.

Bidders after downloading the tender document are requested to please send an email to [purchase@ncra.tifr.res.in](mailto:purchase@ncra.tifr.res.in) giving their Full address, so that we can intimate you regarding the corrigendum / addendum to the tender document, if any.

The **bids Part 1 – Techno-commercial Bid & Part II – Price Bid** with all documents sought in eligibility criteria with charges in a sealed envelopes duly superscribed with tender no. & due date must reach Purchase Officer, NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune-411007, India. The Techno Commercial bid will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time alongwith authority letter from their company. In the event of the date specified for bid receipt and opening being declared as a closed holiday for NCRA's office, the due date for submission of bids and opening of bids will be the following working day at the same time.

Price bids will be opened at a later date which will be intimated to only techno-commercially qualified bidders.

RIGHT TO REJECT ANY OR ALL BIDS: NCRA reserves the right to accept or reject any or all bids without assigning any reasons there for. NCRA also reserves right to reject bids during technical evaluation, based on past performance, experience or any other criteria.

NCRA is not responsible for delay or loss of tender document / bids in transit.

**Bidders are requested to visit our website <http://www.ncra.tifr.res.in/tenders> regularly to check for addendum /updates if any pertaining to this tender.**

**The bid** to be submitted within the due date and time in envelope and marked on top the Tender No., due Date in Bold Letters.

Please see attached sheet for conditions of tender.

**PURCHASE OFFICER**



**NATIONAL CENTRE FOR RADIO ASTROPHYSICS**  
Tata Institute of Fundamental Research  
Pune

**Public Tender No.**

**NCRA:WF179:PUB367:2017**

**Providing Catering (Canteen)  
Services at NCRA-TIFR, Pune.**

## CHECK LIST

To be enclosed with Techno-Commercial Bid (Part-I)

Page 1 of 2

Sr. No.	Particulars	Provide Details	Enclosed
1	Demand Draft towards Tender Fee enclosed		Yes / No
2	Whether EMD enclosed.	D.D.No. .... Dtd..... Rs. FDR No. ... Dtd..... Rs. Bank Guarantee No. .... Dtd.....	Yes / No
3	Copies of partnership registration & or Certificate of incorporation enclosed		Yes / No
4	Copies of Shop & establishment registration & or Certificate of incorporation enclosed		Yes / No
5	Company Profile enclosed – as per <b>Form A</b>		Yes / No
6	Eligibility Criteria Statement duly filled in by bidder enclosed as per <b>Form B</b>		Yes / No
7	<b>Form C-1</b> showing details of contracts completed in the past 3 years together with copies of orders submitted.		Yes / No
8	<b>Form –C-2</b> showing details of contracts on hand submitted.		Yes / No
9	Schedule of Deviation from General Conditions submitted as per <b>Form D.</b>		Yes / No
10	Bid Form enclosed – <b>Form E</b>		Yes / No
11	Details of GST enclosed <b>Form F</b>		Yes / No
12	Format for furnishing Bank Details for Refund of EMD / Making Payment – <b>Form G</b>		Yes / No
13	Amalgamation/Acquisition – <b>Form H</b>		Yes / No
14	CA Certificate indicating Turnover and Profit or Loss for <b>3 years</b> prior to <b>01.03.2017</b> enclosed as per <b>Form J</b>		Yes / No
15	Format of Certificate of Site Visit – <b>Form L</b>		Yes / No

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

## **CHECK LIST TO BE ENCLOSED WITH TECHNO COMMERCIAL BID**

To be enclosed with Techno-Commercial Bid (Part-I)

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<b>Sr. No.</b>	<b>Particulars</b>	<b>Provide Details</b>	<b>Enclosed</b>
16	Undertaking for Acceptance of Terms and Conditions as per <b>Form M</b> enclosed:		<b>Yes / No</b>
17	PAN Card Photo Copy enclosed		<b>Yes / No</b>
18	Copy of power of attorney to sign the bid enclosed(Applicable for LLP / partnership company / PVT LTD / LTD Company)		<b>Yes / No</b>

19	<b>Price bid (Part II - Schedule showing the service Charges as per Chapter 4 of tender document) submitted in separate sealed envelope</b>	<b>Yes / No</b>
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Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

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# CHAPTER - 1

## ANNEXURE – I

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### CONDITIONS OF TENDER

THE BIDDERS SHOULD CAREFULLY READ THE FOLLOWING GENERAL CONDITIONS PRIOR TO PREPARING THE BID DOCUMENTS. NON COMPLIANCE OF ANY AND/OR ALL CONDITIONS MAY LEAD TO REJECTION OF THE BID.

1. Manner and method of submission of bids: The Bid shall be made in English only.
2. Each page of the tender should bear the signature, date, name and designation of the person authorised to sign the offer, with a rubber stamp indicating full name, address, phone No. Fax No., Email, of the firm.
3. The tender document is not transferable. Only the party to whom the tender document has been issued shall be entitled to quote.
4. Bid containing erasures or alternations will not be considered, unless authorised signatory attests these.
5. All unit rates and total amount should be written both in figures and words and if there is any discrepancy between the two, the lowest amount only will be taken for consideration.
6. Institute reserves the right to place the order for part/full/reduced quantity / reduced period than what is specified in the tender and also reserves the right to split the order on more than one bidder.
7. All bids in response to this invitation of tender should be submitted in the manner and method specified above. Tenders, which do not comply with the above conditions, are liable to be rejected.
8. Late and delayed tender will NOT be considered at all. Therefore, it is in the interest of the Bidders to ensure that their Bid reaches the Institute before the due date and time.
9. **SUBMISSION & REFUND OF EARNEST MONEY DEPOSIT (EMD):**

The Earnest Money Deposit is required to safeguard the interest of NCRA against the risk of bidder's conduct which may warrant the forfeiture of the same. To ensure this, it is obligatory to submit the **EMD of Rs. 60,000/- (Rupees 30,000/- in the form of Demand Draft drawn in favour of "TIFR" payable at Pune or Fixed Deposit Receipt (FDR) in the name of "TIFR" and balance can be in the form of Bank Guarantee from a Scheduled Bank or Nationalized Bank valid for a minimum period of Six months).**

EMD of all the unsuccessful bidders will be refunded without any interest, once the order is released on the successful bidder. EMD of the successful bidder will be released on acknowledging of our order and on submission of security deposit as per **clause No. 10** below without any interest.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

## CONDITIONS OF TENDER

**a. EMD will be forfeited –**

- I. if a bidder withdraws or amends or impairs or derogates his bid during the period of bid validity, **OR**
- II. in case of a successful bidder, if the bidder fails to furnish order acceptance and security deposit.

10. **SECURITY DEPOSIT:** The successful Contractor shall pay as Security Deposit the amount of **Rs. 1,50,000/- within 21 days** after receipt of our order, by way of Demand Draft in favour of “**TIFR, Pune**” or **Bank Guarantee** from any nationalized bank or Scheduled Bank as per our Format valid till expiry of contract. The same will be returned/released only after expiry of the contract period and after settlement of outstanding dues, without any interest.

Centre will levy an **interest of 6.25%** , if there is any delay in submission of Security Deposit.

