



**CSIR- CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH,
(Council of Scientific & Industrial Research)
BARWA ROAD, DHANBAD-826001
(website: www.cimfr.nic.nic)**

NOTICE INVITING TENDER THROUGH GeM FOR " PROVIDING CATERING SERVICES AT SATKAR (HRD HOSTEL) & SWAGAT OF CSIR-CIMFR, BARWA ROAD, CAMPUS."

GeM Ref: CATERING SERVICE (DURATION BASIS)

Contract duration: 12 Months

TECHNICAL BID PART-A

CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH
Barwa Road, P.O-CMRI, Jharkhand, PIN-826001

NOTICE INVITING TENDER

No. GS-ESOCAFE(OTHR)/14/2023-ESTT-III-CIMFR

Dated: 18-09-2024

E- Tenders in two bid system (Part-A Technical Bid & EMD and Part –B Price Bid) are invited for the job “Providing Catering Services at Satkar (HRD Hostel) & SWAGAT of CSIR-CIMFR, Barwa Road, Dhanbad” from eligible Tenderers, by Director, CSIR-CIMFR, Dhanbad on behalf of CSIR.

SI No	Name of Contract	Estimated value of the work per annum (in INR)	Earnest Money Deposit (in INR)
1.	“Providing Catering Services at Satkar (HRD Hostel) & SWAGAT of CSIR-CIMFR, Barwa Road”	Rs. 13,68,360/-	Rs. 41,051/-

Tender documents may be downloaded for reference from www.cimfr.nic.in

Last date and time for Submission of E-Tender Documents: As per date mentioned in GeM portal.

Date and Time of opening of Technical Bid: As per date mentioned in GeM portal.

Date:
Seal :

Signature of the Tenderer with seal
Name :

Table of Content

Sl. No.	Context	Location
1	Information to Tenderers/Bidders	Chapter - 1
2	Instruction to Tenderer/ Bidder	Chapter – 2
3	General Terms and Conditions	Chapter – 3
4	Scope of work	Chapter – 4
5	Appendices	Chapter – 5
6	Covering letter for submission of Technical and Price Bids	Appendix - I
7	Profile of Tenderer/bidder	Appendix - II
8	Undertaking by the bidders (to be printed on official letter pad of the bidder)	Appendix - III
9	Declaration of relationship	Appendix – IV
10	Proforma for Annual Turnover	Appendix – V
11	Declaration regarding non-blacklisted	Appendix - VI
12	Price Bid (Part-B)	Appendix - VII
13	Expected monthly requirements	Appendix -VIII
14	Menu and rates of Special Veg Lunch	Appendix -IX
15	Menu and rate of day wise Lunch and Dinner	Appendix -X
16	BRANDS & QUALITY OF THE PRODUCTS	Appendix -XI
17	Menu and rate of day wise Breakfast and Evening Snacks	Appendix - XII
18	Check list	Appendix - XIII

Chapter-1

INFORMATION TO TENDERERS/BIDDERS

1. All documents should be numbered/in serial. The tenderer should prepare and upload index of uploaded documents **as per Technical Bid Check list (Appendix XII)**. The index of uploaded documents should clearly mention the name/type of documents and **its serial/page number(s)**.
2. A copy of the Scope of work/contract and terms and conditions is enclosed in chapter-3 and chapter-4 respectively.
3. A declaration as per Appendix-VI should accompany the tender.
4. E-tender along with required documents of Appendix- I, II, III, IV, V should be uploaded with the Technical Bid in <https://gem.gov.in> portal. The rates should be filled in the Price Bid format (Appendix-VII) and uploaded separately as financial bid.
5. Each page of tender document should be numbered serially, signed and rubber stamped by the tenderers.
6. Conditional/telegraphic/fax/hard copy tenders or tenders without Earnest Money Deposit (EMD) or tenders not in prescribed format shall not be entertained.
7. Earnest Money Deposit (EMD) of a sum of Rs. 41,051/- in the form of Demand Draft (DD) or Fixed Deposit Receipt (FDR) from a nationalized/Schedule bank and drawn in favour of Director CSIR-CIMFR, Dhanbad, payable at Dhanbad should reach this office on or before the date and time of submission of tender. Non submission/ late or delayed submission of EMD will not be accepted and bid will be disqualified automatically. No interest will be paid by this Institute on EMD amount.
8. No firm/organization is exempted from furnishing the EMD under any circumstances. However, the firm registered with MSME and NSIC are exempted from payment of EMD. Such firms should submit a copy of EMD Exemption certificate for claiming exemption from EMD submission. Similarly, startups registered with Startup India initiative and recognized by DPIIT shall also be exempted from payment of EMD.
9. Only those MSME who fulfills the minimum eligibility criteria pertaining to experience of 3 years and Turnovers (Clause no. 8 of check list) as per OM no. F.20/2/2014-PPD(Pt.) dated 25th July,2016 will be eligible to submit the tender papers. Such MSME will have to submit relevant documents regarding experience. However, the final decision will be taken by CSIR-CIMFR in the light of referred OM dated 25.07.2016.
10. Rates offered by the tenderer should be typed and mentioned in figures as well as in words. Rates offered can also be submitted in pdf format. For any discrepancy between typed and pdf format, the rates offered in pdf format will be considered as final for evaluation of financial bid.
11. The tenderer will be responsible for timely submission of the e-tender documents, completed in all respects and the same should be uploaded in <https://gem.gov.in> within the date and time of submission specified in the Tender.
12. The tenderer may inspect the areas where the services are to be provided for assessing the work involved during office hours with prior appointment with Guest House In-Charge of CSIR-CIMFR, Barwa Road Campus.
13. Director, CIMFR in public interest reserves the right to accept or reject any or all tenders without assigning any reason and also to impose/ relax any terms and conditions of the tender.
14. If any bidder firm is blacklisted within last three years from last date of bid submission by any of the Government/Semi government/PSU/Autonomous bodies, their bid shall not be considered.

15. Submission of all appendices duly filled, sealed and signed in unaltered form available in Chapter-5 of this NIT is mandatory, failing which the bid will be liable for rejection at the discretion of Competent Authority CSIR-CIMFR.
16. Tender submitted shall remain valid for 180 days from the date of its opening for the purpose of acceptance and award of work.
17. The L-1 will be decided on total (as quoted in price bid). However, if two or more bidders quote same rate of service charge, then L-1 firm will be decided on the basis of highest average annual turnover of last 03 financial years ending March, 2023.

