

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH PUNE**



TENDER DOCUMENT

FOR

CATERING AND ALLIED SERVICES

Dr. Homi Bhabha Road, Pune 411 008

INDEX

Sr. No.	Particulars	Page No.
1	Tender Notice	1
2	Instructions for online bid submission	3
3	Eligibility and evaluation criteria	6
4	Process of technical evaluation	8
5	Process of financial evaluation	9
6	General information, terms and conditions of the tender	10
7	Scope of work	14
8	Covering Letter (Annexure - A)	16
9	Technical Bid (Annexure - B)	17
10	Financial Bid (Annexure - C)	20
11	Affidavit (Annexure – D)	21
12	Acceptance certificate (Annexure – E)	22
13	Items and its compulsory brands (Annexure -F)	23

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

Dr. Homi Bhabha Road, Pune: 411 008

TENDER NOTICE

No.01/2018.IISER-P/Cat_Tend/01/11/2018

- 1) Indian Institute of Science Education and Research Pune is an autonomous Institute under Ministry of HRD, Government of India.
- 2) Institute has state of the art dining facility in its premises open to its students, faculty, researchers and staff. It is run under the control of Dining Committee having designated members from Faculty, Administration and Students. Institute has been following high standard of catering services, cleanliness, hygiene and living up to the expectations of diners since inception.
- 3) The Director, IISER Pune invites online bids (e-Tender in two bid system) for providing **Catering & Allied Services** on contractual basis at IISER Pune.
- 4) The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.
- 5) No manual bids will be accepted. Technical and Financial Bid should be submitted in the E-procurement portal. 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 Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Important Dates of Tender:

Sr.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	01/11/2018	17:00 hrs
2	Pre-Bid Meeting	12/11/2018	14.30 hrs
3	Bid Submission Start Date	13/11/2018	10:00 hrs
4	Bid Submission Close Date	21/11/2018	15:00 hrs
5	Closing date & time for Submission of original EMD & Tender Fee	21/11/2018	15:00 hrs
6	Opening of Technical Bids	22/11/2018	15:30 hrs

6) Pre Bid Meeting

A Pre-bid meeting will be held at IISER Pune, Purchase Section, Dr. Homi Bhabha Road, Pashan, Pune – 411008 on **November 12, 2018 from 14:30 hrs to 15:30 hrs (IST)**. All prospective bidders are requested to kindly send their queries by email at purchase@iiserpune.ac.in so as to reach latest by **November 11, 2018**. During Pre-bid meeting the answers / clarifications to the queries will be made

available and also uploaded on Institute website. No queries will be entertained after the Pre-bid meeting.

7) Amendment to Bidding Documents

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

- 8)** The Director, IISER Pune reserves the right to award contract for services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

REGISTRAR

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. 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:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
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. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

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 Helpdesk.

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 formats. Bid documents may be scanned with 100 dpi with black and white option.
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" 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 he/she 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. Financial Bid to be submitted in PDF format **(Annexure-C)**
4. The server time (which is displayed on the bidders' 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.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bids, 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.
7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet **(Annexure A, B, D, E, & F)**.

ASSISTANCE TO BIDDERS

- i. 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.
- ii. 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 Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593.**

ELIGIBILITY AND EVALUATION CRITERIA

- 1) The contracting agency/firm/company should have all statutory registrations / licenses / permits required as stated in the Technical Bid for providing **catering and allied services**.
In case of award of contract, specific registrations / licenses / permits required at the Institute site shall be obtained by the contractor.
- 2) The contracting agency/firm/company should have experience of **minimum three years** in providing catering services for a minimum of 1000 diners at IISERs / NITs / IITs / IIMs / IIITs.
- 3) The contracting agency/firm/company s turnover in **catering services alone** should be INR 20,00,000/- and above for three financial years.
- 4) Agency / firm / company shall be technically evaluated under stage 1 & 2 on given parameters. Agency / firm / company will have to qualify in each stage to continue in the process.
Financial bids of only those agencies / firm / companies shall be opened who have cleared stage 2 of technical evaluation.
- 5) Scanned copy of Tender Fee and EMD in favour of The Director, IISER pune must be submitted / uploaded with the Technical Bid Only and NOT with the Financial Bid. The same is required to be submitted in original in a sealed envelope before due date at the following address with covering letter having tender details :

Admin Department
Indian Institute of Science Education and Research Pune
Dr. Homi Bhabha Raod, Pashan
Pune-411008

Tender received without Tender Fee and EMD as per requirement will be summarily rejected.

