

NIT-19/2023

TENDER DOCUMENT

FOR

Operation and Maintenance of Main Cafeteria

AT

INTERNATIONAL CENTRE FOR GENETIC ENGINEERING & BIOTECHNOLOGY (ICGEB)

Aruna Asaf Ali Marg, New Delhi – 110067

Website: www.icgeb.res.in

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TENDER NOTICE**INTRODUCTORY NOTE:**

ICGEB is an international organization dedicated to advanced research and training in molecular biology and biotechnology, with special regard to the need of the developing world. ICGEB, New Delhi Component has been given privileges and immunities as for other UN Organizations in India vide Government of India's gazette notification no. 216, SO 403(E) dated 12 April 1988.

ICGEB invites sealed Bids to meet the immediate requirement for Operation and Maintenance of Main Cafeteria in the ICGEB Campus within short time span, from contractors who possess adequate resources and trained/skilled manpower to carry out the said work.

The immediate requirement for Operation and Maintenance of Main Cafeteria Interested & competent firm/individual may download the Bid documents from ICGEB website

IMPORTANT INFORMATION

Name of Work	Operation and Maintenance of Main Cafeteria
Tender No.	NIT- 19/2023
Earnest Money Deposit (EMD) & Tender Fee	EMD of Rs. 50,000/- (Rupees Fifty Thousand only) & Tender Fee of Rs 1,000/- (Rupees One thousand only) in the form of separate demand draft to be drawn in favour of International Centre for Genetic Engineering & Biotechnology payable at New Delhi.
Performance Guarantee/Security Deposit	Rs 1,00,000/- in the form of Performance Bank Guarantee drawn in favour of International Centre for Genetic Engineering & Biotechnology payable at New Delhi for a period of 15 months for the date of order.
Pre-bid meeting	11 th Jan, 2024 at 11:30 AM in ICGEB.
Last Date and time for Bid Submission	18 th Jan, 2024 till 3:00 PM. (Bids received after this date and time will not be accepted)
Address at which Bid is to be submitted	International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi – 110067 and dropped in the tender box at the reception of ICGEB. The Bid is required to be submitted in person along with all specified documentation and EMD. Bidder is requested to make necessary entries in the register for submission of the proposal.
Date, Time & Place of opening of Technical Bid	18 th Jan, 2024 at 4:15 PM. Place: International Centre for Genetic Engineering & Biotechnology (ICGEB), Aruna Asaf Ali Marg, New Delhi – 110067.
Date, Time & Place of opening of Financial Bid	Time and date to be informed later through e-mail and telephone. Place: International Centre for Genetic Engineering & Biotechnology (ICGEB), Aruna Asaf Ali Marg, New Delhi – 110067.
Method of selection	The interested Firms/Individual will be required to submit Technical and Financial proposals separately. The Financial Proposals of the Firms/Individual that qualify in Technical Evaluation will be considered. Further the Firm/Individual having the least quote (L1) in its financial proposal will be awarded the contract.

MINIMUM ELIGIBILITY CRITERIA:

The bidder should meet the following Eligibility Criteria and must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. The bidder should have an address in Delhi/NCR.
2. Earnest Money deposit.
3. Rational Oven Operator is mandatory.
4. The bidder should essentially have at least 5 years work experience in operation and maintenance of Cafeteria, including operation of the kitchen and providing catering services as required.
5. Preference will be given to bidders having at-least two/three continuous years of service in a single organization.
6. Preference will be given to bidders having experience in operation and maintenance of Cafeteria, in national and international Institutions, Research Laboratories etc., of similar nature.
7. The Bidder should have an average annual turnover in catering services of not less than Rs.10,00,000/- (Rupees Ten lakhs) per annum for the last three audited years (FY 2020-21, 2021-22 and 2022-23).
8. Preference will be given to bidders having at least one single assignment of an average annual turnover in catering services of not less than Rs. 12,00,000/- (Rupees Twelve lakhs) per annum within the last 03 years.
9. The bidder should have valid GST/TIN, registration certificates from relevant authorities (provide latest receipts/challans for documentary evidence).
10. The bidder should submit PAN number with documentary evidence
11. The bidders shall have to produce documentary evidence for the satisfactory completion of similar works as mentioned above executed by them from the concerned authorities.
12. The bidding Firm / Individual, any Partners of the firm should not have been blacklisted by any PSU or Government departments/ UN or its agencies/ institutions/ private organisations in respect of any assignments or behaviour of any Partner/ employee. The bidding firm / Individual will provide an undertaking that such Partner/ employee will not be involved in the Cafeteria work, directly or indirectly.
13. An undertaking should be submitted that there are no legal suits / criminal cases pending against the bidding Firm and its Proprietor/Partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.
14. All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
15. The bidding firm should not sub-contract any part of the work at ICGEB to any other agency. An undertaking needs to be provided to the effect.
16. The Vendor will be required to register his company for EPF and ESI for all his workers working in ICGEB before issue of work order.
17. The Vendor will need to have minimum 7 staff for running the Cafeteria during the working hours of the cafeteria on all days.

(2)

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1. THE BIDDER IS EXPECTED TO EXAMINE ALL INSTRUCTIONS**, forms, terms and conditions in the bidding documents. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.
- 2. THE BIDDER SHALL BEAR ALL THE COSTS** associated with the preparation and submission of its bid, and ICGEB in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- 3. PROFESSIONAL EXCELLENCE AND ETHICS:** ICGEB requires that all Bidders participating in this Bid adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
- 4. FAILURE OF THE SUCCESSFUL BIDDER** to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event ICGEB may make the award to the next lowest evaluated bidder or call for new bids. The EMD in such cases shall stand forfeited.
- 5. THE TENDERING AUTHORITY RESERVES THE RIGHT TO ACCEPT ANY BID** not necessarily the lowest, reject any bid without assigning any reasons for entering into the Rate Contract.
- 6. CONDITIONAL BIDS:** If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, the bid is liable to be summarily rejected.
- 7. PERIOD OF VALIDITY.** Bids shall remain valid for **one year** after last date for bid submission prescribed by ICGEB which may be extended with mutually agreed terms. A bid valid for a shorter period may be rejected by ICGEB as non-responsive.
- 8. NOTIFICATION OF AWARD:** Prior to the expiration of the period of the bid validity, ICGEB may notify the bidder in writing that its bid has been accepted. After notification of award, the bidder will submit Security deposit and sign the Rate Contract.

