



भा.कृ.अ.प. भारतीय कृषि सांख्यिकी अनुसंधान संस्थान
ICAR-Indian Agricultural Statistics Research Institute
लाइब्रेरी एवेन्यू, पुसा, नई दिल्ली-110012.
Library Avenue, Pusa, New Delhi-110012.



(Central Purchase Section)

TENDER DOCUMENT

**Service Contract for Providing Cooking & Catering and housekeeping Service at ICAR-
IASRI, Library Avenue, Pusa, New Delhi**

**Contact Details:
(Central Purchase Section)
ICAR-IASRI, Library Avenue
NEW DELHI – 110012
Tel...25847122, Ext. 4130/4137
Website.... <http://www.iasri.res.in>**



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Library Avenue, Pusa, New Delhi-110012.



**(Central Purchase Section)
E-TENDER NOTICE**

F.No.37(01)/2018-19-CPS-Part-II

Dated: 29.03.2019

Sub: Service Contract for Providing Cooking & Catering and Housekeeping Service at ICAR-IASRI, Library Avenue, Pusa, New Delhi

Invitation of e-Tender

The ICAR-Indian Agriculture Statistics Research Institute invites online OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) system through e-tendering from reputed firms with adequate experience and financial capability for providing the Cooking & Catering and Housekeeping Services in ITH & PGH, ICAR-IASRI, Pusa, New Delhi.

The open tender enquiry document contains the following: -

CRITICAL DATA SHEET

TENDER NUMBER	<u>37(01)/2018-19-CPS-Part-II</u>
TENDER COST	Free
DESCRIPTION OF WORK	Service Contract for providing Cooking, Catering and Housekeeping Services in ITH & PGH, ICAR-IASRI, Pusa, New Delhi.
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	01-04-2019 at 10:00 AM onwards
BID SUBMISSION END DATE AND TIME	22.04.2018 up to 3:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	23.04.2019 at 3:00PM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	After technical evaluation is complete
OPENING OF FINANCIAL BID	At Central Purchase Section
BID VALIDITY	90 days from the date of Technical Bid opening

EMD	Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft/BG in favour of Director ICAR-IASRI, payable at New Delhi.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	Rs.5.00 lakhs in form of Bank guarantee in favour of Director IASRI
VALIDITY OF SD/PB	90 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 01.04.2019 10:00 AM to 22.04.2019 up to 3.00 PM. Hard Copy of the EMD to acceptable form to CPS at ICAR-IASRI, PUSA, NEW DELHI-110 012 before the closing date and time.
Details of tender	Tender Documents and Notice is also available on ICAR website www.iasri.res.in & www.eprocure.gov.in/eprocure/app

(AAO)
CPS

Dear Tenderer,
.....

Online bids are hereby invited on behalf of the Director ICAR-IASRI, Pusa, New Delhi for contract for Providing Cooking, Catering and Housekeeping Services At ITH & PGH ICAR-IASRI, Library Avenue, Pusa, New Delhi. The terms and conditions of the contract which will govern are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-IASRI and detailed in the tender forms. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules. Please **submit your financial bid online and all other documents need to be submitted only online before tender closing date.**

1. An earnest money of Rs.1,00,000/- (Rupees One Lakh only) must be deposited in the form of demand draft/ Bank Guarantee /pay order payable to Director ICAR-IASRI at New Delhi. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order etc. number and date, failing which the Tenders will not be opened. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firm without paying any interest by the Institute.
2. The firm is being permitted to e-tender in consideration of the stipulations on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation the aforesaid amount to EMD will be forfeited by the Institute. In the event of the offer made by the firm not being accepted, the amount of earnest money deposited by the firm will be refunded to him after he has applied for the same, in the manner prescribed by the Council / Institute.
3. The tendering firm has to carefully assess the scope of work with specific reference to House-keeping and Catering services in the premises. For any clarification(s) with regard to the tender/scope of work, bidders may contact AAO, CPS at ICAR-IASRI, Library Avenue, Pusa, New Delhi-110012 and may also visit the ITH & PGH.
4. The contract will be initially for a period of THREE years extendable for a further period of TWO years on year to year basis (total FIVE years), subject to satisfactory performance and willingness to continue on mutually agreed terms.
5. Director- ICAR-IASRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
6. Decision of Director ICAR-IASRI will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.

7. Evaluation of Technical Bids:

Submission of Essential Documents (For Technical Bid Evaluation): The following documents must be enclosed with the Tender form for technical evaluation of the bids:

- (i) The bidder should be based at Delhi/NCR (registered office or branch office).
- (ii) The bidder should have continuous experience during the last EIGHT years in the field of providing such services (housekeeping & catering) in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public organizations. A certificate to this effect shall be enclosed by the bidder in tabular form. Cutoff date for calculation experience will be 31.03.2018.
- (iii) The bidder (Proprietor/ Director/ owner) should possess a degree or diploma in Catering/Hotel management from a reputed institute. Copy shall be enclosed by the bidder.

