

Inter-University Accelerator Centre
(An Autonomous Research Institution of the University Grants Commission)
Aruna Asaf Ali Marg, New Delhi-110067
(Tel. 24126024/24126022)

Tender Notice No. IUAC/NIT/KM/31/2020-2021

NOTICE INVITING E- TENDER FOR CANTEEN/CATERING SERVICES AT IUAC CAMPUS

Online Tenders (in two bid system-QCBS) are invited on behalf of Director, Inter-University Accelerator Centre (IUAC), Aruna Asaf Ali Marg, New Delhi-110067, from reputed agencies, in the prescribed form, for Canteen/Catering Services at IUAC Campus, New Delhi. Tenderer should be a registered and licensed contractor from appropriate authority. Appropriate documents/certificates issued from the appropriate authorities should be enclosed to support this. **The bidders having Branch/Liaison office in NCR only are eligible.**

The tender document can be downloaded from our website (www.iuac.res.in) and Central Public Procurement Portal (www.eprocure.gov.in). In case the tender is not submitted in the prescribed bid document, the tender will not be considered.

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>.

Bidder has to select the payment option as “online” to pay the Earnest Money Deposit (EMD) as applicable by going to link: <https://services.sabpaisa.in/pages/iuac.html>. The EMD shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD. Copy of valid registration certificate should be uploaded in the website: <https://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bids not covering the full scope of work, included in the bid document, will be rejected and only complete bids will be considered. Bidders/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard *BOQ* format with the tender document, then the same is to be downloaded, filled and submitted online without modifying the format. If the *BOQ* file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Addendum in respect of above tender shall be issued on IUAC website www.iuac.res.in and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document and in case any correspondence for clarifications needed, they may contact Administrative Officer (S&P)/Estate, before submitting their bids.

Director, IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Administrative Officer (S&P)

Note:

- (a) The Terms & Conditions may be read carefully and strictly with before submitting the Tender/Quotations.
- (b) Tender document is integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped along with Technical Bid.

E-Tender Document

Name of work / job / service	Providing Canteen/Catering Services at Inter-University Accelerator Centre (IUAC), as per the Tender Document
Tender No.	IUAC/NIT/KM/31/2020-2021/
Tender value / Estimated Cost	Rs. 30,00,000/- (Rupees Thirty lacs only)
Earnest Money Deposit (EMD)	Rs. 60,000/- (Rupees Sixty thousand only)
Bid Submission End Date and Time (Part - A and Part - B)	25/03/2021 at 03.00PM
Technical Bid Opening Date (Part - A)	26/03/2021 at 03.30PM
Price Bid Opening Date (Part – B)	To be intimated later on to the technically qualified bidders.
Contact Person	Administrative Officer (S&P) E-mail: iuacstores@gmail.com Phone: 2412 6022,6024(Extn.205)
	Administrative Officer (Estate) E.Mail: kamudh@gmail.com Phone: 2412 6022,6024 (Extn.204)

Introduction:

A canteen exists in the premises of the Inter-University Accelerator Centre (IUAC) located at Aruna Asaf Ali Marg, New Delhi – 110067. This tender is intended for the canteen/catering services for the staff, students, users visiting IUAC for official work and authorized visitors in the Institute campus.

The term “Institute” shall mean the Inter-University Accelerator Centre (IUAC). “Director” shall mean the Director, IUAC. “Contractor” shall mean the person or the firm to whom the contract is awarded by IUAC, New Delhi to run the canteen in the Institute on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by a Canteen Management Committee duly constituted by the Institute for this purpose.

Scope of Work:

Preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the faculty, staff, students, users and visitors in canteen as per terms and conditions of tender document. The workers have to work under the guidance of a Supervisor. The workers will work in Kitchen and Dining Hall. Cleaners cannot be used for kitchen work.

The average daily requirement of sit-down breakfast and dinner is 40-50 & lunch and evening tea/snack is 70-80 plates per day. However, these numbers are indicative only and may vary depending upon the programmes as per the calendar of events of the Institute.

The average requirement during AUC workshop (which is held twice in a year): Break-fast 380pax, Special vegetable lunch 650Pax and special non-veg. 70pax approximately. The average requirement of High Tea is 250pax and special non veg. lunch during the Foundation Day function is approximately 500pax. However, the number may vary depending on the participants.

