

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY, DR.HOMI
BHABHA ROAD, PASHAN PUNE 411008.**

(An Autonomous Institute under the Ministry of Earth Sciences Govt. of India.)

Tender Notice No. IITM/Canteen/2015-16/03

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411 008 (India) invites sealed tenders (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers from reputed and government registered with CPWD, PWD, MES, Railways, any government organizations and Industrial experienced Contractors for following work:

Name of work: Catering and Management Services for IITM Canteen at IITM, Pashan, Pune.

Tender documents can be down loaded from the institute website <http://www.tropmet.res.in> or e – procurement web site <http://eprocure.gov.in> and can also be obtained from the civil wing of the institute.

The tender document fee: Rs 500-/, (Rs Five hundred only) [Non Refundable] by demand draft drawn in the favour of Director, IITM Pune.

Date of issue of tender documents	: 26/05/2015
Pre - Bid Meeting	: 01/06/2015 (1100rs)
Venue of Pre-Bid meeting	: Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road Pashan - Pune 411 008

Last date of receipt of Tender at IITM, Pune:	17/06/2015 (1230hrs)
Opening of Tenders (Technical Bids only)	: 17/06/2015 (1500hrs)

The Institute reserves the right to reject any or all tenders without assigning any reason thereof.

Civil Engineer
For Director

Special Conditions of the Contract

Requirement of canteen services

Indian Institute of Tropical Meteorology (IITM), Pune, an autonomous organization under Ministry of Earth Sciences, Govt. of India located in Pashan would like to avail the services of reputed Catering Agencies / Contractors to run the canteen on 24 X 7 basis.

Contractor may be required to serve about 100 breakfast, 100 lunches and 50-70 dinners on an average per day.

The morning evening tea, coffee/beverages are required to be served to about 400 members and snacks to about 100 members two times in a working day. The contractor's main responsibility is to (1) arrange skilled limited manpower (Canteen Supervisor, Cooks and Boys), (2) purchase required materials / ingredients for preparing food, (3) purchase required material for cleaning utensils / floor areas / kitchen / dining hall, etc, (3) prepare & serve the food and (4) maintain the canteen.

IITM Canteen has dining area which can accommodate around 60 persons at a time. The Canteen will be kept open for services from Monday to Saturday and Canteen will closed on Sunday for weekly deep cleaning process.

ITEMS PROVIDED BY THE INSTITUTE
Space
Electricity
Furniture
Raw Water for Washing Purpose and Water Dispenser with R.O water
Kitchen equipment & Utensils
LPG GAS Connection Sep up excluding cost of LPG consumption

ITEMS PROVIDED BY THE CONTRACTOR
Cooking and serving the food (Breakfast, lunch, afternoon tea & snacks and dinner from 09.00 AM hrs to 09.00 PM from Monday to Saturday. Canteen will be closed on Sunday for weekly cleaning.
Required man power for cooking, servicing and Housekeeping. Viz. Office Back up, Manager, Supervisor, Cooks and Housekeeping manpower etc.
Material/ingredients required for cooking the items
Housekeeping Material
The contractor shall ensure to make the timely payment of LPG cylinders.
Timely pest control
Price list and daily menu to be displayed on Canteen Notice Board.

ELIGIBILITY CRITERIA

- (I) The average annual turnover should be more than Rs. 15 lacks during the last three years duly certified by the Chartered Accountant.
- (II) The firm/Agency should have successfully completed similar work during the last 5 years involving the following amount
 - (a) 3 similar completed works costing (turnover involved) not less than Rs. 8 lacks
 - (b) 2 similar works completed costing (turnover involved) not less than Rs.10 lacks
 - (c) One similar completed work costing (turnover involved) not less than Rs. 16 lacks
- (iii) The firm should have on their roll sufficient number of experienced cooks to prepare good quality snacks/meals etc.
- (iv) The firm should have sufficient Office set up in Pune, Maharashtra
- (v) The firm should have service tax, Pan Number, and other relevant registrations as mentioned in Para II of **Annex -I** of this tender document.
- (vi) The firm should also enclose the Income tax returns for the last three years (2011-12, 2012-13 and 2013-2014).