- (iv) The bidder should have provided / have been providing continuous satisfactory services in an establishment having a minimum of 70 rooms and capacity to accommodate 125 guests at a time for at least three years during last FIVE years 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18. A certificate along with copies of the work orders shall be enclosed by the bidder.
- (v) The bidder should have an experience of providing catering services involving very high dignitaries (including Hon'ble Prime Minister and/or Hon'ble President of India) and foreign delegates. Experience certificate stating clearly about this may be closed.
- (vi) The bidder should have completed one single work/ services of Catering and Housekeeping of contract value not less than 250 Lakhs during the last three financial year (i.e. 2015-16, 2016-17 and 2017-18) OR two similar works/ services of not less than 150 Lakhs each during the last three financial year (i.e. 2015-16, 2016-17 and 2017-18). Certificate along with the copy of the work order shall be enclosed by the bidder.
- (vii) Registration certificate of the firm under the Shop & Establishment Act of the Govt. of NCT Delhi or any other recognized authority of the government. Copy shall be enclosed by the bidder.
- (viii) Minimum turnover of the firm not less than Rs. 5.00 Crore (Rupees Five Crore) during last three financial years (2015-16, 2016-17 and 2017-18). Certified Profit & Loss Account and Balance Sheet of the firm for last three years (2015-16, 2016-17 and 2017-18) to be provided duly attested by the chartered accountant in Housekeeping & Catering Services.
- (ix) Duly certified copies of the satisfactory services where the tenderer is providing such services for the last FIVE years with copy of work order.
- (x) The firm/agency must have at least one ongoing contract showing experience of providing Catering services in Auditorium type bigger hall with at least 250 capacity during the last three years (2015-16, 2016-17 and 2017-18). A certificate to this effect shall be enclosed by the bidder.
- (xi) Employee EPF and ESI registration certificates issued by Govt. with minimum 100 Nos. (Staff/supervisors) required with their ESI/ EPF contributions. Documentary proof of the same required to be attached.
- (xii) The agency must have a registration with the contract labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- (xiii) Income tax PAN Number & GST registration certificate issued by concerned Govt. deptt.
- (xiv) Certificate of FSSAI
- (xv) EMD (Earnest Money Deposited)
- (xvi) Latest Certificate from any nationalized bank regarding solvency limit of at least Rs. 100.00 lakh (not more than six month sold).
- (xvii) The declaration by the tenderer on non-judicial stamp paper of appropriate value that (i) the firm has not been blacklisted by any organization in the past five years or be debarred to participate in tender for any organization in the last five years (ii) availability of manpower, equipment's and other facilities available with the firm. (iii) as under taking to the effect that the firm has not employed/will not employ any relative of ICAR employee. The declaration should be duly attested.

Yours faithfully,
(AAO)
CPS



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Library Avenue, Pusa, New Delhi-110012.



Tender for Providing Cooking & Catering and Housekeeping service at ITH & PGH at ICAR-IASRI, PUSA, NewDelhi

Full Name & Address of the Tenderer should Be quoted in all communications to this Office :

Telephone No: Mobile

No:

E-Mail address:

From

To

The Director ICAR-IASRI
Library Avenue, Pusa, New
Delhi-110012

I / We have read all the particulars regarding the Scope of work, and other terms and conditions of the contract for **Providing Cooking & Catering and Housekeeping services at entire ICAR-IASRI at ITH & PGH, PUSA, New Delhi** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender and agree to hold this offer open till 90 days. Details of our firm are:

- (i) Name of the Firm/Agency
- (ii) Full address with Telephone No.
- (iii) Constitution of the Firm/ Agency (Attached copy)
- (iv) Name and Full Address of your Banker's
- (v) Your permanent Income Tax Number/Circle/Ward.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. Every page so attached with this tender bears my signature and the office seal.

4. Pay order/DD No. _____ Of Rs. _____ drawn in favour of Director ICAR-IASRI and payable at _____ is enclosed as earnest money required.

Yours faithfully,

**Signature & Seal of the Tenderer
AUTHORISED SIGNATORY**

FINANCIAL BID (TO BE SUBMITTED ONLY ELECTRONICALLY)

Last date for receipt of Tender: 22-04-2019 upto 3.00 PM

Date of opening of Tender (Technical Bid): 23-04-2019 at 3.00 PM

Venue : Maintenance Section, ICAR-IASRI, Library Avenue Pusa, New Delhi – 12.

To

The Director ICAR-IASRI
Library Avenue, Pusa, New Delhi-
110012

Sir,

I/We wish to submit our Quotation for Providing Cooking & Catering and Housekeeping Services at entire ITH & PGH at ICAR-IASRI, PUSA, New Delhi on the following rates.

Sl.No.	Particulars	Per Month
1.	Monthly consolidated amount for Providing Cooking & Catering and Housekeeping services at entire International Training Hostel and Pansa Guest House at ICAR-IASRI, New Delhi as specified in Tender terms & conditions and scope of services at ANNEXURE(s) in the quotation document including all man, material, transportation etc.	(Rs. in figures) _____ _____ (Rs. In words) _____ _____ _____ Taxes as applicable will be extra
2.	GST	

Taxes as applicable, will be extra

I/We agree to forfeiture of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the tender document.

