****

 ****

Tender *for*

**Canteen Management Contract**

**At**

**INTER – UNIVERSITY CENTRE FOR**

**ASTRONOMY AND ASTROPHYSICS**

POST BAG.4, GANESHKHIND, PUNE UNIVERSITY CAMPUS, PUNE - 411 007.

Tel. (020) 25604100 / 25691414, Fax: (020) 25604699

INDEX

|  |  |  |
| --- | --- | --- |
| **SR. NO.** | **CONTENTS** | **PAGE NO.** |
| **01.** | **Index** | **1** |
| **02.** | **Technical Bid Form** | **2-4** |
| **03.** | **Tender Notice** | **5** |
| **04.** | **Tender Information** | **6-7** |
| **05.** | **Notice Inviting Tender** | **8-9** |
| **06.** | **List of documents to be attached with technical bid** | **10** |
| **07.** | **Checklist of documents** | **11** |
| **08.** | **Appendix** | **12-13** |
| **09.** | **General Terms & Conditions** | **14-23** |
| **10.** | **Annexure A** | **24** |
| **11.** | **Menu Details** | **25-26** |
| **12.** | **List of approved brand for Grocery items** | **27-29** |
| **12.** | **Tender Evaluation Method** | **30-31** |
| **13.** | **Undertaking Form – I** | **32** |
| **14.** | **Declaration Form –II** | **33** |
| **15.** | **EMD Refund request form- III** | **34** |
|  |  |  |

**Technical Bid - Part A**

## Tender for Canteen Management Contract

THE INTER UNIVERSITY CENTRE FOR ASTRONOMY & ASTROPHYSICS (IUCAA)

POST BAG 4, GANESHKHIND, PUNE UNIVERSITY CAMPUS,

PUNE 411 007, INDIA

Name of Work: **Canteen Management Contract – at IUCAA, Pune**

1. Name of Vendor / Firm / Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone Off. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telex / Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature & seal of Bidder

Technical Bid Form

## TENDER FOR CANTEEN MANAGEMENT CONTRACT

Client: Inter-University Centre for Astronomy & Astrophysics, Pune

|  |  |  |
| --- | --- | --- |
| 1 | **Bidder’s Name (Company Name) and Address** |  |
| 2 | **Shop Act License No. and Validity Period/Date (If applicable)** |  |
| 3 | **Nature of Business & Establishment Year** |  |
| 4 | **Telephone Nos.***Mobile No.**Fax Nos.**E-mail* |  |
| 5 | **Contact Person***Name**Designation**Mobile #**E-mail* |  |
| 6 | **Organizational Capability (staff strength)** *Managers* *Supervisors* *Operational Staff* |  |
| 7 | **Proposed Team for this Project** *Managers**Supervisors**Operational Staff*  |  |
| 8 | **Financial Capacity over last 3 years (Turnover & Profit) Balance Sheet***Financial year 2012-13**Financial year 2013-14**Financial year 2014-15* |  |
| 9 | **Provide following details of Three major/best jobs completed / ongoing of similar nature in last two years** (You may be required to arrange for inspections of at least two such projects)*a ) Name & address of the project* Start date Completion date if any Value Scope of work *Client contact details (Name,tele, fax, e-mail).* |  |
|  | *b ) Name & address of the project* Start date Completion date if any Value Scope of work *Client contact details (Name tele, fax, e-mail).* |  |
|  | *c ) Name & address of the project* Start date Completion date if any Value Scope of work *Client contact details (Name tele, fax, e-mail).* |  |
| 10 | Maximum number of persons for whom catering provided on one occasion during last one year ; enclose details of the same. |  |
| 11 | **Insurance Cover:** *Provide details of cover availed.* |  |
| 12 | **PF/ESI Details :***Reg. No. PF**Reg. No. ESI**Reg. No. Service Tax**Reg. No. VAT**Reg No of Profession Tax Certificate**Reg. No. of FDA**Reg. No. of Labour License* |  |
| 13 | **PAN Details :** *Photocopy of PAN**PAN No.* |  |
| 14 | **A brief enlistment of Clients with whom your organization has worked** |  |
| 15 | **List any arbitration cases/ legal disputes on Current/ previous projects - Mention name of project, reason for dispute, party filing the suit and current status)** |  |
| 16 | **List any awards, recognitions on previously executed projects** |  |
| 17 | **Any other documentation relevant to Pre-qualification** ( Contractors can modify the tables to create additional space for information if required) |  |
| 18 | **Prepared and Submitted by (Name & Signature)** |  |
| Notes : 1) Inter-University Centre for Astronomy & Astrophysics, Pune reserves the right to  accept or reject any or all quotations without assigning any reasons.  2) The offers from experienced and well qualified firm will only be considered.  3) Every statement made in the technical bid form should be supported by  documentary proof for consideration, otherwise the tender is liable to be rejected. 4) Please support work in hand and completed work information with copy of the  Work order/ Service Contract from the client.  5) The agency must have an office at Pune for providing effective and efficient services  for at least 5 yrs. 6) Please note that quoting the lowest is not the criteria for selecting the agency. It shall  be based on the qualification, experience of the staff & performance of the agency. It  will be depend on the credentials of the agency such as taste, variety and quality of  food, hygiene, conduct & manner of manager and serving staff etc. |

Tender Notice

## TENDER FOR CANTEEN MANAGEMENT CONTRACT AT IUCAA, PUNE CAMPUS, PUNE - 411 007

The Director, IUCAA invites sealed technical & commercial bids in 2 bid format from reputed vendors/bidders having suitable experience and financial and infrastructural capabilities in accordance with the relevant clause of the tender document for “***Canteen Management Contract***”. Tender documents can be obtained from our CASH OFFICE between 1130 hrs - 1530 hrs during **21/04/2016 to 25/04/2016** on payment of **Rs. 2500/- (Rs.Two thousand five hundred only)** as non refundable tender cost in cash or demand draft in favour of IUCAA, payable at Pune.

Tender document can also be downloaded from web site http://[www.iucaa.in](http://www.iucaa.ernet.in)/ tenders and demand draft of **Rs. 2500/-** to be enclosed with technical bid as non refundable tender cost.

The technical & financial bid along with the EMD of Rs.**1,50,000/-** (Rs.One lakh fifty thousand only) should be submitted to **Administrative Officer (Purchase)**, up to **1500 hrs** on **17/05/2016** in the form of demand draft drawn on any nationalised bank. The technical bids will be opened at 1530 hrs on the same day in the presence of the bidders.

IUCAA reserves the right to reject any or all of the tenders without assigning any reasons thereof. No tenderer shall have any cause of action or claim against IUCAA for rejection of his bid.

 **Administrative Officer (Purchase)**

**TENDER INFORMATION**

Inter-University Centre for Astronomy and Astrophysics (IUCAA), Post Bag 4, Ganeshkhind, Pune 411 007, invites sealed tenders in “Technical & Financial Bid” from eligible and qualified tenderers for “**Canteen Management Contract**” at IUCAA, Pune.

Date of sale of tender enquiry document : From 21/04/2016 to 25/04/2016 during 11:30 hrs to 15:30 hrs

Place of sale of tender enquiry documents : Cashier’s office, IUCAA

Submission of questionnaire for Pre-Bid : 04/05/2016 up to 1700 hrs

Pre-Bid Meeting : 05/05/2016 at 1100 hrs

Closing date & time for receipt of tender : 17/05/2016 at 1500 hrs.