NOTE:

1. Similar works means experience in running of a canteen catering to about 200 employees /officers in a Central Govt., State Govt. or PSU/Private sector of repute.
2. Signed & sealed copies in support of each of above eligibility condition should be enclosed with the technical bid

OTHER SPECIAL TERMS AND CONDITIONS:

1. Canteen will be supervised by a committee of officers of the Institute to see that quality items are used and cleanliness and hygiene is maintained in the canteen.
2. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
3. The contractor will be initially for a period of **12 months** commencing from the date of award of contract. Institute reserves the right **to extend the duration of contract for further period of maximum two year** on the same Terms and conditions.
4. The contractor will submit the pre-receipted bills on the first week of every month against the items/services provided to the Institute. The necessary requirement slip/booking slip needs to be enclosed along with the monthly bill.
5. The tentative menu has been provided at **Annexure – II** of this Tender Document. Considering all the items provided by Institute as mentioned in tender document, the contractor should provided us the most economical rates for our consideration.
6. Any other item's which Institute suggests to be included in the menu on a mutually agreed basis.
7. The canteen will be used mainly by the Institutes' employees, Contractual employees etc and their visitors.
- 8. CONDITIONAL TENDER WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT**
9. If any of the conditions of tendering are not fulfilled, such tender/tenders will be summarily rejected outright and objections raised in this regards will neither be entertained.
10. Institute reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons therefore.

TREMS AND CONDITIONS WHERE MANPOWER IS REQUIRED TO BE DEPLOYED BY CONTRACTOR

1. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect shall be submitted by the service provider to the Ministry.
2. The service provider will also ensure that the personnel deployed are medically fit and shall keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such a request.
3. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed within the Institute premises and in case of loss of cards the persons concerned will immediately report to their service providers as well as to Concern authority of the Institute.
4. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work.
5. The Institute may require the service provider to dismiss or remove from the site of work, any person or person, employed by the service provider, who may be incompetent or for his /her/their misconduct and services provider shall forthwith comply with such directions.
6. The service provider shall replace immediately any of its personnel, if they are unacceptable to this Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from this Institute.
7. This Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings equipment or vehicles of the personnel of the service providers.
8. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters as all are of confidential/ secret nature that can attract legal action.
9. The persons deployed should not be below the age of 18 years or should not be more than 50 years of age and they shall not interfere with the duties of the employees of the Ministry.

10. The service provider's persons shall not claim from this Institute any benefit/compensation/absorption/regularization of services with this Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970. An undertaking from the persons deployed by the Contractor will be required to be submitted to this Institute
11. The persons deployed shall not claim any Master and Servant relationship with this Institute.
12. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
13. The service provider shall engage the suitable person like Manager, cook, Helper and Housekeeping staff etc for running the canteen. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time.
14. The transportation, food, medical and other statutory requirement under the various Acts / Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of minimum wages, PF, ESI, Service Tax etc.
15. The personnel deployed by the contractor shall wear a prescribed Uniform / Dress during the office hours in the Institute. The expenditure in this regard shall be met by the contractor.

GENERAL CONDITIONS OF THE CONTRACT

EARNEST MONEY DEPOSIT:

An Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty thousand only)** in the form of account payee Demand Draft or Bank Guarantee from any of the nationalized /scheduled will be required to be submitted along with the Technical Bid. The EMD may be drawn in favour of **Director Indian Institute of Tropical Meteorology, Pune** payable at Pune. The bid security should be valid for a period of 120 days beyond the final bid validity period. The Bids received without the EMD will not be considered as valid. The EMD of unsuccessful bidders will be returned after award of Contract and the EMD of successful bidders will be returned only after receipt of Performance Security.

