

**CSIR- NATIONAL PHYSICAL LABORATORY
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)**

DR. K S KRISHNAN MARG, NEW DELHI-110012

Phone: Office- 011-45609201, 45609203 & 45608345 Tele Fax- 45609310

E-mail: root@nplindia.org

Website: <http://www.nplindia.org> **Section – I**

Notice Inviting Tender (NIT/ Catering /2015)

For Providing Catering Services at NPL Guest House & Running of Jamun Court Café at NPL

The Director, CSIR – NPL, New Delhi invites sealed tenders in the prescribed format under two bid system *Part I: Technical Bid (Un priced) & Part II: Financial Bid (Priced)* – from the full time catering service providers possessing valid *Registration* and *License* under the relevant statutes, for serving morning and evening tea, breakfast, lunch and dinner for approximately 20-25 guests per day in NPL Guest House and also serving Snacks, Tea, Coffee, Soft Drinks, Fruit Juices, Soup etc to 50-60 staff & students in Jamun Court Café at NPL. The duration of the contract shall be initially for a period of **one year** only, from the date of award of work.

The detailed terms & conditions and specifications etc. are available & can be downloaded from Institute's website: <http://www.nplindia.org>

Time schedule and fee details related to tender

1.	Publishing of Advertisement	18/11/2015
2.	Sale of Tender Document	19 Nov to 10 Dec 15 between 10 a.m. To 4:00 p.m. (Monday – Friday) Room No 222
3.	Tender document fee (Non- refundable)	Rs.500/- (Rupees Five Hundred Only)
4.	Last date & time for submission of tender	11/12/2015 (2.30 pm): Room No 222
5.	Date & time of opening of Technical Bid	11/12/2015 at 3:00 p.m. Room No 222
6.	EMD to be deposited through DD only	Rs.10,000/- Rupees ten Thousand only)

The Director, CSIR- NPL, New Delhi reserves the right to reject any or all of the tenders, in part (or) full without assigning any reason (s).

Date: 18th Nov 2015

Controller of Administration, NPL

Section- II**Instructions to Tenderers****1. General**

1.1. Sealed tenders in two parts, *Part I: Technical Bid (Un priced)* & *Part II: Financial Bid (Priced)* complete in all respects are invited from eligible Tenderers having at least three years of experience of providing catering services in the Govt./Corporate/Autonomous body Institutions, by the Director, CSIR- NPL, New Delhi-12 for Providing full time catering services which includes serving morning and evening tea, breakfast, lunch and dinner to approximately 20-25 persons per day at the Institute's Guest House and also running Jamun Court Café for 50-60 staff & students at NPL.

2. Issue of Tender Document

2.1 The tender document can be obtained from the office of the Director, CSIR-NPL, New Delhi (Section officer, General Section) by submitting a written request along with a non-refundable tender fee of **Rs. 500/- (Rs. Five hundred only)** through a Demand Draft drawn on any Nationalized Bank *in favour of 'DNPL'* payable at Delhi, on any working day (Monday to Friday) between 10 am -4 pm.

2.2 The Tender document can also be downloaded from the Institute's website : <http://www.nplindia.org> and be submitted along with the demand draft of **Rs. 500/- (Rs. Five hundred only)** against the tender fee, as mentioned above.

2.3 The Demand Draft should be invariably enclosed with the *Part I: Technical Bid (Un priced)*. Tenders submitted without the prescribed fee shall be rejected. Tenders submitted through Fax / e-mail shall also be summarily rejected.

3. Submission of Tender Document

3.1. The sealed tender envelope, containing two separate sealed envelopes inside, one for *Part I: Technical Bid (Un priced)* and the other for *Part II: Financial Bid (Priced)*, - complete in all respects should be submitted to The Director, CSIR-NPL, New Delhi as per the schedule mentioned in the NIT.

3.2. On the top of the outer envelope, it should be clearly written "***Tender for Providing Catering Services at NPL Guest House & Running of Jamun Court Café at NPL***" and at the bottom left of the envelope the Name & Address of the Tenderer should be written.

3.3. The institute shall not be responsible, if the tenders are submitted elsewhere (or) not submitted on time due to postal delay (or) due to any other reason.

3.4. The DNPL may extend the deadline for submission of Tenders at his discretion suitably.

3.5. Pre-cautions for filling the Tenders: The tenderers are requested to take care of the following details, while filling the tender document Part I & Part II.

