Tender for Food Catering Services for a Period of 2 years

- This institute having its campus at Shahid Nalini Bagchi Road, Berhampore, W.B. invites bids in two-bid-system from reputed caterers for providing food catering services to regular students (based on the student batch size), farmers on training and CSB/DoS officials/officers attending meetings/workshops/trainings etc. for a period of 2 years. The bid document is also available at the website of this institute www.csrtiber.res.in and that of central silk Board www.csb.gov.in and Central Public Procurement Portal www.eprocure.gov.in

- Bids are to be submitted in Two-Bid parts in 2 separate covers. The first cover will contain the relevant documents' information as mentioned at page-2 and to be marked as "Technical Bid" and the second one will contain the price quotation and to be marked as "Financial Bid". The two separate sealed covers are to be put inside another sealed envelope superscribed "Tender for Food Catering Services for a period of 2 years" with Tender Reference No., Due date and Time of opening. The Purchase Committee of this Institute will open the sealed envelope containing "Technical Bid" first and scrutinize the same with reference to the specifications mentioned in the Tender document. The Technical Bids which fulfill all the specifications mentioned in the Tender documents will be considered for opening of "Financial bids".

- Sealed Quotation should be addressed to the Director, Central Sericultural Research & Training Institute, Berhampore-742101, Murshidabad, (West Bengal) and reach this Institute through Registered/Speed post/Courier Services/Dropping in Tender Box at this Institute by not later than 14.00 hrs on 26.12.2019. The Technical Bid will be opened on 26.12.2019 at 15.00 hrs (3.00 PM) by the committee members in presence of bidders/authorized representatives, if any. Financial bids of technically qualified bids will be opened at 15.00 hrs (3.00 PM) on 30.12.2019.

1. TENDER DETAILS:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date/ Annexure</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bid submission end date</td>
<td>26.12.2019 (upto 2 pm)</td>
</tr>
<tr>
<td>4.</td>
<td>EMD amount</td>
<td>Rs. 1500.00</td>
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<tr>
<td>5.</td>
<td>Proforma for Technical Bid</td>
<td>Annexure - I</td>
</tr>
<tr>
<td>6.</td>
<td>Proforma for Financial Bid</td>
<td>Annexure - II</td>
</tr>
</tbody>
</table>
2. Eligibility Criteria & Document Submission:

The following are the minimum eligibility criteria for the caterer to participate in the tender for providing Food catering service to this institute.

- Should be based in proximity of 6 kms from this institute, Berhampore (W.B.) and with the registration of catering services under the relevant statutory / Act, either as a sole proprietor or a registered firm or a company to run food catering services.
- Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals / permissions from the competent authorities to participate in the bidding process.

Technical Bid:

The following documents are to be furnished in the technical bid.

i) Signed and sealed tender document (all pages)
ii) Copy of Firm Registration certificate.
iii) Copy of valid Food license
iv) Copy of GST Registration certificate
v) Copy of PAN
vi) EMD for Rs. 1500/- in the form of DD in favour of “Director, C.S.R.& T.I.” payable on any Nationalized Bank at Berhampore(W.B.)

vii) Declaration that the firm / tenderer is not blacklisted by any department of Central/State Govt. /PSU or any Public Institution owned by Central Government.

viii) Documents of serving to any educational institute/ any Corporate / any PSU bodies for not less than 2 years (FY 2016-17 to till date)- copy of work orders/ experience certificate should be submitted.

ix) Copy of having executed single/ multiple contracts totaling to a minimum of turnover of Rs. 5 lakhs in a financial year of the last 2 years (FY 2016-17 & 2017-18). Latest financial statements/ ITRs for a period of 2 years to be submitted.

3. Other Requirement:

a. Menu: Day wise sample menu is required to be changed once in a month in consultation with the officers of this institute and the student representatives to bring in variety of food.

b. Food serving Locations:

Hostel Block & Dining Hall of Hostel of this institute.

- Items to be prepared LIVE: Item like puri, dosa, chapatti, omlet or any other food item should be prepared LIVE in the institute’s campus based on the menu. The caterer is responsible for arranging required cooking equipment for preparing items “LIVE”. Maintenance of the cooking equipments is the responsibility of the caterer only. Food preparation area should be within the campus of this institute.
4. **Manpower Deployment**: The caterer is required to deploy persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used crockery etc.) at all timings when the food is served. The basic cleaning should be taken care by the caterer only.