PRE-BID MEETING & QUERY:

- a. The Pre-Bid Meeting shall be hosted on **11th Jan, 2024 at 11:30 AM** in the ICGEB premises.
- b. The Prospective Bidder or its official representative will be free to attend the pre-bid meeting.
- c. Bidders may confirm their participation in advance.
- d. The purpose of the meeting is to provide Bidders information regarding the Tender, and opportunity to seek clarifications regarding any aspect of the Tender Document and the assignment. However, the ICGEB reserves the right to hold or re-schedule the Pre-Bid meeting.
- e. ICGEB may make modifications to the Tender Document if felt necessary as a result of Pre-bid meeting. All such modifications made to the Tender Document by ICGEB will be issued as a corrigendum to the Tender, which will appear only on the ICGEB website.
- f. Any such modifications resulting out of the Pre-bid meeting will be circulated to the Bidders through websites <https://www.icgeb.res.in> or by email.
- g. ICGEB will not be responsible for non-receipt of corrigendum/modifications published/sent by ICGEB to the Bidder.

PREPARATION AND SUBMISSION OF BID DOCUMENT:

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications stated in the Bid Documents. Failure to furnish all information required in the Bid Document or submission of a Bid not substantially responding to the Bid Documents in every respect will be at the Bidder's risk and may result in the rejection of the Bid. The following sections of the Bid Documents must be completed and submitted by the Bidder:

TECHNICAL BID (Part – I):

- Technical Bid Form (Annexure-A).
- Certificate of registration (GST, ESI & EPF).
- Documentary evidence for minimum qualifying criteria as above.
- EMD DD of Rs. 50,000.00 and Tender Fee of Rs.1000.00.
- Turnover certificates of last 3 Audited years (Annexure – B).
- Undertakings / declaration service delivery (Annexure – C)
- Undertakings / declaration certificates for not black listed (Annexure –D)
- Undertaking declaration against Sub-Contracting (Annexure-E)

- Site Visit Certificate (Annexure-F)
- Instructions to bidder (duly signed on all pages).

FINANCIAL BID (Part – II):

- Price Bid (Schedule of Rates)

BID PRICE:

The Bidder shall mention on the Schedule of Rates enclosed to this document, the asking price for operation & maintenance of the Cafeteria and total Bid price of the food & services, etc. The prices of the food and services to be quoted shall be net including GST and other taxes already paid or payable to be shown separately. The quoted price shall also be inclusive of any kind of transportation charges.

ICGEB reserves the right to:

- i. Negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of prices.
- ii. Insist on quality of food & beverage to be served.
- iii. Reduce or increase the service staff as per requirements.
- iv. Change the menu of food & beverages from time to time based upon the requirement or feedback of the staff.

EARNEST MONEY DEPOSIT AND TENDER FEE:

Earnest money deposit amount equivalent to Rs. 50,000/- and Tender Fee of Rs 1000/- in the form of separate Demand Drafts issued by any scheduled Commercial Bank in favour of International Centre for Genetic Engineering & Biotechnology payable at New Delhi must accompany the Technical Bid. The E.M.D. shall be valid for the term of the contract. Bids not accompanied by E.M.D. or Tender Fee shall be rejected. E.M.D. of unsuccessful Bidders will be returned as early as possible. The E.M.D. shall be forfeited if a Bidder withdraws its Bid during the period of validity.

SITE VISIT:

Interested Bidders may visit the Cafeteria before submission of the bid. For site visit, please contact Mr. Naresh Chand Dabral Component In-charge, Tel: 26741358, 26742357, Email ID: ncdabral@icgeb.res.in on any working day (Monday to Friday) between 10:00 to 17:00 hours.

TENDER FORMAT (To be Downloaded)

The Bidder shall prepare Technical Bid and Financial Bid and place them in two separate sealed covers clearly marking each as “Technical Bid” and “Financial Bid”. Name of the firm / proprietor, address & contact no. should be mentioned clearly on both the envelopes. These should further be placed in a large size envelope with the same information on it. Both Technical & Financial Bids, along with the documents required to be submitted, shall be signed by the Bidder and a person duly authorized by the Bidder to on each page. Written power of attorney accompanying the Bid shall indicate necessary authorization. Any correction in the Bid shall be initialled by the person signing the Bid.

SUBMISSION OF BID:

The Bid, in two parts, one containing the Technical Bid and the other containing Financial Bid, shall be placed in two separate sealed envelopes clearly marked as below:

- i. "Bid for Operation and Maintenance of the Main Cafeteria in the ICGEB Campus - Technical Bid"
- ii. "Bid for Operation and Maintenance of the Main Cafeteria in the ICGEB Campus - Financial Bid"

The sealed envelope having the Technical Bid shall contain Technical Bid Form, declaration Certificates, Tender Fee for Rs 1000/- E.M.D. Demand Draft of Rs. 50,000/-, documents establishing eligibility of offered services, Tax clearance certificate and a complete set of the Bid Document entitled "Instruction to Bidders" stamped & signed on all the pages.

The other sealed envelope will contain the Financial Bid which shall include Schedule of Rates. Both the sealed envelopes containing the Technical Bid and Financial Bid separately shall be placed in an outer envelope duly sealed, marking the outer envelope as “Quotation for Operation and Maintenance of the Main Cafeteria in ICGEB Campus”. The Bid shall be addressed to the ICGEB, Aruna Asaf Ali Marg, New Delhi – 110 067 and deposited in the drop box at the reception of ICGEB.

If the cover containing the Bid documents is not sealed and marked as instructed above, no responsibility will be assumed for any misplacement of the Bid or beforetime opening of the envelope. Sealed Bids from eligible Bidders must be received at the address specified no later than **3: 00 PM on 18th Jan, 2024.**

The ICGEB may, at its discretion, evaluate the Bidders for Operation and Maintenance of the Main Cafeteria in the ICGEB Campus on the qualitative aspects broadly in respect of, but not limited to, the following parameters:

- i. Experience in similar organisations.
- ii. Resources available with the firm.
- iii. Minimum 07 Skilled and trained staff available with the contractor to carry out the said work.
- iv. Quality and Promptness of service support.
- v. Visit report of the Committee to the site where the contractor is currently handling similar work.
- vi. Bidder's ability to honor the commitments.

IMPORTANT NOTE:

1. Bid received through email and/or after the scheduled date and time will not be accepted.
2. Bid should be submitted only on the format downloaded from the ICGEB Website.
3. ICGEB reserves the right to accept any or reject all the tenders without assigning any reason thereof.
4. Selection will be done on competitive basis. Canvassing in any manner shall lead to disqualification of the Firm / Individual.