We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm

CHECK LIST FOR TECHNICAL BID :

Sr. No	Documents (Strictly as per details below)	To be filled by Bidder	Page number
i.	Details showing that the bidder has its registered or branch office at Delhi / NCR.		
ii.	Details showing that the bidder has continuous experience during the last EIGHT years in the field of providing such services (house keeping & catering) in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public organizations. Cut off date for calculation experience will be 31.03.2018.		
iii.	Copy of the certificate of the bidder (Proprietor/ Director/ owner) showing degree or diploma in Catering/Hotel Management.		
iv.	Certificate along with copies of the work orders showing continuous satisfactory services in an establishment having a minimum of 70 rooms and capacity to accommodate 125 guests at a time for at least three years during last FIVE year 2013-14, 2014-15, 2015-16, 2016-17 and 2017 -18.		
v.	Certificate along with the copy of the work order showing that the bidder has completed one single work/ services of Catering and Housekeeping of contract value not less than 250 Lakhs during the last three financial year (i.e. 2015-16,2016-17 and 2017-18) <u>Or</u> two similar works/services of not less than 150 Lakhs each during the last three financial year (i.e. 2015-16,2016-17 and 2017-18) each year		
vi.	Copy of the experience certificate for providing catering services involving Hon'ble Prime Minister and/or Hon'ble President of India)		
vii.	Registration certificate of the firm under the Shop & Establishment Act of the Govt. of NCT Delhi/ or any other recognized authority of the government.		

viii.	Certified Profit & Loss Account and Balance Sheet of the firm for last three years(2015-16,2016-17 and 2017-18)duly attested by the chartered accountant showing minimum turn over of the firm not less than Rs 5.00 Crore (Rupees five Crore) during last three financial years (2015-16,2016-17 and 2017-18) in housekeeping and Catering Services		
ix.	Certified copies of the satisfactory services where the tenderer is providing such services for the last FIVE years with copy of work order.		
x.	Certificate to the effect that the firm/agency has at least one ongoing contract showing experience of providing Catering services in Auditorium type bigger hall with at least 250 capacity during the last three years (2015-16,2016-17 and 2017-18).		
xi.	Documentary proof of EPF and ESI registration certificates issued by Govt. with minimum 100Nos. Staff/supervisors with their ESI/ EPF contributions.		
xii.	Documentary proof of the agency having registration with the contract labour (Regulation and Abolition) Act, 1970.		
xiii.	Copy of Income tax PAN Number & GST registration certificate issued by concerned Govt. deptt.		
xiv.	Copy of FSSAI Certificate		
xv.	Details of EMD		
xvi.	Certificate from any nationalized bank regarding solvency limit of at least Rs. 100 lakh		
xvii.	Declaration by the tenderer on non-judicial stamp paper of appropriate value that (i) the firm has not been blacklisted by any organization in the past five years or be debarred to participate in tender for any organization in the last five years (ii) availability of manpower, equipment's and other facilities available with the firm. (iii) an undertaking to the effect that the firm has not employed/will not employ any relative of IASRI employee. The declaration should be duly attested.		

SCOPE OF SERVICES:-

A. PROVIDING COOKING, CATERING AND HOUSE-KEEPING SERVICE FOR International Guest House: The agency will provide the following services to carry out day to day house keeping job at International Guest House:

RECEPTIONIST-CUM-ATTENDANT SERVICES: Educated, well behaved, well trained round the clock receptionist in front desk, proficient in Hindi and English languages. The receptionist shall also handle the job of telephone operator and make allocation of room to the visiting guests on verification of identity. The receptionist should maintain the record of requisite Forms Signed by Institute authorities as per direction of authorized representative of Institute. Up to date display of room position at the reception indicating room number, occupied, shall be properly displayed on the board meant for it. The display board shall be arranged by the Council in consultation with the Authorized Representative of institute.

ACCOUNTANTS-CUM-CLERK SERVICES (During office Hours only) : Maintenance of daily guest arrival and departure register, cash receipt book which will be issued by Institute for depositing daily room rent charges to Institute shall be maintained by the agency and can be inspected by authorized representative of Institute anytime. He/ She will collect all the charges from the guests and room charges as per rates fixed by Institute. Room charges will be deposited with Institute by the agency as per the receipt record to be maintained by the Agency on weekly basis with the Cashier, Institute, ICAR-IASRI, New Delhi.

ROOM HOUSE KEEPING SERVICES: Periodical cleaning of rooms and toilets, removing of webs, cobwebs, cleaning of door and windows once in a week. Cleaning of all wooden furniture and electrical fitting and fixtures should be at periodic intervals. Agency will be responsible for all Housekeeping services in the guest house at all time and Housekeeping staff should be available round the clock or as and when required. A checklist will be provided after award of contract about the cleaning schedule to be maintained.

WASHING SERVICES: Periodical washing of pillow covers, towels, napkins, bed sheets, curtains, blankets, etc. Council will provide space for washing purpose. Agency will be responsible for all washing detergents/material, washing machines and ironing at their own cost.

INTERNAL SANITATION & GENERAL CLEANLINESS SERVICES: Agency shall be responsible for all internal sanitation and general cleanliness of the guest house including daily cleaning of all rooms, corridors, balconies. Toilets should be cleaned daily with phenyl. The toilet flooring should be cleaned and maintained dry. Toilet fitting should be neat and clean. Room flooring and furniture should be cleaned periodically by vacuum cleaners. Liquid Soap containers are provided by the Institute in rooms, toilets and common toilets. The liquid soap periodical filling is the responsibility of the agency at no extra payment.