Job Specifications:

1. The contractor is required to run the canteen services on quoted rates, meeting day to day requirements of the staff, students, and users like breakfast, lunch, evening snacks, dinner, tea, coffee, cold drinks, juice etc. and should have catering arrangements on requirement basis. The contractor shall also have to provide catering arrangements for functions/meetings etc. as elaborated at Annexure-IIA,B&C of the Financial Bid. The contractor shall provide dressed waiters (i.e. in Uniform) exclusively servicing for meetings/conferences/workshops etc., and they have to take care of cleanliness & hygiene during providing the services.
2. At least two sweets and three savory/namkeen items (samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-II. However, this list is subject to modification by the Institute from time to time.
3. Existing furniture for use within the canteen premises will be provided by the Institute except almirah/racks required for storage purpose, etc.
4. The contractor shall arrange for items like crockery, utensils, boilers, juice machine, etc. and items of similar nature of good quality as approved by the Institute at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.

5. Proper hygiene and cleanliness have to be maintained in and around the canteen i.e., the spirit of Swatch Bharat Abhiyan should be duly adopted, implemented and respected thereof.
6. The contractor will be required to display the price list of all the food articles, soft drinks, tea, coffee and juice sold in the canteen. The prices of the items sold in the IUAC canteen shall not be more than the MRP and will be certified and reviewed by Committee of IUAC official on regular basis.
7. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
8. The contractor has to serve tea, coffee, etc. in good quality cups and edible items in good quality plates. **Use of plastic cups, plates, glasses, cutlery, etc. is prohibited in the Institute premises.**
9. The workers should have worked in large canteens, hotels, messes (not in restaurants/dhabas) for a period of three years and should have sufficient knowledge and aptitude of preparing food both vegetarian and non-vegetarian.
10. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. Hospital in Delhi. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
11. The kitchen, dining hall, hand wash area, dish washing area etc. have to be always kept clean and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
12. The contractor shall arrange for disposal of the garbage collected from the kitchen, dining halls, dish washing area etc. every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
13. High quality of hygiene, sanitation and safety will have to be maintained in the kitchen and dining halls. All the surrounding area of the canteen premises should be cleaned and washed daily.
14. The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.
15. The canteen shall remain open from 07:30 a.m. to 10.30 p.m. from Monday to Sunday. Any changes in the timings will be as approved by the concerned authorities.
16. After every meal (breakfast, lunch, evening snacks/tea and dinner), all the plates, cups, katoris, water glasses, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material used should be of approved quality.
17. Water Coolers and purifier should be cleaned and maintained as per the instructions of the Institute.
18. List of cleaning materials is given in Annexure –I (indicative but not exhaustive).
19. A complaint book shall be kept in the canteen for recording any complaint or suggestions from any member of the Institute and will be produced for inspection. Decision taken by the Competent

Authority of the Institute shall be final in all these complaints/suggestions.

20. The contractor cannot make any alteration in rates without the prior approval of the Director, IUAC

Note: The contractor shall also be responsible for operation of Tea/Coffee Vending Machine installed at the Institute as per modalities fixed by the Institute.

TERMS AND CONDITIONS

1. Tenderer should be a registered and licensed contractor with appropriate authority. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this. The NCR based Agencies or agencies having Branch/Liaison office in NCR only are eligible.
2. (a) The bids will be accepted of those Agencies having relevant experience of minimum of three years in providing Canteen services with work experience of serving food to at least 400 persons on at least two occasions in each of the last three years ending December 31, 2020. The tenderer should have at least completed/have either three contracts of similar services of annual value not less than 10 lakhs, or two contracts of similar services of annual value not less than 12 lakhs, or one contract of similar services on annual value of 16 lakhs, in each of the last three years ending December 31, 2020, satisfactorily with Government/Public Sector Undertaking/Autonomous Institutions/Large Private Sector Institution of higher education, and a Certificate of Performance should be enclosed duly indicating the period/scope of contract and type of payments received. (b) Further, the tenderer should have a minimum annual turnover of 16 lakhs for each of the last three financial years ending March 31, 2020.
3. Earnest Money Deposit of Rs.60, 000/- (Rupees Sixty Thousand only) shall be deposited online by going to link: <https://services.sabpaisa.in/pages/iuac.html> and copy of the same will be attached.
4. The tender document is non-transferable.
5. Tender document consists of Technical Bid & Financial Bid:

Technical Bid(Part-A):

- a) Profile of the Tenderer;
- b) Tender Documents;
- c) Copy of EMD submission online receipt
- d) Details of manpower to be engaged in the Canteen;
- e) Copies of Performance Certificates for completed/ongoing contracts with details of contractual obligations.
- f) Each Tenderer/Agency is required to submit (with Technical Bid) an affidavit as per Annexure III on e-stamp paper of Rs. 100/- (duly notarized).