Agency/firm/company exempted from payment of Tender Fee / EMD must enclose documents to support their claim of exemption failing which bid shall be rejected.

- 6) The tender (each page including enclosures) shall be signed by the authorized person of the agency/firm/company and his / her full name and status be indicated below the signature along with official stamp of the firm. Authorization letter in the name of signatory has to be submitted along with other documents if signed by person other than Owner / Proprietor / Chief Executive etc.
- 7) Agency / firm / company shall submit Affidavit (**Annexure D**) and Acceptance Certificate (**Annexure E**) in the prescribed format.

- 8) Team of Institutes designated officials may visit the sites of the bidders in Stage 2 of the technical evaluation where qualifying nature of services are offered to receive on the spot information regarding the quality of services provided, etc.
- 9) The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations / permits, required experience, financial turnover shall be rejected.
- 10) The tender is not transferable under any circumstances.
- 11) No part of the contract, nor any share or interest therein, shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever. The successful agency / firm / company has to run the contract directly with its own employees.
- 12) Telegraphic, conditional or incomplete tenders will not be accepted and liable to rejection.
- 13) Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- 14) Tender/financial bid in any form other than the prescribed form will not be considered and will be summarily rejected.
- 15) The successful bidder will have to make agreement with IISER Pune on terms and conditions of the contract on non-judicial stamp paper of Rs. 500/-, the cost of which shall be borne by the Contractor.

PROCESS OF TECHNICAL EVALUATION

[Technical Evaluation Stage -2 carry weightage of 70% and Financial Evaluation stage carries weightage of 30% of the entire bid]

TECHNICAL EVALUATION STAGE – 1

The agency / firm / company shall be evaluated on the basis of documents submitted as stated in the Technical Bid (**Annexure – B**) by the Dining committee.

Disqualified agency / firm / company under stage -1 shall be intimated accordingly.

TECHNICAL EVALUATION STAGE – 2 (100 Marks) :-

The technically qualified Agencies / firms / companies from **Stage 1**, shall be called to make a presentation on the following parameters. These parameters will be used to evaluate the bidders credentials to serve the Institute as per the requirements of the Dining committee.

Sr. No.	Parameters
1	Qualifying Experience and proven track record of providing Institutional catering to large residential campuses
2	Annual turnover
3	Variety of Menu Served
4	Services provided for Students
5	International and National Conferences/events, Special Catering Arrangements for VIP's etc.
6	Current Human Resource
7	Capability to takeover Institute site
8	Readiness of the Agency / firm / company
9	Plan for Sourcing of Human Resource
10	Confidential Feedback from clients obtained by the Institute

Agencies / firms / companies scoring a minimum of 60 marks will only be eligible for opening of financial bids and its evaluation. Stage -2 carry weightage of 70%

Example:

If Bidder gets 60 marks out of 100 then 70% weightage would be 42 marks

PROCESS OF FINANCIAL EVALUATION

Financial Evaluation (30 Marks / 30% weightage):

Financial bids of only those agencies / firm / companies shall be opened who have cleared stage 2 of technical evaluation.

Lowest Agency/firm/company (L 1) shall be given full marks i.e. 30.

All other subsequent Lowest Agencies/ firms/ companies shall be given marks in proportion to their quoted rates.

Agency / firm / company scoring highest marks (Technical + Financial) shall be considered for award of contract, subject to acceptance by the competent authority of the Institute.