BID OPENING AND EVALUATION:

BID OPENING:

All Technical Bids shall be opened in the presence of the Bidders or their representatives in front of the Bid Opening Committee. Bidders' name, documents with presence and absence of Bid security, period of Bid validity and such other items will be announced and recorded at the time of opening of Technical Bid by the Bid Opening Committee. The Financial Bids of Technically Responsive Bidders will be opened in the presence of such responsive Bidders or their representatives on date and time to be notified later. Total Bid amount will be announced and recorded at the opening of Financial Bid. Minutes of Bid Opening containing summary of information with regard to each Bid shall be prepared during the opening of both Technical & Financial Bids.

EVALUATION OF BIDS:

1. For proper evaluation & comparison of Bids, the Bid Evaluation Committee may at its discretion ask the Bidder for any clarification of Bid. The request for clarification and the response shall be in writing, but no changes in the price of the Bids shall be, offered or permitted.
2. The technical bids will be evaluated by The Bid Evaluation Committee on the basis of experience in similar organizations, resources available with the firm/ Individual, details of skilled and trained staff available with the contractor to carry out the said work, visit of

the Committee to the site where the contractor is currently handling similar work etc.

3. The Bid Evaluation Committee will first evaluate the Technical Bids to determine the substantial responsiveness of the Technical Bids. Substantial Responsive Bid is one which conforms to all the terms and conditions as indicated in the Bid Document and which also establishes Bidder's qualification to deliver the services according to technical specifications. After the evaluation of all Technical Bids, Financial Bids corresponding to only substantial responsive Technical Bids will be taken up for evaluation.
4. All non substantial Technical Bids will be rejected as non-responsive and corresponding Financial Bids shall be excluded from further evaluation.
5. The Bid Evaluation Committee may at its discretion prefer any minor non conformity in a Bid which does not constitute a material deviation with regard to services and pricing.
6. While evaluating Financial Bids, if there is any discrepancy between unit price and the total price, unit price will prevail and total price shall be corrected. However, if the Bidder does not accept the correctness of the errors, his Bid will be rejected.
7. The Bidder must have supplied the information required in the Bid document. A Bidder not fulfilling any criteria stipulated, his Bid will be considered non responsive and may be rejected.
8. The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing.
9. The successful bidders of Technical Bids will qualify for opening of Financial Bids.
10. The Bids which have been established as responsive in all respects will be compared for its price competitiveness. On the basis of technical and financial evaluation, substantially responsive and most advantageous Bid will be considered for the award of contract of Operation and Maintenance of ICGEB Main Cafeteria in ICGEB Campus.
11. The qualifying Bidder will be expected to take over the premises within 15 days and should be in a position to carry forward the ongoing services to the inmates of the existing Cafeteria in a seamless manner.
12. The menu for the operation of the Cafeteria will be worked out in consultation with the concerned committee of the management.

(3)

SCOPE OF WORK

Upkeep of the ICGEB Cafeteria as per specifications enclosed. Operational directives will be decided mutually with ICGEB for the above services.

1. Highest *standards* of hygiene, cleanliness and orderliness must be maintained in the kitchen and dining area. The staff members of the contractor should be trained to be neat and clean all the time. Kitchen and dining areas should be maintained dry, dust-free and stain-free. Removal of dining hall/kitchen wet and dry garbage at regular intervals and keeping the Cafeteria and surrounding areas clean will be the contractor's responsibility
2. The cafeteria will maintain timings which will be suitable to the working hours of ICGEB. This will be 8.30 a.m. to 6.30 p.m. on week days and 9.00 a.m. to 3.00 p.m. on Saturdays. Besides the normal catering service for diners of the cafeteria and ICGEB personnel wishing to have lunch, etc., the contractor may be asked to cater for other official gatherings/functions and meetings as and when required. Catering service will include providing tea/snacks at predetermined times and also providing buffet/packed lunch as and when required for seminars, conferences etc.
3. All the items brought to the mess by the contractor will be subject to inward entry and inspection by the Security.
4. ICGEB will provide free of cost electricity, water, furniture and some essential kitchen equipment such as gas stove, refrigerator, deep freezer, bain-marie, microwave, dosa plate, work table, etc). Upkeep, maintenance and running of all the items will be the contractor's responsibility. Detailed inventory of items being provided to the new contractor will have to be signed and taken over by the new contractor.
5. Cooking gas will be entirely the contractor's responsibility. No other fuel for cooking (wood, charcoal, etc.) will be permitted.
6. Steel plates, steel bowls, steel spoons, steel forks, cups, etc. for serving food and tea/coffee will be provided by ICGEB. Contractor will be required to maintain proper inventory/record of all the material which will include furniture, utensils and any other item which is part of the complex.
7. The contractor will be required to keep some special cutlery and crockery readily available in the cafeteria for use during official functions. (for Hi tea and lunch of Appx 30 person)

8. The contractor may use the kitchen and dining area specifically identified for this purpose in the ground floor for running the cafeteria. No cooking is permitted outside of the kitchen area for preparation of day-to-day items.
9. The contractor will ensure that there is no wastage of water and electricity.
10. Menu and the rate of individual items will be decided by a committee appointed by the Director/Administrative Officer, ICGEB, consisting of the contractor or his representative too.
11. The contractor will not use substandard raw materials. Only approved make of raw materials will be used in the cafeteria.
12. The contractor will be required to keep some over-the counter products like biscuits, soft drinks etc. The contractor will have to ensure the quality and product-validity of these items.
13. Contractor will have to take care of other miscellaneous works connected with providing appropriate facilities of the normal running and maintenance of Cafeteria.
14. Contractor or his representative should be present at site and will be responsible for carrying out all the maintenance and services.

(4)

General Terms and Conditions relating to work.**1. MANPOWER**

The contractor is required to provide adequate qualified, skilled and trained manpower for the running and maintenance of the ICGEB Cafeteria. Additional manpower needs to be provided for catering for official gatherings/functions and meetings as and when required so as not to disturb the routine functioning of the cafeteria. The manpower deployed by the contractor will be the contractor's sole responsibility and ICGEB will in no case be a party to any dispute or arbitration arising thereof.

The contractor shall submit a list of staff to be deployed by him showing their full name, local and permanent address, age, father's name and police station verification/ registration and shall be fully responsible for the safety and security of their staff. No compensation shall be payable by ICGEB in case of any accident/death of any of them while carrying out the work in ICGEB premises.

ICGEB shall be fully empowered to expel any of the contractor's staff in case of any misbehaviour / indiscipline / misconduct / violence / late attendance / incompetence / theft and if such expulsion takes place, then the relevant clause of recovery shall be applicable.