11. **SERVICE CHARGES:** Service Charges (Flat Rate) (not linked to payment components) should be quoted in rupees as per our format only (Not as %) and it shall remain same till the validity of the contract. If bidder specify charges in any other manner such bid will be rejected.
12. **VALIDITY OF BIDS:** The bid should be kept valid till **120 days**. Bids with shorter validity will be liable for rejection.
13. **INCOME TAX:** Institute shall recover the Income Tax as applicable from all your bills and the amount so deducted will be credited to Income-Tax Department.
14. **GST: Will be paid extra.**
15. **CLARIFICATION:** After opening of the bids, if it becomes necessary for the Institute to seek any technical/general clarifications of the tender, the same will be sought from the bidder. In such an event the tenderer will furnish all technical information / clarifications to the Purchaser (TIFR) so as to reach on or before the due date fixed for that purpose, indicating the purchaser's tender reference.

If the reply to the clarifications sought for does not reach on or before the due date fixed, the tender shall be summarily rejected without any further notice. Price variation, if any, due to the clarification sought shall be submitted in a separate sealed cover.

If the bidder requires any clarification on the tender prior to submission of their bid they may contact the Purchase Officer either in person or in writing on any working day between 10.00 a.m. and 5.00 p.m.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:



## CONDITIONS OF TENDER

16. **SUBMISSION OF BID:** Bids complete in all respects to be submitted in a sealed envelope duly superscribing our Tender no. & due date so as to reach, Purchase officer, NCRA-TIFR, Post Box No. 3, Ganeshkhind, Pune -411007 before the due date and time.

**Part I and Part II bids must be sealed in two separate envelope.**

Centre may at its discretion, extend the due date for submission of bid by intimating the parties well in advance.

17. Centre will not be responsible for non-receipt / delay / loss of our tender documents and bids sent by post / courier etc.
18. **LATE BIDS:** Any bid received after the due date & time will be rejected and such bids will be returned to the bidder without opening.
19. **ACCEPTANCE OF BID:** NCRA shall be under no obligation to accept the lowest or any other quotations received in response to this enquiry and shall be entitled to reject any or all quotations without assuring any reason whatsoever.
20. The contactor shall be responsible for compliance of all legal provisions under the contract labour (R&A) Act, Minimum Wages Act, ID Act, EPF Act etc.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

## **CHAPTER – 2**

### **ANNEXURE – II**

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#### **DEFINITION OF TERMS**

- 1     ‘Centre’ means National Centre for Radio Astrophysics (NCRA), TIFR, at Pune University Campus, Pune – 411 007.
- 2     ‘Contractor’ means the company or firm or party or a person, on whom the contract/order is placed to provide Canteen services along with allied duties and shall be deemed to include his successors, heirs, executors, administrators and authorised assignees, as the case may be.
- 3     ‘Centre Director’ means the Centre Director of NCRA, who will be the overall in-charge of all activities of the Centre and whose decisions in all administrative and other matters related to maintenance will be final and binding on all concerned parties under this contract.
- 4     ‘Work order’ means a written order, conveying acceptance of tender/offer of the party containing general & special conditions of the order. Also includes a letter, fax, email conveying acceptance of tender of the party with specified (or necessarily implied) conditions to be followed by a written order/an agreement, and includes any further amendment made to the order on the basis of mutual agreement of the parties.
- 5     ‘Month’ shall mean the calendar month.
- 6     ‘Person’ shall include a firm/s, companies, association of persons on other bodies, whether incorporated or not.
- 7     ‘Parties to the order’ means the Contractor and the Centre.
- 8     ‘Other authorised officer/officials or designated officials of NCRA/TIFR/GMRT means duly authorised official or officials, who will give instructions (in the absence of Administrative Officer) to the Contractor or his authorised representative, for performing his duties as Contractor as per clause 2 above.

## CHAPTER – 2

### ANNEXURE - III SCOPE OF WORK - PART I

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- 1 The National Centre for Radio Astrophysics (NCRA) of the Tata Institute of Fundamental Research (TIFR), an Institution under the administrative control of Department of Atomic Energy, Govt. of India, is located in the Savitribai Phule Pune University campus, Pune and is engaged in research in the field of radio astrophysics.
- 2 The Centre has a Canteen with reasonably well furnished modern kitchen and a dining hall with necessary furniture to accommodate the present seating capacity. The Centre has total staff strength of about 250, of which about 25-30 members to a great extent depend on the canteen facilities for their entire food requirement. The Canteen is meant for the authorised users as identified by the Centre.
- 3 The scope of work includes providing canteen services on a daily basis in the NCRA Canteen situated in the NCRA campus. The services apart from the broadly defined works include providing breakfast, tea/coffee/milk in the morning and evening, lunch in the afternoon, dinner at night and room service (office only) as per official requirement. Canteen Services should be provided to the entire satisfaction of the Centre.
- 4 The Canteen services are to be provided as per the canteen service timing decided by the Centre on all days of the week in shift duties. Accordingly, the Contractor should arrange weekly offs for the manpower being provided by him.
- 5 The contractor shall be permitted to stock/store the items required for the purpose of carrying out the work, in the NCRA Canteen.
- 6 This Store shall be under the contractor's custody. Items removed from this Store for day-to-day use shall not be left behind or scattered in the area of the Centre after the work is over. There should not be any claim for loss, damage etc. of any item or material. On termination or discontinuation of the work, the contractor will have to vacate the place allotted to stock/store his materials and hand over the vacant possession to the authorised official of the Centre forthwith in good condition and withdraw his workers from the Institute premises. However, the Contractor shall be allowed to take away items from the premises only with the permission of the Centre on a gate pass issued by the authorised official after establishing proof that the items proposed to be taken away are contractor's property.
- 7 The Contractor shall report to Administrative Officer or a staff deputed by him on a daily basis for material or equipment related issue. The contractor shall report to Canteen Committee Chairman through Administrative Officer for all other related issues i.e. menu, quality of food etc.
- 8 The details of the canteen services are narrated in a separate sheet attached to this work order as Part-II of Scope of work.
- 9 **ASSIGNING & SUBLETTING:** Assignment or subletting of this contract is strictly prohibited and shall result in termination of the contract with immediate effect without any compensation.

**ANNEXURE - III**  
**SCOPE OF WORK - PART II**

**page 2 of 4**

- 10 NCRA CANTEEN TIMINGS: (Canteen Timing for workers is from 06.00 am to 11.00 pm)

Sr. No.	Timings (Hrs.)	Services
1.	08.00 to 09.30	Break Fast / Tea / coffee / milk
2.	10.45 to 11.15	Tea / Coffee / Milk / Cold Drinks
3.	13.00 to 14.00	Lunch, tea, coffee, juice, etc.
4.	15.45 to 16.15	Tea / Coffee / Milk / Cold Drinks
5.	18.00 to 18.30	Snacks / Tea / Coffee / Cold Drinks
6.	19.30 to 21.00	Dinner, tea, coffee, juice, etc.

- 11 Further, the Contractor will ensure that the canteen serves tea and snacks at any time generally during the office hours, for meetings, conferences, get-together, seminars, schools, workshops, etc. at the Centre. Only authorised officials will make such requests on Requisition Slips. The Administrative Officer will intimate the names of such authorised officials. The Canteen Contractor shall make arrangements for special meals, as and when required for which the In-charge of such events will give an advance notice and menu. The Contractor shall help/suggest to prepare and finalise the menu for such programmes / events.