FORFEITHRE OF EMD:

The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of validity.
- b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

PERFORMANCE SECURITY:

To ensure due performance of the contract, Performance security is to be obtained from the successful bidder awarded the contract. The successful bidder must furnish a Performance Security Deposit of **Rs. 1, 50,000=00 (Rupees One Lakhs Fifty thousand)** within 10 days from the date of acceptance of the bid. The performance security deposit shall be in the form of Account payee Demand Draft/ Fixed Deposit Receipt (FDR) or Bank Guarantee from a nationalized /scheduled bank drawn in favour of Director Indian Institute of Tropical Meteorology, Pune and payable at Pune. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. EMD shall be refunded to the successful bidder on receipt of performance security.

SIGNING OF CONTRACT:

The successful bidder will be required to enter into a contract Agreement with the Institute within **15 days** of the issue of letter for Award of contract.

ARBITRATION:

All dispute and differences arising out of or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Director IITM Pune. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such government servant, he has expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the parties to the Agreement.

SUB CONTRACT:

The service provider shall not assign, transfer, pledge or sub-contract the performance of assigned services without the prior consent of this Institute.

FORCE MAJEURE:

1. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
2. The terms "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely Ministry of Earth Sciences and the Contractor.
3. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If service are suspended by Force Majeure conditions lasting for more than 2 (Two) months, Director IITM shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
4. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

NOTICE FOR TERMINATION CONTRACT:

Director, IITM reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Institute from security deposit or pending bill or by raising a separate claim.

However, the agreement can be terminated by the Contractor by giving three months notice in advance. If the agency fails to give three months notice in writing for termination of the Agreement then three months wages etc. and any amount due to the agency from this Ministry shall be forfeited.

RATES AND PRICES:

1. Bidders should quote the rates in the format given at **Annexure-II**. Incomplete bids will summarily be rejected. All correction and alterations in the entries of tender papers will be signed in full by the bidder with date. No erasing or overwriting is permissible.
2. All statutory duties and taxes (including service tax/VAT) and other applicable taxes may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of EMD.

APPLICABLE LAW AND JURISDICTION:

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Pune

ACCEPTANCE LAW AND JURISDICTION:

The Institute reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

CONDITIONAL CONTRACT

Conditional Tender will not be accepted and will be rejected outright.

INSTITUTE RIGHTS

The Institute reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons therefore.

STATEMENT – I GENERAL CONDITIONS OF THE CONTRACT WHERE 2 BID SYSTEM IS TO BE FOLLOWED:

BID SUBMISSION PROCEDURE:

The completed tender in sealed ENVELOPE to submitted to **The Director Indian Institute of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune-411008** on or before 17/06/2015 at 12:30 hrs and will be opened on same day on 17/06/2015 at 1500 hrs (Technical bids only)

Last date and time for submission of bids: on or before 17/06/2015 at 12:30 hrs

The bids shall be consist of two parts – Technical bid and Price Bid. All the Information sought under **Annexure – I** is given in Technical Bid while the

price quoted for the same will have been mentioned only in the price bid. The price bids of only those parties will be opened whose Technical bids are found to be eligible.

The Original EMD and tender fee (such as demand draft, bankers' Bank Guarantee) should be in the technical bid only **No delay on postal/ courier, etc will be considered.** Tender/ Bid received without tender fee shall be rejected.

The Technical Bids will be opened on 17/06/2015 at 1500 hrs on in the presence of one representative of each of the bidders who wishes to be present.

The price bid will be opened after evaluation of technical bids. The Financial Bids will be opened only of those firms/bidders who qualify the Technical Bids Evaluation criteria. The bidders who qualify the Technical bids will be informed about the date and time of opening of the financial bid and they can participate in the opening of their financial bids.