CHAPTER -2

Instruction to Tenderer/ Bidder

GENERAL :

Central Institute of Mining and Fuel Research (CSIR-CIMFR) at Dhanbad (refer website: www.cimfr.nic.in) is a premier research institute under Council of Scientific & Industrial Research (CSIR), which is a public funded autonomous body (refer website www.csir.res.in). CSIR-CIMFR provides globally competitive, productive, environment friendly and safe technologies in Mining and Fuel Research in the areas of Energy and Mineral Resources.

E- tenders with proper identification mark, in two parts (Part-A Technical Bid and Part-B Price Bid) are invited from eligible Tenderers, by Director, CSIR-CIMFR, Dhanbad on behalf of CSIR for “Providing Catering Services at Satkar (HRD Hostel) & Swagat of CSIR-CIMFR, Barwa Road, Campus”.

The tender will have two parts as under:

- (1) Technical Bid as Part-A
- (2) Price Bid, as Part-B.

TENDER DOCUMENT:

The tender documents can be downloaded from the website of CSIR-CIMFR www.cimfr.nic.in and <https://gem.gov.in> as per dates mentioned in the NIT.

Submission of Tender:

E-tender should be submitted as per date and time mentioned in NIT.

Precautions while filling the Tenders:

The bidders while filling the tenders should take care of following:

- a) Before tendering, the bidder may visit the sites where intended services are to be carried out and be satisfied as to the prevalent conditions of the site. No claim(s) on this account shall be entertained subsequently.
- b) All Appendices of Chapter 5 are essential documents for technical evaluation. Hence, the bidder must submit all such enclosures duly signed and stamped- Non submission or incomplete submission of the appendices will result into summarily rejection of the bid for further bidding process.

QUOTATION (Price Bids):

- a. The Contractor should quote the price bid in the prescribed proforma as per Appendix-‘VI’.
- b. Except writing rates in figure and words, the bidder should not write any conditions or make any changes, additions alterations and modifications in the tender. Conditional tender will be summarily rejected.
- c. The estimated yearly cost, is approximately Rs. 13,68,360/- (Rupees thirteen lakh sixty eight thousand three hundred sixty only). Price bid with quoted rate in typed or pdf format should be uploaded separately as Price bid. **If any bidder uploads the quoted price bid with technical bid the same bid not be taken into consideration.**
- d. While quoting the amount, the Contractor must keep in view that the Institute shall reimburse the amount of GST, if any paid by the contractor to the Concerned authorities on account of the services rendered by

him. This reimbursement shall be admissible on production of proof of deposition of the same by the contractor.

ELIGIBILITY CRITERIA:

1. Must possess valid License under Food Safety & Standards (Licensing & Registration of Food Business) Regulation, Act, 2011.
2. Valid registration certificate issued by the appropriate Authority to carry out such business.
3. Must have registered with PAN and GST Authorities with allotted registration/code numbers.
4. The agency must not have blacklisted by any Government/State Government/ Central or state Autonomous Bodies/Organisations/CSIR or any of its Laboratories/Institutes as on the date of submission of the bid.
5. EMD of Rs. 41,051/- in the form of Demand Draft (DD) or Fixed Deposit Receipt (FDR) from a nationalized/Schedule bank.
6. Having annual turnover certificate, duly certified by registered Chartered Accountant (C.A.) with UDIN for the F.Y. 2020-21, 2021-22 and 2022-23.
7. Must have successfully carried out/executed/completed following **similar work** during the last **three (3) years** ending last day of March 2023 in CSIR Labs./Inst./Govt. Organizations/Public Sector Undertakings, Central or State Govt organisations/ autonomous bodies etc :
 - (a) Three similar completed works each costing not less than the amount equal to Rs. 5,47,344/-, i.e. 40% of the Estimated bid value of work OR
 - (b) Two similar completed work each costing not less than the amount equal to Rs. 6,84,180/-, i.e. 50% of the Estimated bid value of work OR
 - (c) One similar completed work each costing not less than the amount equal to Rs. 10,94,688/-, i.e. 80% of the Estimated bid value of work.

DOCUMENTS TO BE SUBMITTED :

Bidders meeting the 'ELIGIBILITY CRITERIA' may submit their bid with the following details, failing which the technical bid shall be treated as incomplete and will be summary rejected :

- (i) Copy of License under Food Safety & Standards (Licensing & Registration of Food Business) Regulation, Act, 2011.
- (ii) Self-attested copy of valid registration certificate issued by the appropriate Authority to carry out such business.
- (iii) Self-attested copy of registration with GST Authority.
- (iv) Self-attested copy of PAN
- (v) An undertaking that the Agency/Contractor that it is not blacklisted by any Government/Semi-Government Departments/Autonomous Bodies/Organisations/CSIR or any of its Laboratories/Institutes as on the date of submission of the bid.
- (vi) Satisfactory completion certificate issued by concerned Organisation/Departments as per Sl. No.8 of the 'ELIGIBILITY CRITERIA' with Name of Work, gross value of work done, the date of commencement and date of completion of the work.
- (vii) Bidders who claim that they are exempted from paying Earnest Money Deposit must submit copy of valid documents in this regard.
- (viii) Details of Annual turnover for last three years (2020-21, 2021-22 and 2022-23) duly certified by a Chartered Accountant with valid UDIN number.
- (ix) Duly filled in Annexures in prescribed format from Annexure-I to Annexure-XIII

The Technical bid may be submitted duly supported by the above documents. The Technical bid as submitted will be evaluated by a committee as constituted by the Competent Authority of CSIR-CIMFR. The committee will declare the bidders successful in technical bids as per the criteria as mentioned above besides any other objective criteria as may be adopted by them.

Bids without required documents or not meeting the eligibility criteria will be treated ineligible bids and their price bid will not be taken into consideration.

CHAPTER- 3

General Terms and Condition

I. DEFINITIONS

In the CONTRACT FOR “PROVIDING CATERING SERVICES AT SATKAR (HRD HOSTEL) & SWAGAT OF CSIR-CIMFR, BARWA ROAD, CAMPUS” the following words and expressions shall have the meanings hereby assigned to except where the context otherwise requires:

- **Contract** shall mean the notice inviting the tender and document, the tender and acceptance thereof and the formal agreement, executed between CSIR-CIMFR and the successful bidder together with the documents referred to therein including these conditions with appendices and special conditions, rates and amounts and schedules of rates including all revisions, additions and deletions. All these documents taken together shall be deemed to form one contract and shall be complimentary to one another.

