



AN ISO 9001:2015 CERTIFIED INSTITUTE
भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
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**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING
THE TENDER FOR ANNUAL RATE CONTRACT FOR CATERING SERVICES AT ICAR-CRIJAF & KRISHI
VIGHYAN KENDRA, BARRACKPORE**

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The Tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.
2. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> and www.crijaf.icar.gov.in regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this websites only.
3. Tenderers should submit all the required documents on CPPP as detailed below:
 - a) Copy of Registration / incorporation certificate of the Agency / firm from appropriate authority.
 - b) Copy of certificate of GST registration issued by the Govt. of India
 - c) Copy of Pan Card
 - d) Copy of the last two financial years experience i.e. 2018-19 and 2019-20 of the firm in the field of providing such services
 - e) Copy of Bid Securing Declaration as per the instructions specified in the tender document.
 - f) Copy of Self declaration of NON-BLACKLISTING
 - g) Copy of Bank details (Mandate Form)
 - h) Copy Income Tax Return of the firm for the Assessment Year (A.Y 2019-20)
 - i) Copy of the "Declaration for Genuineness of documents".
4. Bid validity: 90 days
5. **The rates inclusive of all shall be valid for the period of contract. No request for alteration in the rates, once quoted and accepted by the Institute will be entertained within the period of contract.**
6. **The contract can be extended for further period subject to satisfactory performance of the firm and discretion of the Director, ICAR-CRIJAF.**
7. Successful tenderer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of ₹ 100/-

TERMS & CONDITIONS

1. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part.
2. Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.
3. The catering agency / caterer or any of their staff / worker will not be allotted any accommodation in the campus. However, kitchen attached to the dining hall can be provided for preparation of food items.
4. The caterer should be readily accessible as the training programmes sometimes are finalized at a very short notice.
5. The person should have his own catering services and should not quote the rates on behalf of anybody else. The contractor shall not sublet the work without prior written permission of the ICAR-CRIJAF.
6. **Bid Securing Declaration:**
 - i) Bidder should prepare the Bid Securing declaration as per the instructions specified in the tender document (Annexure III).
 - ii) Copy of the Bid Securing Declaration should be uploaded onto the CPP Portal in the relevant folder while submitting bids.
 - iii) In case the Bid Securing Declaration is not uploaded in the CPPP then the Director, ICAR-CRIJAF, reserves the right to forthwith and summarily reject the Proposal of the concerned Bidder without providing any opportunity for any further correspondence by the concerned Bidder.
 - iv) The Bid Securing Declaration will be executed:
 - a. If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
 - b. In case of a successful Bidder, if the Bidder fails to furnish the Performance Security in accordance with the terms and conditions (including timelines for furnishing PS) of this tender, as mentioned in clause 3.
 - c. During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
7. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money / performance security deposited would be forfeited.
8. **Security Money:** An amount of ₹ 30,000/- (**Rupees Thirty Thousand**) only as a security deposit for the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the Institute.
9. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security
10. A committee constituted by the Director, ICAR-CRIJAF to surprise check the quality

of food, service and sanitation etc. If the quality of food is not found satisfactory Competent Authority may cancel the contract without any prior notice to the contractor.

11. In case there is a tie between two or more bidder at L-1 position, the firm with the earliest registration would be considered as L1 bidder.
12. Vegetables and non-veg items should be fresh and in good condition, which shall be inspected by the committee from time to time.
13. A proper dress code should be maintained by the catering staff.
14. **The contractor will discharge all his legal obligations in respect of the workers/ supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc.** The Contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CRIJAF shall be final and binding on the contractor.
15. If any item(s) mentioned in the menu are not provided by the contractor, then amount will be deducted accordingly.
16. In case a proposal is accepted the firm shall sign an agreement on a ₹ 100/- non-judicial stamp paper with us while entering into rate contract.
17. Food should be cooked in the Institute kitchen, the cooked food brought from outside will not be accepted without prior approval of Director, ICAR-CRIJAF, Barrackpore.
18. All infrastructure facilities like kitchen, dinning hall, electricity, water etc shall be provided by the Institute and 5% of the total amount of bills produced by the firm will be charged as Institutional charges from the contractor for providing the above infrastructure facilities. The contractor will have to bring utensils, crockery etc to serve the Tea/Coffee/Breakfast/Lunch/Dinner etc.
19. The payment will be made on bill basis through PFMS for which the contractor has to submit bill after completion of the course / programme on the basis of work order / actual number of participants, whichever is lower.
20. The Institute shall not bear any extra charge on any account whatsoever i.e. Uniform, Liveries, OTA etc. Proper deposit of EPF, ESI etc is sole responsibility of the contractor.
21. Income Tax will be deducted from the payments due for the work done as per rule
22. The Contractor must employ adult labour only. Employment of child labour will lead to the termination of the contract
23. The rate should be inclusive of all taxes. The Institute will not entertain any claim whatsoever in this respect.