An Earnest Money Deposit (EMD) amounting to **Rs. 30,000/- (Rs. Thirty Thousand only)** in the form of Demand Draft/ Bank guarantee drawn in favour of Director IITM Pune payable at Pune has to be submitted with the Technical bid failing which the Technical Bid shall be rejected.

The Tender fee of **Rs.500/-** and the Earnest Money Deposit (EMD) of **Rs.30,000/- (Rs. Thirty Thousand only)** is required to be submitted in the technical bid. . If the tender is purchased from the Institute the receipt of tender fee should be submitted in the technical bid.

Tender/Bid received without Tender fee and EMD shall be rejected.

ANNEXURE- I

QUALIFYING INFORMATION

SR.NO.	DETAILS REQUESTED BY IITM	DETAILS TO BE FURNISHED BY THE FIRM
	Status of Ownership of the firms	1) Proprietary 2) Partnership 3) Company 4) NGO
	Statutory Registrations	1) Central Labour Authorities 2) State Labour Authorities 3) ESI 4) Service Tax 5) PAN 6) Registration for Catering Services/ Food Business License (Municipal Corporation etc.) 7) Bank RTGS details
	Company Setup: No. of Manpower (Qualified, skilled and unskilled) available with the firm as on date as per the muster rolls	
	Annual Turnover of the firm for the last three financial Years (2011-12, 2012-13 and 2013-14)	
	No. of Years' experience in similar contract execution, clientele details are to be provided	
	Has the firm got ISO certification for the services required by Institute?	
	All the above stated credentials are to be supported with the documentary evidence for evaluating the offer.	
	Firm's address in Maharashtra/Pune area	

Price Bid Format for Commercial Bid Reference

Annex. II

Price Bid Format

Sl. No.	Description of food item	No. of units per day	Rate (M.R.P inclusive of all taxes) per unit In (Rs.)	Amount In (Rs.)
01.	Breakfast	100 nos.		
02.	Lunch	100 nos.		
03.	Dinner	50 nos.		
04.	Tea	150 nos.		
05.	Coffee	50 nos.		
05.	Morning snacks	100 nos.		
06.	Evening snacks	50 nos.		
07.	Feast Lunch (Once in a month)	100 nos.		
	Total			

Selection Criteria: The firm which meets the eligibility criteria and quotes the overall lowest rates shall be awarded the contract. In case 2 or more firms quotes the same rates, the lowest bidder shall be selected based on their past experience. The decision of the tender committee shall be final in this regard.

ANNEXURE- III

Tentative Menu

Weekday	Breakfast	Unit Rate (Rs)	Lunch / Dinner	Unit Rate (Rs)
Monday to Saturday	<p>i) Puri – 4 Nos (200 gms) with Aloo Kurma</p> <p>ii) Plain Dosa with Sambar and Chutney – 1 No.</p> <p>iii) Vada (2 Nos.) with Sambar, Chutney</p> <p>iv) Utappam with Chutney</p> <p>v) Idly – 2 Nos. (250 gms.) with Sambar and Chutney</p> <p>vi) Tomato Rice – 300 grms.</p> <p>Vii. Poha</p> <p>Viii Misal with 2 small breads (Pav)</p> <p>Ix Pao Bhaji</p> <p>x. Bread and Omlette</p> <p>xi. butter and bread toast</p> <p>xii. Veg sandwich with sauce – 4 pieces</p> <p>(Any one of the above item to be served as decided by IITM.)</p>		<p>Rice, Dal, Mixed Vegdry , Veg with curry, Pickle, , Chapati / pulka 3 Nos., Papad and Banana / Sweet, Curd (100 ml) Raita / Salad, Chatni</p> <p>Non Veg Menu: Chiken thali/Eggs curry</p>	

Beverages

S.No.	Description of Item	Unit Rate (Rs.)
01	Tea 100ml (with and without sugar option)	
02	Coffee-100ml (with and without sugar option)	
03	Lemon Tea-100ml	
04	Butter Milk (200 ml)	
05	Milk with Bournvita	
06	Soft Drinks	

Other/Misc

S.No.	Description of Item	Unit Rate (Rs.)
01	Egg Omlet	
02	Extra Curry	
03	Fore noon (~ 11 am) and afternoon (~ 4pm)- snacks (Onion pakoda/ cullet/sabudnavada/Alu vada/Veg burger/Mini Pizza/Spring roll/Medu Vada/Samosa/Kachori/Khammand/Shakarpara/etc), Quote per piece or per plate cost) Pakora/Cutlet/Aloo Chips/Masala Vada etc.	