Tender opening date & time : 17/05/2016 at 1530 hrs.

Place of tender opening : IUCAA’s office

Earnest Money Deposit : Rs.1,50,000/- (Rs.One lakh fifty thousand only)

1. Tenderers shall ensure that their tenders, complete in all respects, are dropped in the tender box located at the address given above on or before the closing date and time indicated as above, failing which the tenders will be treated as late and rejected.
2. Tender enquiry documents may be purchased on payment of a non-refundable fee of **Rs. 2500/- (Rupees Two thousand five hundred only)** per set in the form of cash or an account payee demand draft drawn on a **Nationalised Bank** only, in favour of Inter-University Centre for Astronomy and Astrophysics (IUCAA) payable at Pune. The demand draft from other banks will not be accepted and the tender will be summarily rejected. EMD should be attached along with the technical bid only. Tender fees will be waived in case of firms registered under National Small Industries Corporation (NSIC).
3. In the event of any of the above mentioned dates being declared as a holiday / closed day for IUCAA, the tenders will be sold/received/opened on the next working day at the appointed time.
4. The tender enquiry documents are not transferable. Tender document without EMD & Tender fees shall be summarily rejected. Envelope - 1 should contain (Part –I) the "Technical Bid" & "Earnest Money Deposit**"** the said envelope shall be sealed and marked as “Technical Bid". Envelope - 2 should contain "Financial Bid". The said envelope shall be marked as "Financial Bid." In case of any correction/addition/ alteration/ omission in original tender document shall be treated as non - responsive and shall be summarily rejected.
5. The Administrative Officer (Purchase), IUCAA, Pune - 411007 on behalf of IUCAA reserves the right to postpone the date of opening of tender without assigning any reason.
6. Tender in which any of the prescribed condition (s) is not fulfilled or any condition including that of conditional rebate is put forth by the tenderers, shall be summarily rejected. However, the tenders with unconditional rebate will be acceptable.
7. Tenders shall neither be issued nor accepted by post/courier.
8. IUCAA reserves the right to reject any or all of the tenders without assigning any reasons.

 Administrative Officer (Purchase)

 Inter-University Centre for

 Astronomy and Astrophysics,

 Post Bag 4, Ganeshkhind,

 Pune 411 007

 Tel. (020) 25604100 / 25691414

 Fax (020) 25604699

**SUBJECT :** NOTICE INVITING TENDER (**NIT**)

For “***Tender for Canteen Management Contract*** at IUCAA, PUNE”

1. Owner : **Inter-University Centre for Astronomy and Astrophysics, Pune.**

2. Site Address : Post Bag 4, Ganeshkhind, Savitribai Phule Pune University Campus,

 Pune - 411007

3. Description of work : Tender for Canteen Management Contract at IUCAA, Pune

4. Schedule of work - : The contract will be initially for a period of three months from July 1, 2016**.**

 The contract will be further extended for a period of nine months, if the

 performance of the contractor is found satisfactory.

5. Form of Contract : **Canteen Management Contract**

6. Bid Documents : Tender documents & General Conditions of contract, Scope of Work,

 Technical bid & Financial bid in hard copy is being issued with this tender

 documents.

7. Receipt of Bids:-

Bids should be submitted in sealed envelope marked as ‘Technical bid & Commercial bid’ separately for “***Tender for Canteen Management Contract , at IUCAA, Pune***” will be **received up** to **1500 hrs on 17/05/2016** and the same **will be opened at 1530 hrs on 17/05/2016.**

8. Earnest Money Deposit / Security Deposit:

**EMD of Rs.1,50,000/-** (Rs.One lakh fifty thousand only )in the form of DD in favour of IUCAA from a nationalized bank should be submitted along with the technical bid. The successful bidder can opt to adjust the EMD amount towards payment of Security Deposit. Security Deposit will be refunded only after completion of the contract period.

9. Acceptance / Rejection of Tenders :–

Tenders missing or with incorrect, inaccurate calculations or generally not complying with the conditions will be rejected. Tenderers must return back all documents issued to them as part of tender documents. Each document must be stamped and signed as token of acceptance. If the original documents are not returned, the bid shall be summarily rejected. The tenderer must fill the “Technical Bid Form” attached with tender documents. Tenderers should quote their rates with the totals both in figures & in words. The total of each page along with carried over figures of the previous page shall be given in ink and signed by the tenderer. No blank spaces shall be left. No over writing or cutting will be accepted. In such cases the quote will be rejected without any other consideration. No alterations, amendments or modifications shall be made by the tenderer in the Notice Inviting Tenders, Instructions to the Contractors, Contract Form, Conditions of the Contract and if any such alterations are made or any special conditions attached, the tender is liable to be rejected without reference to the tenderer. The acceptance of a tender shall rest with the Owner or its authorized representative who does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason(s) whatsoever. Non acceptance of any tender shall not make the Owner liable for compensation or damages.

At any time prior to the tender submission date, the owner may, for any reason, whether on its own initiative or in response to a clarification requested by a tenderer amend the tender documents by an addendum (The “Addendum”) or issue clarification memo.

The addendum as well as clarification memo will be notified in writing to all tenderers. Tenderers shall promptly acknowledge receipt thereof to the same person at the same address. Only amendments and clarifications to the tender documents made through addendum or clarification memo will form part of the tender document.

10. If you have any questions /clarifications etc. it should be sent to Administrative Officer (Purchase) on email (purchase@iucaa.in)

This notice inviting tender will form part of the tender document and the agreement executed by the successful tenderer.

Please note that there is an emphasis on completion of all works by the scheduled date of completion with strict adherence to quality and safety norms.

For further information or clarifications, the tenderer may contact the undersigned or IUCAA.

Kind regards,

Administrative Officer (Purchase)

Inter-University Centre for

Astronomy and Astrophysics,

Post Bag 4, Ganeshkhind,

Pune 411 007

Tel. (020) 25604100 / 25691414

Fax (020) 25604699

**Documents to be attached along with technical bid:-**

The following documents are required to be enclosed with technical bid :

Technical bid containing following documents **( Part –A)** in sealed envelope.

1. The original tender documents must return back all issued to them as part of tender documents. Each document must be stamped and signed as token of acceptance. If the original documents are not returned, the bid shall be summarily rejected.
2. An earnest money D.D. amounting to Rs.1,50,000/- drawn on nationalized bank only.
3. Demand draft of Rs.2500/- towards tender cost in case down loaded from our website. In case, tender documents are purchased from IUCAA, a Xerox copy of payment receipt must be enclosed with technical bid.
4. Relevant Registration certificate of the firm (Shop Act/Company registration).
5. Minimum turnover of the firm should not be less than Rs.1,00,00,000/- (One Crore only) during the last financial year.
6. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of GOI/Corporation of GOI/Reputed Public or Private Organizations (Provide details in enclosed tabular form)
7. Income Tax Return/Certified Balance Sheet of the firm for last three years of the service Contract.
8. Duly certified copies of the satisfactory services where the tenderer is providing the service for the last three years.
9. Employees EPF Registration Certificate
10. Employees ESI Registration Certificate
11. The agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The agency shall obtain the labour license under this Act.
12. No .of staff/supervisors registered under ESI & EPF separately. Documentary proof of such is required and may be attached.
13. Service Tax Registration Certificate issued by the Government.
14. Registration copy of Food & Drug Authorities.
15. Checklist of documents.