Part I: Technical Bid

The Part I : Technical Bid (un priced) envelope must have all the essential documents as given below, failing which the tender will be deemed as non-responsive and be disqualified for bidding process:

1. Duly signed tender document, complete in all respect.
2. A Demand Draft for the value of Rs. 10,000/- (Rs. Ten Thousand Only) towards the Earnest Money Deposit (EMD), issued by any Nationalized Bank *in favour of 'DNPL'* payable at New Delhi , valid for 90 days.
3. Tendering Agency Profile Certificate duly completed as per **Annexure- I**.
4. Photocopies of the PAN Card of the Tenderer
5. Income-Tax Return for last 03 financial year (FY 2012-13, FY 2013-14 & FY 2014-15) duly self-attested.
6. Self-attested copy of valid Food License from the Competent Authority, to run Catering Services.
7. Self- attested copy of Service Tax Registration.
8. Self-attested copies of Proof of experience for the last three financial years.
9. Authority letter for signing the Tender Document, on behalf of the firm if any.
10. The institute will de-bar the parties from tendering who have any relatives working in NPL. A Certificate of Non-Relationship as given in the format **Annexure II** is also required to be submitted in this regard.
11. Compliance Report as given in **Annexure -III**.
12. Contractor is required to maintain quality of the materials / items to be used in kitchen throughout the tenure of the contract as per the details given in **Annexure IV**

Part II: Financial Bid (Priced)

The Part II: Financial Bid (priced) envelope must contain only the following documents:

1. Quote Schedule of Rates 'for providing quality catering services at NPL Guest House as per Regular Menu given in **Annexure –V,**
2. Quote Schedule of Rates for running of Jamun Court Café (Monday - Saturday) between 9:30 a.m. to 7 p.m. for students & staff at NPL as per the Menu given in **Annexure – VI.**
3. The rates should be quoted both in words and in figures. The rates should be inclusive of all applicable charges. In the event of any contradiction between the two, the rates quoted in words shall be considered for evaluation and same shall be binding upon the tenderer.

Moreover, Director , CSIR – NPL holds no liability to any increase in the cost of operation after the award of the tender and its acceptance by the tenderer, whatsoever may be the reason(s).

4. Amendment of Tender Document

4.1 At any time prior to the date for submission of Tenders, Director, and CSIR- NPL may for any reason, modify the Tender documents by an amendment and those amendments will be binding all parties concerned. The amendments will also be uploaded on NPL website <http://www.nplindia.org>

5. Opening of Tenders

Both the Part I: Technical Bid (un priced) & Part II: Financial Bid (priced) shall be opened as per the schedule mentioned in the NIT, in the presence of all potential tenderers (or) their authorized representatives. However, it is to be noted that the Tender Opening Committee (TOC) shall first open only the Part I: Technical Bids submitted by all the tenderers.

The Part II: Financial Bids (priced) of only those Tenderers, whose Part I: Technical Bids (un priced) is found responsive will be opened and the other Financial Bids of the non-responsive tenderers will be returned to the respective parties at a later date as decided by TOC.

The tender opening committee (TOC) of NPL shall open the properly sealed tenders only. The unsealed (or) improperly sealed tenders shall be rejected. Conditional bids will also be summarily rejected.

6. Earnest Money Deposit (EMD)

6.1. Each tender must be accompanied with an Earnest Money Deposit (EMD) in the form of a demand draft for the value of Rs. 10,000/- (Rs. Ten Thousand only) drawn on any Nationalized Bank in favour of DNPL, payable at New Delhi only.

6.2. The said demand draft of the EMD should be attached with the Part I: Technical Bid (un priced). At the back of the demand draft, the name of the Tenderer along with phone number should be clearly written with the caption "Providing Catering Services at NPL Guest House & for running Jamun Court Café at NPL, New Delhi".

6.3. The EMD will be forfeited:-

1. If the Tenderer withdraws his Tender during the period of Tender validity.
2. If the successful Tenderer who was awarded the tender fails to;
 - (a) Sign the contract or to furnish performance security as per Terms & Conditions.
 - (b) Comply with all or any of the terms and conditions of the agreement.

6.4. Return of the EMD: The EMD submitted by the unsuccessful / non-responsive Tenderer(s) will be returned to the concerned parties within 15 days after the successful award of tender. No interest shall be payable on it under any circumstances.