5. **Sanitation Items**: The caterer should provide the sanitation items like liquid soap/ hand wash for washing the hands & tissue papers where the food is served. Replenishing of the item is the responsibility of the caterer only.

6. **Cutlery/ Crockery for serving food**: The caterer should provide proper and required number of cutlery/crockery items like glasses. Serving bowls, plates etc. for serving the food. Replenishing of the items due to breakage/ damage is the responsibility of the caterer only.

7. **Grooming**: The caterer should ensure that the team follows the uniform with shoe polished, wear the head caps and hand gloves. The male should present themselves with neatly shaved face.

8. **Dustbin with Garbage covers**: The caterer should provide required dustbins and garbage covers at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the caterer only.

9. **Medical test & Insurance**: Persons who prepare/ serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the caterer for any accidents and injuries. No reimbursement will be made.

10. **Food Test Reports**: The caterer should, at his own cost, get the food tested at the laboratory specified by us and furnish report of suitability at least once in SIX months or as and when demanded by us.

11. **Other Terms and Conditions**: The Director, CSR&TI, Berhampore reserves the right to accept or reject any or all tenders. However, the bidder is at liberty to seek clarification in respect of bidding conditions, bidding process and/or reasons for rejection of bid.

12. The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria or do not submit documents that are complete and valid – shall be disqualified and they would not be invited for participating in Technical bidding.

13. Incomplete bids, bids received late, bids not conforming to the specifications and instructions contained therein will be rejected summarily.

14. Financial bids of only technically / substantially responsive bids will be opened.

15. **Statutory Requirements**:

   i) The caterer shall be solely responsible to comply with Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of providing catering services and shall pay all taxes, debts and levies as may be levied by the appropriate government/ Local bodies and other authorities in this regard and the caterer shall indemnify this institute against all claims, loss damage and costs thereof in a case of any breach of these Acts, Laws, Rules and Regulations.

   The vendor shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of this institute. The contract/agreement is NON-TRANSFERABLE.
17. The vendor shall comply with all the terms and conditions failing which this institute shall be at liberty to levy penalty of Rs. 5000/- per instance or the total food cost of that meal, as deemed appropriate.


a) The successful bidder will have to furnish performance/security money deposit of Rs. 20000/- (Rupees twenty thousand) only in form of demand draft. This amount will be refunded after completion of contract period.

19. Bill Payments: Payments shall be made through online mode within 30 working days on receiving the bills/invoices with all supporting documents from the caterer. Income tax chargeable or any service shall be deducted at source while settling the bill. A certificate to this effect shall be issued in Form-16A.

20. Contract Period:

a) The contract period will be for a period of TWO YEARS initially from the date of supply of food and may be extended with same terms and conditions for one year based upon the satisfactory feedback from all the stakeholders of this institute.

b) During the contract period, the institute will not entertain any request for revision of rates.

21. Terms for Termination of Contract: The food catering contract can be terminated by either side by giving a notice of not less than 60 days in advance without showing any reason for the termination of the contract.

22. Arbitration: In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, CSR&TI, Berhampore as per relevant Act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally. Further, any legal dispute arising shall be settled in the court of competent jurisdiction located within the local limits of Berhampore, West Bengal.

(Dr. V. Sivaprasad)
Director, CSR&TI, Berhampore(W.B.)

Copy to: The Dy. Director(Comp),CSR&TI, Berhampore for uploading the tender document in this institute’s website and make arrangement for uploading the same in Board’s website and e procurement portal as well.

2. The Asstt. Director(OL), CSR&TI, Berhampore for translation.

3. Notice Board.

(Lev, 30/11/19)
(Dr. V. Sivaprasad)
Director, CSR&TI, Berhampore(W.B.)
PROFORMA OF TECHNICAL BID