- 12 MENU:

NCRA Canteen Committee will prepare and submit weekly menu to the Contractor. Menu will consist of items given in the **Annexure – IV** (Schedule of Rates). NCRA Canteen Committee Members are authorised to change / modify the weekly menu. The Contractor shall prepare the items as per the menu chart. In case of any change, the Contractor should inform the NCRA Canteen Committee before implementing.

The menu will have items only from the scheduled Annexure – IV. Any other item included in the menu will require canteen committee chairman's approval.

- 13 CLEANLINESS / PEST CONTROL:

- 13.1 The Contractor has to ensure that the canteen premises are maintained clean and hygienic on a day-to-day basis. The cleanliness and hygienic maintenance of utensils, kitchen, equipments, appliances, dining hall and sit out, all furniture, water coolers, glasses, water filters, is the responsibility of the Contractor. The Institute will engage an agency to provide Pest Control Treatment in the NCRA Canteen, once in two months or as and when required basis. The Contractor has to get this work done by covering all the things with lids or other proper means and cleans the canteen more carefully, especially after the pest control treatment. The used clothes after its use on everyday must be washed thoroughly with hot water and soap and get them dried in the open air so as to disinfect.
- 13.2 The Contractor shall dispose-off all the empty containers, tins, plastic bags, boxes, crates, vegetable & food wastage, after segregating it (dry / paper & plastic / wet), in different containers / bins identified for such purpose, on regular basis. The Contractor should not allow accumulating such items in the Kitchen under any circumstances.
- 13.3 The Contractor shall ensure that all the fittings, fixtures, furniture, buildings, appliances, etc. are kept properly cleaned and also ensure that all equipments are maintained in good condition at all times.

13.4 **Playing radio, mobile with speaker on, tape recorders, TV, smoking, chewing of Pan, tobacco, etc. inside the NCRA Canteen is STRICTLY PROHIBITED. Likewise the Canteen premises shall not be used as a resting / sleeping place.**

14 **FACILITIES:**

The Centre will provide the following facilities and equipments to the contractor free of charge.

- a. Kitchen and Dining Hall with necessary furniture, fixtures, machines, equipments, utensils, etc.
- b. Electricity and Water. Both these are to be used conservatively; it should be ensured that taps are not kept open unnecessary, fans and lights are switched off when not in use.
- c. Necessary Cutlery and Crockery, Water Cooler with aqua guard, Geyser, refrigerator, deep freezer, toasters, cooking vessels, serving utensils, tablespoons, teaspoons, gas-operated appliances, wet grinders, etc. If it is felt that some more items are necessary, the Centre may arrange to supply them. The Contractor will take charge of all the items and shall be liable to account for all the above items, furniture, fixtures, etc. kept in the NCRA Canteen.
- d. While breakages of some porcelain cups, saucers, plates, etc. may be unavoidable; the contractor should ensure that such breakages are kept to the bare minimum. The cost of breakages in excess of 10% over a year may have to be borne by the Contractor.
- e. The Centre shall provide empty gas cylinders of HP (Industrial type). Supply of filled cylinders has to be obtained from Aundh Gas Co. near Savitribai Phule University Main Gate with whom we are registered. The Centre will not pay any charges for Gas refilling & for transporting the cylinders to & fro from NCRA, Pune.
- f. **The Centre shall not provide any accommodation for the workers engaged by the contractor.**  
**Canteen timing for workers of contractors will be for 06.00 am to 11.00 pm.**

15 Food shall be prepared most hygienically and the quality of food shall be excellent.

16 The Contractor's obligation include procuring & transporting to NCRA Canteen all (good quality) raw materials like oil, milk, pulses, grains, vegetables etc. All these raw materials are subject to check at any time by authorised NCRA representative and can be rejected by him summarily if not found in order or of required quality. NCRA reserves the right to check quality of raw materials and to reject the material for any adulteration in foodstuff, bad quality.

17 Preparing food and beverages and serving them to the users during prescribed hours as per prescribed menu at tariffs as agreed at the time of entering into the contract. In addition soft drinks biscuits etc. shall also be sold. Any new items to be sold shall be included only with the approval of the Centre.

18 **Cigarettes, beedies, pan and pan-masala, liquor, gutkha, tobacco, etc. shall not be sold in the NCRA Canteen. The contractor shall not allow his workers to have bath in the NCRA, Campus.**

19 The Contractor will not prepare any food items which is not meant for our users in the NCRA, Canteen. If such things are noticed by any one of the members or users of canteen, the contract shall immediately be either suspended or terminated, or the Institute may impose a suitable fine, as per the decision of the Centre Director.

20 CANTEEN SERVICES:

20.1 The Canteen Contractor shall provide the following services to the users, at the notified time as given at **Sr. No. 10 above**.

- a Breakfast, tea, coffee, milk, juice, etc.
- b. Morning tea / coffee / milk
- c. Lunch, juice, coffee, tea, etc.
- d. Evening tea / coffee / milk
- e. Evening snacks, tea, coffee, milk, juice, etc.
- f. Dinner, Coffee, tea, etc.

20.2 The Canteen Contractor has to provide catering/canteen services as and when required for official programmes organised by the Centre or staff members. The rates for food items / dishes are to be finalised jointly by the Contractor and an authorised officer of the Centre. The details of these items are given in separate **Annexure IV – Schedule of items and rates**.

If needed, the contractor shall deploy additional service / catering staff for such occasions, without disturbing the regular canteen staff.

21 RATES OF ITEMS / SERVICES:

The rates at which items are to be served are given in the separate **Annexure IV – Schedule of Items and Rates**.

22 MATERIAL:

The Contractor shall use good quality branded goods, raw material, and ingredients for preparing the food items. An authorized official of the Centre / member(s) of the canteen committee will be overseeing the activities for strict compliance of rules and to ensure quality of material being supplied in the canteen. The brand names must be communicated to the Canteen Committee before using it in the Canteen. Unbranded goods will not be accepted and use of such items of local / inferior quality brand should be avoided at all costs. The Contractor shall be responsible for any untoward incident that happens due to poor quality of food items, raw material, etc.