7. Validity and Evaluation

7.1. The Tenders should be valid for a period of at least three months from the date of opening.

7.2. Tenders are not transferable under any circumstances.

7.3. DNPL will award the contract to the successfully evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.

7.4. DNPL will communicate the successful bidder on the same day when the tender is opened. This will be intimated through an 'Award Letter' collected by the successful tenderer on the same day.

8. Acceptance of Tender

8.1. DNPL reserves the right to disqualify such Tenders who have a record of not meeting the contractual obligations against the earlier contracts entered into with Director, NPL (or) with any other Central / State Government Agencies.

9. The tenderer after the receipt of the award letter (or) the letter of intent, shall give his acceptance and get the agreement signed within the date as specified in the award letter and also give his acceptance in Performance Security Format for conformity on Annexure –VIII provided in the Tender Document.

10. Signing the Contract:

The successful Tenderer shall present himself for signing the contract agreement within the time given in the work order / Award Letter.

11. Other Instructions

11.1 The tenderer signing the tender should clearly specify whether he is signing as Sole Proprietor / Partner / Under Power of Attorney/ Director /Manager /Secretary etc., as the case may be.

11.2 A copy of the document authorizing the signatory to sign on the tender document on behalf of tenderer should be attached with the tender.

11.3 All overwriting /corrections should be duly signed by the tenderer.

11.4 One bid per bidder: Each bidder shall submit only one tender either by himself (or) as a partner in joint venture (or) as a member of consortium. If a bidder or if any of the partners is a joint venture (or) any one of the members of the consortium participate in more than one bid, all those bids are liable to be rejected.

11.5 Canvassing (or) offering any advantage to anyone in the institute (or) any other inducement by any person with a view to influence the acceptance of a bid will be an offence under the laws of the land. Such action will result in the subsequent rejection of the bids, in addition to other punitive actions.

Section-III

General Terms & Conditions of the Contract

1. Licence: The Contractor should have a valid license (Food License) and the Registration from the competent authority to run the catering services. Any site license, if required from local authorities/bodies will have to be obtained by the Contractor at his own cost.

2. Security Deposit: The successful Tenderer shall be required to furnish a Security Deposit of Rs. 1,00,000/- (Rupees One Lakh only) within fifteen days after receipt of Award Letter, with validity of 15 months from the date of execution of agreement of contract.

2.1. The Security deposit shall be returned to the tenderer on expiry and successful completion of the contract, within a period of 03 months. In case of non-execution of the contract, the security deposited shall be forfeited, after giving due notice to the Contractor in respect of the defective/improper performance/execution or breach of any of the terms of the contract etc.

2.2 Any sum of money due or payable to the Contractor, including the security deposit refundable to him under the contract, may be apportioned by DNPL, against any amount of loss / damage caused / penalty imposed on the Contractor, which the contractor may own to NPL under this contract or any other contract or transaction.

3. Delays in performance and liquidation of damages

3.1. Commencement of services shall be made by the Contractor in accordance with the time schedule specified in the work order. Extension will not be given except in exceptional circumstances.

3.2. In case the services are not started on the stipulated dates as indicated in the work order, DNPL reserves the right to cancel the work order.

3.3. The cancellation of the work order shall be at the risk and responsibility of the Contractor and DNPL reserves the right to award the work at the risk and cost of the defaulting contractor.

3.4 The second party (contractor) shall also be liable to pay the retention charges towards the use and occupation of articles and space as well as other facilities (of Jamun Court Cafe) provided by institute to the contractor (second party) for a sum of Rs. 2,000 (Rupees Two Thousand only) per month to the institute (First party) which shall be deducted from the bills of the second party (contractor).

3.5 In case of any collective ill health being caused to the inmates due to food items served by second party (contractor), the second party shall be liable to compensate the inmates' in respect to the expenses incurred by them.

4. Penalty: In case of breach of any conditions of the contract and for all types of losses caused by the Contractor, DNPL shall make deductions as deemed suitable or as specified in the contract, from the bills prepared by the Contractor.

5. Safety Regulations: The Contractor shall be responsible to take all precautions to ensure the safety of all the equipment, persons, public & private property.