(To be submitted on letter head of the firm in a separate sealed cover along with DD for EMD in favour of "Director, C.S.R.&T.I." payable at Berhampore, West Bengal)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name of Tendering Company/Firm/Agency</td>
</tr>
<tr>
<td>2.</td>
<td>Name of Owner/Partner/Directors</td>
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<tr>
<td>3.</td>
<td>Full particulars of office</td>
</tr>
<tr>
<td>a)</td>
<td>Address</td>
</tr>
<tr>
<td>b)</td>
<td>Telephone No.</td>
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<tr>
<td>4.</td>
<td>Registration details</td>
</tr>
<tr>
<td>a)</td>
<td>License No. for doing the business</td>
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<tr>
<td>b)</td>
<td>PAN/GIR No.</td>
</tr>
<tr>
<td>c)</td>
<td>GST Registration No.</td>
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<tr>
<td>5.</td>
<td>Details of EMD</td>
</tr>
<tr>
<td>a)</td>
<td>Amount (Rs.)</td>
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<tr>
<td>b)</td>
<td>DD No. &amp; Date</td>
</tr>
<tr>
<td>c)</td>
<td>Drawn on Bank</td>
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<tr>
<td>6.</td>
<td>Annual Turnover of the Firm for last 2 years</td>
</tr>
<tr>
<td>a)</td>
<td>2016-17</td>
</tr>
<tr>
<td>b)</td>
<td>2017-18</td>
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<td>7.</td>
<td>Work experience certificate along with list of Clientage where catering services have been / are being provided.</td>
</tr>
</tbody>
</table>

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

Date: ____________________________

Signature of Owner/Managing Partner/Director of the Firm

Name: ____________________________

Firm's seal

Address & Ph. No. ____________________________
## Proforma for Financial Bid

(To be submitted on letter head of the firm in a separate sealed cover)

### FOR OFFICER OF CSB/DoS OFFICIAL

<table>
<thead>
<tr>
<th>Breakfast (between 8am to 9am):</th>
<th>Rate per head</th>
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<tbody>
<tr>
<td>4 nos slices Bread Toast with Butter/Jam or Roti/ Puri Sabji or Bread sandwich with Banana/ seasonal fruit(1no), Boiled egg(1)/ Veg cutlet (1) Tea (compulsory)</td>
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**Lunch (at 1 pm):**
Salad, Rice(super fine)/Roti, Dal, Mix veg seasonal/Green veg fry Rosogolla/Gulab jamun (50 g.) 2 pcs, Chatni
Non veg: Chicken- 2 pcs (150 g)/ Mutton -2 pcs (100 g)/ Fish(2) 100 g curry
Veg: Paneer Butter Masala/ palak paneer

**Snacks at Evening:** Namkeen Poha/ Cornflex with milk 200 g. 2 Tea

**Dinner (between 8.30pm to 9.30 pm):**
Salad, Rice (super fine)/Roti, Mix veg, Dal Tadka
Non veg: Egg curry  Veg: Paneer curry

### FOR FARMERS/ TRAINEES

<table>
<thead>
<tr>
<th>Breakfast :</th>
<th>Rate per head</th>
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</thead>
<tbody>
<tr>
<td>4 nos slices Bread Toast with Butter/Jam or Roti/ Puri sabji or Bread sandwich with Banana/ seasonal fruit(1no), Boiled egg(1)/ veg cutlet (1) Tea (compulsory)</td>
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</tr>
</tbody>
</table>

**Lunch:**
Salad, Rice( Minikiti)/Roti, Dal, Veg fry, Veg curry, Rosogolla/sandesh/ Gulab jamun (50 g.) 2 pcs, Chatni
Non veg
Chicken- 2 pcs (150 g)/ Mutton -2 pcs (100 g)/ Fish(2) 100 g curry
Veg: Paneer Butter Masala/ palak paneer

**Dinner**
Rice / Roti, Mix veg, Dal, seasonal veg curry
Non veg: Egg Curry  Veg: Paneer curry

### FOR PGDS STUDENTS

<table>
<thead>
<tr>
<th>Breakfast :</th>
<th>Rates per head</th>
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</thead>
<tbody>
<tr>
<td>4 nos slices Bread Toast with butter/jam or Roti/ puri sabji or Bread sandwich with Banana/ seasonal fruit(1no), Boiled egg(1)/ veg cutlet (1) Tea (compulsory)</td>
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</tbody>
</table>

**Lunch:**
Rice(super fine)/Roti, Channa Dal, Veg curry, Gulab jamun (50 g.) Chatni
Non veg
Chicken- 2 pcs (150 g)/ Mutton -2 pcs (100 g)/ Fish(2) 100 g curry
Veg: Paneer Butter Masala/ palak paneer

**Dinner**
Rice / Roti, Mix veg, Dal Tadka, Kesar Milk (200 ml.)
Non veg: Egg curry  Veg: Paneer curry

Note: 1. Rice, Roti, Dal and veg curry shall be served in unlimited quantities to the students/farmers/officials.

1. Patient’s diet shall be provided to sick students on demand.