To maintain the quality of food, agencies / firms / companies are expected to use the raw material as mentioned in Annexure F. The dining committee shall review the rates if rate quoted by the agency / firm/ company is not viable to maintain the desired quality of food.

In case of a tie in the total marks, Institute reserves the right to consider award of the contract to one of the agencies / firms / companies as decided by the competent authority of the Institute.

GENERAL INFORMATION,
TERMS AND CONDITIONS OF THE TENDER

- 1) The existing student strength is approximate to 1200+ including 60% of undergraduates and remaining research students and faculty, staff. The Institute **does not guarantee minimum number of diners and volume of business at any point of time.**
The number of diners **goes down drastically during the term break, summer break, holidays**, outside project assignments of the students. The undergraduate students have their **academic break in the month of May, June, July and December.**
- 2) The contract shall be given to successful agency / firm/ company **for initial trial period of six months (one semester).** Continuation beyond this period shall be based on the satisfactory performance and feedback of the diners, which may be extended for further period of three years at the discretion of competent authority of IISER Pune on the same terms and conditions or with some addition/ deletion/ modification. It may be further extended up to Five Years.
- 3) The successful Agency / Firm / Company will have to deposit a performance security deposit of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Performance Bank Guarantee (PBG) of any Nationalized Bank / Scheduled Bank in favor of Director, IISER Pune. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
The EMD submitted with tender may be adjusted towards the Performance Bank Guarantee on request.
- 4) The Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance. A notice in writing from the institute to the contractor shall be issued giving 30 (Thirty) days' time for such termination and vacation of the premises, without assigning any reasons. Under exceptional circumstances this 30 (Thirty) days period may be appropriately reduced (or) waived off.
- 5) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- 6) The contracting agency/firm/company shall get suitable directions from the Registrar / Designated Official / Dining Committee of IISER Pune and provide the services promptly as per requirement.
- 7) The contracting agency/firm/company shall abide by the rules and regulations of IISER Pune and Govt. of India particularly applicable to the said business.

- 8) The contracting agency/firm/company and the user shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations.

Dispute or difference may also be dealt in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules thereunder and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IISER Pune, if he is unable / unwilling to act, to the sole arbitration of some other person appointed by his willingness to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on both parties to this order.

However, in case of any unresolved issues/disagreements/disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.

- 9) The contracting agency/firm/company shall need to provide the services continuously as per the award of the contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for termination of the contract and/or necessary legal action. The contracting agency/firm/company shall also forfeit their performance security deposit in such case.
- 10) The agency/firm/company on or after the award of the contract shall name and depute an experienced manager with sufficient experience in carrying out work of similar nature, to whom the establishment shall be handed over and the instructions for work shall be given. The agency/firm/company shall also provide to the satisfaction of the Institute sufficient staff to supervise the execution of the work, including those with previous experience to supervise the type of work comprised in the contract in such manner as shall ensure work of a high standard commensurate with the reputation of the Institute. The agency/firm/company shall appoint skilled cooks so as to ensure that the food preparations are of good taste and to the satisfaction of the diners.
- 11) The contractor shall have to submit a medical fitness certificate periodically, certified by the Medical officer of the Institute as proof of workers being healthy and fit to work in the dining area.
- 12) The contractor shall submit to the Designated Official a list of workers, with complete details including local/permanent addresses, contact details, and their photographs etc. for approval who may be allowed to work in the dining area. Workers credentials shall be verified by the Contractor before their deployment on the Institute site.
- 13) If and whenever any of the contractors employees shall, in the opinion of the Institute, be guilty of any misconduct or be incompetent or negligent in the performance of their duties or that in the opinion of the Institute, it is undesirable for administrative or any other reason for such person or persons to be employed in the work, the contractor if, so directed by the Competent Authority, shall

remove such person/persons from Institute site within a reasonable time. Any person or persons so removed from work shall not again be employed in connection with the work without the written permission of the Competent Authority.