6. Status of the Contractor and its Staff Members

6.1. The Contractor shall have the legal status of an independent Contractor.

6.2. CSIR -NPL shall accept no liability explicit or implicit for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor, of the staff members or of any sub-contractor or agent or of any person performing on their behalf any work under the present contract, including the time spent in travel, or for any damages which may arise by reason of the neglect or default of any of them.

6.3. The Contractor shall accept no liability for sickness, injury, damages or death of persons provided by the DNPL other than that caused due to its negligence or that of its staff members, agents or persons employed by it or its agents.

6.4. The Contractor shall indemnify & hold harmless the NPL in respect of any claim arising out of the Contractor's or its staff member's negligent or unlawful performance under the present contract & brought against NPL by any person for a liability.

6.5. The Contractor shall at his expense, take appropriate insurance to cover all risks, damages or injuries, including related claims, which might occur to any person, including a third party, or to any property, including equipment, papers and documents , and arising out of , or connected with the Contractor or its staff members performance under the present contract.

6.6. For the purposes of this contract, the term third party shall be 'inter alia' the visitors and staff of CSIR – NPL , as well as any person or entity employed by the Contractor or engaged for the Contractor, in order to perform services for, or supplying goods to the Contractor in connection with the implementation of the present contract.

6.7. Notwithstanding anything to the contrary contained in this contract, the Contractor shall only be liable, and shall only be required to indemnify the NPL, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful conduct of the Contractor or its staff members or agents in the performance of this contract.

7. Extension / Termination of the Contract

7.1. The duration of the contract shall be initially for a period of **one year** only, from the date of award of work. However, the contract may be extended for further period on the basis of satisfactory services to the satisfaction of the competent authority of NPL on the initially awarded rates, terms and conditions.

7.2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to DNPL shall be forfeited without any claim whatsoever on NPL and the contractor is liable for action as appropriate under the extant laws.

7.3. DNPL, reserves the right to terminate the contract at any time with one week's notice without assigning any reasons thereof.

8. In case of Death of the Contractor: Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, DNPL shall have the option to terminating the contract without compensation to the legal or other heirs of the Contractor.

9. Arbitration: In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by the DNPL, New Delhi.

Food Quality and control Checks:**Section-IV**

1. Kitchen Inspection: The designated officials of NPL are entitled to inspect the kitchen premises at any time to ensure bona-fide use of materials, to check hygiene & sanitation and to check quality of the ingredients used to ensure food quality. During the contract period, the contractor shall be responsible for the following:-

1.1. The quality of items to be used in kitchen will be as per in Annexure -IV.

1.2. The contractor has to provide quality catering services to the guests during Bed Tea, Lunch, Evening Tea & Dinner strictly as per approved Menu given in Annexure –V,

1.3. Further, the contractor has to provide quality catering services in Jamun Court Café Menu approved in Annexure – VI.

1.4. For the above purpose the Contractor will be permitted to use and occupy as under:

The Kitchen block consists of main dining hall, kitchen & the store rooms attached to the kitchen, dormitory, the receiving area, etc.

2. Crockery, Cutlery and Cooking utensils etc: The Contractor shall provide good quality crockery, cutlery, cooking utensils and other articles that are necessary and required for providing catering services to at least 100 guests. The Contractor shall maintain inventory of the stock of items and shall be responsible for safe use & accounting & safe custody of his articles.

3. Gas: NPL shall provide commercial LPG gas connection and Contractor shall arrange for regular supply of commercial LPG gas re-fills at his own cost and pay directly to the gas agency . The Contractor must ensure prompt and un-interrupted supply of gas by placing order with the agency sufficiently in advance and arrange for alternative sources when there is any short supply of gas.

4. Electrical Lights and Fans: The Kitchen block is fitted with various types of equipments such as lights, fans, exhaust system, geysers and air-conditioners etc. These electrical fittings and equipments should be handled in a proper manner and has to be cleaned regularly by the contractor.

5. Furniture and Fixtures: All the furniture, fixtures, equipment and articles present as mentioned in the inventory or bought or made available by NPL in to the kitchen block shall remain to be the exclusive property of Institute and shall on termination/expiry of this contract be handed over by the Contractor to NPL in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

6. Kitchen Equipment: Adequate care to be taken to keep the kitchen equipment in good condition. The list of kitchen equipment items will be provided at the time of awarding the contract. The cooking range, oven and other kitchen equipment should be cleaned on a daily basis and kept clear of any spillage of food and oil. Any repairs, if required for, should be brought to the notice of the authorized official of the NPL immediately.