II. LICENSE:

The Contractor should have a valid trade license-registration to run catering services issued by the appropriate authority. Site license required if any, from local authorities/bodies should be obtained by the Contractor at his own cost and before the date of signing the agreement.

III. SUB-CONTRACTING

Subletting of tender in whole or part, directly or indirectly, with other party or individual will lead to termination of contract immediately without assigning any reason or giving prior notice.

Owner/Proprietor/ Authorized signatory of the firm will be signatory of day to day documents on behalf of the firm.

IV. ONE BID PER BIDDER

It is at the discretion of tenderer to submit E-Tenders separately for each service location i.e. for “Providing Catering Services at Satkar (HRD Hostel) & Swagat of CSIR-CIMFR, Barwa Road, Campus of CSIR-CIMFR Barwa Road Campus, Dhanbad”. Further, 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 in a joint venture or any one of the members of the consortium participates in more than one bid, such bids will not be considered for evaluation and will be liable to get rejected. The formation of partners in a joint venture or the consortium should be well before the date of publication of the NIT.

V. SIMILAR CONTRACT

Providing catering service, canteen service in Govt., Semi-Govt., Central Autonomous Bodies, State Autonomous Bodies, PSU, CSIR etc.

VI. PERIOD OF CONTRACT

The contract shall be awarded for a period of one year which may be extended for further one year at the discretion of Competent Authority depending upon the performance of the Contractor. The Director, CSIR-CIMFR, Dhanbad reserves the right to terminate the contract any time without assigning any reason, if services are not found satisfactory or on the violation of terms and conditions of the contract by the contractor.

VII. TERMINATION OF THE CONTRACT:

The contract may be terminated in the event of occurrence of any of the following contingencies:

- a) Without any prior notice on or before the expiry of the contract period.
- b) By giving minimum one month notice in case:

- i) In the event of any breach of the contract agreement.
- ii) The contractor provides unsatisfactory services, as accepted by Director, CSIR-CIMFR, Dhanbad.
- iii) The contractor assigns the contract or any part thereof to any other person for subletting the whole or a part of the contract.
- iv) The contractor is declared insolvent, by any court of law.
- v) Losses suffered by CSIR-CIMFR due to lapses on the part of the contractor or his personnels.

In the event of clause i to v, Performance Security Deposit(PSD) will be forfeited and further the work may be got done from another agency at the risk and cost of the existing contractor.

- c) By giving three months' notice period by either party.

VIII. EXECUTION OF THE AGREEMENT:

The successful bidder shall be required to execute an agreement on the format approved and supplied by CSIR-CIMFR on stamp paper of appropriate value and deposit the full value of PSD within 15 days before the date of commencement of contract.

IX. EARNEST MONEY DEPOSIT:

As mentioned in Chapter 1 of this NIT, a sum of Rs. 41,051/-(Rupees forty one thousand fifty one only) should be submitted as earnest money deposit (EMD) in the form of DD or Fixed Deposit Receipt (FDR) from a nationalized/Scheduled bank drawn in favour of Director, CSIR-CIMFR, payable at Hirapur, Dhanbad. The same must be reached to this office in original before the last date and time of submission of e-tender at etenders.gov.in portal. No interest will be paid by this Institute for EMD amount.

The earnest money deposit will be forfeited under any of the following event.

- i) If the Tenderer withdraws his Tender during Tender validity period.
- ii) If the successful Tenderer fails to:
 - (a) Sign the contract or to furnish performance security in terms and conditions of contract.
 - (b) Comply with any terms and conditions of the agreement.
 - (c) Comply with the rules and regulations set forth by Govt.

Return/refund of EMD to the unsuccessful-non-responsive Tenderer(s) will normally be made within 30 days after the successful award of tender without any interest.

X. PERFORMANCE SECURITY DEPOSIT:

The successful bidder shall be required to submit the Performance Security amount of Rs. 1,36,836/- (Rupees one lakh thirty six thousand eight hundred thirty six only) in the form of Demand Draft (DD) or Fixed Deposit Receipt (FDR) or Bank Guarantee drawn from any nationalized/Scheduled bank covering the period of more than six months from the expiry date of contract and duly pledged in favour of Director, CSIR-CIMFR, Dhanbad from commencement of the contract so as to underwrite against any claim arising out, at any time, in connection with this contract

Or

a sum of 10% of total monthly bill will be deducted in each month as security deposit till the recovery of whole amount of security deposit, if DD, FDR or Bank Guarantee is not deposited.

Director- CSIR-CIMFR shall have absolute rights and powers for the realization of said security deposit, in case of breach of any clause of this Contract with a prior notice of one month and no claim whatsoever on this count shall be entertained.

XI. COMMENCEMENT OF WORK AND LIQUIDATION OF DAMAGES:

The Contractor is required to commence the work as specified in the Award Letter. In the event of failure, a penalty @ 1% of the total value of contract per week shall be imposed for non-commencement of work subject to the condition that in no case it shall exceed 10% of the total value of the contract cost. However, Director, CSIR-CIMFR shall have the power to condone the delay, reduce or remit the penalty in deserving genuine cases so imposed to any extent, on the written application of the contractor, in case finds that the grounds given by the contractor are reasonable and satisfactory.

XII. LABOUR REGULATIONS AND PAYMENT OF WAGES:

The Contractor shall obtain a valid Labour license under the Contract Labour (R&A) Act 1970 and the Contract Labour (R&A) Central Rules, 1971, if required. The Contractor shall also comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Maternity Benefits Act 1961 or modifications thereof or any other laws relating thereto and the rules made there under from time to time.

The Contractor shall be fully responsible to observe the above laws as amended from time to time in respect of his engaged employees for compensation, benefits, and risks. The Contractor shall maintain all the statutory registers as required under concerned laws and produce these records on demand by the authority of CSIR-CIMFR or other statutory authority as and when required.

Contractor shall be abide by the Food Safety & Standards (Licensing & Registration of Food Business) Regulation, Act, 2011. Whether submitting license under Food Safety & Standards (Licensing & Registration of Food Business) Regulation, Act, 2011 is desire as eligibility condition.

XIII. STATUS OF THE CONTRACTOR AND ITS STAFF MEMBERS:

The Contractor shall have the legal status of an independent Contractor. Neither the Contractor nor his staff members deployed by the Contractor or his agents, for or within the framework of performance services under the present contract shall be considered in any ways as being employee of CSIR-CIMFR. No claim for absorption in the Service will be considered by CSIR-CIMFR.