- 14) The successful Agency / Firm / Company shall provide two sets of uniforms and two sets of shoe to the staff deployed at IISER Pune and replace it as and when required.
- 15) IISER PUNE shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the contractor in the course of their performing the functions/ duties, or for payment towards any compensation. The contractor has to cover them under the suitable Insurance policy or as required under the applicable laws / Acts.
- 16) The workers deployed by the contractor shall not claim nor shall be entitled for pay, perks and other facilities from IISER Pune admissible to casual, ad-hoc, regular/ confirmed employees during or after the expiry of the contract period.
- 17) In case of termination of the contract on its expiry or otherwise, the workers engaged by the contractor shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IISER PUNE and they shall be removed by the contractor from the Institute site.
- 18) The contractor shall be responsible for compliance of all statutory provisions relating to the business carried out at the Institute site including Minimum Wages Act and compliances under ESIC and PF etc. in respect of the workers engaged by it at IISER PUNE.
- 19) The contractor shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER PUNE to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 20) The Income Tax (T.D.S.) shall be deducted at prevailing rate from any bills towards services offered to the Institute, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by IISER PUNE.
- 21) In case, the contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISER PUNE is put to any loss/obligation, monetary or otherwise, IISER PUNE shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. The excess amount if any shall be then further recovered from the contractor
- 22) Any damages to the infrastructure facilities / Property of the Institute caused by the personnel of the agency/ firm/ company; it shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.

- 23) If the designated key employee of the Contractor wants to proceed on leave, they shall inform well in advance to the officer-in-charge of Mess at IISER PUNE and alternative proper arrangements shall be made by the Contractor.
- 24) For IISER Guests / Invitees, the contractor shall make arrangements to prepare and or supply the food as per the order. Payment shall be made by the Institute / Guest.
- 25) Minimal accommodation on campus for the contractor's staff shall be provided by the Institute.
- 26) Periodic pest control services shall be provided by the Institute for the kitchen and dining areas.
- 27) The designated Dining Committee of the Institute will overall supervise the catering operations. The Committee shall decide the weekly menu well in advance and communicate the same to the Contractor.
- 28) The Director, IISER PUNE reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

SCOPE OF WORK

- 1) The contractor shall provide the following services:
 - a) Cooking and serving meals (Breakfast, Lunch and Dinner).
 - b) Providing services during Meetings/Seminars/Workshops or any other events of the Institute.
 - c) Operations of refreshment canteen for students and staff to provide snacks/meal combos/beverages / fresh fruit/juice etc. as and when required. The menu and price for the same shall be as approved by the Institutes Dining Committee.
 - d) Cater to dining requirements of the Institute.
 - e) Cleaning of utensils and serving items to be done by the vendor.
 - f) Cleaning of cooking, dining and auxiliary areas. Contractor to ensure that the same is followed meticulously. Limited manpower for cleaning may be provided by the Institute.
 - g) Deployment and supervision of required manpower for the above-mentioned tasks.

- 2) The mess premises comprising, cooking and dining facilities, furniture, major equipment's, electricity and water shall be provided by the Institute free of cost. However, cleaning, washing materials/tools, replenishment of equipment/s required for preparation of food, including basic utensils like plates, spoons, etc. and manpower shall be arranged by the contractor at their own cost.
 - a) Institute has Gas bank with a connection up to the kitchen equipment/gadgets. Obtaining gas connection, refilling and settlement of bills with the gas agency has to be done by the contractor.

 - b) The inventory of material shall be handed over to the contractor in good and working condition at the commencement of the contract. The contractor shall be the custodian of this Institute property and dining inventory during the period of the contract and shall make good, any loss to the inventory by way of misuse at his own cost.

 - c) Similarly, the inventory in good condition shall be handed over by the contractor to the designated personnel of the Institute on the expiry of the contract period. The security deposit shall be refunded only after a "no dues certificate" is granted by the Administration.

 - d) The food shall be cooked, stored and served under hygienic conditions. The Contractor shall ensure that only freshly cooked food is served and that stale food is not recycled. Stale food shall be removed from the mess premises before the next service.