7. Electricity supply: The charges for electricity consumed for lights, fans and other electrical appliances in the Guest house dining hall will be borne by NPL but proper steps shall be taken by Contractor to ensure that the fans, lights and other electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary so as to avoid wasteful consumption of electricity.

8. Water Supply: The water required for running the guest house kitchen and Jamun Court Café shall be supplied by NPL. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water. Leaking taps shall be brought to the notice of NPL well in time to repair the same.

9. Damage to articles in the Guest House Dining Hall / Kitchen: The Contractor shall be responsible for any damage caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent and the Contractor shall be liable to pay to NPL such amount in respect of such damage as may be assessed by NPL officials.

10. Sanitation of Guest House Dining Hall/ Jamun Court Cafe: The Contractor shall keep the kitchen block & Jamun Court Cafe in a clean and tidy condition. . A thorough master cleaning will take place every weekend for all equipments, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried. The Contractor shall not permit the canteen block or any portion thereof to be used for residential purposes by any of its employees. It shall be open to any official of NPL authorized in this behalf to inspect the Kitchen block or any portion thereof at any time.

10.1. The standard of cleanliness of 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 NPL. The Contractor shall be bound by the decision of NPL.

10.2. Utensils, cups, saucers, flasks, crockery, etc. has to be scrubbed and cleaned thoroughly with soap water and hot water.

11. Personal Supervision: 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 Manager whose name should be informed to NPL and who shall remain in person on the campus to manage and supervise the catering services properly.

12. Standard of Catering: The quality of articles of food and provisions should be of good standard as specified in Annexure-IV. NPL officials 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 which are found to be of unsatisfactory standard.

12.1 A high standard of catering shall be maintained at all times with due regard to quality, quantity and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings has to 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 guests and staff members. **Rating of the service should be maintained at very good and above at all times.** The contractor shall take steps to improve the service in case **40% of the guests have rated as "below very good" for the food served to the guests / visitors.**

12.2 In case the food served by the contractor rated below **"very good" by 50% of the guests/ visitors**, NPL shall levy penalty charges on the contractor. The amount of penalty would be 1 - 3% of the food bill of the month and shall be final and binding on the contractor.

12.3 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 (e.g. by the food inspectors/ food dept.) the same shall be borne by the contractor and NPL will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides, refusal of the entire payment for the month.

13. Complaints and improvements: The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the guests and staff either directly to him or through its Manager.

14. Provisions, fruits and vegetables etc: The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.

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

14.2 Raw food stuffs such as vegetable, milk, , eggs, fruits etc shall be fresh and of good quality as per NPL'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 NPL.

14.3 **Leftover food of one meal shall not be served at the next meal at any cost.**

14.4 Re-use of burnt oil is strictly prohibited. Oil, once used will not be reused.

15. Utensils for cooking Non-vegetarian food: The Contractor shall ensure that cooking vessels for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian & Non Vegetarian dishes.

The contractor shall supply and serve wholesome and hygienic meals and snacks in accordance with the menu approved and at the rates as agreed in the contract.

Normally the service is a buffet service, however at times on instructions service as per specifications are to be provided i.e. sit-down service, banquet or any other form. The service of all food items should be "**UNLIMITED**" as per the requirement of the guests from the spread available.

17. Preparation of the Menu: The menu for each day's breakfast, lunch, evening snacks and dinner shall be drawn up with due regard to the seasonal requirements, needs and varying tastes of the guests of the NPL Guest House on a weekly basis in advance by the Contractor or its Manager and approved by the authorized official designated by NPL for this purpose. The duly signed menu shall be enclosed with the bills at the time of submitting the same for payment.

18. Miscellaneous:

18.1. Food should be cooked only in the kitchen of the canteen. Contractor shall not bring or serve any food prepared or cooked outside. No outsider will be permitted inside kitchen block. Food shall not be served to any outsider, either on payment or free of cost.

18.2. The Contractor shall not be allowed to carry away any material/item out of the campus. Accommodation shall not be provided by NPL to the staff of the Contractor. However, NPL shall allow a few workmen of the contractor to stay in the kitchen premises for early hour duties such as fetching milk, serving of bed tea/coffee etc. Their presence, however, shall not cause any disturbance to normal functioning of NPL.

