



G.B. Pant National Institute of Himalayan Environment
Kosi-Katarmal, Almora - 263 643, Uttarakhand
Tender notice – GBPNIHE/Canteen/2020-21/16

Sealed tenders are invited on behalf of the Director, GBPNIHE, Kosi-Katarmal, Almora from eligible Canteen Contractors for running existing canteen of the Institute for catering around 220 employees/students.

The tender document may be purchased in person on payment of Rs. 500/- + GST rate as applicable from the office of the undersigned in any working day (Monday to Friday) between 10:00 a.m. to 2:30 p.m. Those desirous of obtaining the tender document by speed post may sent a D.D. of Rs. 550/- + GST rate as applicable drawn in favour of Director, GBPNIHE, Kosi-Katarmal, Almora and payable at any bank at Almora branch Tender document may also be downloaded from the Institute web-site <http://gbpihed.gov.in> and can be submitted along with a demand draft of Rs. 500/- plus GST rate as applicable for each item. Late submission of tenders or submission through fax shall not be accepted. The Institute reserves the right to accept or reject any part of tender without assigning any reason whatsoever. The decision of the Competent Authority of the Institute shall be final and binding to all parties.

Note: The Technical bid and the Financial bid should be sealed by the bidder in separate envelopes duly super-scribed "Technical bid" " Financial Bid" and both these sealed covers are to be put in a bigger covered which should also be sealed and duly super-scribed "Tender for Canteen" .

a) Last date of sale of tender document	
b) Last date of submission of tender	24.02.2021 at 2:30 p.m
c) Date of opening of the Technical bid	24.02.2021 at 3:00 p.m
d) Date of opening of the Financial bid	24.02.2021 at 3:30 p.m

Administrative Officer
Email: ao@gbpihed.nic.in

Chapter-1

CONDITIONS OF CONTRACT

1. **Offer Validity Period:** The tender offer should be valid for a minimum period of **six months** from the date of opening of the technical bid/tender.
2. **A “Bid security declaration” (Annexure-I) will be signed by the contractor and enclosed with tender documents. If the firm withdraw or modify their bid during period of validity etc, they will be suspended for three financial years.**
3. **Opening of Tenders/Quotation: Technical bids of the offers received with bid security declaration will be opened on the date as specified in the tender. All tender received without requisite documents will be rejected.** Further, if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/successful bidders i.e. who will technically qualify the tendered specifications in case of those firms that meet the technical specifications/parameters, will be considered for opening of their financial bids at a later date, which will be communicated to concerned suppliers before opening their Financial Bids.
4. The Canteen contract to a successful firm will be given initially for a period of one year. The contract may be renewed for further period of two years (on annual basis) subject to mutual consent and subject to satisfactory services to the employees/students of the Institute.
5. The Canteen contractor will require to sign an agreement with Institute to give effect to the contract to manage and run the canteen.
6. The Canteen Contractor will provide the complete detailed bio-data of workers to be deployed, whose continuance will be subject to police verification. Which is to be done through contractor.
7. The Canteen Contractor will engage only canteen staff over the age of 18 years in accordance with labour laws and will make payment of wages as per labour laws. The record of payment of wages etc. shall be made available by the contractor to the Finance Officer of the Institute as and when demanded.
8. The Institute shall provide the necessary infrastructural facilities in the staff canteen to the canteen contractor. (i) space for canteen; (ii) furniture; All other items such utensils, cutlery/crockery/glassware, gas and other equipment's as may be required will have to be arranged by the canteen contractor.
9. The Canteen Contractor will manage the Institute's property and any loss/damage to this will be of the responsibility of the canteen contractor. The contractor will be

required to maintain and keep the said canteen in a clean and hygienic condition.