## SCHEDULE OF ITEMS AND RATES FOR CANTEEN

Sr.	Item	Rate (Rs.)			Remarks
		Staff Member	Family Member	Outsiders	
1	Tea	6.00	7.00	8.00	Cup (140 ml)
2	Spl. Tea (Tea bag, milk, sugar - all separate)	7.00	7.00	9.00	Cup (140 ml)
3	Filter coffee	8.00	9.00	10.00	Cup (140 ml)
4	Special coffee	9.00	10.00	12.00	Nestle(140 ml)
5	Milk	9.00	9.00	13.00	Cup (140 ml)
6	Egg boiled –single	6.00	7.00	9.00	
7	Single omlet/burgee	9.00	10.00	13.00	
8	Double omlet/burgee	14.00	16.00	18.00	
9	Breakfast - Poha/upma/Dosa, etc.	12.00	15.00	18.00	
10	Masala Dosa / Uthappa.	14.00	16.00	20.00	
11	Wada Sambar	14.00	16.00	20.00	
12	General snacks – plate	12.00	14.00	18.00	
13	Veg. Roll	12.00	15.00	20.00	
14	Egg Roll	13.00	15.00	20.00	
15	Misal pav	14.00	15.00	20.00	
16	Lunch/Dinner * Refer point 7 on next page	40.00	45.00	55.00	
17	Regular canteen menu buffet lunch/dinner in Board Room / Any other location in the building with cheffin dish support – limited to 20 persons	55.00	-	-	
18	Regular canteen menu “ with soup + dessert	75.00	-	-	
19	Special buffet lunch / dinner – 3 course items – Soup, Roti/Chapati/Naan; Rice ppn, Plain Rice, 1 Dal ppn, 2 Gravy subji (one with paneer); 1 dry veg; 2 sals, pappad, pickle, curd and 1 dessert. Dessert will include items cooked inhouse viz. gulabjamun, rasgullas, halwa, custard, etc. Likewise soups will include ones viz. cream of tomato, cream of vegetables, mushroom, sweet-corn soup, etc. Bought out items viz. ice-cream, cakes, etc. will be regulated @market price + 10% extra, against the bill Non-Veg – Rs. 30/- per plate additional	150.00	-	-	
20	Bread slice - 2 pcs.	6.00	7.00	10.00	
21	Butter cube - 1 pc.	5.00	6.00	8.00	
22	Juice (other than lemon)	17.00	17.00	20.00	200 ml.
23	Lemon juice	5.00	6.00	8.00	280 ml.
24	Chapati (1)	3.00	4.00	5.00	
	Puri (2)	3.00	4.00	5.00	
	Bhatura (1)	4.00	5.00	6.00	
25	Veg. dry/gravy	8.00	10.00	15.00	(Dry 160 gms. Gravy 180 Gms)
26	Curd Raita (one katori)	7.00	10.00	12.00	90 Gms.
27	Soup /Rasam/Dal	6.00	9.00	11.00	Cup (140 ml)
28	Papad (1)	3.00	4.00	5.00	
29	Non-veg (chicken)*	40.00	50.00	60.00	2 Pieces
	Non-veg (Fish)*	40.00	50.00	60.00	
30	Jam	3.00	4.00	6.00	

## SCHEDULE OF ITEMS AND RATES FOR CANTEEN

31	Cheese s/w (2 slice)	17.00	17.00	22.00	
32	Soft drinks MRP+ Rs 1				
33	Sweet dish	12.00	15.00	18.00	
34	Rice/Biryani/Pulav	6.00	6.00	7.00	200 Gms.
35.	Curd (one katori)	6.00	8.00	10.00	90 Gms
36.	Butter milk (Steel Glass)	7.00	9.00	10.00	280 ml
37.	Salad	4.00	5.00	6.00	
38	Cornflakes (1 Soup Bowl)	9.00	11.00	13.00	
39	Dal rice with Pickle	16.00	18.00	20.00	
40	Maggi	16.00	18.00	20.00	
41	Masala Maggi with Vegetables	22.00	24.00	26.00	
42	Egg Masala Maggi	25.00	27.00	30.00	1 Egg
43	Vada Pav (Double)	14.00	15.00	17.00	
44	Single Vada Pav	7.00	8.00	10.00	
45	Samosa (Double)	14.00	16.00	18.00	
46	Single Samosa	7.00	8.00	10.00	
46	Sabudana Vada (Double)	14.00	16.00	18.00	
47	Single Sabudana Vada	7.00	8.00	10.00	
48	Dabeli (Single)	10.00	12.00	14.00	
49	Bhel (One Medium Plate)	11.00	13.00	15.00	
50	Puri Bhaji	14.00	16.00	20.00	5 Puris
51	Egg Fried Rice	35.00	37.00	40.00	2 Eggs
52	Veg Fried Rice	35.00	37.00	40.00	
53	Bournvita with Milk	13.00	14.00	17.00	140 ml
54	Cocom (One Glass)	7.00	8.00	10.00	200 ml
55	Veg Cutlet (Double)	13.00	14.00	16.00	
56	Potato Vada Sambar	13.00	14.00	16.00	2 Vadas
57	Cappuccino Coffee (Black)	10.00	12.00	14.00	
58	Cappuccino (with milk)	14.00	16.00	18.00	

\*Only on demand by more than 5 people. To be served in dinner only

1. Rate for Tea/Snacks served in office rooms will be 10% extra on the normal charges (Rounded off to the next higher rupee point).
2. Rates for items to be served in parties offered by staff etc., will be governed on a case to case basis in discussion with the contractor by the respective person / co-ordinator.
3. Rates for package arrangements for big conferences, etc. will be fixed based on negotiation with the contractor.
4. Rates of food items i.e. biscuits, cake etc. will be at the MRP rate.
5. Rates for items scheduled other than above, will be as approved by the competent authority on the recommendations of the Canteen Committee.



**SCHEDULE OF ITEMS AND RATES FOR CANTEEN**

6. In case there is huge hike in the cost of raw materials, on receipt request for increasing the rate of items, the canteen committee may discuss the issue with the contractor and may give its recommendation. Centre Director may consider the recommendations of the canteen committee based on the merit of the case.
7. Constituents of lunch / dinner (weekly menu to be decided by the canteen committee and to be displayed on the notice board). The content may be as under, which may change as suggested by Canteen Committee.
  - Dal (210 Gms.)
  - Vegetable one dry (160 Gms.) & one curry – (180 Gms.)
  - Chapati - 4 or Phulkas - 4 or Roti - 4 or Puris - 6 or Pav - 4 (2 pairs), Bhatura-3
  - Rice/Biryani/Pulav (200 Gms.)
  - Papad - 1
  - Pickle (1 tea spoon)
  - Raita/Curd (one katori) – 90 Gms.
  - Juice (200 ml) - For lunch – One day, i.e. Tuesday
  - Soup 140 ml (cup) – For lunch – 3 days, i.e. Thursday, Saturday & Sunday
  - Salad
  - Sweet dish – For lunch – 3 days, i.e. Monday, Wednesday & Friday
8. Food to be served by canteen workers as per the specified quantity.
9. Only Industrial gas cylinders to be used in the canteen. Use of domestic gas cylinders is not allowed in the NCRA canteen.
10. Replacement in case of absence / leave to be provided by contractor immediately.
11. For branded items like tea, oil, milk, pickle, coffee powder etc. approval from Canteen committee has to be obtained before their use.
12. Extra items at extra price as per Schedule above.
13. Any person taking individual items, rather than “meal” as described above, will be billed as per individual item rates.
14. For items not listed above (like snacks etc.), the increase in the rates will be 50% and 100% of the existing rate for family members and outsiders respectively, rounded off to the nearest 50 paise stage.

**SCHEDULE OF ITEMS AND RATES FOR CANTEEN**

15. The practice of "Parcel" food is discouraged. However, this may be availed of under the following conditions :
  - a. Available only for full lunch and dinner and not for breakfast/snack items or individual lunch/dinner items.
  - b. Subject to prior booking and availability.
  - c. Containers to be provided by the user.
  - d. The "Outsider" rate will be applicable.
16. Staff members intending to take individual items like rice, vegetables, etc. (rates applicable as per Schedule) can do so if they book for the entire week latest by Monday of the week. Such users will carry proof of identification like Identity card, medical card, visitors card etc. for verification.

**SCHEDULE OF WAGES PAYABLE**

Details of monthly payment components to be paid to contract employees by the contractor.