2. PENALTY CLAUSES

- a. In the event of violation of rules/supply of sub-standard food/damage to Centre's equipments/not adhering to the instructions issued from time to time by ICGEB authority, not taking care of hygienic conditions in the dining area and kitchen, misconduct by employee etc., a penalty will be imposed to the extent of the damage caused.
- b. In case repeated failures of lacunae are noticed by the Committee on the part of the firm, Committee may impose a fine of up to Rs. 5,000/- on each occasion.
- c. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions. The contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
- d. In case eatables are sold by the Licence after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.
- e. If the Contractor is terminated by the firm without giving stipulated period of notice or fails to observe the terms and conditions of the Tender. Letter of award for the Contract and the Agreement signed by the firm with the ICGEB, the security deposit will be forfeited without prejudice to the ICGEB right to proceed against the firm for any additional damages that the ICGEB suffers as a result of the breach of the aforesaid terms & conditions.

- f. ICGEB reserves the right to impose a penalty (to be decided by the Cafeteria committee) on the firm for any serious laps in maintaining the quality and the services will fully or otherwise by the firms or its staff or for any adulteration.

3. OUTSIDE BUSINESS

The contractor is not authorized to render any outside catering from ICGEB.

4. ASSIGNMENTS/SUB-CONTRACTS

The contractor shall not assign, in whole or in part, its obligations to subcontracts.

5. ITEMISED RATES

The itemized rates will be valid for one year. There will be no escalation during the validity of the contract. However, due to force majeure conditions or unavoidable circumstances, ICGEB Cafeteria Committee may review the rates as a special case (not more than twice in a year).

6. PAYMENT OF WAGES

The contractor will have to provide adequate qualified, trained and skilled manpower for the running and maintenance of the dining hall and associated areas, and kitchen. The contractor should abide by all labour laws and rules including minimum wages act as applicable in Delhi. ICGEB will be in no case a party to any dispute or arbitration arising thereof.

The contractor shall ensure compliance with all statutory laws and by-laws of the Central Government/ State Government / Municipal authorities related to the employment of their staff and all such obligations under Wage Act, Workmen Compensation Act, E.S.I. Act, Provident Fund and Miscellaneous Provision Act, Bonus Act, Gratuity, Insurance, EPF and Contract Labour Act 1970 etc., and any other governing Act applicable. ICGEB will not be involved or be responsible for such matters in any way.

The contractor shall pay his workers not below the rates under Minimum Wages Act, as notified from time to time, and comply with various Labour Acts. Adhering to legal standards of employment including the wages legislation and ensuring adherence to all related Labour and Wage laws and regulations as are applicable. **Payment of Income Tax, if required, shall be the responsibility of the contractor.** Documents, registers to be maintained under Contract Labour Regulations 1970 shall be maintained by him. These shall be submitted for verification as and when required.

Payment of any statutory direct or indirect taxes at the contractor's end, arising out of transactions due to this contract will be solely the contractor's responsibility. The contractor will ensure that no child labour is employed.

7. SECURITY

The EMD of Rs. 50,000/- submitted by the successful bidder will be returned on submission of the Performance Security of Rs 1,00,000/- to ICGEB for the term of the contract. No interest will be paid on the said deposits and the same will be refunded at the satisfactory conclusion of the contract period.

This security deposit can be forfeited if the standard and quality of performance in respect of housekeeping and catering cause adverse and damaging results on the standards of the Centre.

8. TERMINATION OF CONTRACT

ICGEB reserves the right to terminate/withdraw the work entrusted to the contractor if the performance of the contractor is found to be unsatisfactory. In case of any dispute arising thereof, the Director/Administrative Officer decision will be final. The contract can be terminated by giving one month's notice by either party. If the contractor fail to give notice, then his security deposit will be forfeited.

9. IDENTITY LIST

The contractor will provide a list of employees with their photos, and details regarding personal information etc. The contractor will ensure that his employees wear identity cards while on duty in the premises. He will be responsible for their police verification. The employees of the contractor shall not be employees of the Centre and the contractor will be responsible in respect of their employment and wages, for all rules and regulations as per law and relevant acts introduced from time to time.

10. UNIFORM

The contractor should ensure that the staffs deployed by him are provided specifically distinguishable uniforms. Adequate aprons, hair caps and covers for the cook and serving staff.

WITHDRAWAL OF EMPLOYEE OF CONTRACTOR

The Centre can ask for withdrawal of any of the contractor's employee without assigning any reason thereof.

11. LOSS OF MATERIAL

Any loss or damage of material detected by the Centre during the period of contract in

the said area will be directly deducted from the security deposit retained by the centre. The loss/damage noticed any time should be immediately intimated to the Centre.

12. CHANGE OF ADDRESS/CONTACT NUMBER

The contractor in the event of change of address should inform the Centre about his new place of stay with postal address and contact number.

13. GATE PASS CLEARANCE

No material of the Centre or of the contractor should be taken out of ICGEB premises without proper valid gate pass.

14. INJURY

In the event of injury or loss of life of any of the employees of the contractor, the Centre will not be held responsible for compensation, claim or for any financial or legal dispute / arbitration arising thereof.

15. COMMUNICATION

The Contractor will ensure that all the employees have working knowledge and understanding of local language and see that the work does not suffer because of lack of communication. At least one person should have working knowledge of English.

16. CONFIDENTIALITY

The Contractor will maintain confidentiality in relation to the engagement and Proposed Assignment and will not divulge any confidential information with respect to the engagement or any Proposed Assignment without the prior consent of the competent authority.

17. CONFLICT OF INTEREST

Any bribe, gift or given, promised or offered by or on behalf of the Contractor or its partner, agent or servant, in relation to obtaining of contract shall result in rejection of Bid or cancellation of contract.

18. FORCE MAJEURE

The parties of this contract shall not be liable to meet claims for any failure to carry out any of their respective obligations under this contract if such failure arises from natural disasters, fires, floods, epidemics, strikes, from any causes generally accepted as force majeure. If as a result of any legislation, or orders of the government or any of the causes

mentioned above either of the parties is prevented from fulfilling its obligations, then either party may give notice thereof to Clauses of Contract, the Contractor shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if its delay occurs due to an event of Force Majeure. Parties to this contract shall not be entitled to any compensation for damages or loss due to such force majeure.