CSIR-CIMFR shall accept no liability explicitly or implicitly, nor any financial or other consequences arising from, sickness, injury, damages or death of personnel of the Contractor, agent or person performing under the present contract including travel time spent nor for any damages which may arise by reasons of their neglect or default.

The Contractor shall, at his expense, take appropriate insurance cover for risks, damages, injuries, related claims, which might occur to his personnel including third party, or to any property, including equipment, documents, connected with the Contractor under the present contract.

Notwithstanding anything to the contrary contained in this contract, the Contractor shall indemnify CSIR-CIMFR and CSIR, in respect of claims or liabilities arising out of negligence, breach of contract or unlawful conduct of the Contractor or its staff members/agents while performance of this contract.

XIII. TDS and GST:

Income tax shall be deducted from the bills of the contractor at source at the rates as applicable from time to time, in accordance with the instructions/ rules applicable in this regard. Income Tax and GST TDS at applicable rate will be deducted from the total sum paid against the bill of the Contractor.

XIV. FEE

The successful bidder has to pay electricity charge (as per actual) and water charge (as fixed @ Rs. 50/- per month).

XV. TRANSFER OF LIABILITIES:

In the event of exigencies arising due to the death, infirmity, insolvency of the contractor or for any other reasons or circumstances, liabilities of the contract shall be borne by the following on such terms and conditions, as Director, CSIR-CIMFR may think proper in public interest:

- Legal heirs in case of sole proprietor.
- The surviving partners, in the case of a partnership firm, otherwise, Director, CSIR-CIMFR shall reserve the right to settle the matter according to the circumstances of the case, as he may think proper.

XVI. ARBITRATION:

In the event of any question, dispute/difference arising under the contract or agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi . The award of the arbitrator shall be final and binding on the parties. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

XVII. JURISDICTIONS:

The District courts at **Dhanbad**, only shall have the jurisdiction for the purpose of this contract.

XVIII. FORCE MAJEURE:

If at any time during the continuance of the contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war/ Civil commotion/sabotage/floods/explosion or act of God, provided notice of happening of any such event with documentary evidence is given by either party to the other within fifteen days from the date of occurrence thereof, neither party shall be by reason of such events, entitled to terminate the contract nor shall either party have any claims for damages against the other in respect of non-performance or delay in performance and the work/ job under contract shall resumed after such events has ceased to exist.

If the contract is suspended by the occurrence of the event of force majeure for the period of more than 45 days the subject matter shall be mutually discussed by the CSIR-CIMFR and contractor. The decision of the Director, CSIR-CIMFR shall be final and binding on the contractor.

CHAPTER – 4
Scope or work/contract

1. SCHEDULE:

- 1.1 The Contractor shall provide catering services at the premises of CIMFR to be mentioned in “Award Letter”. The contractor or his workers shall not misuse the allotted premises for purposes other than for which contract is awarded.
- 1.2 Electricity and water for non-cooking purposes will be available at the location on actual consumption basis. However, contractor-agency shall be responsible to ensure that there is no undue wastage of power and water. Electric equipment related to cooking purpose is strictly prohibited and will attract penalty @ Rs. 1000/= per occasion.
- 1.3 The furniture and fixtures at working site of CSIR-CIMFR, Barwa Road Campus will be provided by CSIR-CIMFR. The agency shall be responsible for proper maintenance and upkeep the entrusted property and has to be returned in proper condition on completion of contract. The contractor may install his own electrical gadgets such as refrigerators as per his requirement. Arrangement and maintenance of crockery, cutlery etc will be the sole responsibility of the contractor.
- 1.4 The contractor should be prepared to meet any eventual-emergency situations for implementation of the contract. Further, during official events/programme, the agency shall arrange services at any place within the premises of CSIR-CIMFR, Barwa Road, Campus.
- 1.5 Cleanliness, neatness, Tidiness of Dining hall, furniture, utensils, crockery, cutlery & glassware should be well maintained, cracked chipped and stained crockery should not be used. Proper serviettes to be provided by the Contractor. Further, he should ensure environment friendly practices from the stages of material procurement till disposal of waste material. The Contractor shall provide good quality paper napkins during regular service of meals. For special events, Contractor shall provide cloth napkins (serviettes) as per directions of CSIR-CIMFR. It is mentioned that use of plastic in any form including crockery is completely banned.
- 1.6 Daily lunch/dinner/special lunch/tea/coffee/green tea etc. shall be served to CSIR-CIMFR staffs including project staff & visitors at approved/ pre-decided rates, menu and quantity as per Appendix – VIII, IX, X and XI. Buffet dinner/lunch will be served unless otherwise specified by CSIR-CIMFR for silver service. The Contractor shall ensure for requisite quantity and efficient service.
- 1.7 Service of Buffet lunches-dinners, as per approved and pre-decided rates is to be provided on demand. Service of aerated drinks, hot beverages, snacks, etc. will be served at approved rates. Sufficient stocks of the required items should be maintained. Serving of drinking water and tea in the rooms of guests as well as arrangement for potable RO drinking water jars and dispensers in dining hall is a part of the contract.

2. Tender and Rates for catering services :

- 2.1 For “Providing Catering Services at Satkar (HRD Hostel) & Swagat of CSIR-CIMFR, Barwa Road, Campus”, E- tenders with proper identification mark should be submitted in two parts (Part-A Technical Bid and Part-B Price Bid).
- 2.2 The tenderer should submit E-Tenders for “Providing Catering Services at Satkar(HRD Hostel) & Swagat of Barwa Road Campus, Dhanbad”. The tender will have two parts as under:
 1. Technical Bid as Part-A
 2. Price Bid, as Part-B (BOQ).

2.3 Tenderer shall quote rates for providing catering services at each service location of CSIR-CIMFR in the prescribed Price Bid (Part - B) BOQ in Appendix-VII. Price Bid (BOQ) must contain rates in requisite columns in figures and words. Incomplete or partial financial bids will be rejected and no claims or request for subsequent submission will be entertained. Vendors if submitting financial quotes in requisite format and/or in pdf format, then the pdf format will be considered as final for evaluation of financial bid. In case of discrepancy in price bid BOQ and pdf, then Price mentioned in the pdf will be considered as final quote.

3.0 SUGGESTION/FEEDBACK REGISTER:

A register will be kept in the dining hall of the Centre for registering suggestions/feedback of the visitors with regard to the availability service provided by the Contractor. The contractor shall take appropriate remedial steps in this regard under intimation to CSIR-CIMFR.