Financial Bid(Part-B):

- (a) Financial Bid for Canteen Service (Annexure-II); and
- (b) Financial bid for various items for Committees/Meetings (Annexure-IIA,B&C)

6. The tender document can be downloaded from our website (www.iuac.res.in) and Central Public Procurement Portal (www.eprocure.gov.in).
7. Tender documents consisting of specifications, schedule(s) of quantities of the various classes of work to be done, the terms and conditions of tender and other documents will be open for clarification till one day before the tender submission date.
8. Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for one year. The revision in the quoted rates can be considered with negotiations and mutual consent to compensate inflationary effect of consumable items and subject to extension of contract.
9. The offer should be valid for a period of at least 120 days from the date of the tender opening.
10. IUAC reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, IUAC shall be final and binding.
11. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract within 10 days to be reckoned from the date of issue of award letter, the earnest Money deposited will be forfeited.
12. The tenderer is advised to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into contract for execution of the works. The cost of visiting the site shall be bidder's own. AO (Estate) may be contacted for the purpose of visit/site inspection.
13. The notice inviting tender will form part of the contract agreement to be executed by the successful tenderer with IUAC.
14. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
15. The Contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, Bonus, Gratuity etc., if applicable and proper account of payments including minimum wages is being made to the workers of the contractor. The canteen workers shall be covered under "Group Insurance". The Contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which may likely to arise out of the contractor's failure to fulfill such statutory obligations.
16. Where counter terms and conditions, printed or cyclostyled conditions have been offered by the contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
17. If the contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty, as decided by the Institute.
18. The contractor shall be solely responsible either for any injury, damage, accident to the workman employed by the contractor or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.

19. The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor, and the contractor, shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Administration of the Institute. Workers shall not form union or carry out trade union activities in the campus.
20. The contractor shall ensure the police verification of all the persons before deploying them at the allotted premises.
21. No accommodation will be provided in the campus for the workers and the contractor shall make its own arrangements outside the Institute.
22. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing the food, tea, coffee etc. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor at his cost.
23. The contractor shall have to arrange for all cooking equipment, utensils, crockery, furniture on special occasion like Foundation Day and other necessary equipment etc. on its own for smooth running of the canteen. Bidders should note that the kitchen/canteen is already equipped with PNG connection (for cooking), water cooler, exhaust arrangement, Air- conditioning, fly catchers etc. Gas Cylinders are also available at IUAC for emergency need.
24. The contractor shall pay the license fee of Rs.2, 000/- per month to IUAC, and the Institute may revise the license fee as and when required and such revision shall take effect from the date to be specified in a written communication.
25. The PNG (commercial) fuel for cooking purpose is available in the canteen, and the bill in this regard is payable by the contractor. However, during maintenance of PNG connection there will not be any supply of pipeline gas. During this period gas cylinders are available which can be used for cooking food.
26. The contractor shall use only branded raw material for preparation of the food items. The permissible brands of various items are given in Annexure I Appendix "A" (illustrative but not exhaustive).
27. The contractor shall not make or cook any meal(s) in the premises of the Institute for supply to any person(s) outside the Institute other than the guests and the staff of the Institute.
28. The contractor shall not make any alterations or additions to the space provided in the Institute for cooking and catering purposes.
29. The contractor should take all precautions and fire safety measures to avoid any mis-happening of fire accidents.
30. The Institute reserves the right to terminate the contract by giving a notice of one month if the performance is not satisfactory. The contractor can also terminate the contract by giving three months' notice and clearing all dues to the Institute.

31. All the documentation in the tender should be in English.
32. Sub-letting/Sub contracting the work is not permissible under any circumstances.
33. Successful contractor shall execute an agreement on Judicial Stamp paper in the prescribed format.
34. The Tender should be complete in all respects.