Sr. No.	Description	Unskilled	Semi-Skilled	Skilled	Clerical
		Canteen Bearer, Canteen Server	Assistant Cook	Head Cook	Canteen Manager
1	Basic Wages	5,000.00	5,400.00	5,800.00	5,800.00
2	Variables Dearness *	3,256.20	3,256.20	3,256.20	3,256.20
3	<b>Total (1+2)</b>	<b>8,256.20</b>	<b>8,656.20</b>	<b>9,056.20</b>	<b>9,056.20</b>
4	LWW @ 5.75 % on 3	474.73	497.73	520.73	520.73
5	EPF @ 13.16 % on 3	1,086.52	1,139.16	1,191.80	1,191.80
6	Bonus @ 8.33 %	687.74	721.06	754.38	754.38
7	HRA @ 5 % on 3	412.81	432.81	452.81	452.81
8	<b>Total (3 to 7)</b>	<b>10,918.00</b>	<b>11,446.96</b>	<b>11,975.92</b>	<b>11,975.92</b>
9	Incentives	1,000.00	2,000.00	3,000.00	4,000.00
10	ESIC @ 4.75 % on 3+7+9	459.28	526.73	594.18	641.68
11	<b>Total (8 to 10)</b>	<b>12,377.28</b>	<b>13,973.69</b>	<b>15,570.10</b>	<b>16,617.60</b>
	NO. of Persons to be deployed	07 workers (4 Bearers & 3 Cleaners)	02 Asst. Cooks	01 Head Cook	01 Manager
12	Total expenditure for manpower	<b>86,640.96</b>	<b>27,947.37</b>	<b>15,570.10</b>	<b>16,617.60</b>

1	Uniform Allowance (2 Sets per person per year)	2,000.00**
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\* Subject to variation based on Govt. Notification from time to time.

\*\*will be paid to the contractor.

**NOTE : 1. Service Charges [Flat rate]- as per Chapter 4 Price Bid (Part II) will be paid (Not linked to the above components).**  
**2. No change in service charges during the currency of the contract will be entertained.**

**ANNEXURE-VI**  
**GENERAL CONDITIONS**

**Page 1 of 1**

- 1 The Centre shall not be liable for any damages, compensation or loss in respect of or in consequence of any accidents or injury to the workers or other persons in the Contractor's employment. If any statutory authority imposes any penalty on any such account on the Centre, the contractor shall immediately reimburse to the Centre all such expenditure along with any overheads. Without prejudice to any other mode of recovery, the Centre shall be free to recover such payments from the contractor's **monthly bills / Security Deposit amount.**
- 2 The Contractor shall be responsible for due compliance of all legal provisions under the Contract Labour (R&A) Act, Minimum Wages Act, ID Act, Workmen's Compensation Act, Provident Fund Act, ESI Act, etc, in connection with the employment of his workers posted for duties at the premises of NCRA, Pune.
- 3 The Contractor shall obtain PF Account Numbers from the PF Authority in respect of the manpower deployed at the Centre and arrange to get their PF balances updated from the PF authority from time to time. After resigning, the Contractor shall help the concerned to withdraw his PF from the PF authority. Only the Contractor is entirely responsible for settlement of PF and ESI matters related to the manpower posted at the Centre, even if they resign.
- 4 NCRA, Pune will make necessary arrangements to provide to the contractor with required equipments and other materials required for Canteen services.
- 5 The Institute reserves the right to cancel the contract at any time by giving **two month's** written notice. Similarly, if the Contractor wishes to withdraw his services he may do so by giving two month's notice in writing. Extension of the contract may be considered with mutual agreement depending on the need of the Institute and based on the past performance of the contractor.
- 6 The Contractor, if applicable, shall comply with all the provisions of Shop Act and submit a copy of valid Shop Act License, issued by the competent authority, specifically for providing Canteen services within 30 days from the date of award of the contract.
- 7 **PENALTY CLAUSE:** The contractor shall be responsible for executing the work order in a peaceful manner and make payment to workers as specified in the work order. The Contractor shall not misuse the payment components payable to his workers, for his own purpose. **The contractor will pay his workers through Bank transfer / Cheque.** Any discrepancy, if found or observed, appropriate penalty by appropriate authority, will be imposed on the contractor and amount, if any, will be recovered from the Contractors bill or Security Deposit.
- 8 **SETTLEMENT OF DISPUTE:** For any dispute arising out of the contract, it should be the intention of both the parties to settle the matter amicably without referring it to the Court of Law. In case of any untoward incident or for any other disputes, a joint enquiry under the orders of Centre Director will be held and a decision will be arrived at, after mutual consultation between the parties. The decision of the Centre Director, NCRA, Pune will be final and binding. If any loss or damage is caused to the property of NCRA-TIFR due to negligence on the part of Contractors workers, NCRA/GMRT reserves the right to impose appropriate penalty for such loss or damage on the contractor, after the decision of Centre Director.
- 9 **Jurisdiction of Court:** Only the competent Courts of Law in Pune will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceedings, etc.

**ANNEXURE – VII**  
**MANPOWER**

Page 1 of 2

- 1 **Duration of Contract:** Initially **One Year** from the date of issue of work order. Contract may be extended with mutual agreement for a further period of two years one year at a time, if services provided is found satisfactory and there is no change in condition of contract.
- 2 The Contractor shall provide a Manager, a Head Cook, two Assistant Cooks, Seven workers (4 Bearers & 3 Cleaners) for carrying out the works related to Canteen Services at NCRA-TIFR, Pune under this Contract.
- 3 The Contractor shall provide well-trained, disciplined and experienced manpower; and while on duty, all of them will be dressed in neatly maintained uniform approved by the Centre. The Contractor shall be responsible to provide replacement manpower to offset absence for any reason. The contract workers will be wearing Head Gear, Apron, and Gloves while serving the food at the canteen.
- 4 The workers detailed by the Contractor at the premises of NCRA-TIFR, Pune, for all purposes shall be the employees of the Contractor and shall be under his exclusive control and supervision. They shall, accordingly be dealt with and subject to the following conditions. The staff of the contractor should ensure that they do not smoke, chew tobacco, Guthkha, and consume liquor inside the Campus.
  - 4.1 The Contractor shall be responsible for selecting the workers and detailing them to carry out the Canteen work. In case, NCRA-TIFR, Pune specifically object to the posting of a particular person for performing duties at its premises, the contractor shall make immediate arrangement to replace such persons within 24 hours of being intimated.
  - 4.2 The Contractor shall comply with all the lawful directions and instructions concerning Canteen services, which will be given by the authorised representative of NCRA, Pune from time to time.
  - 4.3 The Contractor is required to provide additional staff at a short notice for a specified duration at NCRA, Pune or at any of our site including GMRT, Khodad, at any time as required by NCRA, Pune. Additional payment for additional staff will be made at the agreed rates. However, any requirements under this clause would need prior approval of Centre Director.
  - 4.4 In case of replacement of any of the workers, the Contractor shall be responsible for giving necessary training/instructions to the new worker to enable him to work efficiently.
  - 4.5 The Contractor or his Supervisor shall be available in the premises of NCRA, Pune during the working hours to meet the authorised official for taking necessary instructions and to supervise the contract workers under him.
  - 4.6 The Contractor shall ensure regular and punctual attendance of his workers in the format provided by NCRA administration and further ensure that his workers perform their duties efficiently, diligently and to the full satisfaction of the Centre. The Contractor shall not employ any person who has not attained the age of 18 and not above 60.