19. ARBITRATION/RESOLUTION OF AND JURISDICTION

- a. Any dispute arising out of this contract will be in accordance with the principle of international laws.
- b. The Contractor will liaison from time to time with the Cafeteria Committee/or the Cafeteria In-charge.
- c. The contractor is not authorized to render any outside catering from the ICGEB cafeteria which is meant exclusively for ICGEB personnel.
- d. Highest international standards of hygiene, cleanliness and orderliness must be maintained in the kitchen and dining area. The staff members should be trained to be neat and clean all the time.
- e. Detailed offer should include cost for individual items discussed above. Rates for the items to be supplied in catering services should be submitted for the valuation of the award of Contract.
- f. The contract will be awarded for a term of one year. Further extension will be subject to review of the performance of the contractor during the period of the contract and may or may not involve a revision of the prices.
- g. Any problem that cannot be resolved by/at the level of the Contractor must be brought to the notice of the ICGEB management.

(To be made on Rs.100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two thousand _____ between International Centre for Genetic Engineering & Biotechnology, New Delhi, as one part, hereinafter called ICGEB and M/s _____ Agency for “Operation and Maintenance of ICGEB Main Cafeteria”.

WHEREAS the ICGEB is desirous to engage the Agency for Operation and Maintenance of ICGEB Main Cafeteria, at ICGEB New Delhi campus, on the terms and conditions as stated below:

1. MANPOWER

The contractor is required to provide adequate qualified, skilled and trained manpower for the running and maintenance of the ICGEB Cafeteria. The manpower deployed by the contractor will be the contractor’s sole responsibility and ICGEB will in no case be a party to any dispute or arbitration arising thereof.

The contractor shall submit a list of staff to be deployed by him showing their full name, local and permanent address, age, father’s name and police station verification/ registration and shall be fully responsible for the safety and security of their staff. No compensation shall be payable by ICGEB in case of any accident/death of any of them while carrying out the work in ICGEB premises.

ICGEB shall be fully empowered to expel any of the contractor’s staff in case of any misbehaviour / indiscipline / misconduct / violence / late attendance / incompetence / theft and if such expulsion takes place, then the relevant clause of recovery shall be applicable.

2. PENALTY CLAUSES

- a). In the event of violation of rules/supply of sub-standard food/damage to Centre’s equipment’s/not adhering to the instructions issued from time to time by ICGEB authority, not taking care of hygienic conditions in the dining area and kitchen, misconduct by employee etc., a penalty will be imposed to the extent of the damage caused.
- b) In case repeated failures of lacunae are noticed by the Committee on the part of the firm, Committee may impose a fine of up to Rs. 5,000/- on each occasion.
- c) In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions. The contract is liable to be terminated at one month’s notice resulting in the forfeiture of Performance Security.
- d) In case eatables are sold by the Licence after the expiry date as mentioned by the manufacture, a penalty of Rs. 500/- will be imposed for each default.

- e) If the Contractor is terminated by the firm without giving stipulated period of notice or fails to observe the terms and conditions of the Tender. Letter of award for the Contract and the Agreement signed by the firm with the ICGEB, the security deposit will be forfeited without prejudice to the ICGEB right to proceed against the firm for any additional damages that the ICGEB suffers as a result of the breach of the aforesaid terms & conditions.
- f) ICGEB reserves the right to impose a penalty (to be decided by the Cafeteria committee) on the firm for any serious lapse in maintaining the quality and the services wilfully or otherwise by the firms or its staff or for any adulteration.

3. OUTSIDE BUSINESS

The contractor is not authorized to render any outside catering from ICGEB.

4. ASSIGNMENTS/SUB-CONTRACTS

The contractor shall not assign, in whole or in part, its obligations to subcontracts.

5. ITEMISED RATES

The itemized rates will be valid for one year. There will be no escalation during the validity of the contract. However, due to force majeure conditions or unavoidable circumstances, ICGEB Cafeteria Committee may review the rates as a special case (not more than twice in a year).

6. PAYMENT OF WAGES

The contractor will have to provide adequate qualified, trained and skilled manpower for the running and maintenance of the dining hall and associated areas, and kitchen. The contractor should abide by all labour laws and rules including minimum wages act as applicable in Delhi. ICGEB will be in no case a party to any dispute or arbitration arising thereof.

The contractor shall ensure compliance with all statutory laws and by-laws of the Central Government/ State Government / Municipal authorities related to the employment of their staff and all such obligations under Wage Act, Workmen Compensation Act, E.S.I. Act, Provident Fund and Miscellaneous Provision Act, Bonus Act, Gratuity, Insurance, EPF and Contract Labour Act 1970 etc., and any other governing Act applicable. ICGEB will not be involved or be responsible for such matters in any way.

The contractor shall pay his workers not below the rates under Minimum Wages Act, as notified from time to time, and comply with various Labour Acts. Adhering to legal standards of employment including the wages legislation and ensuring adherence to all related Labour and Wage laws and regulations as are applicable. **Payment of Income Tax,**

if required, shall be the responsibility of the contractor. Documents, registers to be maintained under Contract Labour Regulations 1970 shall be maintained by him. These shall be submitted for verification as and when required.

Payment of any statutory direct or indirect taxes at the contractor's end, arising out of transactions due to this contract will be solely the contractor's responsibility. The contractor will ensure that no child labour is employed.

7. SECURITY

The EMD of Rs. 50,000/- submitted by the successful bidder will be returned on submission of the Performance Security of Rs 1,00,000/- to ICGEB for the term of the contract. No interest will be paid on the said deposits and the same will be refunded at the satisfactory conclusion of the contract period.

This security deposit can be forfeited if the standard and quality of performance in respect of housekeeping and catering cause adverse and damaging results on the standards of the Centre.

8. TERMINATION OF CONTRACT

ICGEB reserves the right to terminate/withdraw the work entrusted to the contractor if the performance of the contractor is found to be unsatisfactory. In case of any dispute arising thereof, the Director/Administrative Officer decision will be final. The contract can be terminated by giving one month's notice or payment in lieu thereof by either party.

9. IDENTITY LIST

The contractor will provide a list of employees with their photos, and details regarding personal information etc. The contractor will ensure that his employees wear identity cards while on duty in the premises. He will be responsible for their police verification. The employees of the contractor shall not be employees of the centre and the contractor will be responsible in respect of their employment and wages, for all rules and regulations as per law and relevant Acts introduced from time to time.

10. UNIFORM

The contractor should ensure that the staffs deployed by him are provided specifically distinguishable uniforms.

11. WITHDRAWAL OF EMPLOYEE OF CONTRACTOR

The Centre can ask for withdrawal of any of the contractor's employee without assigning any reason thereof.

12. LOSS OF MATERIAL

Any loss or damage of material detected by the Centre during the period of contract in the

said area will be directly deducted from the security deposit retained by the centre. The loss/damage noticed any time should be immediately intimated to the Centre.