 Financial bid containing following documents **( Part –B )** in sealed envelope.

Financial bid ( 4 pages ) with sign and seal.

Only those firms will be considered for financial bid who will qualify in the technical bid.

Note : The technical bids and financial bids may be submitted in separate envelops to be sealed and put in a main cover.

## CHECKLIIST OF DOCUMENTS SUBMITTED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.****No.** | **Documents to be submitted** | **Submitted** | **Not Submitted** | **Remarks** |
| 1 | Tender fees paid receipt copy |  |  |  |
| 2 | Details of EMD enclosed |  |  |  |
| 3 |  Registration of Food & Drug Administration License copy |  |  |  |
| 4 | Copy of Registration of firms/ Shop Act Copy |  |  |  |
| 5 | Copy of Registration Certificate of EPF |  |  |  |
| 6 | Copy of Registration with Maharashtra Labour Welfare Fund  |  |  |  |
| **7** | Copy of Registration Certificate of ESI |  |  |  |
| 8 | Copy of Labour license ( Central ) |  |  |  |
| 9 | Copy of Income Tax Returns for last 3 years |  |  |  |
| 10 | Copy of Service Tax Registration/WCT |  |  |  |
| 11 | Copy of PAN/TAN Card |  |  |  |
| 12 | Copy of Professional Tax Registration |  |  |  |
| 13 | List of clients indicating quantum of work executed with them |  |  |  |
| 14 | Proof of experience for last 5 years continuous service in similar field research institutesresearch institutes |  |  |  |
| 15 | Last 3 years audited statement from Chartered Accountant |  |  |  |

##### APPENDIX TO FORM OF TENDER

##### SUMMARY OF COMMERCIAL TERMS

(Please refer conditions of contract for detailed explanation of commercial terms)

| **Sr. No.** | **ITEM** | **DETAIL** |
| --- | --- | --- |
| 1 | Earnest Money | Rs. 1,50,000/- (Rupees one lakh fifty thousand only) in the form of DD on Nationalised Bank in favour of Inter- University Centre For Astronomy and Astrophysics payable at Pune in a separate sealed envelope. |
| 2 | Security Deposit | Rs.1,50,000/- by a DD on Nationalized Bank within 10 days of issue of LOI/WO. The EMD amount can be converted into security deposit after receipt of balance amount. |
| 3 | Contract Period | The contract will be initially for a period of three months from **July 01, 2016.** The contract will be further extended for a period of nine months, if the performance of the agency is found satisfactory. |
| 4 | Monthly bills | The agency shall submit bills once on 1st of every month. IUCAA will make the payment within 10 days. All deductions due to IUCAA shall be made from such bills. Statutory payment such as gratuity, bonus, leave with wages etc. will be paid as and when due and after submitting receipt/proof of payment made to the employees. |
| 5 | Deductions | Income tax as applicable will be deducted while making every payment.  |
| 6 | Minimum Amount of Third Party Insurance (Contractor's All Risk Policy) | Bodily injury and property damage not less than Rs. 1,00,000/- (Rs. One Lakh only) in each accident at each job site and not less than Rs. 5,00,000/- (Rs. Five Lakh only) for all accidents at all job sites as per prevailing Laws. |
| 7 | Workman’s Compensation Insurance | As per prevailing Laws Contractor must have policy against this law. |
| 8 | ESI, PF & other regulatory rules & laws. | Contractor to cover his workers & staff under ESI & PF scheme and comply with local laws & statutes dealing with employment of persons necessary reports to be submitted. |
| 9 | Government Taxes | Service tax will be reimbursed at the prevailing rates. |
| 10 | Minimum Wages Act | Payment of Wages and other conditions of employment of workers should be not inferior to as stipulated in the Minimum Wages Act. All formalities and procedures prescribed under the Contract Labour Act, Minimum Wages Act and other related acts should be strictly adhered to. Inter- University Centre for Astronomy and Astrophysics responsibility as Principle Employer should be fully protected. The necessary legal registers, forms, returns, and liaison with local (concerned authorities) etc. required as per the law are to be maintained by the contractor and should be available for inspection by the Inter-University Centre for Astronomy and Astrophysics at any time. The Agency will have its workers covered under ESI, PF and other Acts as applicable from time to time at its own cost. |
| 11 | Venue of Arbitration and Arbitrator | Pune. Sole Arbitrator i.e. The Director, Inter-University Centre For Astronomy and Astrophysics, Pune. |
| 12 | Jurisdiction of Courts | Pune. |

 **Note :-**

**Bids should be complete in all respects and confirm to all the conditions laid down in the tender documents failing which their bids shall be liable to be rejected without further information to the bidder and without assigning any reason. No correspondence shall be entertained in this regard.**

# **TERMS AND CONDITIONS**

**A. GENERAL CONDITIONS:**

1. The Contract will be initially for a period of three months from July 01, 2016. The contract will be extended further for a period of nine months if the performance of the agency is found to be satisfactory. Either party can terminate the agreement during the operative period by giving one month's notice in writing.
2. IUCAA, however, reserves the right to terminate the said contract at any time on the ground of poor quality of food served and ineffective services rendered by the agency. IUCAA will be the sole judge to determine these facts.
3. The agency should obtain the requisite licenses for running the establishment from authorities such as Municipality, Local Authority, State/Central Government Department, Labour Law Department and Rationing Department, at its own cost. The agency will have to maintain registers/records as required under Provisions of various Acts. IUCAA shall not be responsible in any way for any breach of these rules and regulations by the agency.
4. The agency shall be responsible for taking good care of all equipments. It should bring to the notice of IUCAA the repairs and maintenance works to be undertaken from time to time to keep the equipments in working condition.
5. The agency should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage, IUCAA reserves the right/option to levy charges/penalty on the agency.
6. The agency shall be responsible for maintaining the entire premises clean at all the times.
7. It will be the responsibility of the agency to store the materials/items in a neat, tidy and hygienic manner in the space provided by IUCAA. The security of such material will be the sole responsibility of the agency.
8. The agency hereby agrees and undertakes to return to IUCAA all materials supplied by IUCAA to them on termination of the contract and the agency shall discontinue the use of the same and hand over peaceful possession of IUCAA’s premises together with fixtures and articles therein in good condition.
9. The agency shall not transfer or assign to or share benefit of this agreement with anyone else without the consent in writing of IUCAA.
10. The agency shall at all times keep IUCAA effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the agency.
11. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of IUCAA and the agency or their authorised representatives. The Director of IUCAA will be the final authority in resolving such disputes.
12. The agency should cooperate with other agencies at the Campus.
13. All the material required for general maintenance of the electrical equipment, will be made available by IUCAA.
14. The agency will be responsible for the safety and security of the internal items in the canteen like furniture, fixtures, equipment etc.
15. It will be the responsibility of the agency to switch on and off the lights, fans, water taps, etc.
16. IUCAA reserves the right to reject any or all quotations without giving any reason.
17. The Head of the agency shall visit IUCAA at least thrice a week and contact the person authorised by IUCAA to look into the Canteen management matters. Any deficiencies in the services of the agency should be rectified immediately when pointed out by such authorised person.
18. The employees should be supplied with proper uniforms by the agency at its cost. The workers should use these uniforms in clean condition properly pressed. Any employee found improperly dressed will be asked to leave the premises. The agency will provide immediate replacement in such cases.
19. IUCAA will provide the agency the following facilities:

Water

Electricity

Kitchen Equipment

Crockery-Cutlery etc.