4.0 FOOD QUALITY AND CONTROL CHECKS:

4.1 Quality of the food served of utmost importance and the essence of this contract. Hence, the contractors should emphasize to engage experienced and trained cooking/serving staffs and maintain hygiene of cooking/kitchen areas. Further, fresh raw materials and ingredients should be used for preparation of foodstuffs. Contractor is solely responsible to procure quality raw materials required for food preparation. All the non-perishable food items are to be brought in advance (normally for 2 to 4 week's requirement) whereas perishable materials should be purchased 2-3 times in a week to ensure freshness. Utmost care should be taken for freshness, proper packaging and expiry dates. Raw materials (excluding vegetable & fruits) for which no brand has been specified in attached **Appendix-X** would be procured carefully to maintain the quality level. The stores available at each service location will handed over to the contractor for storing of raw materials which should be maintained in a hygienic manner. Contractor must satisfy the freshness and quality of non-veg, raw materials and items. It may be noted that Beef and Beef related products are strictly prohibited.

4.2 Surprise checks of prepared foods may be carried out by authorized/nominated officers of CSIR-CIMFR. Observations of such checks will be intimated to the contractor which shall be binding for his compliance. Serving of inferior food quality or in less quantity will be viewed seriously and penalty may be imposed/recovered from contractor.

5. TIMINGS:

Contractor shall arrange for servings on all days in accordance with timings. The normal timings of catering services will be as under:

Bed Tea	06.00 Hrs to 07.00 Hrs
Breakfast	08.00 Hrs to 10.00 Hrs
Forenoon Tea	10.30 Hrs to 11.00 Hrs
Lunch	13.00 Hrs to 14.00 Hrs
Afternoon Tea	15.30Hrs to 16.30 Hrs
Evening Tea	17.30 Hrs to 19.00 Hrs
Dinner	20.00 Hrs to 22.00 Hrs

6. BRAND OF ITEMS:

6.1 The Contractor shall buy good quality raw materials e.g., meat, fish, poultry and eggs, grocery, vegetables & fruits, etc. at his own costs. Further he shall use branded items out of the brands mentioned in Appendix-X. The items are subject to verification at any time by authorized committee/nominated officers of CSIR-CIMFR without any notice.

7. HYGIENE:

7.1 The hygienic condition needs to be maintained at the cost of contractor by periodical pest, cleaning, control in the kitchen, dining areas and stores and other relevant area.

7.2 The staff deployed by the contractor in the kitchen etc., should be medically fit. Staffs with any contagious disease should be withdrawn immediately.

7.3 Raw material, semi-cooked and cooked food shall be held-kept under total hygienic conditions. Only LPG is permissible as cooking fuel and shall not be substituted with any other fuel, except for tandoor. The contractor will operate catering service in an environment friendly manner. Waste materials must be disposed appropriately and environment friendly manner.

8 CLEANLINESS:

8.1 Floors, walls, doors, windows, ceilings, ceiling fans, electrical fixtures and furniture in the kitchens of the Institute building shall be maintained spotless clean by the contractor.

9 PENALTY/FINE:

9.1 Apart from the penalties mentioned in the foregoing pages, a flat fine of Rs.500/- per occasion will be imposed by CSIR-CIMFR or its authorized committee for breach of contract towards not maintaining the quality-quantity-service, non-conforming to rules as per agreement. This may be in addition to disallowing payment for serving items of inferior quality or for items not served at all. CSIR-CIMFR will be free to provide food to Guests at the cost of the Contractor in case of non-supply or short supply.

10. DEPLOYMENT OF CATERING STAFF:

10.1 In order to ensure good quality services, the Contractor shall deploy sufficient number of manpower such as supervisors, trained cooks, waiters, cleaning staff, dish washers, house-keeping staffs (exclusively for cleaning of dining halls/ stores/ kitchen and adjoining areas) at each site. The cleaning timings shall be such that it should not hamper serving time of breakfast, lunch and dinner. At least one Supervisor should be engaged for events in dining hall(s) and cafeteria.

11. PAYMENT TERMS:

11.1 Bills relating to official lunch/dinner prepared by the contractor shall be submitted along with necessary certificates issued by the concerned authorities. The claimed bills shall be verified and processed for payment.

11.2 Collection of payment towards food items from guests/visitors will be the sole responsibility of Contractor. CSIR-CIMFR will have no role and responsibility for such payment. CSIR-CIMFR will be only responsible for payment for which necessary approval has been concurred and submitted to the supervisor for consideration.

11.3 Bill Payment against the order placed will directly be made by concerned officials/HoDs.

11.4 Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.

11.5 Contractor will not claim any damages/loss incurred due to unforeseen reasons, which are beyond the control of CSIR-CIMFR.

11.6 The contractor should ensure the payment of its engaged workers as per statutory labour laws. This should not be linked between claim/payment and settlement of the contractor's bill pending with CSIR-CIMFR.

CHAPTER 5

APPENDICES

Sl. No.	Context	Location
1	Covering letter for submission of Technical and Price Bids	Appendix - I
2	Profile of Tenderer/bidder	Appendix - II
3	Undertaking by the bidders (to be printed on official letter pad of the bidder)	Appendix - III
4	Declaration of relationship	Appendix – IV
5	Proforma for Annual Turnover	Appendix – V
6	Declaration regarding non-blacklisted	Appendix - VI
7	Price Bid	Appendix - VII
8	Expected monthly requirements	Appendix -VIII
9	Menu and rates of Special Veg Lunch	Appendix -IX
10	Menu and rate of day wise Lunch and Dinner	Appendix -X
11	BRANDS & QUALITY OF THE PRODUCTS	Appendix -XI
12	Menu and rate of day wise Breakfast and Evening Snacks	Appendix - XII
13	Check list	Appendix - XIII

APPENDIX - I

Date:-.....2023

To
The Director
CSIR-Central Institute of Mining and Fuel Research,
Barwa Road,
P.O+Dist.-Dhanbad
Jharkhand-826001.

Ref: Notice Inviting Tender No. GS-ESOCAFE(OTHR)/14/2023-ESTT-III-CIMFR dated:

Sir,

I/We hereby submit my/our Tender for executing job “Providing Catering Services at Satkar(HRD Hostel) & Swagat of Barwa Road, Campus” against the above NIT in prescribed Proforma.

I/we certify that the quoted rates will remain valid for the contract period depending upon our performance. The contract will commence from the date as mentioned in award letter/agreement. In no case, I/We will demand/claim any increase in of Service Charge. The terms and conditions as detailed in Chapter 2, 3 and 4 are unconditionally acceptable to me/us.