13. CHANGE OF ADDRESS/CONTACT NUMBER

The contractor in the event of change of address should inform the Centre about his new place of stay with postal address and contact number.

14. GATE PASS CLEARANCE

No material of the Centre or of the contractor should be taken out of ICGEB premises without a proper valid gate pass.

15. INJURY

In the event of injury or loss of life of any of the employees of the contractor, the Centre will not be held responsible for compensation, claim or for any financial or legal dispute / arbitration arising thereof.

16. COMMUNICATION

The Contractor will ensure that all the employees have working knowledge of local language and see that the work does not suffer because of lack of communication. At least one person should have working knowledge of English.

17. CONFIDENTIALITY

The Contractor will maintain confidentiality in relation to the engagement and the Proposed Assignment and will not divulge any confidential information with respect to the engagement or any Proposed Assignment without the prior consent of the competent authority.

18. CONFLICT OF INTEREST

Any bribe, gift or given, promised or offered by or on behalf of the Contractor or its partner, agent or servant, in relation to obtaining of contract shall result in rejection of Bid or cancellation of contract.

19. FORCE MAJEURE

The parties of this contract shall not be liable to meet claims for any failure to carry out any of their respective obligations under this contract if such failure arises from natural disasters, fires, floods, epidemics, strikes, from any causes generally accepted as force majeure. If as a result of any legislation, or orders of the government or any of the causes mentioned above either of the parties is prevented from fulfilling its obligations, then either party may give notice thereof to the other party. If, under the terms of the Contract, the Contractor shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if its delay occurs due to an event of Force Majeure. Parties to this contract shall not be entitled to any compensation for damages or loss due to such force majeure.

20. ARBITRATION/RESOLUTION OF AND JURISDICTION

- a. Any dispute arising out of this contract will be in accordance with the principle of international laws.
- b. ICGEB and the contractor shall make every effort to resolve any dispute or disagreement arising between them by direct informal negotiation. Only courts in Delhi shall have completed jurisdiction.
- c. The Contractor will liaison from time to time with the Cafeteria Committee/or the Cafeteria In-charge.
- 21.** The contractor is not authorized to render any outside catering from the ICGEB cafeteria which is meant exclusively for ICGEB personnel.
- 22.** Highest international standards of hygiene, cleanliness and orderliness must be maintained in the kitchen and dining area. The staff members should be trained to be neat and clean all the time.
- 23.** Detailed offer should include cost for individual items discussed above. Rates for the items to be supplied in catering services should be submitted for the valuation of the award of Contract.
- 24.** The contract will be awarded for a term of one year. Further extension will be subject to continuous review of the performance of the contractor during the period of the contract.
- 25.** Any problem that cannot be resolved by/at the level of the Contractor must be brought to the notice of the ICGEB management.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in ICGEB campus, New Delhi in the presence of the witness:

International Centre for Genetic Engineering & Biotechnology:

Witness: 1.

Biju Mathew
(Administrative Officer)

2.

Agency:

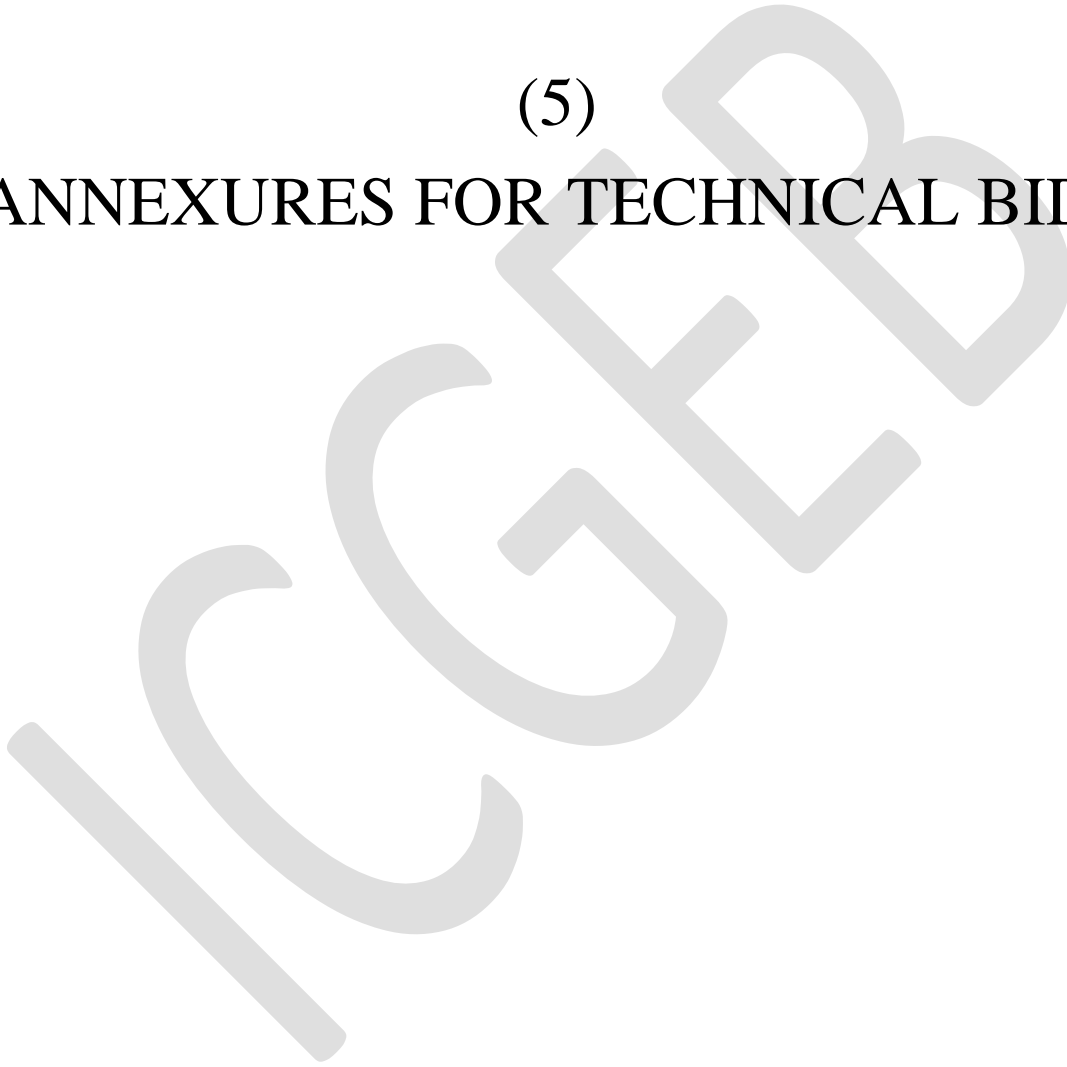
Witness:

1.