Furniture

Cooking gas/fuel (Domestic Gas connection will be provided by IUCAA). The agency shall bear cost of the LPG/Kerosene.

1. The contractor shall be responsible for taking good care of all equipment, utensils, etc. It should bring to the notice of IUCAA the repair and maintenance works that are required to be undertaken from time to time. IUCAA will enter into a service contract for the maintenance of kitchen equipment, gas supply lines, etc. with the authorised representatives or manufacturers / any other local party. However, the contractor will pay for any repairs required outside the scope of service contract.
2. The agency should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity is not used properly and involves a lot of wastage, IUCAA reserves the right/option to levy penalty on the agency.
3. Annual breakage to the tune of 10% is permissible in case of crockery supplied to the agency. The breakage over and above 10% should be replaced by the agency at their own cost.
4. The agency shall be responsible for maintaining the entire premises (kitchen, store, office, dining hall, service area, etc.) spotlessly clean at all times. The crockery, cutlery, furniture and utensils used in the preparation and service of food shall always be in clean and hygienic condition. The kitchen shall be open at all times for inspection to the duly authorised representative of IUCAA. IUCAA will arrange for periodic disinfection treatment.
5. Canteen Committee will interact with the agency on the various issues in the total framework that may be agreed. Any matter not covered within the contract will be referred to the Senior Administrative Officer of IUCAA.
6. It will be the responsibility of the agency to store the materials purchased by them in a neat, tidy and hygienic manner in the space provided by IUCAA. The security of such material will be the sole responsibility of the agency.
7. The authorised representative of IUCAA shall check the quality and quantity of items supplied and served and in case of any discrepancy the decision of such person will be final.
8. The agency hereby agrees and undertakes to return to IUCAA all materials supplied by IUCAA to them on termination of the contract for any reason whatsoever. Fair wear and tear accepted as per condition above.
9. On termination of the contract, the agency shall discontinue use of and hand over peaceful possession of IUCAA’s premises together with fixtures and articles therein in good condition.
10. The agency shall not transfer or assign to or share benefit of this agreement with anyone else without the consent in writing of IUCAA.
11. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of IUCAA and the Canteen Management Committee or their authorised representatives. The Director of IUCAA will be the final authority in resolving such disputes.
12. None of the employees of the agency will have any right to various facilities offered by Inter-University Centre for Astronomy and Astrophysics to its staff and participants.
13. Healthy food under hygienic condition is the essence of this contract. IUCAA will decide the number of times the cleaning should take place and its decision will be final. The Canteen, Dining Halls, Staff Room and their surrounding area will have to be kept clean by the agency.
14. The agency should maintain all equipment/materials supplied by IUCAA and IUCAA has a right to recover the amount towards damages or loss of any equipment/items from the agency.
15. To the extent possible, mechanized/automated equipment will be used. The agency will be required to have trained manpower for its operation. Manpower requirements should be calculated taking this aspect into account.
16. The agency’s employees shall be liable for search at entrance and exit. These employees must wear the badges / identity cards issued by the agency at all times while present in the IUCAA’s premises.
17. The agency shall not use the name of IUCAA in any manner either for credit arrangements or otherwise and it is agreed that the Centre shall not be responsible for the debts, liabilities or obligations of the agency and / or their employees.
18. IUCAA has a right to modify any of the conditions as and when required with the mutual understanding with the agency.
19. The agency will have to complete all the required formalities within 15 days from the award of the work order.

**B. EMPLOYMENT OF SUPERVISORS/WORKERS:**

1. The payment of wages and other benefits to the employees of the agency shall be the **EXCLUSIVE RESPONSIBILITY OF THE AGENCY** and persons so employed by the **AGENCY** shall have **NO CLAIM** whatsoever on IUCAA.
2. Payment of wages and other conditions of employment of workers should not be inferior to as stipulated in the Minimum Wages Act. All formalities and procedures prescribed under the Contract Labour Act, Minimum Wages Act and other related Acts should be strictly adhered to. IUCAA's responsibility as Principal Employer should be fully protected. The necessary legal registers, forms, returns, etc. required as per the law are to be maintained by the contractor. These should be available to IUCAA for scrutiny and inspection at any time.
3. The agency shall employ sufficient supervisory personnel and workmen for rendering satisfactory services. The employees engaged by the agency should observe discipline and should see that the decency and decorum are maintained during the course of their employment.
4. All personnel employed by the agency shall be medically fit for handling food and certified for fitness at the time of employment.
5. The employees should be supplied with proper uniforms and identity cards by the agency at its cost. The workers should use these uniforms in clean condition properly pressed.
6. A full time manager who will take full responsibility for running the canteen shall be present during the working hours.
7. In the case of lapses on the part of its employees, suitable disciplinary action should be taken against such defaulters by the agency. In case the agency fails to take any action against the defaulters, IUCAA reserves the right to take any action against the defaulters or impose the penalty.
8. IUCAA will allow two to four employees of the agency to stay in the kitchen premises for early/late hour duties such as for fetching milk etc. Their presence, however, should not cause any nuisance to normal functioning of IUCAA.
9. IUCAA shall accept no claim in the event of any of the agency’s employees sustaining any injury, damage or loss to either person or property either inside or outside IUCAA’s premises.
10. A complete list of workers/supervisors together with detailed bio-data, photographs, etc. should be submitted to IUCAA before they are employed.
11. IUCAA reserves the right to accept/reject any particular worker/supervisor placed on duty at IUCAA.
12. The workers/staff of the contractor will have nothing to do with IUCAA and shall have no presumptive right of absorption in the services of IUCAA. In order to give effect to this, the contractor shall incorporate suitable clause in the appointment orders to be issued to its workers/staff.
13. In case the workers engaged by the agency have any grievance, they will take it up with the agency without any disturbance on the campus. If the agency’s workers were to resort to agitation resulting in damage to IUCAA’s property or hindrance to its work, the agency would be liable to pay damages to IUCAA. Further, such action by the agency’s workforce would result in termination of the contract.
14. **Compliance of Statutory Provisions, Laws, Rules, Orders, Notifications, etc. issued by Government from time to time will be the responsibility of the contractor.**