DD / FDR No _____ dated ___/___/___ drawn on _____ Bank _____ Branch, amounting Rs. _____/- (Rupees _____ only) in favour of ‘Director, CSIR-CIMFR’, payable at State Bank of India, Hirapur branch (Code no. 1670), Dhanbad towards earnest money (to be packed in a separate sealed envelope Superscripted with name of the work, EMD for the same, complete address of firm) is being submitted to A.O./S.O. (W&S).

Yours faithfully,

Signature of the Tenderer

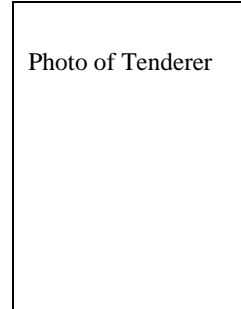
Name :Position: Address:Seal

Enclosure:

1. DD/FDR No..... dated / / amounting Rs.-/-
2. All documents as per Annexure – XIII (Check list)

APPENDIX- II

BIO-DATA



- 1.- Name of the firm :
2. Nature of Organization (whether Private/ Public Sector Undertaking/ Sole Proprietor/ Partnership/ Cooperative Society etc.) Documentary proof to be attached. (In case of the firms other than the sole proprietors, an abstract copy of such Resolution passed by the Executive body authorizing the specific officer/partner for signing the documents for this tender to be attached). :
3. Address of the firm:
4. Contact number of firm :
5. Email Id of the firm :
6. Registration number of firm :
7. PAN number of firm :
8. Experiences (where they served):
9. EPF Registration number of firm (desirable) :
10. ESI Registration number of firm (desirable):
11. GST Registration Number of firm (desirable) :
12. Name of Tenderer on behalf of firm :
13. Address of the Tenderer :
14. Mobile number of Tenderer:
15. Address proof the Tenderers (Voter card/AADHAR Copy/Driving Licence): (attach copy)

Signature with date and seal of the tendered

APPENDIX-III

(To be printed on official letter pad of the Bidder)

UNDERTAKING BY THE CONTRACTOR

Certified that I/We have read the instructions given in the tender documents. I/ We undertake to “Providing Catering Services at Satkar(HRD Hostel) & Swagat of CSIR-CIMFR, Barwa Road, Campus” as per requirement and at the rates mentioned in the price bid and shall be solely responsible to discharge the liabilities on the quoted service charges.. I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these Tender documents. I also undertake to fulfill the requirement of scope of work and abide by the terms and conditions of the contract.

Place:

Date: / /

Signature of the contractor with date and seal

Address:

Tel.No:

Mobile No:

Fax No:

Email:

Website:

Official Seal

APPENDIX-IV

DECLARATION OF RELATIONSHIP

I/We (Name) Sh. _____ is working as Contractor/ Partner/ Sole Proprietor (**strike out word which is not applicable**) of _____ (Name and address of the firm) do hereby solemnly affirm and declare that **NO** RELATIVE(S) of mine is/are working in any CSIR Laboratories/Institute or CIMFR, Dhanbad.

Signature with date and seal of the tenderer

[OR]

I/We (Name) Sh. _____ Is working as Contractor/ Partner/ Sole Proprietor (**strike out word which is not applicable**) of _____ (Name and address of the firm) do hereby solemnly affirm and declare that Sri/Smt/Dr. _____ (name of the employee) is working as permanent staff at CIMFR, DHANBAD and holding the post of _____ at CSIR-CIMFR, DHANBAD. Or is working as permanent staff at _____ (Name and address of CSIR laboratory/Institute) is holding the post of _____ is my relative as _____.

Signature with date and seal of the tenderer

Relative(s) may be the following list person :

[NOTE : A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu Undivided Family (HUF), or (b) they are husband and wife, or (c) the one is related to the other in the following manner : Father, Mother (including step mother), son (including step son), Daughter (including step daughter), Grandparents, Grandson, Grand daughter, Son's wife, Son's daughter, husband of Son's daughter, Daughter's husband, Daughter's son, Wife of Daughter's son, Daughter's daughter, husband of daughter's daughter, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.]

ANNEXURE –V

PROFORMA FOR ANNUAL TURNOVER

Name of the Agency:

Address of the Agency:

UIDIN No.*	
Annual Turnover during last three financial years amounting an Rs. 6,00,000.00 (Rupees six lac only)	
Annual Turnover	Amount (in Rs.) in figure and in words
YEAR 2020-21*	
YEAR 2021-22*	
YEAR 2022-23*	

* Turnover certificate for the above three years by a Chartered Accountant to be submitted.

* Please mention the UIDIN No.

SIGNATURE OF THE C.A WITH STAMP

I hereby declare that the above statement is correct to the best of my knowledge. Further, I understand that during verification of documents, if any statement/above information is found incorrect, I shall forfeit any claim for bid.

SIGNATURE OF THE BIDDER WITH STAMP

APPENDIX-VI

(To be printed on official letter pad of the Bidder)

DECLARATION REGARDING NON-BLACKLISTED

I/We Contractor/ Partner/ Sole Proprietor (strike out word which is not applicable) of the

Firm _____

Address: _____

do hereby solemnly affirm and declare that the individual firm/ companies are never black-listed by the any of the Union government/State government/ PSU/ Autonomous Body.

Signature

Address: _____

PART- B

APPENDIX-VII

PRICE BID (To be submitted in MS EXCEL separately in Part-B)

Details of monthly and annual expenditure for the job contract “Providing Catering Services at Satkar (HRD Hostel) & Swagat of CSIR-CIMFR, Barwa Road, Dhanbad”:

Sl. No.	Items (As per Menu shown in Annexure-IX-XII)	Rate
		Per plate / cup
I.	Tea	
II.	Green Tea	
III.	Coffee	
IV.	Break fast	
V.	Ordinary lunch	
VI.	Ordinary dinner	
VII.	Lunch & Dinner (Special Veg.)	
VIII.	Lunch & Dinner (Special with one NonVeg.)	
IX.	Lunch & Dinner (Special with two NonVeg.)	
X.	Lunch & Dinner (Special with red meat)	
Add-on		
XI.	Chicken (100 gm)	
XII.	Fish (01 pc.)	
XIII.	Red Meat/Mutton (100 gm)	
XIV.	Omlet (01 egg)	
XV.	Paneer (100 gm)	
XVI.	Egg Curry (02 pc.)	
TOTAL		

- GST as per applicable rate will be reimbursed on production of receipt/Challan.
- Price bid with quoted rate should be uploaded separately as financial bid.
- The bidders needs to maintain two(02) kitchens, one at Satkar (HRD Hostel) and one at Swagat of CSIR-CIMFR, Barwa Road, Dhanbad.
- While quoting the rate, the bidder should take everything i.e. water charge, electricity charge, transportation of materials, wage, statutory dues of workers, administrative charges, dress of workers, ID Cards etc. provision of sufficient cutlery set etc.