**ANNEXURE – VII  
MANPOWER**

Page 2 of 2

- 4.7 Misbehavior by any of the Contractor's workers staff in the Institute's premises, while on duty during the working hours or while off duty outside the working hours will be viewed seriously. If the incident involves loss to the institute, due to theft or attempted theft, penal deduction is liable to be imposed on the Contractor, as deemed necessary to make good the loss, by the Centre Director on the recommendation of Administrative Officer.
- 4.8 The Contractor shall provide standard uniforms including Head Gear, Apron, and Gloves to all his workers and ensure that all his workers wear clean and well-maintained uniform with logo/badges of the contractor.
- 5 **SAFETY & SECURITY:** The Contractor shall be fully responsible for the safety and security of his deployed manpower, which include any injury, accident, death of his manpower and he shall exercise all possible precautions to deal with any such loss or damage. The Contractor shall also promptly report, in writing, to the Centre, all cases of accidents and damages. However, irrespective of the cause and place of mishap/ accident/ injury during the execution of the work, the Contractor shall make immediate and adequate arrangements to render all possible aid to the victim(s).
- 6 **INDEMNITY BOND: *If order is placed.*** The Contractor shall, by way of executing a bond on non-judicial stamp paper of appropriate value, indemnify the Centre against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Centre by Contractor's workers or any other person or any other agency, in connection with the work or in respect of any matters, thing done or committed to be done by the contractor in the execution of, or in connection with works, notwithstanding that the contractor took all reasonable, proper and necessary precautions against any loss or damage, ensure that such event will not affect the work and the Centre in any way. The indemnity given by the Contractor as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person, resulting in death or otherwise. The format of indemnity Bond enclosed as Annexure-VIII. Original Bond is to be submitted directly to our Accounts Section with copy of the same to be given to the Administrative Officer.

**ANNEXURE VIII**  
**PAYMENT TERMS & PROCEDURE**

**Page 1 of 2**

**PAYMENT OF WAGES TO WORKERS ENGAGED BY THE CONTRACTOR AND REIMBURSEMENT OF THE SAME BY NCRA-TIFR.**

- 1 The Contractor shall pay Basic Pay + Variable DA and Incentive, if any given by the institute to all workers on a monthly basis, as mentioned in the **Annexure V** by way of cheque. The payment is to be made in the presence of authorized representative of NCRA-TIFR Centre. Monthly compensation is subject to change only due to variation, in accordance with the notification / order issued by the Ministry of Labour & Employment Govt. of India from time to time.
- 2 The Contractor shall pay to its workers according to the attendance sheet provided by NCRA administration.
- 3 The Contractor shall be entitled to service charges, as mentioned in the **Chapter 4 (Price Bid)** - a lumpsum amount only. No change in service charges during the currency of contract Period will be allowed.
- 4 The contractor shall first pay wages to his workers before 7<sup>th</sup> of every month and then submit the bill (in printed bill book format only) to the Administrative Officer, NCRA.
- 5 An amount of **Rs. 2,000/-** per head per year for 2 sets of uniforms shall be reimbursed. Same can be claimed along with the bill for the second month by the Contractor against a bill.
- 6 The Contractor shall pay Security Deposit of the amount equivalent to one month's bill amount within 15 days from the date of Commencement of the Contract. The same will be returned / released only after expiry of the contract period plus one month and after settlement of outstanding dues, without any interest.
- 7 The Contractor shall furnish a duly signed Indemnity Bond on a stamp paper of **Rs. 500/-** as per format enclosed as **Annexure – I**, after the award of contract.
- 8 The contractor shall inform the Centre sufficiently in advance the date and time of disbursement of salary / wages, which should be during working hours on a working day before 4.00 p.m. Monthly salary or any other disbursement to workers under the contract shall be made by cheque in the premises of the Centre only and in the presence of an authorized representative of the Centre. In case the payment is made 'online', account statement of every worker showing credit of monthly salary to their account must be presented to the Administrative Officer at NCRA, Pune.
- 9 The Contractor shall be fully responsible for making monthly payment to his workers on or before 7<sup>th</sup> of every calendar month for the work done in the previous calendar month, in the presence of nominated / designated representative of the Institute. The Institute, however, reserves the right to withhold the monthly bill amount payable to contractor, if the contractor fails to pay wages to his workers on or before the due date.
- 10 The Centre also reserves the right to terminate this contract in such events with immediate effect without notice and enter into another contract at the risk and cost of the defaulting Contractor for the balance period. No compensation, service charges will be paid to contractor in the event of such termination of the contract.

**ANNEXURE VIII**  
**PAYMENT TERMS & PROCEDURE**

**Page 2 of 2**

- 11 **PENALTY FOR FAILURE TO DISBURSE WAGES:** If the Centre Director/ Administrative Officer finds that disbursement of wages have not been made by the contractor to his workers, as per the terms of the contract and the reasons given by the Contractor are bad in law or the contractor unduly delays the disbursement of wages, the Centre reserves the right to arrange disbursement of wages and to effect appropriate recovery from the Contractor along with penalty at the risk and cost of the Contractor and no service charges will be paid to the contractor in such an instance.
- 12 The Centre reserves the right to use the Security Deposit given by the Contractor for making payments to his workers, in cases where the contractor fails to make the payment as per the above clauses and in accordance with Contract Labour (Regulation & Abolition) Act 1970, and for settling other dues payable to the Centre or to his employees, if any.
- 13 In case of controversies or disputes arising due to negligence or failure on the part of the Contractor to keep proper and updated documentation/license etc., the contractor shall be entirely responsible for the same and settle/resolve all such matters with his own effort and cost.
- 14 To enable the Centre to process monthly bill(s), it is essential that the Contractor encloses the Certificate of Compliance confirming that the contractor is complying with all the labour and statutory regulations requirements and self-attested copies of PF and ESI challan/receipt showing that the contractor has deposited the previous month's contributions, which includes shares of both the employer and employee to respective authorities. Original challans of PF, ESI deposits, etc. should be produced for verification at the time of submission of the monthly bills.
- 15 Canteen staff should undergo medical checkup for every Six month and get fitness certificate from the medical officer of NCRA.
- 16 Contractor should provide hand-gloves. Chef's cap and aprons to canteen staff from the hygiene point of view
- 17 **PENALTY IN CASE OF LOSS OF PROPERTY OF THE INSTITUTE :**

In case any loss of Centre's property due to negligence in duty of deputed staff, the contractor shall adequately compensate to the Institute for such loss(es). In case of failure of payment of such loss, the same will be recovered from the monthly bill or from the Security Deposit of the contractor.