**C. TYPE AND STYLE OF SERVICES**

1. The agency shall be solely and wholly responsible for the procurement at its expenses of all the articles of food and provisions. The agency shall bear complete financial responsibility for all purchase it effects and financial commitments it may enter into for fulfilling the contract.
2. The quality of food and provisions should be acceptable and of high standard. IUCAA or its authorised representative will have authority to inspect such articles of food and provision and will have full powers to order discontinuance and use of certain articles of food and provision that are found to be of unsatisfactory standard and on grounds of hygiene.
3. The agency shall supply and serve wholesome and hygienic meals and eatables in accordance with the weights, units, and price as may be mutually agreed between the two parties.
4. Two separate cooks shall do vegetarian and non-vegetarian cooking. The service will also be made separately.
5. In case of sickness of the participants, the agency shall supply suitable food to the sick participants, upto the cost of the normal menu.
6. Proper disposal of leftover food and other garbage will be done by the agency, in a very hygienic manner. Left over food will not be served again in any manner.
7. **Compliance of Statutory Provisions, Laws, Rules, Orders, Notifications, etc. issued by Government from time to time.**

The contractor shall at his own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc. whether issued by Central or State or Local Government as applicable to him and to this contract from time to time while discharging his responsibilities under this contract and indemnify IUCAA against any loss which accrues to IUCAA directly or indirectly on account of discharge of his responsibilities under this contract. These Acts/Rules/Laws etc. include without limitation to the followings:-

1. The Minimum Wages Act, 1948, Rules, Orders, and Notifications, etc. issued there under from time to time.
2. The Workmen’s Compensation Act, 1923, with Rules, Orders and Notifications, etc. issued there under from time to time.
3. The Payment of Gratuity Act, 1972, with Rules, Orders and Notifications, etc. issued there under from time to time.
4. The Factories Act, 1948, or the Shops and Establishment Act, whichever is applicable with Rules, Orders, and Notifications, etc. issued there under from time to time.
5. The Payment of Bonus Act, 1965, with Rules, Orders, and Notifications, etc. issued there under from time to time.
6. The Payment of Wages Act, 1936, with Rules, Orders, and Notifications, etc. issued there under from time to time.
7. The Employees Provident Fund & Miscellaneous Provisions Act, 1952, with Rules, Orders, and Notifications, etc. issued there under from time to time.
8. The Employees State Insurance Act, 1948, with Rules, Orders, and Notifications, etc. issued there under from time to time.
9. The Interstate Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979, and Central Rules framed there-under.
10. Child Labour **(**Prohibition and Regulation**)** Act**,** 1986, with Rules, Orders, and Notifications, etc. issued there under from time to time.
11. This contract is based on the principles of ‘Law of Contracts’**.** All personnel deputed/employed for execution of this contract by the contractor shall be employees of the contractor. IUCAA shall not have any liability to absorb them at any point of time nor can they claim any right for employment in IUCAA.
12. The contractor shall maintain all records/registers required to be maintained by him under various laws including those mentioned above and produce the same before the Statutory Authorities whenever required. These shall among other things include the following:

 Muster Roll

 Register of Wages

 Register of Deductions

 Register of Fines

 Wage Slip

 Register of Advances

1. The contractor shall also submit periodical reports/returns to the various statutory authorities such as those stipulated under the Contract labour (Regulation & Abolition) Act, 1970, Employees Provident Fund Act, etc.
2. The Contractor shall not engage/employ persons below the age of 18 years.
3. The employees of the contractor should be covered under ESI & PF and a copy of ESI and PF contribution to his employees deployed for fulfillment of this contract for the previous month should be attached while preparing his bills for the subsequent month. IUCAA may withhold payments to the Contractor or deposit PF/ESI contribution directly with appropriate authorities if the Contractor fails to do so. Moreover, the contractor shall make salary payments to its employees as per the payment of Minimum Wages Act inclusive of dearness allowance increase etc. from time to time. The contractor has to ensure that engagement and payment of wages of persons are as per existing provisions of various labour laws and regulations as decided by concerned Labour Department. Any breach to any extent of law and regulations shall be deemed to be breach of this contract.
4. The contractor should display on the Notice Board showing rates of wages, No.of workers, details of payment of wages, name & address of inspector etc. as per relevant rules of Labour Laws.
5. The contractor shall deal and settle the matter related to their employees at his own and shall make sure that no labour problem is passed on to IUCAA.
6. In case, any workman suffers an injury or meets with an accident while performing duty, the liability under Workmen’s Compensation Act or any other Law shall be borne fully by the Contractor and IUCAA shall not be liable for any claim for damages or compensation
7. IUCAA shall not be responsible for any claim, whatsoever, against the contractor from third party sources including claims, if any, from the men employed by the contractor under this contract.
8. The contractor shall deploy full complement of workmen under this contract at all times during the stipulated days and hours for execution of the work under this contract subject to the minimum specified manpower as stipulated in the contract, regulating their working hours and weekly off as per the statutory provisions.
9. The personnel deployed by the Contractor for the Canteen Management contract, a) should be medically fit, b) should possess good conduct and discipline, c) should understand and be able to communicate in Hindi/English/Marathi
10. The contractor shall be fully responsible and liable if any person engaged/planned to be engaged by him for the purpose of this contract is involved in any unlawful activity including theft, pilferage, sabotage, terrorism etc. while on duty, in IUCAA, under the provisions of this contract. The contractor shall get the antecedents of all the persons engaged/planned to be engaged by him for the purpose of this contract, verified from police station concerned and produce a certificate in this regard to IUCAA. In case police verification for some of his employees/ workers is not available at any given time, the contractor shall be required to certify that persons deployed by him are not involved in any unlawful activity including theft, pilferage, sabotage, terrorism etc and he is fully responsible for their conduct. Contractor should also obtain entry passes, gate passes for the persons deployed by him for work, from the concerned department through Section in charge.
11. The contractor shall provide proper identification cards to his employees to be deputed by him for work, duly signed by the contractor or authorized person on behalf of contractor. These identification cards should always be donned by the staff of the contractor while on duty under the provisions of this contract.
12. In case IUCAA authorities are of the opinion that the competence or conduct (pertaining to reliability, behavior, etc.), of any of contractor’s employees, while on or off the job, is detrimental to the interests of IUCAA, IUCAA shall have the unqualified right to request for the removal of such employee(s) and the contractor shall be under obligation to replace him/them at his own risk and cost. Same provision will apply if any employee of contractor is suffering from any communicable disease(s). The contractor will be allowed a maximum of seven days to replace the so identified person(s) with another suitable person(s).
13. The contractor shall pay wages directly to his workmen/employees. The contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from their wages.
14. The contractor shall ensure that the Supervisors are supervising all the jobs properly and attending to the complaints promptly and satisfactorily for taking corrective action. To ensure this, all the supervisors shall be provided with a functional mobile handset so that they could be contacted immediately whenever required for rendering any assistance.
15. The Contractor shall provide uniform along with logo of the contractor to each of its workmen/employees deployed for this contract and ensure that they are properly attired with the uniform, shoes, etc. while being on duty.
16. For successful implementation of the terms and conditions of this agreement, the staff employed by the contractor shall be subject to inspection by the authorized officers of IUCAA at the discretion of IUCAA and the contractor shall be under obligation to assist in such exercise, whenever desired.
17. The contractor shall maintain a log book under Supervisor’s care in which daily attendance of his staff shall be marked to ensure that the desired number of persons have been engaged and are physically present on all stipulated days and during the entire duration of stipulated hours. This log book shall be shown to an authorized IUCAA representative at 9.00 AM daily and at any other time on demand. If at any point of time relevant entries are found missing/incomplete, IUCAA may treat such employees of the contractor to be absent and take necessary action accordingly under the relevant provisions of this contract.
18. Any of the contractor’s employee going on leave, falling sick or not reporting on duty shall immediately be replaced by the contractor at no additional expense.
19. The contractor shall ensure that IUCAA’s property is not damaged due to his staff’s carelessness or through use of inappropriate cleaning material/methods etc. and in case of any damage or loss, the contractor shall be liable to make good the loss. The decision of IUCAA as to the quantum and value of damage/loss shall be final and binding on the contractor.
20. Timely availability of all the men, material and machinery at the building for canteen / housekeeping activity shall be the sole responsibility of the contractor and in the event of his/her failure to do so, IUCAA reserves the right to get it done at the risk and cost of the contractor. The expenditure so incurred by IUCAA shall be deducted from the payments due to the Contractor or from the Performance Security along with penalty, as deemed fit by IUCAA.
21. The contractor shall take all necessary steps to ensure that due to housekeeping work, official work is not put to inconvenience during office timings and there is no safety hazard/any other hazard at workplace. Decision of IUCAA regarding satisfactory standard of cleanliness & hygiene will be final & binding on the contractor.
22. The contractor shall not authorise any other agency on sub-contract basis to perform the contract fully or partly for any period, however short it may be.
23. The contractor shall be under obligation to carry out any/all of the activities stipulated in the contract. The contractor shall ensure performance of all the activities through his workmen/employees which have been listed under the “Scope of Work”. He shall be under obligation to carry out any/all of the activities stipulated in the contract.
24. The bidder shall be bound by all the terms and conditions as laid down in the bidding document including all the Annexures, in toto.
25. Failure to comply with the conditions governing this contract, shall subject the contractor liable for penalty and termination of contract.
26. Any deviation on the part of bidders from the clauses of this contract whether hidden/intentional/unintentional shall be considered as contravention of the clauses under this contract and same shall also be grounds for rejection.
27. IUCAA reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.
28. For better appreciation of Scope of Work under this contract, the bidders are advised to visit the Canteen on any working day between 10.00 am to 4.00 pm after the issue of tender notice and before the date of closure of this tender.
29. No financial details should be mentioned in Technical Bid otherwise the bid shall be liable to be rejected.
30. The complete bid including the prices must be written by the bidder in indelible ink. Bids and/or prices written/filled in pencil shall be rejected.
31. The tender form should be legibly typed only quoting all relevant financial quotes, in words as well as figures, duly signed by tenderer with seal of Agency/Firm, failing which the tender is liable to be rejected. In case of difference between words and figures the amount mentioned in the words will be taken to be correct. All cuttings/ over writings should be countersigned and number of cuttings/ over writings should be indicated on each page. In case of no cutting/ overwriting on the page, **NIL cutting/overwriting** shall be indicated. No page should be left blank. If this is unavoidable then blank pages should be cut across and written **“Blank”** on it.
32. Any interlineations, erasures or overwriting shall be valid, only if they are initialed by the person or persons signing the bid.
33. All documents forming a part of the tender document should be serially numbered and signed by the authorized signatory on each page of the document. Failure to do so will be treated as non-fulfillment of the tender conditions and the bid shall be liable to be rejected.
34. The bid prepared by the bidder and all correspondences and documents relating to the bid exchanged by the bidder and IUCAA shall be written in English/ Hindi language only. Supporting documents and printed literature furnished by the bidder may be in any other language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi, in which case, for purposes of interpretation of the bid, the translation shall prevail.
35. The bid Proforma referred to above, if not returned or if returned but not duly filled in, will render the bid liable for rejection.
36. The bidders are advised in their own interest to study the bid document and ensure that all the points brought out in the checklist are complied with in their bid, failing which, the offer is liable to be rejected.
37. The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexure/Appendices. It shall be complete and free from ambiguity, change or interlineations.
38. The bidder should indicate at the time of quoting against this tender their full postal addresses and telephone numbers.
39. The bidder shall sign the bid with the exact name of the firm to whom the contract is to be issued, in case the contract is awarded to him. It shall be identical with the firm for which the essential certificates and eligibility conditions are enclosed along with this bid document.
40. The bidder should have a valid License issued by Labour Commissioner (central) or authorized office for contracting Labour under Contract Labour Act. (Photocopy of valid license issued by Labour Commissioner or appropriate authority in favour of the tenderer to be attached duly attested by a Gazetted Officer).
41. Conditional Tenders / Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.