INTERNAL ELECTRICAL SERVICES: The main MCB ON / OFF operation in morning and evening for corridors and stair case lights shall be carried out by the agency. The agency has to ensure that the room MCB is in off position when the room is vacant. In this regard if any misuse is found on account of wastage of electricity, a penalty may be imposed and same may be deducted from the agency's bill.

UPKEEP MAINTENANCE OF KITCHEN EQUIPMENTS: List of various Kitchen equipment and gadgets to be supplied by Institute may be seen in consultation with the Caretaker, ITH & PGH which shall be maintained in good working condition by the agency. The day-to-day maintenance and cleaning and damage of such equipment not attributable to normal wear and tear will be paid by the agency. These kitchen equipment and gadgets shall be returned by the agency at the time of termination of contract. Upkeep and maintenance of kitchen equipment is the whole responsibility of the agency and no extra cost shall be payable on account of this.

B. COOKING & CATERING AND HOUSEKEEPING SERVICES IN ENTIRE PREMISES OF ITH & PANSE GUEST HOUSE:-

The agency will be responsible for providing quality catering services for all meetings, mass gatherings, functions, etc. to be organized in the ITH & PGH. The standard rates of Tea/High Tea/Lunch/Dinner etc. are attached at **Annexure-III**. The required materials like cooking gas, manpower, transportation, food serving tables, crockery, mineral water arrangements etc. will be the responsibility of agency. In case of Non- ICAR meetings/ functions, the catering bills will be directly paid to agency through Cheque /DD by the host organization.

TERMS AND CONDITIONS FOR HOUSE KEEPING SERVICE OF INTERNATIONAL TRAINING HOSTEL and PGH: -

1. The agency is advised to submit the tender after physical inspection of the site, a very detailed assessment/requirement of machine/manpower for providing the above the services at ITH & PGH. However, the tenderer should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be entertained.
2. The ITH & PGH rooms and other facilities in the premises are fully furnished by the Institute with complete interior and fixture and serviced by air conditioning, power, water, running amenities like TV, telephone, upholstery by the Institute at its own cost and the bidder will not be required to meet any costs for these.
3. Positioning of receptionist who shall also handle the job of telephone operator and room all ovation to the visiting guest so Institute and keeping the relevant records for the same. S/he will collect all the charges from guests including room charges as per the rates fixed by Institute which shall be deposited with Institute by the agency as per the receipt records to be maintained by the bidder on daily basis.
4. Maintenance of daily Guest arrival and departure Register, cash receipt book which will be issued by Institute for depositing the daily room rent charges to Institute and can be inspected by authorized representative of Institute at any time. The complete room rent is to be deposited with Institute and no part of the room rent charges shall be kept by the bidder. The shift duties shall be so fixed that there shall not be dislocation for supply of bed tea, breakfast & other services.
5. Maintenance of all public area & rooms as per high quality hygiene standards through mechanized cleaning, dusting & mopping the corridors, dining hall, all attached toilets, Kitchen area, common toilet area & other covered area of Guest house & its surroundings. Mechanized Cleaning of all floors, toilets daily for which the cost of accessories required like Cleaning machine, hard brooms / soft brooms, detergents, disinfectants, mopping rods swabs etc. is to be borne by the bidder.
6. Proper maintenance of all linen items in the guest house i.e. regularly used items like bed sheet towels, pillow covers, Napkins, curtain etc. is to be changed once in TWO days or as and when required are to be changed as frequently as required. Washing should be of standard quality to the satisfaction of the representatives of ICAR.
7. Providing room- service to the guests as and when required.
8. Removing of cob webs & cleaning of doors & windows every week.
9. Washing & pressing of cloths of the Institute Guests is to be arranged by the bidder. Necessary materials required for the purpose shall be arranged by the bidder. The charges for washing and ironing etc. shall be chargeable directly from the guests at rates displayed by the bidder at the reception counter.
10. All surrounding areas of guest house in and out approach roads shall be kept neat and clean. Only standard detergent, phenyl, room dusters and all other relevant small equipment's /materials shall be used for the purpose & cost shall be borne by the bidder. The related accessories and machines for mechanized cleaning shall be arranged by the agency at his own cost.
11. Sufficiently trained, experienced personnel in adequate number shall be arranged by the agency and deployed with trained supervisors to provide all the housekeeping services of a high standard quality to the satisfaction of Institute. Duty Charts shall be displayed properly at guest house reception area at all times.
12. The bookings for the guests staying in the guest house shall be made only by the authority of the Institute and written permission in this regard by an authorized officer of the IASRI and the contractor shall not allow the booking or stay in the guest house for any unauthorized persons.

13. A first aid box may be provided and maintained which shall contain all necessary accessories and medicines and person in-charge of First Aid box shall be a person Trained in First Aid treatment and these facilities shall be arranged by the agency at its own cost.