SIGNATURE OF THE TENDERER WITH DATE & SEAL
NAME AND ADDRESS OF THE TENDERER

APPENDIX-VIII

Expected requirement per month (variable)

Sl. No.	Items	Estimated Quantity per month (may vary)
A.	Tea, Green Tea & Coffee	200 cups
B.	Break fast	120 plates
C.	Ordinary lunch	120 plates
D.	Ordinary dinner	120 plates
E.	Lunch & Dinner (Special Veg.)	80 plates
F.	Lunch & Dinner (Special with one NonVeg.)	80 plates
G.	Lunch & Dinner (Special with two NonVeg.)	80 plates
H.	Lunch & Dinner (Special with red meat)	80 plates

APPENDIX-IX

Menu of Special Veg. Lunch/Dinner

1. Soup (Tomato/veg.) -150ml
2. Fruit Juice/Soft Drink-150ml
3. Chatni (Anaras/Tomato/likely)
4. Salad (cucumber + Onion + Radish + Carrot + Beet/likely)
5. Papad (masala/plain)
6. Mixed Pickle of Branded quality
7. Lemon piece
8. Salt/Sugar
9. Dahi Vada/Raita
10. Curd/Misti Dahi
11. One paneer Preparation (shahi paneer/matar paneer/Kadhai paneer)
12. One Green Subji with curry
13. One dry subji
14. Yellow Dal/Dal Makhani/Chana Dal/Rajma
15. Chapati/MatorKachori/likely
16. Fried/Zeera Rice
17. Plain Rice
18. Sweets-2pc
19. RO Drinking water pot (500 ml)
20. Napkin

Note:- The contractor has to ensure that when special food/menu is ordered, it is served properly & warmly to the guests and there should be sufficient nos. of service boy were available at event site and all the service boy's should be well dressed.

Menu of Special Non-Veg. Lunch/Dinner:

1. Special Veg. Lunch + One Non-veg. items(Chicken-150gm/Fish- 150gm)
2. Special Veg. Lunch + two Non-veg. items(Chicken-150gm +Fish- 150gm)
3. Special Veg. Lunch + Red Meat (150gm)

APPENDIX-X

Menu for Day wise Regular/ Normal Lunch and Dinner

Day		Lunch	Dinner
Monday		Roti + Plain Rice + Moong Dal/Tur dal + Green seasonal Sabji + Dry Sabji + Aachar + Chutney + Green Salad + Raita/ Curd -100g + Papad (masala/plain)	Roti+ Channa Dal/Tur Dal Fry+Green seasonal Sabji+Dry Sabji + Green Salad + Sweets(1pcs)/Kheer/Sewai
	Add on Extra Charge	Chicken-100 gm/2 pieces	Mutton -100gm/2 pieces
Tuesday		Roti+JeeraRice+ Moong Dal/ ArharDal+Green seasonal Sabji+Dry Sabji+ Green Salad+Chutney+ Bundi Raita/Dahi + Papad (masala/plain)	Roti + Dal Fry + Green seasonal Sabji + Dry Sabji+ Green Salad + Sweets(1pcs)/Kheer/Sewai (according to season)
	Add on Extra Charge	Paneer Sabji-75 gm/ 6 pieces	Egg Curry-02 pieces
Wednesday		Pulav+Green seasonal Sabji+ Dal fry+DrySabji+Aachar+ Dahi/Raita-100g+ Green Salad+ Fried Chips + Chutney + Papad (masala/plain)	Roti+ Fried Rice+ Tur/Moong Dal + Green seasonal Sabji + Dry Sabji + Green Salad + Sweets(1pcs)/Kheer/Sewai
	Add on Extra Charge	Red Meat-2 pieces Or Keema-100 gm -	Paneer Sabji-100 gm
Thursday		Roti+PlainRice+CurryWada+Green seasonalSabji+DrySabji+Dahi/Raita-100g + Green Salad+Fried Chips+ Chutney + Papad (masala/plain)	Aalu Paratha+ + Green Sabji + Aachar + Green Salad + Sweets(1psc)/Kheer/Sewai
	Add on Extra Charge	Omelet (01/02 egg)	Paneer Sabji- 100 gm OR Fish (01 pc)
Friday		Roti+Pulao+Dalfry+Green seasonal Sabji+Dry Sabji+ Raita/Curd -100g + Green Salad+Fried Chips + Chutney + Papad (masala/plain)	Roti + Tur/Moong Dal + Green Seasonal Sabji + Dry Sabji + Green Salad + Sweets(1pcs)/Kheer/Sewai
	Add on Extra Charge	Paneer Sabji-100 gm - OR Chicken-100 gm	Red Meat-100 gm
Saturday		Roti+PlainRice+Rajma+Green seasonal Sabji+ Dry Sabji+ Curd/Raita-100g + Green Salad+Fried Chips + Chutney + Papad (masala/plain)	Puri + Dal Fry + Green Sabji + Dry Sabji + Green Salad +Sweets(1pcs)/Kheer/Sewai (according to season)
	Add on Extra Charge	Red Meat-100 gm OR Fish (01 pc)	Chicken-100 gm OR Omelet (01/02 egg)
Sunday		Roti+Plain Rice+ Rajma+ Green Sabji + Dry Sabji + Raita/Curd -100g + Green Salad+Fried Chips + Chutney + Papad (masala/plain)	Roti + Green + Dry Sabji + Sabji + Aachar + Green Salad+ Sweets(1pcs)/Kheer/Sewai
	Add on Extra Charge	Paneer Sabji- 100 gm OR Chicken 2 pyaza- 100 gm	Red Meat OR Keema -100 gm

***The above menu list shall be display at each venue (Satkar & Swagat) at contractor's own cost.**

- Note:
 1. Green Seasonal Sabji and Dry Sabji will not same in lunch and dinner
 2. Sabji per day will not be same.
 3. Quantity of all types of paratha-02 pc.
 4. Sweets (GulabJamun/Laddu and Rasgulla)-02 pc will be available on add on.
 5. Ice cream will be provided by you as on MRP.
 6. Refined flour should be discouraged.
 7. The Rates are exclusive of GST.