Risk Clause: ICAR-CRIJAF, Barrackpore reserves the right to discontinue the service at any

time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of ₹ 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR-CRIJAF and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/ misbehaviour on the part of the man power deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

Note:

1. **Manpower:** The contractor shall himself maintain his labour force and supervisory staff as required to provide highest standards of service.

2. **Certificate of completion of work:** The work shall not be considered as completed satisfactorily and maintained until the Competent Authority or an authorized representative of this Institute has certified in writing that they have been completed satisfactorily and maintained properly.

3. The agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and Institute shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these persons. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.

4. **Loss And / or Damages:** In case of any loss or damage done to the property of the Institute attributable to the personnel of the Contractor, the full damages will be recovered from the Agency/Contractor.

Schedule of menu:

Sl No	Description	Rate
1.	<p><u>Opening / closing ceremony</u></p> <ul style="list-style-type: none"> • Sandesh / kalakand: 2 pc • Cookies: 2 pc • Potato chips: 20 gms • Samosa / pastry /patties: 1 pc 	
2.	Tea	
3.	Coffee	
4.	Soft Drinks (150 ml)	
5.	<p><u>Breakfast</u></p> <ul style="list-style-type: none"> • Tea / Coffee (Milk/Black), Stuffed paratha (Aloo, Gobi, Muli)- standard size, aachar, curd (100 gm), butter (20 gm) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Tea / Coffee (Milk/Black), Bread pakora (02 pcs), sauce/ ketchup <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Tea / Coffee (Milk/Black), Bread (04 pcs), Omlette (Double egg), Jam 50 gms, Butter 20 gms <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Tea / Coffee (Milk/Black), Puri (04 pcs) standard size, sabji / chole/curd (30 gm), aachar <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Tea / Coffee (Milk/Black), Idli (04 pcs), sambar / Dosa (01 pc), sambar / Vada (04 pcs), Coconut chutney <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Tea / Coffee (Milk/Black), Dhokla / Cornflakes, Milk <ul style="list-style-type: none"> • Lemon Tea (Sweet/Licker) 	
6.	<p><u>Lunch / Dinner (Veg Thali)</u></p> <ul style="list-style-type: none"> • Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) – 50 gm • Roti (Tawa), Puri • Rice/Pulao/Jeera Rice (Fine quality) – 150 gm • Dry Vegetables curry – With seasonal vegetables / Any vegetables – 100 gm • Daal (Arhar / . Masoor / Moong) – Thick – 150 gm • Aloo Matar / Kofta / Aloo Parval / Seasonal Vegetables / Chola Masala / Matar Paneer – 100 gm • Raita or curd – 100 gm • Papad • Aachar • Sweets: 2 pc (Rasgolla/Gulab Jamun)- 40 gm • Ice Cream- 100 gm 	
7.	<p><u>Lunch / Dinner (Chicken / Fish)</u></p> <ul style="list-style-type: none"> • Green Salad (Cucumber, Onion, Tomato, 	

	<ul style="list-style-type: none"> Carrot, Lemon) – 50 gm • Roti (Tawa), Puri • Rice/Pulao/Jeera Rice (Fine quality) – 150 gm • Dry Vegetables curry – With seasonal vegetables / Any vegetables – 100 gm • Daal (Arhar / . Masoor / Moong) – Thick – 150 gm • Chicken– 150 gm /Fish (Fry / curry)– 2 pc (150 gm) • Raita or curd – 100 gm • Papad • Achar • Sweets: 2 pc (Rasgolla/Gulab Jamun)– 40 gm • Ice Cream– 100 gm 	
8.	<p><u>Lunch / Dinner (Mutton-“Khashi”)</u></p> <ul style="list-style-type: none"> • Green Salad (Cucumber, Onion, Tomato, Carrot, Lemon) – 50 gm • Roti (Tawa), Puri • Rice/Pulao/Jeera Rice (Fine quality) – 150 gm • Dry Vegetables curry – With seasonal vegetables / Any vegetables – 100 gm • Daal (Arhar / . Masoor / Moong) – Thick – 150 gm • Mutton – 200 gm • Raita or curd – 100 gm • Papad • Achar • Sweets: 2 pc (Rasgolla/Gulab Jamun)– 40 gm • Ice Cream– 100 gm 	
6.	<p>Seasonal fruits (100 gm): Banana / Apple / Mango / Mosambi / Grapes (as directed)</p>	