TERMS & CONDITIONS OF CONTRACT FOR COOKING, CATERING SERVICES ATENTIRE IASRI COMPLEX :-

1. Catering from any agency other than awarded through this contract, shall not be allowed in any case in the premises.
2. The agency shall arrange quality food and services as and when required for any approved programmers to be organized at ITH & PGH.
3. The rates for catering are fixed by Institute and detailed at **ANNEXURE IV**. For non-ICAR meetings, the catering bills will be directly paid to agency through Cheque /DD by the host organization.
4. For cooking and catering and Housekeeping Services at ITH & PGH, ICAR-IASRI has provided all infrastructural facilities like kitchen equipment's, land, external security etc.
5. Quality of ingredients used in preparation of food & beverages shall be of good and standard quality and subjected to approvals and checking by authorized officers of ICAR-IASRI as and when asked for. The Contractor is liable to show the food items prepared for test to ensure quality by authorized officer(s) of Institute as and when demanded.
6. Provisions like vegetables, non-veg. and other material sanding residents of good quality and standard brands will be purchased by the agency/contractor. Sufficient stock of materials shall be stocked to undertake any preparation at short notice. Perishable items may be stored for a maximum period for TWO days requirement and non-perishable for at least one week in the premises allotted for the purpose by IASRI. Rice Shall be of Sona Masuri or Basmati, oil shall be refined and of reputed brand. No substandard food materials will be allowed to be used.
7. The furniture, fixture and other equipment's in the dining area will be provided by Institute, the agency shall be responsible for proper maintenance & upkeep of the Institute property entrusted to it. This has to be handed over back on termination of contract in good condition, while all owing for normal wear & tear. The equipment and kitchen gadgets may be seen in the Kitchen and other area in consultation with Caretaker, ITH & PGH.
8. Uniform with colour specification and pattern as approved by Institute would be supplied by contractor/agency to the workers at his cost and the agency should ensure that the workers are in prescribed uniform while on duty. The colour combination shall be black trouser, cream shirt and black tie for Manager while green trousers and white buttoned for Supervisors and waist coat for Waiter / Room service/Bell boys. Kitchen staff should wear white pan stand white shirts with white aprons.
9. The Agency shall ensure to keep available the required specialized and trained staff for cooking as well as supervisory jobs. The cooks should be proficient and trained in different cooking specialties like North Indian, South India, and special dishes. The personnel should be adequate to provide highest standards of quality and services. Personnel such as manager, waiter, room boys by contractor should be experienced in their respective work
10. The agency shall in no case charge any higher rate for meal sand other services than what are prescribed by Institute from time to time. Taking lunch / dinner at guest house is optional. Only the prescribed categories of guest and participants as approved shall be authorized to avail of all types of services by the agency in the guest house. The agency shall abide by all such decisions of IASRI and under no conditions shall it allow any services at the IASRI premises to the unauthorized persons.
11. For providing services for any special functions such as marriages or personal functions, etc. the rates charged will be as agreed between the party and the agency.

12. Director, ICAR-IASRI or his representative reserves the right to ask the contractor to replace, any worker of the firm within one week from the date of such communication.
13. List of various kitchen equipment and gadgets to be supplied by Institute is attached **ANNEXURE V** which shall be maintained in good condition by the bidder, no expenses of any kind would be made by Institute. These kitchen equipment and gadgets shall be returned by the bidder at the time of termination of contract, to authorized representative of ICAR in good working condition.
14. Apart from the kitchen infrastructure, gadgets, equipment's and other furniture items provided by Institute, the utensils, crockery and all other required material for providing high quality and standards of cooking and catering services shall be arranged only by the contractor at his own cost. The bidder shall provide serving plates, cups etc. with logo of Institute in important and high dignitaries meetings.

ANNEXURE – III

The following rates are approved by Institute for serving Tea, High Tea, Lunch and dinner, Breakfast etc. during the meeting in IASRI, other meetings and in the ITH:

A. For high level meetings such as Governing Body, AGM, Foundation Day and any such meetings attended by high dignitaries:		
1.	Tea with snacks	Rs. 200.00
2.	High Tea	Rs. 450.00
3.	Lunch / Dinner	Rs. 700.00
B. For ICAR general meetings :		
1.	Tea with snacks	Rs. 100.00
2.	High Tea	Rs. 200.00
3.	Lunch / Dinner	Rs. 400.00
C. For meetings of other Ministries, Departments, CGIAR, Societies etc. :		
1.	Tea with snacks	Rs. 100.00
2.	High Tea	Rs. 200.00
3.	Lunch / Dinner (veg.)	Rs. 500.00
4.	Lunch / Dinner (Non-veg.)	Rs. 650.00
D. For Cafeteria at International Guest House, NASC :		
1.	Bed Tea	Rs. 20.00
2.	Breakfast	Rs. 75.00
3.	Lunch	Rs. 95.00
4.	Dinner	Rs. 100.00

- Taxes are extra
- The items which are not mentioned in the menu, may be decided with the mutual consent of the host organization (who is holding the meeting/conference) and the catering agency.
- The rates may be reviewed every year after completion of one year of contract
- For extra items the rates may be negotiated between the host organization and the catering agency.
- Tentative menu / items are mentioned at **Annexure -IV**