10. The rent for canteen is Rs. 1000.00 per month which will be increased 10% annually if contract is extended.
11. Electricity will be charged on commercial rate as per prescribed rate of UPCL and contractor will paid the same to the cashier of the Institute on quarterly basis.
12. The contractor and his manpower will maintain a high standard of cleanliness in the kitchen are, Smoking, chewing of pan or Tobacco is strictly prohibited in the kitchen and dining area.
13. Cleaning and Housekeeping of kitchen will be the sole responsibility of the caterer.
14. No. accommodation will be provided to the workmen of caterer.
15. The quality of food-stuffs, snack etc. supplied by the Catering Contractor should be of good standard.
16. Arrangement of tea/coffee and snacks and lunch on demand basis is required for the employees for which rates may be quoted separately in attached BOQ (annexure II & III). The invitation of tender is intended to provide canteen facility for personal requirement of the employees/students/researchers of the Institute. The strength of such personnel in the Institute is approximately 200 nos. There is no guarantee for any threshold business. The requirement of tea/snacks/lunch etc. would be on demand basis by the individuals as per need.
17. Occasionally, the Institute may require canteen services for provisioning of tea/snacks/breakfast/lunch/dinner etc. to cater needs of short-term courses run by the Institute.
18. The Canteen Contractor should have his own canteen services and should not quote the rates on behalf of anybody else. No subletting will be allowed by the Institute.
18. The contractor shall not carry on in the canteen premises any business other than running the canteen without prior approval of the Institute. He shall not make any changes, additions or alternation in the canteen premises.
19. The contractor will be required to keep a complaint book in the canteen.
20. A Committee of the Institute will be constituted to check the quality of food, sanitation etc. If the quality of food or hygiene of the canteen is not found satisfactory, Institute may cancel the contract without any prior notice to the contractor.

21. The rates quoted by the canteen contractor should be inclusive of all taxes. Any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, TDS which is as per the rules, shall be deducted at source from all official bills of the contractor.
22. If contractor does not accept the letter of award of work within 15th days from date of its receipt the offer made shall be withdrawn & earnest money forfeited.
23. Successful contractor will require to keep a Security Deposit of Rs. 50,000/- with the Institute before the commencement of contract, which will be released after expiry of the contract. The earnest money deposited with the tender may be adjusted in security deposit. Contractor may submit the Security Deposit in the form of FDR pledged in favour of Director, G.B. Pant National Institute of Himalayan Environment, Kosi-Katarmal, Almora.
24. Director, GBPNIHE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons.
25. In case the canteen contractor desires to terminate the contract, he will be required to give the Institute three months' prior notice thereof.
26. No request for incorporating post tender changes in quoted specifications and correcting typographical error will be considered after opening of submitted tenders. Rates in Commercial Bid should be quoted in single currency. No third-party purchase order or shipment of material will be allowed.
27. At any time prior to the deadline 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 Bid Document by amendment. Such amendments shall form an integral part of bid documents and it shall amount to an amendment of relevant clauses of the Bid Document, which shall also be uploaded on the website of the Institute.
28. **Evaluation & Comparison of Bids:** For the bids surviving the technical evaluation which have been found to be responsive the evaluation & comparison shall be made in accordance with the price quoted and comparison of rates will be made as per financial bid proforma given in the tender document (**Chapter-4 BOQ**). The financial quote should only be submitted online in accordance with the BOQ; failing which their offer will be rejected.
29. Sub-contracting of the job is not allowed.

30. Force Majeure

- A) However, the Supplier shall not be liable for forfeiture of its performance

security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

B) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

C) If a Force Majeure situation arises, the Supplier shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

31. **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the G.B. Pant National Institute of Himalayan Environment and the Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian or International Law as the case may be. The venue of the proceedings and arbitration shall be Almora, Uttarakhand, India.
32. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Almora, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the dispute.
33. **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
34. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

Chapter-2

Eligibility Criteria for Technical Evaluation of Bidders

The Institute will shortlist technically qualified canteen contractors on the basis of following parameters and stated supporting documents which should be attached with the Technical Bid, failing which their offer will not be considered by the Institute:

- (1) Tender fee of Rs 500 + 18% GST the Earnest Money Deposit (EMD) of Rs. 20,000/- (Refundable) in shape of Demand Draft, Fixed Deposit Receipt (FDR) from any of the Nationalized/Commercial Scheduled Bank in favour of Director, G.B. Pant National Institute of Himalayan Environment payable at Almora should be attached with the Technical Bid.
- (2) Firm should have an experience of at least three years for running a canteen of atleast 100 persons or more.
- (3) The firm should have registration with GST and should provide an attested copy of GST Registration Certificate.
- (4) A Self declaration in the proforma given at **Annexure-IV** will be given by the firm that all the labour laws and other related rules will be followed by the firm.