TERMS AND CONDITIONS AS PART OF AGREEMENT

- a) **DISPUTES:** All disputes that may arise shall be referred to the Director, IUAC, New Delhi whose decision shall be final.
- b) **INSURANCE TO EMPLOYEES:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost.
- c) **THE DURATION OF THE CONTRACT:** The duration of the contract is for a period of one year, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- d) **PAYMENT:** The payment for official meetings / high tea / conferences / workshops / foundation day function/ outside students for whom IUAC will bear the expense for food, will be made by IUAC monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work, Job Specifications, etc. on the submission of bills every month. The rates for the canteen services shall be charged from the staff/users on the fixed rates as given in Financial Bid. For the bills raised to the Institute, payment will be released after deduction of tax as per rules.
- e) **INDEMNITY:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions / commissions of contractor, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees / staff engaged by the contractor shall not be treated or considered as employees of the IUAC under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- f) **SECURITY DEPOSIT:** The bidder shall submit Performance Security in the form of fixed deposit or bank guarantee from a commercial bank for an amount of Rs.90,000/- valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- h) The Performance Security deposited by the contractor will not carry any interest and will be refunded on completion of Job Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory, or if the contractor leaves the services before the completion of the contract period, IUAC has the right to forfeiture the Performance Security amount deposited.
- i) The book of accounts regarding attendance of the workmen, wages and other statutory obligations etc. are to be maintained properly and produced for inspection to the Institute, whenever asked for. The Institute can take penal action for non-compliance.
- j) The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on prescribed days of a week.
- h) The contractor shall be responsible for the discipline of its workers.

- i) The normal working hours for the canteen would be from 07.00 a.m. to 10.00 p.m. (Monday to Sunday)

THE WORKERS EMPLOYED BY THE CONTRACTOR:

- a) Shall not act in any way detrimental to the interest of the Institute.
 - b) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
 - c) **Uniform:** All personnel appointed by the contractor shall wear approved uniforms provided by the contractor during working hours for proper identification of employees.
 - d) The contractor shall provide ID Cards to its staff. It will be verified and certified by IUAC Administrative Officer (Estate)
 - e) Have to follow the security instructions as directed by the Institute.
 - f) They shall not participate in any strike or protest in any form.
 - g) All Contract workers are required to do their duty maintaining hygienic, cleaning and safety (proper haircut, nails trimmed properly etc.).
 - h) The list of workers profiles duly verified by police has to be submitted to the Institute for approval and should be engaged only on the approval by IUAC.
 - i) The contractor workers must deal with the students/staff/users/visitors availing the facilities in a polite and dignified manner. Any misbehavior by the contractor workers will be viewed seriously and the contractor will have to replace such workers immediately.
- b) All the required quantity of materials and labourers for Job Contract Services and related miscellaneous works shall be the responsibility of the contractor, it shall furnish the staff position, implements, equipment, tools and plants for this work as proposed to be deployed.
- c) Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contractor under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.
- The Institute reserves the right to terminate the Job Contract Services and related miscellaneous work contract by serving one month notice before its expiry, if the performance is not as per our Job Specification. The contractor can also terminate the contract by giving three months' notice and clearing all the dues towards the Institute, if he is not willing to continue the contract.
- d) There will be a periodical evaluation of the job done/service delivered by contractor from time to time, and the contractor will be informed any lapses in the part of quality, quantity, price variation & misbehavior of the staff etc.
- e) The contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

The rate quoted by the contractor shall include all the components of taxes leviable as applicable to works and service contract, if any.

- f) On all matters pertaining to this work order, the decision of the Director of the Institute shall be final and binding.

OTHER CONDITIONS:

- a. The following minimum manpower should be engaged in the canteen:

1. Cook	02	2. Bearer	02
3. Kitchen Staff	01	4. Washer/General Cleaning	01
5. Canteen Supervisor	01		

Further, the contractor should ensure adequate manpower so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Canteen.

- b. The contractor shall employ as much manpower as required (after approval) and utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

PENALTY CLAUSE:

- a) The designated members of Canteen Committee will be nominated to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. Work not done with satisfactory would be recorded and rejected for payment. Reasons for rejection would also be recorded.
- b) Penalty shall be up to Rs. 500/- per day, per fault / unsatisfactory work.
- c) The cost of execution of the work at the risk and cost as well as the penalty shall be recovered from the contractor against the bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

INSTRUCTION TO BIDDERS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Bidder then logs in to the site through the secured log-in by entering their user ID / password

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Help desk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS /JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while

submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “online” to pay the EMD as applicable by going to link:<https://services.sabpaisa.in/pages/iuac.html>.
4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk. The contact number for the help desk is 1800 3070 2232.