18.3. The disposal of leftover foods and other garbage will have to be done on a daily basis by dumping the same in the main garbage bin earmarked by NPL for the purpose. Leftover food will not be allowed to be sold or sent out of the campus.

18.4. For rendering efficient services to the guests at the time of Bed Tea , Breakfast, Lunch, Evening Tea & Snacks and Dinner, the contractor shall always keep and make available sufficient number of staff having relevant experience, which shall include Chefs, Assistant Chefs, Waiters, , Kitchen Helpers, etc. Persons working in the guest house kitchen shall be provided with aprons, gloves, headgear, etc., besides uniform. The contractor shall provide additional manpower whenever necessary. One of the Cooks should be available from breakfast till completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the Contractor.

18.5. In addition, the Contractor shall keep and make available workmen for providing water and tea to the guests and office staff during office hours at all times and outside office hours and on holidays, if so, required.

18.6. Disposable paper napkins of approved quality /Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.

18.7. The contractor shall prepare and serve the breakfast/lunch/dinner as per Menu, in a pleasing and presentable manner. On special occasion, contractor shall provide special menu also to the guests on the rates mutually agreed.

19. Contractor's Staff: All the staff deployed by the contractor shall have Plastic/Laminated photo identity cards issued by the contractor so that entry is restricted to only legitimate persons to NPL premises. A list of staff will be submitted by the contractor to NPL Guest House in charge.

21. Payment Terms: The contractor will submit the monthly bills in duplicate after satisfactory completion / verification of the Guest House in charge of NPL. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the contractor.

22. No Violation of Laws & Rules: The contractor should ensure that there is no violation of any laws of land (Child Labour, Labour Laws, Contract Act, etc) on his part. NPL shall not be responsible for any unlawful act of the contractor during the contract period.

Check- List for Technical Bid**SECTION-V**

The main envelope of the Tender Document should contain two separate envelopes inside, one for Part I & other for Part II as described earlier, duly sealed and the outer envelope super scribed with the words. “Tender for Providing the Catering Services at NPL Guest House & Running Jamun Court Café at NPL” should be submitted to the office of the DNPL within the prescribed time limit.

S. No	List of documents to be attached	yes	no	Page No
1	Filled in tender document complete in all respects.			
2.	Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only)			
3.	Self-attested copy of the PAN card of the tenderer.			
4.	Self-attested copies of the I.T.R..of the firms for the FY 2012-13, 2013-14 & 2014-15			
5	Self-attested copy of Service Tax Registration Certificate.			
6.	Copy of Food License (Food License) issued by the competent authority.			
7.	Proof of experiences of last three FY i.e. FN 2012-13, 2013-14 & 2014-15			
8	Tendering Agency Profile Certificate duly completed as <u>Annexure- I</u>			
9	No Relationship Certificate as <u>Annexure -II</u>			
10	Compliance Report as <u>Annexure –III</u>			
11	Authority letter for signing of the Tender on behalf of firm if any			
12	Quality of the materials / items to be used in kitchen as <u>Annexure- IV</u>			
13	Part-II- Financial Bid for providing Catering Services <u>Annexure –V</u>			
14	Part-II- Financial bid for Running of Jamun Court café as <u>Annexure- VI_</u>			
15	Declaration by the contractor <u>Annexure-VII</u>			
16	Performance Guarantee Bond as per <u>Annexure-VIII</u>			

Signature of the Tenderer

Annexure- I

TENDERING AGENCY'S PROFILE

1.	Due date of tender		
2.	Opening time and date of tender		
3.	Name & Address of the Firm/Agency: PAN:..... License No:.....	Phone No:	Affix a self attested P.P size, recent photograph of the authorized representative of the prospective bidder
4.	Registration No. of the Firm/Agency		
5.	Name , Designation & Address of Authorized Person:	Phone No:	
6.	Pl. specify as to whether tenderer is Sole Proprietor / Partnership Firm/ Company (or) Any other establishment.		
7.	Name & Address of Heads/Partners: 1. 2.	Phone No: Phone No:	
8.	Details of EMD: Amount: Rs..... DD No:.....	Date of Issue	Issuing Bank
9.	Authorization/Power of Attorney		
10.	Any other information		

(Signature of the Tenderer)

Official Stamp:

No Relationship Certificate

I, -----S/o-----

R/o-----

-----hereby certify that no one of my relative(s) as mentioned in Clause No. 13 of Section-2 of the *Tender Document* is/are employed at NPL, the place where the tender work is going to be executed.