### CHAPTER - 3

Standard forms (To be enclosed by bidders with Part – I, Techno-commercial bid)

<b>Table of Contents</b>		
<b>Sl. No.</b>	<b>Contents</b>	<b>Page No.</b>
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2	Eligibility Criteria – <b>Form B</b>	<b>27</b>
3	Schedule of Experience - <b>Form C</b>	<b>28</b>
4	Schedule of deviation From General Conditions - <b>Form D</b>	<b>29</b>
5	Bid Form - <b>Form E</b>	<b>30</b>
6	Details of <b>GST - Form F</b>	<b>31</b>
7	Bank Details for Making Payment / EMD <b>Form G</b>	<b>32</b>
8	Format of Amalgamation/Acquisition - <b>Form H</b>	<b>33</b>
9	Format of Indemnity Bond* – <b>Form I</b>	<b>34</b>
10	Format of CA certificate / Financial Strength – <b>Form J</b>	<b>35</b>
11	Format of Bank Guarantee for Security Deposit* – <b>Form K</b>	<b>36-37</b>
12	Certificate of Site Visit – <b>Form L</b>	<b>38</b>
13	Undertaking for Acceptance of terms and conditions – <b>Form M</b>	<b>39</b>

***\* To be used by vendor on whom order will be placed.***

**FORM –A****Page 1 of 1**

**COMPANY PROFILE**  
(To be filled in by the Bidder)

Sl.No.	Question	Response
1.1	Company Name	
1.2	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
1.3	Date of Incorporation	
1.4	Company Head Office address	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.5	Address of Pune office	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.6	Number of Employees.	
1.7	Shop and Establishment Registration No. and date	
1.8	Registration No. and date with PF Authorities	
1.9	Registration No. and ate with EST Authorities.	
1.10	GST Registration.	
1.11	Registration No. and date with Registrar of Companies.	
1.12	Permanent Account No.	
1.13	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
1.14	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
1.15	Details bank solvency certificates issued by bidder's bankers.	
1.15.1	Name of Bank	
1.15.2	Branch	
1.15.3	Amount of Solvency	
1.15.4	Date of Issue	
1.16	Date of Establishment of firm in Pune.	

Signature of the Bidder  
Name & Designation

Company Seal  
Date:

**FORM –B**

**Page 1 of 1**

**ELIGIBILITY CRITERIA**

Sr.No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.					
1	Bidder must visit the Canteen to understand the Infrastructure available and must submit site visit Certificate as per <b>Form L</b> .						
2	Bidder must have been providing canteen services for atleast 50 people (cooking on site as well as serving on site) for many Organizations / Institutions in and around Pune. Copies of orders executed in the past and orders on hand at present must be enclosed.						
3	Bidder must have an average turnover of <b>Rs. Nine Lacs</b> in the past three years. Bidder must submit Chartered Accountant’s Certificate showing their turnover and Profit & Loss for the past <b>3 years</b> i.e. for Financial Year 2014-15, 2015-16, 2016-17 and must have made profit atleast for two years out of these three years. <b>Do not enclose copies of Profit and Loss and Balance Sheets statement and IT returns.</b>	Period	Turnover	Profit	Loss		
		2014-15					
		2015-16					
		2016-17					
4	Bidders must have PF registration Number.						
	Bidders must have ESI registration Number.						
	Bidders must have GST registration Number.						

***NOTE : KINDLY FILL UP THE ABOVE DETAILS AND ENCLOSE ALONGWITH YOUR TECHNICAL BID – PART I, OTHERWISE YOUR BID WILL BE REJECTED.***

Signature of the Bidder

Name & Designation

Company Seal

Date:

**FORM –C-1****Page 1 of 1****SCHEDULE OF EXPERIENCE SHOWING CONTRACT COMPLETED**

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completion of contract as per contract	Date of actual completion of contract	Remarks indicating reasons for late completion of contract, if any	Has the contract been completed Satisfactory? (Attach a copy of order and completion certificates from the purchaser)	Contact person Along with Telephone No., FAX No. and email address

Signature of the Bidder

Name &amp; Designation

Company Seal

Date:

**FORM –C-2****SCHEDULE OF EXPERIENCE SHOWING CONTRACT ON HAND**

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completion of contract as per contract	Date of actual completion of contract	Remarks indicating reasons for late completion of contract, if any	Has the contract been completed Satisfactory? (Attach a copy of order and completion certificates from the purchaser)	Contact person Along with Telephone No., FAX No. and email address	% of work completed as on 31.03.2017

Signature of the Bidder

Name &amp; Designation

Company Seal

Date:

**SCHEDULE OF DEVIATION FROM GENERAL CONDITIONS**

**The following are the particulars of deviations from the requirements of the tender specifications:**

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

Signature and seal of the  
Manufacturer/Bidder

**NOTE:**

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”.

**BID FORM**

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date:

*[insert date (as day, month and year) of Bid Submission]*

Tender No.:

*[insert number from Tender Notice]*

To:

*[insert complete name of Owner]*

We, the undersigned, declare that:

(a) We have read & understand the bidding document and have no reservations,

(b) We offer to execute the order in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;

(c) Our bid shall be valid for a period of **120 days**, from the date of opening techno commercial bid (Part– I), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our bid is accepted, we agree to submit security deposit and performance guarantee as per mentioned the tender document;

(e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(f) We have seen the site and have understood the site conditions.

(g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

h) Name: *[insert complete name of person signing the Bid Submission Form]* duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

i) Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**DETAILS OF GST**

(PLEASE PROVIDE FULL INFORMATION WITHOUT WHICH YOUR QUOTATION  
MAY BE LIABLE FOR REJECTION. THIS MUST BE SUBMITTED WITH  
TECHNICAL BID)

(a) GST payable : \_\_\_\_\_ % extra

Your GST Tax Registration No. :

(b) Quotation Valid Till :

(c) Payment terms : Yes / No  
Specified in our enquiry acceptable

(d) Whether you will submit Indemnity Bond : Yes / No  
As per our format.

(e) Your PAN No. : \_\_\_\_\_

Company Seal

Signature of the Bidder:

Name :

Designation :

Date :

**BANK DETAILS FOR REFUND OF EMD / MAKING PAYMENT**

(Information to be submitted on Vendors Company Letter head)

To,

**The Accounts Officer,**

NCRA-TIFR ,Pune University Campus,

Post Bag No-3, Ganeshkhind,

Pune-411007

Sub:- Bank Details for payment through Electronic Mode i.e. NEFT/RTGS

Sir,

It is requested that settlement of all our bill/s from now onwards may please be made through Electronic Mode (NEFT/RTGS). The details of my/our bank account are as under:-

1. Beneficiary Name

2. Full Address

3. IFSC Code

4. Bank Account No.

( Full Account Number to be furnished for making payment to be made through Electronic Mode)

5. Type of Account viz Saving A/C / Current A/C / Cash Credit A/C / Overdraft

6. MICR No.

*Note: 1<sup>st</sup> three**digit & last of 3 digit of MICR**No. Should not be zero.*

7. Name of the Bank:

.....

8. Full Address of the Bank:

.....

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reasons, we will not hold NCRA TIFR Pune responsible and agree to discharge the responsibility expected of us as a participant under the scheme.

Yours Faithfully

( )

Signature of authorized Officer of the company

Name

Designation

Company's seal

Date



## FORMAT OF DECLARATION REGARDING AMALGAMATION / ACQUISITION

No. ----- Date:-----

### 1) Amalgamation/Acquisition

In the event of M/s. -----proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, National Centre for Radio Astrophysics, TIFR, Pune to fulfill the contractual obligations as per the terms of NCRA Tender and bids of M/s. -----No. ----- Dated-----and National Centre for Radio Astrophysics P.O. ----- dated ----- . The contractual obligations are **providing Catering (Canteen) services at NCRA-TIFR, Pune** as per the above mentioned Order.