 - e) The preparation of food shall be as per the brands/ingredients approved by the Institutes Dining Committee as mentioned at **Annexure - F**

 - f) The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.

- g) The contractor shall pay special attention to maintain the mess in a neat and tidy condition at all times. The premises shall be cleaned thoroughly after each meal.
- h) The waste material and unused/leftover food from the mess shall be removed by the contractor from mess premises every day at his own cost. The contractor shall ensure that all the waste material and unused/leftover food is disposed of in time.
- i) The contractor shall not be allowed to provide any services to outside parties from the Institute premises.
- j) The Institute authorities shall be authorized to impose an appropriate fine on the contractor in case of sub-standard quality of food items, malpractice, lack of hygiene or violation of any of the conditions of the contract.

(COVERING LETTER)

The Registrar

Indian Institute of Science Education and Research,
Dr. Homi Bhabha Road,
Pune 411 008

Subject: Tender for Providing Catering & Allied Services on contractual basis at IISER Pune.

Reference: Tender Notice published in Daily newspaper / Institutes website / CPP Portal dated _____,

Sir,

With respect to the tender notice published in above mentioned Daily newspaper / Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

Yours Sincerely,

Signature and seal of contracting agency/firm/company

TECHNICAL BID**PROFORMA FOR EVALUATION OF
TECHNICAL PERFORMANCE OF THE TENDERING AGENCY/FIRM/COMPANY**

Ref.: Advertisement for Tender published in the _____ dated _____ in connection with providing **Catering & Allied Services at IISER Pune** on contract basis.

AGENCY/FIRM/COMPANY PROFILE		
Sr. No.	Particulars	Information (Self-certified supporting documents to be enclosed/uploaded).
1	Name of the agency / firm / company	
2	Registered address of the agency / firm / company (Attach copy of Property Tax Receipt / Electricity Bill / Registered rent Agreement)	
3	Details of contact person Name Designation Mobile no/s. E-mail id	
4	Legal status (Individual, HUF, Proprietary, partnership firm, limited company, corporation, etc.)	
5	Month and Year of commencement of catering service business	
6	Existing total manpower deployed in catering services under the agency / firm/company.	
7	Statutory details (Photocopies to be attached): 1] Registration number of the firm. (As per shops and establishment act). 2] PAN 3] RPFC - Registration number 4] ESIC – Registration number	

AGENCY/FIRM/COMPANY PROFILE		
Sr. No.	Particulars	Information (Self-certified supporting documents to be enclosed/uploaded).
	5] GST – Registration number. 6] FSSAI -Registration & location	

8. List of present and past clients in the following format. Please attach client certificates on their letterhead which should have details about the type of catering services provided (Student Mess / Canteen / Special Events etc.), a period of the contract awarded, number of persons deployed on site and number of persons served. Certificates having inadequate details shall not be considered and the bid shall be liable for rejection (Please use separate sheet if required).

The contracting agency/firm/company should have experience of **minimum three years** in providing catering services for a minimum of 1000 diners at IISERs / NITs / IITs / IIMs / IIITs.

Sr. No.	Name of the Institute with a complete postal address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	The period for which the contract is/was awarded	Type of catering services provided	No. of persons deployed on site	No. of persons served.

9. The contracting agency/firm/company's turnover in **catering services alone** should be INR 20,00,000/- and above for three financial years. (Please submit documentary evidence i.e. Balance Sheet / CA Certificate **specifically** having details of turnover from **catering services only**).

Financial Years			
(Rs. in Lakh)			

10. Earnest Money Deposit (EMD) to be submitted in the form of Demand Draft / Bank guarantee of Nationalized Bank / Scheduled Bank having minimum three months validity
(To be submitted with Technical Bid): -

No. _____ dated _____ for Rs. 1,00,000/- (Rupees One Lakh only) drawn on (name of the Bank) _____ in favor of Director, IISER Pune payable at Pune

11. Tender Fee (Non Refundable) to be submitted in the form of Demand Draft / Bank guarantee of Nationalized Bank / Scheduled Bank having minimum three months validity
(To be submitted with Technical Bid): -