APPENDIX-XI

BRANDS & QUALITY OF THE PRODUCTS

Sl. NO.	ITEM	SUGGESTED BRAND(S)
a)	Sauce (Tomato-chilly)	Maggie/Kissan
b)	Jam-Marmalade	Kissan- Druk-HPMC
c)	Canned Juices	Tropicana-Real-Duke
d)	Bread	Britannia-Bakeman"s-Harvest
e)	Refined Oil	Safola – Sundrop – Vital-Naue Fresh P
f)	Mustard Oil	Mark- Hathi/Engine/Patanjali/Saloni
g)	Butter or butter chiplets	Amul/Britannia -
h)	Milk	Amul/Sudha
i)	Cornflakes-wheat puffs	Kellogg/Mohan"s - Champion
j)	Pickle	Nafed-Bedakar-Safal-Priya/Nilons
k)	Basmati Rice	LalQuila-India Gate
l)	General Rice for Normal Lunch	Katarani/Minicut/Parimal
m)	Potato	Good quality (Hazaribagh, Ranchi)
n)	Aata-Maida-Besan	Aashirwad, Patanjali, Shaktibhog
o)	Biscuits	Parle – Sunfeast - Britannia
p)	Salt (Iodized)	Tata – Annapurna – Captain cook
q)	Tea (Bags-sachet)	TajMahal-Tata Tetley-Nestle Everyday
r)	Tea prepared	Tata Tea Gold/TajMahal
s)	Dairy Whitener	Amul (sachets), Daurala - Hindustan
t)	Sugar	Good quality
u)	Pulses	Tata/Good quality
v)	Mineral Water	Bisleri/ Aquafina
w)	Green Tea	Lipton/Organic India
x)	Spices	MDH- Ashok- Everest
y)	Fruits & Vegetables	Seasonal fresh quality
z)	Ice-Cream	Kwality Walls – Amul - Vadilal
aa)	Meat Products	Fresh good quality

APPENDIX-XII

Menu for Day wise Normal Breakfast and Evening Snacks

Day	Breakfast	Evening Snacks
Monday	Puri(06 nos) + Sabji+ Dahi-50gm OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/Millet(75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	Veg Maggie(2pcs)- Full(appx.140gm) OR Veg Maggie(1pcs)- Half(appx.70gm) OR Pakora(Veg/Paneer) 100gm
Tuesday	04 idly/04 vada + sambaar OR OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/Millet(75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	
Wednesday	Aloo Paratha (02 pc)+Aachar+Dahi-50g OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/Millet(75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	
Thursday	Roti(04 nos) OR Puri(06 nos) + Sabji OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/Millet(75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	
Friday	Plain Paratha (02 pc)+Sabji+Aachar+Dahi-50g OR OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/ Millet (75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	
Saturday	Dosa/Idly/Wada+Sambar+Chutney OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/Millet(75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	
Sunday	Sattu Paratha(02 pc)+Aachar+Dahi-50g OR 04 Brown Bread+ Butter/Jam+Hot Milk OR Corn flakes/Millet(75gm) + Hot Milk(100ml) OR Bread+Butter/Jam+ Omlet (4pcs bread + Double egg omlet)	

APPENDIX-XIII

(CHECK LIST)

“Providing Catering Services at Satkar (HRD Hostel) of CSIR-CIMFR, Barwa Road, Dhanbad”:

Sl. No.	Type of information uploaded	Page Number(s)
1.	Covering letter for submission of Technical and Price Bids Appendix-I	
2.	Name of the Organization/ Firm, location of office with complete address with Telephone/ Fax nos./website and e-mail address as per Appendix II	
3.	Copy of License under Food Safety & Standards (Licensing & Registration of Food Business) Regulation, Act, 2011.	
4.	Self-attested copy of valid registration certificate issued by the appropriate Authority to carry out such business.	
5.	Self-attested copy of registration with GST Authority.	
6.	Self-attested copy of PAN	
7.	An undertaking that the Agency/Contractor that it is not blacklisted by any Government/Semi-Government Departments/Autonomous Bodies/Organisations/CSIR or any of its Laboratories/Institutes as on the date of submission of the bid as per Appendix VI.	
8.	EMD of Rs. 22,385/- in the form of Demand Draft (DD) or Fixed Deposit Receipt (FDR) from a nationalized/Schedule bank.	
9.	Details of Annual turnover for last three years (2019-20, 2020-21 and 2021-22) duly certified by a Chartered Accountant with valid UDIN number.	
10.	Duly filled in Annexures in prescribed format from Annexure-I to Annexure-XIII	
11.	<p><u>Experience:</u> Experience of successfully completion of similar contract in any Govt./Semi Govt. Organizations/ Public Sector/ Autonomous Body like CSIR and its Laboratories or Institutes as under:-</p> <p>(1) Three separate Catering contracts each valuing at least 40% of estimated cost i.e. Rs. 4,47,707/- (Rupees four lakh forty seven thousand seven hundred seven only) in each contract during last three Financial years ending 31st March 2023. OR</p> <p>(2) Two separate catering contract each valuing at least 50% of estimated cost i.e. Rs. 5,59,634/- (Rupees five lakh fifty nine thousand six hundred thirty four only) in each contract during last three Financial years ending 31st March 2023. OR</p> <p>(3) Single catering contract each valuing at least 80% of estimated cost i.e. Rs. 8,95,414/- (Rupees eight lakh ninety five thousand four hundred fourteen only) during last three Financial years ending 31st March 2023.</p> <p>The work orders for catering contracts executed and their respective satisfactory completion certificate(including Date of Commencement of contract, Date of Completion of contract, Gross Value of wok done) must be submitted as proof. In case of running contracts, a certificate from the competent authority of concerned department may be obtained and submitted stating the value of work executed as on date and satisfactory performance of the contractor.</p>	

Note:

- All above documents should be in serial/numbered in sequence of the “Check list (Appendix XIII)” before uploading.
- Full set of all required documents as listed above from Sl. No.-1 to Sl.no-11 are essential documents for qualifying the technical bid. All above mentioned documents along with NIT documents must be uploaded in etenders.gov.in. Hard copy of documents will not be accepted. Copy EMD must be uploaded with technical bid and original copy of the DD/FDR must be reach/submit to this office on or before last date and time for submission of e-bid through etenders.gov.in portal. Late delayed receipt of DD/FDR will not be accepted at any cost and leads to rejection of bid automatically. FDR submitted towards EMD must have in the name of the agency or proprietor as applicant.

Signature of the contractor with date and seal