Note: If any of the parameters/eligibility criteria mentioned above does not meet the tendered specifications/parameters of the equipment(s)/software or incomplete offers, their offer will not be considered and shall be rejected. The financial bid of those firms will only be opened who qualify in technical parameters given above.

Chapter -3

FINANCIAL BID PROFORMA

(BOQ)

Canteen Facility for the employees of the Institute

Annexure - II

Sr. No.	Item	Rate
1	Readymade Tea per cup (150 ml)	
2	Separate Tea with tea bag (per cup) (150 ml)	
3	Separate Tea with Assam Tea (Green Label) (per cup) (150 ml)	
4	Coffee per cup (150 ml)	
5	Cold Drinks (300 ml) (the price should not be quoted more than MRP)	
6	Juice Tetrapack (small – 200 ml) (the price should not be quoted more than MRP)	
7	Lassi Tetrapack – (200 ML) (the price should not be quoted more than MRP)	
8	Pineapple/Chocolate Pastries (per/piece)	
9	Samosa per piece	
10	Samosa with Choley	
11	Bread Pakora per piece	
12	Mathri per piece	
13	Vegetable cutlet per piece	
14	Vegetable patties per piece (Elloras/Sunrise)	
15	Bread Omelet (02 piece bread with 02 Eggs)	
16	Bun & Butter	
17	Maggie (per plate)	

18	Stuffed Vegetable Paratha with Curd (one)	
19	Stuffed Paneer Paratha with Curd (one)	
20	Stuffed Egg Paratha (one)	
21	Veg Momos (Per Plate of six Pieces)	
22	Mix Vegetable Pakoras (Per Plate of 200 grams)	
23	Banana Shake/ Mango Shake (Per Glass 250 ml)	
24	Cold Coffee (Per Glass 250 ml)	
25	Vegetable Thali (1 Sabji, 1 Dal, Rice, Aachar, 4 Chapati)	
26	Dal Chawal (Half Plate)	
27	Dal Chawal (Full Plate)	
28	Fried Rice (Half Plate)	
29	Fried Rice (Full Plate)	
30	Vegetable Chowmein (Half Plate)	
31	Vegetable Chowmein (Full Plate)	

Note: The agency has to quote rates inclusive of all taxes and it will be the responsibility of the agency to deposit taxes on the above items.

**CATERING SERVICES FOR SHORT TERM TRAINING
PROGRAMMES OF THE INSTITUTE**

(1) (High Tea): Rs. _____ per person
Menu:

- Tea/Coffee (separate)
- Pastry
- Sandwich
- Mix Vegetable Paneer Pakoras
- Assorted Biscuits
- Namkeen
- Sweet Local

(2) **Lunch/Dinner**

CATEGORY - A

Rs. _____ per person

- Daal
- Roti
- Seasonal Sabzi
- Basmati Rice
- Curd
- Salad/Papar/Achar

CATEGORY - B

Rs. _____ per person

- 1 Vegetable dish
- 1 paneer dish
- Dal of choice
- Rice Preparation of choice
- Salad
- Indian Breads – Nan/Tandori Roti
- Achar/Papad/Chutney
- Raita/Curd
- Dessert/Sweet - one

CATEGORY - C

Rs. _____ per person

- Vegetarian Soup
- 1 Vegetarian Dishes/Chinese/Continental dish
- 1 Paneer dish
- Dal of choice
- 1 Non-Veg dish
- Rice Preparation of choice
- Salads
- Indian Breads – Nan/Tandori Roti/Missi Roti
- Achar/Papad/Chutney
- Raita/Curd
- Dessert/Sweet - one

Note:

(1) The agency has to quote rates inclusive of all taxes and it will be the responsibility of the agency to deposit taxes on the above items

(2) (Arrival of Lowest Bidder) – Formula to be adopted

Lowest bidder will be arrived on the basis of following para meters:

- (i) The quotations for all categories will be compared together and after comparing all the quoted rates. There will be only one successful bidder who quotes lowest overall cost.

“Bid Security Declaration”

I, Authorized Signatory of M/s..... hereby declare that if I withdraw or modify our bid during period of validity etc. My firm will be suspended for the time specified in the tender documents.

“Self Declaration”

I, Authorized Signatory of
M/s..... here by declare that I will follow
all the labour laws and other related rules.