Technical Bid(Part-A)

PROFILE OF THE TENDERER

TENDER FOR JOB CONTRACT FOR CANTEEN AT IUAC

1. Name of the Firm / Organization :
2. Address :
3. Telephone No. / Mobile No. & Name of the Contact Person :
4. Fax No. :
5. E-mail ID :
6. Please provide the Address and telephone No. of Office in Delhi/NCR :
7. Month and Year of establishment :
8. Name of proprietor / partners/director :
9. No. of years of experience in this field, with Reference, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement)
2017-18 :
2018-19 :
2019-20 :
11. Whether the firm is an Income Tax Assessee? If so please give the details of PAN No. and Copy of ITR filed for last three financial years
(i.e. 2017-18; 2018-19 and 2019-20) :
12. GST Registration No. :
13. FSSAI Registration No. :

DETAILS OF PREVIOUS CONTRACTS

Period of <u>Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of <u>Contract</u> From To	Name and Address of the Organization with reference letter	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

The tenderer is required to attach performance certificates for completed/ongoing contracts. The bid will not be evaluated in the absence of said certificates.

**Place:
Date :**

SEAL AND SIGNATURE OF THE TENDERER

DETAILS OF MANPOWER TO BE ENGAGED IN CANTEEN

Manpower required at various places	Category of Manpower	No. of Manpower (For Canteen)
<u>Kitchen</u>	Cook	02
	Kitchen Staff	01
<u>Dining Hall</u>	Bearer	02
	Washer / General Cleaning	01
	Canteen Supervisor	01

LIST OF MATERIALS

Sl. No.	Material	Brand
1.	Black Phenyl	Ganda
2.	White Phenyl	Ganda
3.	Antiseptic	Dettol
4.	Scented Disinfectant	Premium/Godrej
5.	Bombay Brooms	Sagar/
6.	Coconut Brooms	
7.	Swabbing Cloth	
8.	Washing Liquid Soap	Vim
9.	Washing Brush	
10.	Mop Stick	
11.	Dust Clearing Stick	
1.	You can use substitutes also for the above materials subject to quality approved by the Institute.	
2.	The list is only indicative and actual list to be mentioned by the tenderer.	

LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN CANTEEN/CAFETERIA

Item	Brand
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR, Catch, Everest, or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej, Fortune
Pickle	Tops, Priya, Pancharanga
Atta	Aashirwad, Pillsbury, Nature Fresh, Golden Harvest
Butter	Amul, Britannia, Mother Dairy
Bread	Golden Harvest, Britannia, Mother Dairy
Jam	Kissan / Nafed
Milk	Toned milk of Mother Dairy/Amul
Paneer	Amul / Mother Dairy
Tea	Brook Bond / Lipton / Tata
Coffee	Nescafe / Rich Bru
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Kquality, Cream Bell
Mineral Water	ISI Marked Kinley / Bisleri / Aquafina
Besan, Dal	Rajdhani, Kendriya Bhandar
Rice for Biryani/Pulao	Basmati – India Gate, Kohinoor, Daawat
Rice for Daily use	Everyday Basmati-India Gate (tukada)
Cold Drinks	Pepsi, Coke, Dew, 7Up, Sprite, Mazza etc.
Packed Juices	Real, Tropicana
Sweet	Bikaner / Haldiram/Bhagat Ram/
Bakery items	Supreme Bakery

The contractor may use any other equivalent brand after obtaining prior approval from the Institute.

Evaluation Process:

The Technical bid shall be evaluated as below for 100 Points:

A. TECHNICAL BID:

Sr. No.	Subhead	Max Points	Points obtained	Remarks
1.	Number of years in the business from the date of incorporation/statutory registration: 5 years to less than 10 years (5 points) 10 years to less than 14 years (10 points) 14 years and above (15 points) <i>(Certificate of incorporation/ Registration Number will be required for deciding the points)</i>	15		
2.	Experience of providing satisfactory services in any Central Government/Autonomous body/ Research organization: No points for less than 5 years 5 years to less than 10 years (10 points) 10 years & above (15 points) <i>(Experience Certificates from government clients are to be furnished)</i>	15		
3.	Experience in handling / providing room service at hostels/Guest house / Experience in providing hospitality facilities in National and International Workshop / Conference: If yes : 15 points If No : Nil points <i>(Copy of work order or a certificate from the client is to be furnished by the contractor indicating Guest House / Hostel services/ hospitality services in National and International Workshop / Conference)</i>	15		
4.	Average annual turnover of contractor/firm of Rs. 15 lakh per year in the last 3 years ending on 31.03.2020: Above Rs.15 lakh but below 20 lakhs (10 points) Above Rs.20 lakh but below 25 lakh (15 points) Above Rs.25 lakhs (20 points) <i>(Certified balance sheet to be furnished)</i>	20		
5.	Profit making for the last 3 years (5 points for each year of profit making) <i>(Certificate from CA to be furnished)</i>	15		
6.	Infrastructure facilities – 5 points Quality and Cleanliness – 5 points Quantity of Food – 10 points (Survey by sight visit by IUAC Committee members)	20		
	Total	100		

Note:

- **Pass Points in technical bid evaluation will be over all 60 %**
- **The opening of Financial Bid of only those contractors /firm shall be considered who scores 60% i.e. 60 points or more in their technical bid evaluation [T(s)] as evaluated by the Committee, whose decision in this regard shall be final and binding.**

B. FINANCIAL BID:

Before opening of financial bids of the successful bidders in the technical evaluation, their points obtained shall be made public before them or their authorized representatives.

Bid evaluation criteria and selection procedure :

A two-stage procedure shall be adopted for evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 60% weightage would be given to the Technical evaluation and 40% weightage would be given to the financial bid.

Evaluation Criteria for Financial Proposal :

The price bids of only those firm/agencies who qualify technically will be opened.

Weightage for rates quoted by the bidders for menu items will be evaluated as under:

Breakfast-Lunch-Snacks - Dinner	(Financial Bid-Part B) Annexure-II	- 60 %
For Committee Meetings – High Tea	(Financial Bid-Part B) Annexure-II (A)	- 10 %
For Official Functions - High Tea	(Financial Bid-Part B) Annexure-II (B)	- 10 %
Special Lunch/Dinner	(Financial Bid-Part B) Annexure-II (C)	- 20 %

Bidders must quote rate for all the items, otherwise their bid will be rejected.

The proposal with the lowest cost bid response will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. For example assuming that out of technically qualified bids a firm “A” who has quoted ₹ 5,00,000/- is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above ₹ 5,00,000/- will be given the financial score as worked out in the following examples.

Firms	Bid Rate	Financial Score
Firm “B”	- ₹ 6, 00,000/-	500000/600000 x 100 = 83.33
Firm “C”	- ₹ 7, 00,000/-	500000/700000 x 100 = 71.43
Firm “D”	- ₹ 8, 00,000/-	500000/800000 x 100 = 62.50

For working out the combined score, the following formula will be used:

Total points = {T(w) x T(s)} + {F(w) x F(s)} where
 T (w) stands for weight of the technical proposal
 T (s) stands for technical score
 F (w) stands for weight of the financial proposal
 F (s) stands for financial score as worked out above

For example if a firm scores 60 points in technical bid and 70 points in financial bid the total points will be worked out as follows: -

$$\{T(w)/100 \times T(s)\} + \{F(w)/100 \times F(s)\} = \{(60/100 \times 60) + (40/100 \times 70)\}; \text{Total} = 36 + 28 = 64 \text{ Points.}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.

ANNEXURE-II**FINANCIAL BID (PART-B)**

S. No.	Item Description	Unit
Breakfast Menu		
1	Bread Omelette (2 eggs + 4 slices) / Stuffed Parantha (2 pcs) with Curd and Pickle / Puri Sabzi (4 pcs) /Poha (1 Plate)	Any one
2	Idli Sambar (2 pcs) with Chutney/ Upma (1 Plate) with Chutney/ Veg. Chowmein (1 plate) / Veg. Fried Rice (1 plate)	Any one
3	Masala Dosa (1 pc) with sambar and Chutney / Egg Chowmein (1 plate) / Cheese Sandwich (4 slices) / Egg Parantha (2 pcs)	Any one
4	Toasted Bread (2 slices)with butter	01
Snacks Menu		
1	Samosa	1 pc
2	Veg. Pakora / Mixed Veg Pakora (150 gm)	1 plate
3	Veg. Patty	1 pc
4	Bread Bonda	1 pc
5	Bread Pakora	1 pc
6	Veg. Cutlet / Veg. Spring Roll	1 pc
7	Maggi Noodles	1 plate
8	Tea Regular - 100 ml	1 cup
9	Tea Bag Tea - 100 ml	1 cup
10	Coffee - 100 ml	1 cup
11	Cold Coffee - 200 ml	1 glass
12	Chole Bhature (2 pcs) / Chole Kulche (2 pcs)	Any one
13	Veg.Chowmein/Egg Chowmein	Any one
Lunch/Dinner		
1	Thali (Dal, Vegetable, Raita/Curd, Chapati-3, Half Plate Rice (200gm), Salad, Pickle, Papad	One Plate