**D. RATES/QUOTATION:**

1. The number of persons to be offered Canteen Management Services will change from time to time; a rough idea of the number is given in Annexure A. For the purpose of calculation, each segment of the package will be counted separately. Rates for each segment of the package (B+L+D) should be quoted, which added up should be the same as the package rate.
2. While submitting the quotation, the contractor should explicitly state the emoluments and other facilities payable to its workers at all levels (pay + special pay, medical facilities, P.F., ESI, Gratuity, bonus, leave, etc.) as shown in the Annexure B and method of making such payments and making such facilities available. The contractor must attach copies of orders of appropriate Government authority detailing the payments to be made to its workers.
3. It would be preferable if the salary and benefits payable to workers/supervisors are arranged through Bank of Baroda, Senapati Bapat Road.
4. On award of work, the agency shall deposit with IUCAA a security deposit of Rs.1,50,000/- (Rupees One Lac Fifty Thousand Only), which shall bear no interest. This deposit shall be paid by way of Demand Draft. IUCAA shall have the right to deduct out of the above deposit any amount which the agency may become liable hereunder and shall refund the balance amount, if any, to the agency on the termination/completion of the term of the Contract.
5. The agency shall submit bills once in a month latest by the 1st of each month. Payment will be made before the 10th of the same month. All deductions due to IUCAA shall be made from such bills. The statutory payment such as Gratuity, Bonus, Leave with wages etc. will be paid as and when due or after receipt of the proof of payment made to the employees employed by the agency during the contractual period.
6. Income Tax as applicable will be deducted while making every payment.
7. IUCAA may ask for items/services not included in the package. The rates for such items/services will be mutually decided.
8. A list of the establishments (with their address, name of the contact person and telephone numbers) where the agency is presently rendering its services/has rendered its services along with the performance certificate issued by such establishments and a copy of the contracts with such establishments must be enclosed with the quotation. Quotations without this information will be summarily rejected.
9. The agency should submit details as per Annexure B along with prices as per details in Annexure.
10. The tender document must be submitted by **1500 hrs. on May 17, 2016** and the same **will be opened at 1530 hrs. on the same day**.
11. This tender document is also available on our website http://www.iucaa..in/tenders. Those using the downloaded version must submit a Demand Draft of Rs.2500/- per tender document, drawn on a nationalised bank only in favour of “ IUCAA”, along with their bids. Downloaded versions of the tender documents not accompanied by Demand Draft(s) will be summarily rejected.

**ANNEXURE ‘A’**

***Special information:***

IUCAA is a very prestigious institution with distinguished staff and visitors. The quality of food served, quality of service provided and punctuality will be of utmost importance. This requires constant supervision by trained and experienced persons. The number of people eating in the canteen changes considerably from time to time and the contractor will be required to be capable of mobilising additional staff as and when required. The ability to meet these requirements should be clearly indicated.