NOTE: Above Rates should be inclusive of all applicable taxes.
Uniform rates should be quoted for all the snakes items morning/ evening.
Non- Veg Items shall be provided Once in week

AGREEMENT

THIS AGREEMENT made on the First day of ____ 2011 between the institute represented by **Director, IITM**, Pune of the one part and M/s -----
----- (hereinafter the "Contractor") of the other part:

WHERE AS the institute is desirous that certain services should be provided by the contractor for the services of Catering in IITM campus at -Pune- 411008 and has accepted a bid submitted by the Contractor for providing ----- as mentioned in Work Order No.----- dated-----.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement works and expression shall have the same meaning as in the Terms and Conditions in the above-referred Bidding Document.
2. The Following documents shall be deemed to form and be read and constructed as part this agreement, Viz ,
 - The Form of Bid
 - The General Conditions of Contract;
 - The technical specifications;
 - The special conditions of the contract and
 - Orders awarding the work specifying rates (No. ----- dated-----).
3. In consideration of the payments to be made by the institute to the Contractor as hereinafter mentioned, the Contractor hereby enters into Agreement with the Institute to provide necessary services and to remedy the defects therein in conformity with the provisions of the Bidding Documents.

4. The Institute hereby agree to pay to the contractor in consideration of the provision of the job of rendering ----- and for taking remedial action for the defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

signed, Sealed and Delivered by the Said.

In presence of

IITM/Canteen/2015-16/03
Catering and Management Services
for
IITM Canteen at IITM, Pashan, Pune.

COMMERCIAL BID VOL-II

Price Bid Format

Sl. No.	Description of food item	No. of units per day	Rate (M.R.P inclusive of all taxes) per unit In (Rs.)	Amount In (Rs.)
01.	Breakfast	100 nos.		
02.	Lunch	100 nos.		
03.	Dinner	50 nos.		
04.	Tea	150 nos.		
05.	Coffee	50 nos.		
05.	Morning snacks	100 nos.		
06.	Evening snacks	50 nos.		
07.	Feast Lunch (Once in a month)	100 nos.		
	Total			

Selection Criteria: The firm which meets the eligibility criteria and quotes the overall lowest rates shall be awarded the contract. In case 2 or more firms quotes the same rates, the lowest bidder shall be selected based on their past experience. The decision of the tender committee shall be final in this regard.

Beverages

S.No.	Description of Item	Unit Rate (Rs.)
01	Tea 100ml (with and without sugar option)	
02	Coffee-100ml (with and without sugar option)	
03	Lemon Tea-100ml	
04	Butter Milk (200 ml)	
05	Milk with Bournvita	
06	Soft Drinks	

Other/Misc

S.No.	Description of Item	Unit Rate (Rs.)
01	Egg Omlet	
02	Extra Curry	
03	Fore noon (~ 11 am) and afternoon (~ 4pm)- snacks (Onion pakoda/ cullet/sabudnavada/Alu vada/Veg burger/Mini Pizza/Spring roll/Medu Vada/Samosa/Kachori/Khammand/Shakarpara/etc), Quote per piece or per plate cost) Pakora/Cutlet/Aloo Chips/Masala Vada etc.	

NOTE: Above Rates should be inclusive of all applicable taxes.
Uniform rates should be quoted for all the snakes items morning/ evening.
Non- Veg Items shall be provided once in week