TENTATIVE MENU OF CATERING ITEMS :-

High level meetings such as Governing Body, AGM, Foundation Day and any such meeting attended by high dignitaries		
1.	Tea + snacks	Tea/ coffee with cookies/ biscuits, sugar cubes
2.	High Tea	Tea / coffee with two types of cookies, Snacks - any two of : Assorted veg pakoda, Veg, sandwich, Veg. Cutlet, cocktail samosa, Dhokla Sweet – any one of : Pastry from reputed brand like Nirula’s, Pistabarfi, Khoya roll, Kalakand / milk cake with roasted cashew
3.	Lunch / Dinner	<p><u>Soup (Any Two)</u></p> <ul style="list-style-type: none"> • Sweet Corn • Tomato Shorba • Tomato Rasam • Green Pea Soup • Veg. <p><u>BrothSalad (AnyTwo)</u></p> <ul style="list-style-type: none"> • Garden Green Salad • Beans Sprout Salad • Sirka Onion • Macroni Salad • Potato <p><u>SaladCurd (AnyOne)</u></p> <ul style="list-style-type: none"> • Plain Curd • Dahi Bhalla • Boondi Raita • Mix Raita • Potato Raita • Lauki Raita_ <p><u>Achar, Papad, Chutney</u></p> <p><u>Seasonal Vegetables (Any One)</u></p> <ul style="list-style-type: none"> • Gobhi Aloo • Bhindi Masala • Dum Aloo • Sarso Ka Saag • Mixed Vegetable • Capsicum Aloo • Lauki <p><u>VadiIndianBreads</u></p> <ul style="list-style-type: none"> • Tandoori Roti • Butter Naan • Missi Roti_ <p><u>Paneer (AnyOne)</u></p> <ul style="list-style-type: none"> • Malai Kofta

		<ul style="list-style-type: none"> • Palak Paneer • Mutter Paneer • Kadai Paneer • Shahi Paneer • Paneer Pasanda • Chilli <p><u>PaneerDal</u> (AnyOne)</p> <ul style="list-style-type: none"> • Dal Makhani • Dal Fry • Moong Masoor Dal • Channa Palak • Arhar Dal <p><u>Other Specialities (Any One)</u></p> <ul style="list-style-type: none"> • Kadi Pakora • Rajma Masala • Channa Masala • Sambar • Veg. Manchurian <p><u>Rice (AnyOne)</u></p> <ul style="list-style-type: none"> • Steamad Rice • Zeera Rice • Veg.Pulao • Fried Rice_ <p><u>Deserts (Any two)</u></p> <ul style="list-style-type: none"> • Moong DalHalwa • Vanilla Ice Cream • Gulab Jamun • Rice Kheer • Rasgulla • Fruit Custard • Gajar Ka Halwa (Seasonal)_ <p><u>Non-Veg. (Anytwo)</u></p> <ul style="list-style-type: none"> • Chicken Curry • Butter Chicken • Saag Chicken • Chicken Masala • Chilli Chicken • Mutton Rogan Josh • Mutton DoPiazza
ICAR General Meetings (veg.)		
	Tea + snacks	Tea/ coffee with snacks/ cookies/ biscuits, sugar cubes
	High Tea	Tea / coffee with two types of cookies, Snacks - any one of : Assorted veg. pakoda, Veg. Sandwich, Veg. Cutlet, cocktail samosa, Dhoklaa Sweet – any one of : Pistabarfi, Khoya roll, Kalakand / milk cake

	Lunch / dinner	<u>Salad (Any one)</u> <ul style="list-style-type: none"> • Garden Green Salad • Beans Sprout <u>SaladCurd (AnyOne)</u> <ul style="list-style-type: none"> • Plain Curd • Boondi Raita • Mix Raita <u>Achar</u> <u>Seasonal Vegetables (Any One)</u> <ul style="list-style-type: none"> • Gobhi Aloo • Bhindi Masala • Dum Aloo • Mixed Vegetable • Capsicum Aloo <u>IndianBreads</u> <ul style="list-style-type: none"> • Tandoori Roti • Naan_ <u>Paneer (AnyOne)</u> <ul style="list-style-type: none"> • Palak Paneer • Mutter <u>PaneerDal (AnyOne)</u> <ul style="list-style-type: none"> • Dal Makhani • Dal Fry_ <u>Rice (Any One)</u> <ul style="list-style-type: none"> • SteamedRice • Fried Rice_ <u>Deserts (Any one)</u> <ul style="list-style-type: none"> • Vanilla Ice Cream • Moong Dal Halwa
Meetings of other Ministries, Departments, CGIAR organizations, Societiesetc. approved by the competent authorities		
	Tea + snacks	Tea / Coffee with snacks/ cookies, sugar cubes / sachets
	High Tea	Tea / coffee with two types of cookies, Snacks - any two of : Assorted veg pakoda,Veg. sandwich, Veg. Cutlet, cocktail samosa, Dhoklaa, pattiesetc. Sweet – any one of : Pastry from reputed brand like Nirula’s, Pistabarfi, Khoya roll, Kalakand / milk cake
	Veg. Lunch/ Dinner	<u>Soup (Any Two)</u> <ul style="list-style-type: none"> • SweetCorn • TomatoShorba • TomatoRasam • Green PeaSoup • Veg. <u>BrothSalad</u> <u>(AnyTwo)</u>