Meals to be served in the canteen are breakfast, lunch and dinner. The description about these meals is provided in an Annexure. The contractor should provide separately for the price of three meals (breakfast, lunch & dinner). There may be variation in number of diners for each meal. An average number of diners per meal per month is given below :-

Breakfast - 600 Nos.

Lunch - 1000 Nos.

Dinner - 550 Nos.

These figures are apart from the meals provided to the participants of the workshop/schools organised here. Each workshop/school will usually have participants varying from 30 to 45 and conference with attendance varying from 100 to 250. There is at least one workshop/school every two months and 1 or 2 major conferences every other year. There are a number of small workshops and also special breakfast, lunches and dinners organised by IUCAA. Programmes for school students are conducted every second and fourth Saturday. Snacks are to be provided to the students; the numbers would vary from 500-1000 for which advance information will be given. IUCAA guesthouse is booked by other institutes / organisations and the guests staying at the guesthouse may require canteen services. Apart from this, there are programmes organised by outside parties in the auditorium and the organisers may approach the canteen contractor for making meals and tea arrangements.

Tea and coffee service will be required between 10.30 a.m to 11.15 a.m. and between 3.30 p.m. and 4.15 p.m. This service is to be provided in a special pantry in the office building. Bed tea and coffee are required to be served to occupants of the Guest House. Tea and coffee service is also required for special meetings, conferences and so on. Rate should be quoted for a cup of tea and coffee.

 **MENU DETAILS**

1. **BREAKFAST**

Bread/toast ( 4 slices ), butter ( 40 gms), jam or other preserves (60 gms).

Egg preparation with two eggs OR vegetarian item OR cornflakes and milk/porridge.

Tea / Coffee – 1 cup

1. **LUNCH / DINNER**

Two vegetable preparations (one of these items could be a cereal).

Dal or similar item

Rice preparation

Indian Breads (Chappati / Paratha etc.)

Curd

Salad

Papad

Pickle

Dessert

**Notes:**

1. Dessert, curd to be served in limited quantity at lunch and dinner.
2. Non-vegetarian item to be served a few times a week, based on demand, at extra charge. Please quote for this. Quotation should be for an item made from 125 gms raw quantity.
3. Sample menu may be enclosed for information.

**Package rates for breakfast, lunch and dinner should be mentioned separately.**

1. **TEA / COFFEE / FILTER COFFEE**

To be served in the pantry during morning and afternoon breaks and in office rooms for meetings etc.

1. **BUFFET MEALS**

 Meal rates during Workshops/Conferences should be quoted separately for breakfast, lunch, dinner and tea/coffee/biscuits/ cookies/snacks and should include charges towards extra manpower required depending on the size of the event.

 a) Breakfast Veg/Non-veg

 b) Lunch Veg/Non-veg

 c) Dinner Veg/Non-veg

 d) Tea/coffee/biscuits

 e) Tea/coffee/snacks

1. **A) SPECIAL MEAL**

Appetizer (Juice etc.)

Soup

One non-vegetarian item

Two vegetarian items

Dal

Rice preparation

Indian Breads (Chapati, Paratha etc.)

Curd

Salad

Papad

Pickle

Dessert

Coffee

**B) VEGETARIAN SPECIAL MEAL**

1. **WORKING LUNCH**

( Items to be quoted for individually also )

Soup or Juice

Burger ( Non Vegetarian / vegetarian)

Assorted sandwiches / Pizza / Pasta

Vegetarian Cutlet / French fries

Pastry / Sweet / Fruit

Coffee

Notes: Special meals and Working lunches will only have to be served from time to time, against an advance order.

1. **TEA PARTY**

Selected items from the following list to be served in quantity:

Samosa

Patties

Potato Vada / Medu Vada / Sabudana Vada

Dahi Vada

Surli Vadi

Cutlets ( Vegetarian )