No. _____ dated _____ for Rs. 5,000/- (Rupees Five thousand only) drawn on (name of the Bank) _____ in favor of Director, IISER Pune payable at Pune

FINANCIAL BID

Sr. No.	Catering Items	Rate inclusive of all taxes. Should be quoted in round figure (in rupees) only.	
		In Figures	In Words
1	Breakfast (Limited) Comprising of Tea / Coffee (100 ml each) with one of these – Poha / Upma / Sheera - (100 gms) or Sabudana Wada / Stuffed Parathas / Idli (02 nos – 100 gms) with Sambar & Chutney / or other suitable items as appropriate (80-100gms) AND Seasonal Fresh fruit (80 gms) / Boiled Egg (01)		
2	Lunch (Limited) Comprising of Rice Preparation – 120 gms Dry Vegetable Sabzi – 80 gms Curry Vegetable / Pulses / Paneer Preparation – 80 gms (Paneer Preparation twice a week incl. lunch / dinner) Dal Preparation / Kadhi / Amti – 80 gms Chapati (02nos)/ Phulka (02nos)/ Puri (03 nos) – 70gms Salad – 50 gms Sweet – 30 gms (Once a week) Pickle / Lime / Onions		
3	Dinner (Limited) Comprising of Rice Preparation – 120 gms Dry Vegetable Sabzi – 80 gms Curry Vegetable / Pulses / Paneer Preparation – 80 gms (Paneer Preparation twice a week incl. lunch / dinner) Dal Preparation / Kadhi / Amti – 80 gms Chapati (02nos)/ Phulka (02nos)/ Puri (03 nos) – 70gms Salad – 50 gms Pickle / Lime / Onions		

While quoting the rates agency / firm/company shall consider the quality of services required, brands to be used in cooking and quantity. Agency / firms/company shall also consider the period of vacation of 4 months in a year and that there is **no guarantee of diners/volume of business at any point of time.**

The rates quoted in the financial bid shall be valid for at least 12 months from the date of award of the contract. The revision in the price if any, during the period of the contract, shall be at the discretion of the Dining Committee

Signature and seal of contracting agency/firm/company

(To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name) _____

Contractor/HUF/Partner/Sole Proprietor (strike out which is not applicable of Firm Name)

_____ do hereby solemnly affirm and declare that the we are not black listed by any Government / Private Organization / Autonomous Institutions.

DATE, THE day of 2018

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of the above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE day of 2018

DEPONENT

ACCEPTANCE CERTIFICATE
(To be submitted along with technical bid)

I..... (Designation)..... of

(Name of the Company)

Have read and understood and hereby accept the terms and conditions of the tender for
the CATERING AND ALLIED SERVICES at IISER Pune

Signature of Authorized Signatory

Name _____

Company Seal / Stamp

Date:

Place:

ITEMS AND ITS COMPULSORY BRANDS

Sr.	Items	Brand
1	Wheat Flour (Atta)	Ashirvad / Pillsbury / Samrat /Silvercoin/Toshi Gold
2	Gram Flour (Besan)	Samrat / Tata Sampann / Fortune/Hira
3	Porridge (Wheat Daliya)	Saktibhog / Patanjali
4	Refined Flour (Maida)	Samrat / Tata Sampann /Polo
5	Semolina (Suji)	Samrat / Tata Sampann /
6	Split Pigeon Peas (Tur Dal)	Tata Sampann / Laxmi / Vedaka / Patanjali/Pistol
7	Split Chickpeas (Chana Dal)	Tata Sampann / Laxmi / Vedaka/ Patanjali/Pistol
8	Chickpeas Brown (Desi Chana)	Tata Sampann / Laxmi/ Vedaka/ Patanjali/Pistol
9	Chickpeas White(Kabuli Chana)	Tata Sampann / Laxmi/ Vedaka/ Patanjali/Vip
10	Hara Mutter	Tata Sampann / Laxmi/ Vedaka/ Patanjali/ Pistol
11	Lobia (Big)	Tata Sampann / Laxmi/ Vedaka/ Patanjali/ Pistol
12	Masoor Lal	Tata Sampann / Laxmi/ Vedaka/ Patanjali/Etc// Pistol
13	Masoor Kali	Tata Sampann / Laxmi/ Vedaka/ Patanjali/ Pistol
14	Moong Chhilka	Tata Sampann / Laxmi/ Vedaka/ Patanjali/ Pistol
15	Moong Dhuli	Tata Sampann / Laxmi/ Vedaka/ Patanjali/ Pistol
16	Moong Sabut	Tata Sampann / Laxmi/ Vedaka/ Patanjali/Dollar/ Pistol
17	Rice Basmati (Dubar Quality)	Indiagate/Kohinoor/Alishan/ Dawat/Swadshree/Gemini
18	Rajma	Tata Sampann / Laxmi /Pistol
19	Rice Golden Sela	Indiagate/Kohinoor/VIP
20	Soybean Bari	MDH/Nutrela
21	Urad Chilka	Green/Black
22	Urad Dhuli	Pistol/Laxmi
23	Urad Sabut	Sadi/ Pistol
24	Deshi Ghee	Amul/Britania/Govardhan
25	Mustard Oil (Ag)	Fortune15kg/15Lt/Mahavir
26	Refined Oil	Sunflower oil Samrat/Kirti Gold/Gemini
27	Chili Sauce	Tops/win

Sr.	Items	Brand
28	Jam	Kisan/Mala,
29	Butter	Amul/Aarey/Nutrela
30	Soya Sauce	Tops/Win
31	Tomato Sauce	Maggi/Surbhi/Magic King
32	Coffee	Nescafe/Bru/Sunrise
33	Tea	Tata Premium/Wagh Bakri/Brook Bond/Maharashtra Tea
34	Achar(Mixed)	Navrang/Goldie/Pravin/Suhana
35	Achar(Mango)	Navrang/Toofan/Pravin/Suhana
36	Custard Powder	Weikfield/BP
37	Cheora	Shaktibhog
38	Corn Flakes	Mohan /Kelloggs
39	Namkeen	Haldiram/Balaji/Tops/lays
40	Papad	Lijjat/Suhana
41	Vermicelli (Siwai)	Ganesh /Bombino/MTR
42	Sabudana	Dolphin
43	Amchoor Powder	Suhana/Raj/NavRang
44	Baking Powder	Weikfield
45	Haldi Powder	Suhana/Raj
46	Dhania Powder	Suhana/Raj
47	Dhania Khada	Suhana/Raj
48	Kashmiri Mirch	MDH/Suhana
49	Kasoori Methi	MDH/Suhana
50	Mirch (Powder)	Suhana/Raj
51	Mirch(Khada)	MDH/Suhana/Raj
52	Namak Sada	Tata/Nirama/Ashirwad /captain cook
53	Chola Masala	MDH/Catch/Kitchen king/Everest/MTR/Suhana/Raj
54	Chat Masala	MDH/Catch/Kitchen king/Everest/MTR/Suhana/Raj
55	Garam Masala	MDH/Suhana/Raj/Catch/Kitchen king/Everest/MTR
56	Kitchen King Masala	MDH/Catch/Everest
57	Matar Paneer Masala	MDH/Catch/Kitchen king/Everest/MTR
58	Pao Bhaji Masala	MDH/Catch/Kitchen king/Everest/MTR
59	Rajma Masala	MDH/Catch/Kitchen king/Everest/MTR
60	Raita Masala	MDH/Catch/Kitchen king/Everest/MTR
61	Samosa Masala	MDH/Catch/Kitchen king/Everest/MTR
62	Sambhar Masala	MDH/Catch/Kitchen king/Everest/MTR
63	Shahi Paneer Masala	MDH/Catch/Kitchen king/Everest/MTR
64	Sabji Masala	MDH/Catch/Kitchen king/Everest/MTR
65	Kewra jal/Rosewater	Dabur/Patanjali