Extra Items Menu

1	Dal / Sabzi (regular) - 200 gm	1 plate
2	Special vegetable - 200 gm	1 plate
3	Dal Makhani - 200 gm	1 plate
4	Curd / Raita - 100 gm	1 plate
5	Shahi Paneer - 200 gm	1 plate
6	Chicken Curry / Butter Chicken - 250 gm (2 pcs)	1 plate
7	Egg Curry - 200 gm (2 pcs)	1 plate
8	Mutton Curry - 250 gm (2 pcs)	1 plate
9	Fish Curry - 250 gm (2 pcs)	1 plate
10	Plain Rice - 400 gm (Full Plate)	1 plate
11	Veg. Pulao - 300 gm	1 plate
12	Plain Rice - 200 gm (Half Plate)	1 plate
13	Mixed Raita - 100 gm	1 plate
14	Dahi Bhalla - Biz Size	1 plate
15	Chapati	1 pc

ANNEXURE-II (A)

For Committees/Meeting (Lunch/Dinner)
(in Bone China Crockery)

Welcome Drink:		
1	Soft Drink/Fresh Juice	Any One
Hot Drink:		
1	Tomato Soup/Veg. Soup/Rasam/ Chicken Soup	Any One
Cut Fruits		
1	Any four fruits	Seasonal Fruits
Welcome Snacks:		
1	(a) Paneer Tikka/Corn Seekh Kebab/Barbecued Pineapple Slices/ Moong Dal Seekh Kebab/Mushroom Tikka (b) Mutton Shashlik/Chicken Seekh Kebab/Barbecue Fish Tikka/ Tandoori Grilled Chicken	Any Two Veg. + Any Two Non- Veg.
Non-Veg. & Veg. Combined / Buffet (Lunch/Dinner Special) – North Indian		
1	Dal Makhani/Chole/Rajma/Arhar Dal	
2	Mixed Veg/Navratan Korma/Bhindi Masala/Dum Aloo/Seasonal veg.	
3	Shahi Paneer/Palak Paneer/Karahi Paneer/Malai Kofta/Matar Mushroom	
4	Dahi Bada/Boondi Raita/Pineapple Raita/Kheera Raita	
5	Chicken Curry/Butter Chicken/Mutton Curry/Fish Fry	
6	Veg. Pulao/Peas Pulao/Jeera Rice/ Steamed Rice/Ghee Rice	
7	Tandoori Roti/Lachha Paratha/Naan/Missi Roti/Puri (Any two)	
8	Green Salad and Beans Sprouted Salad	
9	Papad and Pickle	
10	Gulab Jamun/Rasmalai/Rasgulla/Kheer/Ice-cream (Butter Scotch/Almond/Pista)	
Non-Veg. & Veg. Combined / Buffet		