Bhel, Shev Puri, Batata Puri

Pani Puri

Veg. Sandwich

Cheese Sandwich

Grilled Sandwich

Cake

Pastries

Wafers

Biscuits

Tea / Coffee

Soft Drinks

**Note: Please quote for above items individually in the financial bid only.**

Standard approved brands for grocery items

|  |
| --- |
| **LIST OF BRANDS** |
| **Sr.No** | **Name of Items** | **BRAND** |
| 1 | Ajwain | LOCAL |
| 2 | Anardana | LOCAL |
| 3 | Atta Chakki  | SAMRAT/ ASHIRWAD |
| 4 | Atta Staff | LOCAL |
| 5 | Amsul | LOCAL |
| 6 | Badal Ful | LOCAL |
| 7 | Badam | LOCAL |
| 8 | Badi Sounf Kashmiri (Barik Sounf) | LOCAL |
| 9 | Badi Sounf (Regular) | LOCAL |
| 10 | Besan | SAMRAT |
| 11 | Biryani Masala (200Gms) | EVEREST/ SUHANA |
| 12 | Biscuit Britannia Good Day | BRITANNIA |
| 13 | Biscuit Britannia 20-20 (Regular) | BRITANNIA |
| 14 | Biscuit Britannia Mari Gold | BRITANNIA |
| 15 | Biscuit Britannia Borbone | BRITANNIA |
| 16 | Biscuit Parle Krack Jack | PARLE |
| 17 | Biscuit Parle Monaco (Regular) | PARLE |
| 18 | Biscuit Sunfest Dream Cream | SUNFEAST |
| 19 | Biscuit Parle Hide & Seek | PARLE |
| 20 | Black Pepper Powder | LOCAL |
| 21 | Black Pepper Whole | LOCAL |
| 22 | Black Salt Powder | LOCAL |
| 23 | Frymes | LOCAL |
| 24 | Chana Black | LOCAL |
| 25 | Chana Dal | 56 BHOG/ TELEPHONE |
| 26 | Chana Masala (200Gms) | EVEREST/ SUHANA |
| 27 | Chat Masala (200Gms) | EVEREST/ SUHANA |
| 28 | Chawali | LOCAL |
| 29 | Chicken Masala (200Gms) | EVEREST/ SUHANA |
| 30 | Chilly Goal | LOCAL |
| 31 | Chilly Powder (1kg) | PRAVIN/ EVEREST |
| 32 | Chilly Kashmiri Whole  | LOCAL |
| 33 | Chana Kabuli | KABUL EXPRESS/ EQUIVALENT |
| 34 | Coconut Powder (1Kg) | OM BRAND/ EQUIVALENT |
| 35 | Coffee Powder | NESTLE / BRU |
| 36 | Food Color Green Apple | BUSH |
| 37 | Food Color Kesari | BUSH |
| 38 | Food Color Orange Red | BUSH |
| 39 | Food Color Lemon Yellow | BUSH |
| 40 | Cornflakes (500Gms) | KELLOGG |
| 41 | Dhaniya Powder (1Kg) | PRAVIN |
| 42 | Dhaniya Whole  | LOCAL |
| 43 | Dal Chini | LOCAL |
| 44 | Farsan 500gm | JAILAXMI/ VIJAYLAXMI/ EQUIVALENT |
| 45 | Garam masala (200Gms) | EVEREST/ SUHANA |
| 46 | Pure Ghee (500Gms) | GOWARDHAN/ CHITALE/ AMUL |
| 47 | Goda Masala (1Kg) | AMBARI  |
| 48 | Gulab Jamun Mix (1Kg) | CHITALE |
| 49 | Haldi Powder (1Kg) | PRAVIN / AMBARI |
| 50 | Hing Powder (200Gms)  | AMBARI / MAYUR |
| 51 | Jam Mix (1Kg) | MAPRO/KISSAN |
| 52 | Kanda Lasoon Masala (1kg) | AMBARI / SUHANA |
| 53 | Kasoori Methi (200Gms) | SUHANA / UTSAV |
| 54 | Kitchen King Masala (500Gms) | SUHANA / EVEREST |
| 55 | Ketchup Tomato | KISSAN / SURABHI |
| 56 | Maggie Cube  | MAGGIE |
| 57 | Masoor Dal | BULLET/GANTI/ HATTI |
| 58 | Moong Dal | SUDARSHAN/ DIAMOND |
| 59 | Milk Masala (50 gms) | EVEREST / SUHANA |
| 60 | Milk Maid (400gms) | NESTLE |
| 61 | Mustard Oil | MAHAVIR |
| 62 | Mutton Masala (200Gms) | EVEREST / SUHANA |
| 63 | Noodles (200Gms) | SAHARA AGRO |
| 64 | Oil  | KIRTI (SUNFLOWER) |
| 65 | Panipuri Masala (50 Gms) | EVEREST / SUHANA |
| 66 | Papad  | SUHANA / LIJJAT |
| 67 | Pasta Macroni | BOMBINO |
| 68 | Pav Bhaji Masala (200Gms) | EVEREST / SUHANA |
| 69 | Pickle (5Kg) | PRAVIN / KESAR GOLD / TOOFAN |
| 70 | Pineapple Slice | INDIANA / WINN |
| 71 | Rice KOLAM | LOCAL |
| 72 | Sambar Masala (200Gms) | EVEREST / SUHANA |
| 73 | Salt Powder (1Kg) | TATA |
| 74 | Sauce Green Chilly | INDIANA / WINN |
| 75 | Sauce Red Chilly | INDIANA / WINN |
| 76 | Sauce Tomato | KISSAN / SURABHI |
| 77 | Sauce Soya | INDIANA / WINN |
| 78 | Sevai Ganesh | GANESH |
| 79 | Sevai Bombino (1Kg) | BOMBINO |
| 80 | Soyabin Wadi (1Kg) | NUTRELA OR EQUIVALANT |
| 81 | Soya Kheema (1Kg) | NUTRELA OR EQUIVALANT |
| 82 | Tea Box (Bags) | TAJMAHAL / BROOK BOND |
| 83 | Tea Powder | TATA AGNI/ RAJDHANI |
| 84 | Tur Dal | PRESIDENT/ PISTOL/ NATURE |
| 85 | Udad Dal | PRESIDENT/ KESAR AGRO / BALAJI |
| 86 | Vinegar (White) | INDIANA / WINN |
| 87 | Vinegar (Red) | INDIANA / WINN |
| 88 | White Paper Powder (500Gms) | LOCAL |
| 89 | Sugar Free | NATURAL |
|   |  |   |
|  | **OTHER PRODUCTS** |  |
| 1 | CHICKEN | VENKYS/ KGN |
| 2 | MUTTON | FRESH LOCAL HALAAL |
| 3 | EGGS | LOCAL |
| 4 | FISH | FRESH LOCAL |
| 5 | BREAD | WINNER/ MODERN/OVEN FRESH |
| 6 | BUTTER/ CHEESE | AMUL/ GOVARDHAN |
| 7 | PANEER / MAWA | AGARWAL DAIRY/ GREEN AGRO |
| 8 | GREEN PEAS | AGARWAL DAIRY/ GREEN AGRO |

 **Tender Evaluation**

 **The agency will be selected based on the following method:**

1. ***Technical evaluation*** **of Proposals** **:** On the first stage, the technical proposal will be evaluated on the various grounds. Only those applicants whose technical proposal scores 70 points or more out of 100 shall be ranked as per the score achieved by them from highest to the lowest technical score. **The bidders who scores below 70 points will not be considered for further process.** The technical evaluation carries weightage of 70%. & 30% to financial evaluation. Bidder shall be assigned different marks out of a total of 100 marks as per the criteria specified bellow :-
* Turnover ( Last Financial Year ) - Max. 20 marks

 1 crore ----- 05 marks

 1-2 crore ------ 10 marks

 Above 2 crores ------ 20 marks

* Number of years in operations - Max. 20 marks

 5 years ----- 05 marks

 5-10 years ----- 10 marks

 Above 10 years ----- 20 marks

* Experience in R&D institutes in similar - Max. 10 marks

 nature

* Site Visits \* - Max. 30 marks

 Confidential remarks from users

* Number of manpower on roll - Max. 20 marks

 200 ----- 05 marks

 300 ----- 10 marks

 Above 300 ----- 20 marks

\* The committee will visit the places where the agency is providing the catering services and will verify the credentials of the agency, the taste, variety & quality of food, hygiene, conduct and manner of manager and serving staff etc.

1. ***Financial evaluation*** **of proposals** : In the second stage, the financial evaluation will be carried out based on basic cost, additional cost, service charges of the agency, other charges etc., The authority will determine whether the financial proposals are complete, unqualified and unconditional. The cost indicated in the financial proposals shall be deemed as final and reflecting the total cost of services. Omission or mistake in calculation of obligatory payments such as ESI, PF, HRA, LWF etc will be disqualified. The Financial Evaluation carries weightage of 30%. Financial score shall be ranked as per the score achieved by them from lowest to highest financial score.

The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids. All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorisation letter from their Companies and shall be asked to sign on all the sealed envelopes containing the Financial Bid. Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot. Absence of bidders or their authorized representatives shall not impair the legality of the process. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process

1. **Combined and final evaluation** : Proposal will finally be ranked according to Technical Bid and Financial Bid. FS = ( TS x TW ) + ( FS x FW )

 FS = Final Score

 TS = Technical Score

 TW = Technical Weightage (70%)

 FS = Financial Score

 FW = Financial Weightage (30% )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM -I**

# ( To be printed on letterhead )

# **Undertaking**

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/ daughter/ wife of Shri.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Proprietor/ Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
2. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Place : Pune Authorised Signatory**

**Date : Sign and seal**

**FORM -II**

# ( To be printed on letterhead )

**DECLARATION**

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

## Yours faithfully,

 **(Signature of the Authorized person)**

**Date: Name:**

**Place: Designation:**

 **Seal:**

**FORM -III**

# ( To be printed on letterhead )

## EMD refund request form

To

 Administrative Officer (Purchase)

Inter-University Centre for Astronomy & Astrophysics

Post bag -4, Ganeshkhind,

Pune University Campus,

Pune - 411007.

## Sub :- Request for refund of EMD deposited for tender for Canteen Management Contract due on 17th May, 2016

Sir,

I/We request you that EMD deposited by me/us against the tender above tender due on 17th May, 2016 vide DD No dated for Rs.1,50,000/- for providing ***Canteen Management Contract*** at IUCAA, Pune may kindly be refunded.

 Yours faithfully,

 For M/s

 (Signature & Seal)