		<ul style="list-style-type: none"> • Garden GreenSalad • Beans SproutSalad • Sirka Onion • MacroniSalad • Potato <p><u>SaladCurd (AnyOne)</u></p> <ul style="list-style-type: none"> • Plain Curd • Dahi Bhalla • Boondi Raita • Mix Raita • Potato Raita • Lauki Raita_ <p><u>Achar, Papad,Chutney</u></p> <p><u>Seasonal Vegetables (Any One)</u></p> <ul style="list-style-type: none"> • GobhiAloo • Bhindi Masala • Dum Aloo • SarsoKa Saag • Mixed Vegetable • Capsicum Aloo • LaukiVadiI <p><u>ndianBreads</u></p> <ul style="list-style-type: none"> • Tandoori Roti • Butter Naan • Missi Roti_ <p><u>Paneer (AnyOne)</u></p> <ul style="list-style-type: none"> • Malai Kofta • Palak Paneer • Mutter Paneer • Kadai Paneer • Shahi Paneer • Paneer Pasanda • ChilliPaneer <p><u>Dal (AnyOne)</u></p> <ul style="list-style-type: none"> • Dal Makhani • Dal Fry • Moong Masoor Dal • Channa Palak • Arhar Dal <p><u>Other Specialities (Any One)</u></p> <ul style="list-style-type: none"> • Kadi Pakora • Rajma Masala • Channa Masala • Sambar • Veg. Manchurian <p><u>Rice (AnyOne)</u></p> <ul style="list-style-type: none"> • Steamad Rice • Zeera Rice • Veg.Pulao
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		<ul style="list-style-type: none"> • Fried Rice_ <u>Deserts (AnyTwo)</u> <ul style="list-style-type: none"> • Moong Dal Halwa • Vanilla Ice Cream • Gulab Jamun • Rice Kheer • Rasgulla • Fruit Custard Gajar Ka Halwa(Seasonal
	Non-veg. Lunch/ dinner	<u>Soup (Any Two)</u> <ul style="list-style-type: none"> • Sweet Corn • Tomato Shorba • Cream Of Tomato • Almond Soup • Cream Of Mushroom • Veg. Hot'n'Sour • Veg. <u>BrothSalad (AnyTwo)</u> <ul style="list-style-type: none"> • Garden Green Salad • Beans Sprout Salad • Sirka Onion • Macroni Salad • Potato Salad • Russoan Salad • Col Slaw Salad • Baby Potato & Corn Salad • Broccoli Baby Corn Salad_ <u>Curd (AnyOne)</u> <ul style="list-style-type: none"> • Plain Curd • Dahi Bhalla • Boondi Raita • Mix Raita • Mix Fruit Raita • Pineapple Raita_ <u>Achar, Papad,Chutney</u> <u>Seasonal Vegetables (Any One)</u> <ul style="list-style-type: none"> • Gobhi Aloo • Bhindi Masala • Dum Aloo • Mutter Mushroom • Palak Mutter • Masala Gobi • Mutter Khoya Badam • Mixed Vegetable • Capsicum Aloo • Tawa Vegetable <u>Indian Breads</u> <ul style="list-style-type: none"> • TandooriRoti • Butter Naan

		<ul style="list-style-type: none"> • Missi Roti • Lacha Paratha • PudinaParathDa <u>I (AnyOne)</u> <ul style="list-style-type: none"> • DalMakhani • DalFry • MoongMasoorDal • ChannaPalak • ArharDal • KadiPakora • RajmaMasala • Channa <u>MasalaPaneer (AnyOne)</u> <ul style="list-style-type: none"> • MalaiKofta • PalakPaneer • MutterPaneer • KadaiPaneer • ShahiPaneer • PaneerPasanda • ChilliPaneer • MethiPaneer_ <u>Non-Veg. (AnyTwo)</u> <ul style="list-style-type: none"> • ChickenCurry • ButterChicken • SaagChicken • ChickenMasala • ChilliChicken • MughlaiChecken • Mutton RoganJosh • Mutton DoPiazza • Mumtazi Gosht Korma • Saag <u>MuttonRice (AnyOne)</u> <ul style="list-style-type: none"> • SteamadRice • ZeeraRice • Veg.Pulao • Veg.Biryani • Fried Rice_ <u>Deserts (AnyTwo)</u> <ul style="list-style-type: none"> • Moong DalHalwa • Vanilla IceCream • GulabJamun • Rice Kheer • Rasgulla • FruitCustard • GajarKaHalwa(Seasonal)
Cafeteria for ITH & PGH Guest House visitors		
	Bed Tea	Tea Kits containing tea bags, sugar, milk sachets.