(Lunch/Dinner Special) – South Indian		
1	Idli /Vada	
2	<u>Arachu Vitta Sambar/Bottle Gourd</u> <u>Sambar/Drumstick Sambar</u>	
3	Instant Rava Dosa/Mini Masala Dosa, Coconut Chutney	
4	Uthappam	
5	Chicken Chettinad / Chicken Nizami	
6	Tamarind Rice/Tomato Ric /Lemon Rice/Curd Rice	
7	Rava Upma	
8	Butter Milk	
9	Green Salad and Beans Sprouted Salad	
10	Papad, Pickle	
11	Mysore Pak/Maludu (Maa Laddu)/Kheer	
Non-Veg. & Veg. Combined / Buffet		
(Lunch/Dinner Special) – Chinese		
1	Veg Hakka Noodles	
2	Hot & Sour Soup/Munchow Soup	
3	Stir Fried Tofu with Rice/Chilli Paneer/Veg. Manchurian (Gravy)/ Mushroom Manchurian (Gravy)	
4	Sesame Honey Chilli Potatoes	
5	Szhechwan Chilli Chicken/Chilli Chicken (Gravy)/Chicken Manchurian (Gravy)	
6	Veg. Fried Rice/Steamed Rice	
7	Green Salad and Beans Sprouted Salad	
8	Papad and Pickle	
9	Rasmalai/Rasgulla/Kheer/Ice-cream (Butter scotch/Almond/Pista)	
Rate List		
North Indian		
1	Vegetarian with Snacks	Per Head
2	Vegetarian without snacks	Per Head
3	Veg. & Non-veg. with snacks	Per Head
4	Veg. & Non-veg. without snacks	Per Head
South Indian		
1	Vegetarian with Snacks	Per Head
2	Vegetarian without snacks	Per Head
3	Veg. & Non-veg. with snacks	Per Head
4	Veg. & Non-veg. without snacks	Per Head
Chinese		
1	Vegetarian with Snacks	Per Head
2	Vegetarian without snacks	Per Head
3	Veg. & Non-veg. with snacks	Per Head
4	Veg. & Non-veg. without snacks	Per Head

ANNEXURE-II (B)

For Committee Meetings – High Tea

S.No.	Menu Items	Unit
1	(a) Tea/Coffee(100ml) (b) Spring Roll (c) Samosa	With Bone China crocery (Per plate)
2	(a) Tea/Coffee (100ml) (b) Plain Barfi (01 pc.) (c) Wafers (Lays)/Kurkure (d) Samosa/Vada with chutney/Veg. Pakoda	-Do-
3	(a) Tea/Coffee (100ml) (b) Dry Dates (04 pcs) (c) Dhokla (1 pc.)/Khandvi (2 pcs) (d) Assorted Kaju (30 gm)/Plain Badam (30 gm)	-Do-
4	(a) Tea/Coffee(100ml) (b) Assorted Kaju (30 gm)/Plain Badam (30 gm) (c) Samosa/Vada with chutney/Veg. Pakoda (d) Plain Barfi (01 pc.)	-Do-
5	Fresh Juice/Butter Milk (250 ml)	
6	Plain Barfi (01 pc.)	
7	Bisleri water 20 ltr. With dispenser and Disposal glasses	

ANNEXURE-II (C)

For Official Functions - (High Tea)

S.No.	Menu Items	Unit
1	(a) Tea/Coffee (100ml) (b) Plain Barfi (01 pc.)/Gulab Jamun (c) Wafers (Lays)/Kurkure (d) Samosa/Vada/Veg. Pakoda/Dokla/ Paneer Pakoda with chutney	With Paper Plates/Cups (Per plate)
2	(a) Tea/Coffee(100ml) (b) Assorted Kaju (30 gm)/Plain Badam (30 gm) (c) Samosa/Vada/Veg. Pakoda/ Paneer Pakoda with chutney (d) Plain Barfi (01 pc.)/Gulab Jamun	-Do-
3	Tea/Coffee (100ml) for Seminars/Presentations/Talks etc.	-do-
4	Tea/Coffee(100ml) with Assorted Biscuits for Seminars/Presentations/Talks etc.	-do-

- The above contents are only indicative. There may be slight variation in the content based on the feedback received from Institute office.
- Non-vegetarian dinner once a week and for those who do not take non-vegetarian, other special/extra item to be served.

I/we declare that the above-mentioned quoted rates will remain valid for two (02) years from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to tenderers are acceptable to us.

(Seal and Signature of the Tenderer)

Name.....

Position.....

Postal Address.....

Phone No.....

Annexure - III

(Undertaking on a Non-Judicial Stamp Paper worth Rs.100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as ‘Unsatisfactory Performer’ for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘forfeiture of Earnest Money Deposit’ and ‘Blacklisting’ etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, IUAC shall be authorized to forfeit the EMD submitted by me/us.
- f) The Tenderer/Agency will not sublet the work (if awarded to his/their Company) and if done so; the penalty shall be payable by his/their company to IUAC as may be decided by the Institute.

(Signature of the authorized person)

Name and designation of the
Authorized Person of the Agency

Place:

Date:

TENDER ACCEPTANCE LETTER

(To be printed on Company Letter Head)

Date:

Director
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above-mentioned website(s). We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. 01 to 27 (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter. We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking. We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)