In case, if it is found at any stage, that the information given by me is false/incorrect, the institute shall have the absolute right to take any action deemed fit against me/ my agency without any prior notice.

(Signature of the Tenderer)

Official Stamp:

Compliance Report

To,

The Director,
CSIR- National Physical Laboratory,
DR. K S Krishnan Marg, New Delhi-110012

Sub: Regarding Tender No. _____ dated _____ for

Providing Catering Services at NPL Guest House and for Running Jamun Court
Café at NPL.

Dear Sir,

I / we have gone through the complete terms and conditions of the tender for “Providing Catering Services at NPL Guest House and for running Jamun Court Café at NPL at New Delhi” and accept the same. Along with the Tender Document, I am herewith enclosing the DD for EMD as shown below:

Bank Draft No.-----Dated -----Drawn on-----

(Bank Name, Place) for Rs.----- (Rs.-----Only)

I further declare that, the undersigned is authorized on behalf of M/s-----

----- to sign on the Tender Document.

Place: -----

(Signature of Tenderer)

Date: -----

Name:-----

Designation:-----

Address: -----

Mobile No:-----

Quality of Raw Materials / Provision to be used in Kitchen

S No	Name of the articles	Specifications
1	RICE	Basmati (branded only)
2.	DALS	Tur /Urad / Moong / Masoor No.1–quality
3.	PULSES	, Kabuli Chana No.1, Rajma, Fresh Green Peas & Frozen Green Peas
4.	OIL(Refined Ground / Sunflower)	Fortune / Dhara / Godrej / Sundrop / Saffola / Equivalent Brand
5.	ATTA- Wheat fresh	Pilsbury, Annapurna, Farm Fresh, Ashirvad
6.	PICKLES	Branded
7.	PAPAD-	Lijjat / Ambika/equivalent brand
8.	BREAD-	Harvest / Britannia / Spencer/Perfect
9.	BUTTER-	Amul / Vijaya / Britannia/ Mother diary / Nestle
10.	JAM	Kissan / Sil
11.	SAUCE	Kissan / Maggi
12.	MILK (Pasteurised Dairy toned Milk)	Mother Diary / Amul
13.	TEA- Tea bags	Taj Mahal / Lipton / Red label
14.	COFFEE -Filter	Nescafe, Rich Café & Bru Gold/ Nestle Instant
15	BISCUITS	Marie, Nice, Monaco, Good Day, Krack jack, Britannia, Creamica, Bourbon
16.	FRUITS good quality	Banana /Orange/ Apple/ Pears
17.	ICE-CREAM- Cup size	Amul / Kquality walls / mother dairy
18.	CORN FLAKES	"Kellogs"/"Champion"/"Heritage"/Horlicks/ Mohan Meakins
19.	OATS	"Champion" / "Quacker" / "Saffola"
20.	MASALA	Everest/ Badshah/ MDH & Catch etc. only
21	CURD	Mother Diary/ Amul
22	Flavoured Milk/ Lassi	Mother Diary/ Amul

Note: The Contractor will ensure at all-time that he uses the specified brand only having the latest validity & duly approved by competent authority before taken into use .

Signature of the Tenderer

Part II: Financial Bid (Priced)

Annexure-V

Regular Menu of NPL Guest House

S. No.	Items	Rates in	
		figures	words
1	TEA/ COFFEE		
	BOILED EGG		
2	<u>BREAKFAST</u>		
	(a) Puree x 4 , Allu Sabjee , Pickle & Tea / Coffee OR		
	(b) Stuff Paratha (Allu/ Gobhi/ Onion / Mulee) -2 nos with , Pickle & Tea/ Coffee OR		
	(c) Bread with Jam & Butter (4 nos slice) & Tea/ Coffee OR		
	(d) Bread (4 slices) Omelette (02 eggs) ,Tea / Coffee OR		
	(e) Corn Flakes (One bowl) with milk 150 ml & 2 slices of bread with jam & butter &Tea / Coffee		
3	<u>LUNCH/ DINNER</u>		
	(a) Roti/Poori unlimited		
	(b) Rice Plain / Rice Pulav		
	(c) DAL: Toor Dal/Moong Dal// Urad Dal/ Rajma Dal/ Chholey /Sambar		
	(d) Mixed Vegetable Kurma/Capsicum with Gobi curry / Paneer butter masala/Palak Paneer/ Alu and Carrot kurma / Alu Paneer Curry		
	(e) Seasonal Vegetable		
	(f) Green Salad: Tomato, Onion, Kheera , Green Chilli		
	(g) Fruits in lunch such as Banana/ Orange / Apple / Pears 1 nos		
	(h) Papad & pickle		