	Breakfast	One Veg. North Indian Dish like Puri&Sabzi or Parantha&Sabzi or curd South Indian Dish like Idli, or Vada or Dosa or uthapam etc. Toast Bread butter jam ,Tea or Coffee
	Lunch (Veg.)	Roti / Poori / Chapati Plain Rice, Veg. Pullao, Jeera rice Raita / Curd One dry Vegetable One Vegetable with gravy or dal/sambar One special Veg. Kofta or mushroom sabzi Green Salad/ Pickle
	Dinner	Roti / Poori / Chapati Plain Rice, Veg. Pullao, Jeera rice Raita / Curd One dry Vegetable One Vegetable with gravy or dal/sambar One special Veg. Kofta or mushroom sabzi Green Salad/ Pickle One sweet/ Ice Cream

DRAFT SPECIMEN AGREEMENT

This agreement is made at NEWDELHI on (Date.....) 2019 between..... (firm name) and, through Director ICAR-IASRI which term shall include its successors, assignees etc. on the first part and (name & address of the firm), here in after called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Where as the Institute invited open tender from reputed firms with experience & financial capability for **Providing Cooking & Catering and Housekeeping services at entire ITH & PGH, PUSA, New Delhi**. AND WHEREAS, the Firm has represented that they have sufficient knowledge and expertise in this filed and based on the aforesaid representation and assurance of the Firm the IASRI has agreed to assign the annual job work contract for **Providing Cooking & Catering and Housekeeping services at entire ITH & PGH, New Delhi** to the firm M/s on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. (date) and will remain in force for a period for THREE years but can be terminated by Director, ICAR-IASRI by giving one calendar months' notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The contract will be initially for a period of THREE years and extendable for a further period of TWO years on year to year basis (total FIVE years), subject to satisfactory performance of the firm & his/her willingness to continue on mutually agreed terms.
- 3. The firm shall be responsible for Providing Cooking & Catering services at entire ITH & PGH, PUSA, New Delhi.**
4. The firm will be paid Rs. (Rupees) per month plus taxes per month for carrying the services on job contract basis. Monthly consolidated charge for job/work contract for providing job work at Institute is as per terms and conditions specified and scope of work as per Schedules/annexure in the tender document including all the taxes viz. GST/service tax/other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month at the Institute subject to satisfactory performance /delivery of contracted job/work/services. Copies of document such as deposit challan along with list of persons showing deposit of ESIC, EFP with the concerned agencies are also to be deposited with the bill.
5. The firm will provide full particulars of every worker deployed by it for providing the services purposes and get their character and antecedents verified.
6. 2% Deduction will be made from the bill of the Housekeeping service bill in view of Water Charges/ Electricity Charges and Accommodation Charges etc.
7. That the firm shall ensure that all persons deployed at Institute premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
8. That the firm shall issue uniforms and identity cards to all their employees engaged, which they shall wear while on duty.
9. The Institute shall have the right to ask for the removal from the Institute premises any personnel considered by the Institute to be incompetent, disorderly or any other reason and such person shall not again be deployed again at Institute without the consent of the Institute.
10. The Agency / Contractor shall provide the Catering/ housekeeping services on all days of the month including gazette holidays i.e. round the period of contract as work specified.
11. The deduction of income tax from the bills of the Agency will be made at source as per rates

applicable from time to time as per rules.

12. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work. That in case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Institute shall cancel the contract.
13. That the firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under contract labour (Regulation & Abolition) Act, 1970, workmen's compensation Act, 1943, ESI & MP Act, 1958, ESI Act, 1948 etc. Firm agrees to indemnify and keep indemnified Institute on account of any failure to comply with the obligations under various laws or damage to Institute and/or due to acts/omissions of Firm. The Firm shall also ensure compliance of all laws applicable and/or to be made applicable and the Institute shall not be liable for the same and the firm indemnifies Institute in all respects there of.
14. It is also agreed that under no circumstance, the volunteers and /or the employees/workmen of the firm shall be treated, regarded or considered or deemed to be the employees of the Institute and the firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the Institute against any claim that it may have to meet towards the employees/workmen of the firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of Institute.
15. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt./NCT of Delhi as applicable relating to this contract.
16. In case of any loss of damage to the property of the Institute at which is attributable to the firm and/or its employees, then the firm shall be entitled to pay such damages as determined by the Institute and his decision shall be final and binding on the firm and the firm shall pay the same within the time prescribed by the Institute and /or the same shall be deducted from the bills raised by the firm.
17. The firm shall not sub-contract the work assigned to it under this contract and/or transfer its right to anyone else.
18. The firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
19. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honestly.
20. In case of any accident/loss of life of the workers during discharging duties any compensation to be paid to the workers the same shall be borne by the firm.
21. There will be surprise checking by an Officer. Short comings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
22. Rates of catering/food items are prescribed in Annexure-....The rate can be reviewed on mutual basis by both parties if there is any increase in the limits prescribed by the Government of India/ Ministry of Finance.
23. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

24. An amount of Rs. 5000 from the contract amount or the actual cost of loss will be levied as liquidated damages per day/per case whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within 24 hours liquidated damages clauses will be increased.
25. In case of dispute between the parties, the matter shall be referred to the Director ICAR-IASRI. The decision of the Director of the Institute shall be final and binding in any respect of any dispute between the parties in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present one the day, month and year as mentioned above.

Name & Signature of Witness1:
Address :
Name & Signature of Witness2:
Address :

(Authorized Signatory)
on behalf of the firm
(Authorized Signatory)
Director, ICAR-IASRI