Company Seal & Phone No.:

Name & Signature of Bidder :

Designation :

Date :

**Format of Indemnity Bond**

(to be executed on **Rs. 500** Non-Judicial Stamp Paper by the successful bidder before commencement of work at site)

Work Order No. \_\_\_\_\_ Dt. \_\_\_\_\_

In consideration of National Centre for Radio Astrophysics, Tata Institute of Fundamental Research (NCRA/TIFR) having office at Savitribai Phule Pune University Campus, Ganeshkhind, Pune 411 007, hereinafter referred to as “The Institute”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_, a firm carrying in such name and style the business of \_\_\_\_\_ (hereinafter referred to as “The Contractor “ which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s) / proprietor(s) for the time being or its surviving partner(s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for \_\_\_\_\_ and in compliance with the terms and conditions of the said contract.

We M/s. \_\_\_\_\_ being the contractor shall save harmless and indemnify the Institute in respect of:

- a. Any expenses arising from any injury or accident or death of workers hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Institute by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Institute whether under the Workman's Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any worker of the contractor/or their family member(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

For and on behalf of M/s. \_\_\_\_\_

Date:

S E A L

Accepted By

for and behalf of NCRA (TIFR) Pune

**FORM –J**

**Page 1 of 1**

**CA Certificate**

(ON CA's Letter Head)

- l. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

**[DO NOT SUBMIT PROFIT AND LOSS ACCOUNT STATEMENTS AND IT RETURNS COPIES]**

<b>Financial Year</b>	<b>Turnover</b>	<b>Net Profit</b>	<b>Net Loss</b>
2014-15			
2015-16			
2016-17			

For \_\_\_\_\_

Chartered Accountants

Name & Signature :

Company Seal & Phone No. :

Date :

## FORM –K

Page 1 of 2

### BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

(To be submitted on appropriate value of Non Judicial stamp paper from any Nationalized Bank or Scheduled Banks. **To be used by Successful bidder after placement of order**)

ORDER NO. \_\_\_\_\_ DTD. \_\_\_\_\_

To,  
Centre Director  
National Centre for Radio Astrophysics,  
Tata Institute of Fundamental Research,  
Pune University Campus, Ganeshkhind,  
Pune– 411 007, Maharashtra, INDIA.

This deed of guarantee executed on the \_\_\_\_\_ day of \_\_\_\_\_ by the \_\_\_\_\_ (bank) (hereinafter referred to as “the Bank: which expression shall wherever the context so requires or admits means and includes its successors and assigns).

WHEREAS M/s. \_\_\_\_\_ having their registered office at \_\_\_\_\_ (hereinafter called “the Contractor”) have conveyed to the Centre Director, NCRA/TIFR, Pune (hereinafter called “the Purchaser”) acceptance of the Purchase Order / Work Order (whichever is applicable) No. \_\_\_\_\_ dtd. \_\_\_\_\_ for the \_\_\_\_\_ (hereinafter called the “Contractor”).

In accordance with the terms as set out in the above quoted Purchase Order / Work Order, you have agreed to accept a bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) equivalent to \_\_\_\_\_ (percent) of the value of the contract in lieu of security deposit to be valid upto \_\_\_\_\_ or any extension that may be agreed to. For this purpose, you have agreed to accept our Guarantee.

In consideration thereof, we hereby (Bank), at the request of M/s. \_\_\_\_\_ irrecoverably and unconditionally undertake and guarantee to refund to the Centre Director, NCRA, TIFR, Pune on behalf of the said contractor a sum of Rs. \_\_\_\_\_ on demand and without any demure against any loss or damage that may be suffered by the Purchaser on receipt of your intimation that the M/s. \_\_\_\_\_ have for no reason failed to comply with any of the terms and conditions of the said contract, especially Item No. \_\_\_\_\_ of Annexure \_\_\_\_\_ to the Purchase Order regarding delivery schedule.

This guarantee shall be valid till (the date of completion of the work contained in the said order) as certified by you or till any extension of the date as may be agreed to by us. In the event, the guarantee shall expire 30 days after the said order is satisfactorily completed by you as conforming to the terms and conditions of the contract.

This guarantee shall not be revoked without your express consent and shall not be affected by you granting time or any other indulgence to M/s. \_\_\_\_\_ which shall include but not be limited to postponement from time to time if the exercise of any power vested in you or any right that you may have against to exercise the same in any manner at any time and either to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you and our bank shall not be released from its obligation under this bank guarantee by your exercising any of your rights with regard to matters aforesaid or any of them or by reason of any other act or forbearance or other act of omission or commission on your part or any other indulgence shown by you or any other matter or thing whatsoever which under law would but for this provision have the effect of relieving our bank from its obligation under this guarantee.

We shall agree that you shall be entitled at your option to enforce this guarantee against our bank as a principal debtor by a mere demand in writing from you which shall be conclusive evidence to us that such repayment is due and payable to you under the terms of the said contract and shall be binding on us notwithstanding any other security or guarantee that you may have in relation to M/s. \_\_\_\_\_ liabilities in respect of this premises.

This guarantee shall not be affected by any change in the constitution of our bank or of the companies or for any other reason whatsoever.

Notwithstanding anything herein contained our liability under this guarantee is restricted to

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and the guarantee will remain in force upto \_\_\_\_\_ or any extension that may be agreed to unless a demand or claim is filled against us on or before that said date of expiry viz. \_\_\_\_\_ all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liabilities hereunder.

IN WITNESS WHEREOF the undersigned being duly authorized by the Directors of the Bank has hereunto set his hand at \_\_\_\_\_ this \_\_\_\_\_ day.

#### SIGNATURE OF BANK OFFICIAL

Bank Address :  
Name :  
Land Line No. :  
Mobile No. :  
Email address :  
Rubber Stamp :

#### SIGNATURE OF WITNESS:

1.

**CERTIFICATE OF VISIT TO THE SITE**

Tender No.: NCRA:WF179:PUB367:2017 Date : January 22, 2018.

To,  
Centre Director,  
NCRA-TIFR,  
Pune 411007, India.

Dear Sir,

With reference to your tender mentioned above, we have visited and have understood the scope of work and conditions of the site

**National Centre for Radio Astrophysics  
Tata Institute of Fundamental Research  
Pune University Campus, Ganeshkhind,  
Pune - 411007, Maharashtra, India**

where the tendered work is to be carried out.

Name & Signature of Bidder :

Name & Signature of Centre's Representative:

Designation :

Date:

Company Seal & Phone No .:

**UNDERTAKING**

1. We have studied the complete tender document and  
(a) Accept all the terms and conditions.
2. It is certified that my firm/agency/company has never been black listed by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency as on \_\_\_\_\_.

**Date :**

**Signature of the Bidder :**

**Place :**

**Name of the Bidder :**

**Company Seal:**

**Designation :**

**CHAPTER – 4**

**Price Bid (Part II of the tender)**  
**(To be submitted in a separate sealed envelope)**

**Page 1 of 1**

**PRICE SCHEDULE SHOWING SERVICE CHARGES PAYABLE**

**Service Charges [Flat rate]-Rs. \_\_\_\_\_ payable per month.**

(Amount in words: Rs. ....  
.....only)

**{NO CHANGE IN SERVICE CHARGES WILL BE ALLOWED DURING THE CURRENCY OF CONTRACT}.**

Company Seal (Rubber Stamp)

Signature of Bidder

Date:

Name

Designation