Note: Soft Drinks & Juices (all varieties), Mineral Water, Flavoured Milk, Lassi, Curd, Ice Cream all flavour, Potato Chips, Kurukurre , Namkin packet, Lays , Biscuits & Britannia cake packets shall be supplied on demand on M.R.P only

Service Timings: Bed Tea: 6 a.m. – 7 a.m. & **Evening Tea:** 5.p.m. -6 p.m. (Room service) **Break Fast** 8.a.m. - 9:30 a.m. **Lunch** 1:00 p.m. – 2:00 p.m. & **Dinner** - 8:30 p.m. – 9:30 p m

L-1 firm shall be determined on the bases of lump sum rates quoted for one Breakfast, one Lunch/Dinner & one Tea /Coffee

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender document including the penalty clause.

(Signature)

Part II: Financial Bid (Priced)**Annexure- VI****SCHEDULE OF RATES FOR JAMUN COURT CAFE**

S.No	Particulars	Rates in	
		Figures	Words
1.	TEA/COFFEE		
	BOILED EGG		
2.	<u>SNACKS</u>		
	(a) Cutlet (Veg) 02 pieces with sauce		
	(b) Cutlet (Non- Veg) 02 pieces with sauce		
	(c) Samosa/ Kachori 01 piece with chutney		
	(d) Alu Bonda 02 pieces with sauce		
	(e) Bread Pakkoda/ Onion Pakkoda/ Palak Pakoda 100 gm		
	(f) Patties (veg) 01 piece with sauce		
	(g) Patties (Non veg) with sauce		
	(h) Sandwich- Cheese with sauce		

Note: Soft Drinks & Juices (all varieties), Mineral Water, Flavoured Milk, Lassi, Ice Cream all flavour, Potato Chips, Kurukurre , Namkin packet, Lays , Biscuits & Britannia cake packets shall be supplied on demand on M.R.P only

L-1 firm shall be determined on the bases of lump sum rates quoted for from Para 1 to 2 above.

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender document.

(Signature)

Annexure- VII

Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender document including the penalty clause.

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

Performance Guarantee Bond**Annexure-VIII**

In consideration of the CSIR- National Physical Laboratory DR. K S Krishnan Marg, New Delhi- 110012 awarded to M/s----- (hereafter called the Contractor) under the Terms & Conditions of an agreement (hereafter called the Contract), NPL has agreed to accept the Deed of Guarantee as herein provided for Rs. _____ (Rupees _____ only) from a Nationalised Bank towards due performs of the contract as per the terms & conditions of the contract.

2. We -----(Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the NPL stating that the amount claimed is due by way of loss or damage caused to or suffered by the NPL by reason of breach by the said contractor(s) of the terms and conditions contained in the said Agreement or by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the Bank under this guarantee where the decision of the NPL on these counts shall be final and binding on the Bank. However, Bank's Liability under this guarantee shall be restricted to an

amount not exceeding to Rs.----- (Rs.----- only).

3. **We undertake to pay to the DNPL any money so demanded** not withstanding any dispute, or dispute raised by **the contractor(s) in any suit or proceeding pending** before **any court or tribunal relating thereto Bank's liability under this present being** absolute and unequivocal . The liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We----- (Name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the agreement and that it shall continue to be enforceable till all the dues of the NPL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till NPL certifies that the terms and conditions of the said agreement has been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on a or before the expiry of 15 months from the date of agreement, we shall be discharged from all liability under this guarantee thereafter.

5. We----- (Name of the Bank) further agree with the NPL that the NPL shall have the fullest liberty without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the NPL against said contractor(s) and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the NPL or any indulgence by the NPL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank (or) the contractor(s).

7. We----- (Name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the NPL in writing

Date: -----

Place: ----- (**Name of the Bank**)