2.

Authorised Signatory
Name & Address of the firm with seal

(5)
ANNEXURES FOR TECHNICAL BIDS



Annexure-A

TECHNICAL BID FORM

S. No	Description.	Fill the detail	Page No. of documentary
1.	Name of Agency.		
2	Office Address in Delhi NCR, Tel. Nos and Email ID:		
3	GST Registration details (with documentary evidence)	No.	
4	PAN No. (with documentary evidence)	No.	
5	An average annual turnover of not less than Rs. 10,00,000 for last three years (2020-21, 2021-22 & 2022-23) supported with documentary evidence which is certified by CA.	2020-21 Rs.	
		2021-22 Rs.	
		2022-23 Rs.	
6	Signed and stamped Tender document		
7	Tender Fee		
8	Earnest Money Deposit		
9	Undertaking for not black listed		
10	Site visit acceptance certificate (signed and stamped)		

Authorised Signatory
Name & Address of the firm with seal

Annexure - B

TURNOVER DETAILS

Last Three Years Annual Turnover of the Bidding Entity				
(As per the Audited Financial Statement/Annual reports to be enclosed duly certified by CA, copies of Income tax returns also enclosed as proof)				
Financial Year	Turnover of operations in similar kind of business	Turnover in Other Operations	Total Turnover	Net Profit

- i. Financial Statements are Balances Sheets and Profit & Loss Statements duly certified by CA.
- ii. The Audited Financial Statement etc. are for the year 2020-21, 2021-22 & 2022-23 (Proofs to be submitted to satisfy/meet the requirements of Eligibility criteria).

Authorised Signatory
Name & Address of the firm with seal

Annexure - C

UNDERTAKING/DECLARATION FOR SERVICE DELIVERY

Date

To,
Administrative Officer
International Center for Genetic Engineering & Biotechnology
Aruna Asaf Ali Marg
New Delhi – 110 067.

Dear Sir,

Having examined the bidding documents, we undersigned, offer to provide Operation and Maintenance of the Cafeteria in the ICGEB Campus in conformity with the said bidding documents as per the prices given in the price schedule. We undertake, if our bid is accepted, we will provide our best services as per the requirement of the ICGEB and abide the instructions to be received time to time from the authorized officials.

We agree to abide by this Bid for a period of one year from the date fixed for Bid opening in instructions to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorised Signatory
Name & Address of the firm with seal

Annexure - D

UNDERTAKING/DECLARATION FOR NOT BLACK LISTED

Date

To,
Administrative Officer
International Center for Genetic Engineering & Biotechnology
Aruna Asaf Ali Marg
New Delhi – 110 067.

Dear Sir,

I / We hereby confirm that our firm has not been banned or Blacklisted by any government organization/Institution/Court /Public sector Unit /Private organization.

Authorised Signatory
Name & Address of the firm with seal

Annexure - E

FORMAT OF UNDERTAKING AGAINST SUB-CONTRACTING

Name of the Bidder:

We wish to undertake that our firm is competent to undertake all the work designed in the tender document and no portion of the work will be sub-contracted or outsourced.

Authorised Signatory
Name & Address of the firm with seal

Annexure - F

This certificate shall be furnished duly signed & stamped with Techno-commercial Bid.

Site Visit Certificate

This is to certify that we have visited the site for work of Operation and Maintenance of ICGEB Main Cafeteria in ICGEB, New Delhi Component on..... and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

Component In-Charge
ICGEB New Delhi

Authorised Signatory
Name & Address of the firm with seal

(6)
PRICE BID

LIST OF ITEMS FOR QUOTE

S. No.	Food Item	Unit	Volume/ Weight/No.	Rates are without GST
I	BEVERAGES			
1.	Tea (with tea bag)	ML	125	
2.	Tea (special – ginger and cardamom)	ML	125	
3.	Coffee	ML	125	
4.	Coffee (special)	ML	125	
5.	Lemon tea	ML	125	
6.	Black tea	ML	125	
7.	Black coffee	ML	125	
8.	Cold coffee	ML	125	
9.	Hot milk	ML	200	
10.	Cold milk	ML	200	
11.	Lassi	ML	200	
12.	Butter milk	ML	200	
13.	Maggi soup	ML	200	
14.	Soft drinks and juices	ML	200	
15.	Lemon water / shikanji	ML	200	
	Total (I)			
	20% of total (I)			
II	SNACKS			
1	Samosa (per piece)	GMS	70	
2	Stuffed parantha (per piece)	GMS	200	
3	Stuffed parantha (paneer) (per piece)	GMS	200	
4	Bread pakora (per piece)	GMS	70	
5	Paneer pakora (1 piece)	GMS	70	
6	Vegetable / potato pakora (8 pieces)	GMS	70	
7	Omelette slice (2 eggs, 2 slices)			
8	Egg fry (2 eggs)			
9	Boiled eggs (per egg)			
10	Bread-butter (4 slices)			
11	Multigrain bread / wheat bread (1 slice)			
12	Cheese slices			
13	Jam sachets			
14	Corn flakes / Oatmeal (served in soup bowl)			
15	Idli with sambar and chutney	GSM	70	
16	Vada with sambar and chutney	GMS	70	
17	Plain upma and vegetable upma with chutney	GMS	200	
18	Plain dosa with sambar and chutney	GMS	150	
19	Masala dosa / Onion dosa with sambar and chutney	GMS	200	
20	Onion masala dosa with sambar and chutney	GMS	250	

21	Uttapam (onion / tomato / mix) with sambar and chutney	GMS	200	
22	Cheese sandwich (grilled / plain)	GMS	250	
23	Masala grilled sandwich	GMS	250	
24	Chowmein (onion, capsicum, carrots, spring onion)	GMS	250	
25	Spring rolls			
26	Poori sabzi (4 pieces)			
27	Chole bhature (2 pieces)			
Total (II)				
30% of Total (II)				
III	<i>Lunch – Vegetarian</i>			
1	Vegetarian thali (
2	Paneer thali			
3	Dal	GMS	250	
4	Rajma or chole	GMS	250	
5	Green vegetables	GMS	250	
6	Paneer preparations	GMS	250	
7	Paneer tikka (4 pieces)			
8	Vegetable biryani	GMS	300	
9	Rajma / chole chawal	GMS	250+200	
10	Malai kofta	GMS	250	
11	Curd / raita	GMS	200	
12	Salad			
13	Papad			
14	Rice (Plain)	GMS	250	
15	Rice (special preparation)	GMS	250	
16	Chapati	GMS	60	
17	Tandoori roti	GMS	60	
18	Naan	GMS	60	
Sub Total (III)				
IV	<i>Lunch – non-vegetarian</i>			
1	Non vegetarian thali (chicken)			
2	Non vegetarian thali (mutton)			
3	Non vegetarian thali (fish)			
4	Non vegetarian thali (egg)			
5	Egg curry	GMS	250	
6	Chicken curry / Chilli chicken	GMS	250	
7	Fish curry	GMS	250	
8	Fish fry	GMS	250	
9	Mutton curry	GMS	250	
10	Chicken biryani	GMS	300	
11	Tandoori chicken (quarter / half / full)	GMS	250	
12	Chicken tikka (6 pieces)			
Sub Total (IV)				

V. Buffet [Official breakfast, lunches and dinners to be provided by you for official meetings/ workshops etc],

				Rates are without GST
1	<p>Buffet Veg Lunch/Dinner</p> <p>(Serving with uniform bone china crockery)</p>	Veg soup or butter milk, rice, dal, one seasonable veg sabji, one paneer sabji, roti-2 varieties, green salad, papad, achar and one sweet	<p>1) Table charges extra on order above 50pax</p> <p>2) No manpower charges will be charged if arrangement at Guest House Dining</p>	
2	<p>Buffet Veg Lunch/Dinner with starter snacks</p> <p>(Serving with uniform bone china crockery)</p>	Two veg snacks, veg soup or butter milk, rice, dal, one seasonable veg sabji, one paneer sabji, roti-2 varieties, green salad, papad, achar and one sweet	<p>1) Table charges extra on order above 50pax</p> <p>2) No manpower charges will be charged if arrangement at Guest House Dining Area</p>	
3	<p>Buffet Non Veg Lunch/Dinner</p> <p>(Serving with uniform bone china crockery)</p>	Veg soup or butter milk, rice, dal, one seasonable veg sabji, one paneer sabji, roti-2 varieties, green salad, papad, achar, one sweet and one chicken item	<p>1) Table charges extra on order above 50pax</p>	
		Veg soup or butter milk, rice, dal, one seasonable veg sabji, one paneer sabji, roti-2 varieties, green salad, papad, achar, one sweet and one boneless fish or mutton item	<p>2) No manpower charges will be charged if arrangement at Guest House Dining Area</p>	
4	<p>Buffet Non Veg Lunch/Dinner with starter snacks</p> <p>(Serving with uniform bone china crockery)</p>	One veg snacks and one non veg snacks, veg soup or butter milk, rice, dal, one seasonable veg sabji, one paneer sabji, roti-2 varieties, green salad, papad, achar, one sweet and one chicken item	<p>1) Table charges extra on order above 50pax</p> <p>2) No manpower charges will be charged if arrangement at Guest House Dining Area</p>	
5	<p>Buffet High Tea</p> <p>(Serving with uniform bone china crockery)</p>	Tea/Coffee/Green Tea/Lemon Tea etc. with 2 variety cookies	No manpower charges will be charged if arrangement at Guest House Dining Area	

6	Buffet High Tea (Serving with uniform bone china crockery)	Tea/Coffee/Green Tea/Lemon Tea etc. with 2 variety cookies, wafers and one snacks (samosa/bread pakora/veg pakora/veg sandwich etc)	No manpower charges will be charged if arrangement at Guest House Dining Area	
7.	Gala Lunch/ Dinner	1). Mocktail – 7 items 2). Starter 6 items (Including 1 Fish and 1 Prawns item) 3). Main Course- 7 items (Including 1 Mutton and 1 Chicken item) 4). Salad and Raita –5 Items. 5). Sweet – 2 items 6). Bread- 3 items		
8	Mineral water	250ml and 1 ltr.		
9	Mineral water	20ltr with paper glass	Paper glass will be charged extra	
10	Juices	200ml		
11	Cold Drinks			
Sub Total (V)				
Total [(III)+(IV)+(V)]				
40% of Total [(III)+(IV)+(V)]				

VI	Sweets			
1	Hot Gulabjamun / Rasgulla (per piece)	GMS	70	
2	Gajar halwa	GMS	70	
3	Rasmalai (summers)	GMS	70	
4	Ice cream	GMS	70	
5	Semiyan / custard	GMS	70	
Total (VI)				
5% Total (VI)				

VII. Miscellaneous

S. No.	Description	Amount
1.	Service boy	
2.	Bartender	
3.	Tentage Charges with 50% area coverages with Lighting.	
a	Minimum 50 Person sitting	
b	Minimum 100 Person sitting	
c	Minimum 150 Person sitting	
d	Minimum 250 Person sitting	
e	Fan/ Heater/ Tea/Coffee Machine	
Total (VII)		
5% of Total (VII)		

VIII. All Food Item Total are as Follows:

S. No.	Food Items	Description	Amount
1.	BEVERAGES	20% of total (I)	
2.	SNACKS	30% of Total (II)	
3.	Lunch–Vegetarian, Lunch–non-vegetarian & Buffet	40% of Total (III)+(IV)+(V)]	
4.	Sweets	5% Total (VI)	
5.	Miscellaneous	5% of Total (VII)	
GRAND TOTAL (1+2+3+4+5)			

Note: The Successful bidder will be the lowest bidder who satisfies all the pre-qualification criteria.

Following weightage shall be given for evaluation of Financial bids.

1. Beverage 20% (average of rates of all items will be done).
2. Snacks 30% (average of rates of all items will be done).
3. Lunch + Buffet 40% (average of rates of items).
4. Desserts / Sweets – 5% (average of rates of all items will be done).
5. Miscellaneous – 5% (average of rates of all items will be done).

All rates are without GST.

The different brands of items to be used to be quoted below:

RICE : India gate / Fortune Approximate 40-45/ Kg
ATTA: Rajdhani, Aashirwad.
MAIDA: Rajdhani / Aashirwad.
BESAN: Rajdhani/ Aashirwad.
DAALs: Tata
Refined Oils: Fortune, Sundrop and Sunflower.
Tea/Coffee: Nescafe / Bru, Tata
Milk/buttermilk/Paneer/Ice-creams: Amul and Mother dairy.

The incoming brands of raw material will be subject to check and rejection by the committee. and stale food will not be served in the mess. The oil used for frying will not be re-used more than once. All meats and vegetables will be procured from a hygienic source and stored properly labelled for not more than 15 days.

Authorised Signatory
Name & Address of the firm with seal