



## 2 PART TENDER FOR CATERING AND HOSPITALITY SERVICES

This tender document contains 45 pages (Cover – I & Cover - II)

(Page 1 to 40, Cover – I Techno-Commercial Bid)

(Page 41 to 45, Cover – II Price Bid),

Cost of Tender: Rs.264 Lakhs p.a, Tender Fee – Rs.700.00

Earnest Money Deposit : Rs.5,00,000.00

Last date for sale of Documents: 24/04/2018 till 14.00hrs

Last date for submission : 25/04/2018 till 14.00 hrs

Tender opening date & time : On 25/04/2018 at 14.30hrs (Only Techno – Commercial Bids)

Ref: NCB/W- 162651/2017-2018 (N)

Tender Notice No.017/2017-2018

**Important Instruction:** The bids shall be enclosed in an envelope and sealed duly marked "Tender for Providing Catering and Hospitality Services at entire Campus, BLiS (NCBS, inStem)" Ref No. NCB/W-162651/2017-2018 (N); and addressed and to be mailed to "Head-Purchase". The bids are liable to be rejected if the sealed envelope is not addressed to "Head-Purchase" with Tender Ref No. and Item Description. Offers delivered in person shall be deposited in the Tender Box kept in the Office. If the bids are sent through courier or mail, it should reach by submission Date and Time and NCBS will not be responsible for the delay.

### Important Instruction for the Tenderers:-

**Pre-Bid Meeting:** For information / Technical Details / Clarifications required by the Tenderers, a Pre-Bid meeting will be held on 23/04/2018 @ 15.00hrs at NCBS and the tenderers those who have purchased the Tender Documents attend the same compulsory, otherwise the bids will be rejected.

Sealed tenders are invited under 2 cover system from Registered and Licensed Contractors of repute for Job Contract at NCBS, TIFR, GKVK, Bangalore – 560 065.

- 1) Tender for Providing Catering & Hospitality Services in Dining Block at NCBS Campus, Mandara Hostel (only breakfast) and Other Associated Buildings of NCBS and at DHRH-inStem.
- 2) Tender for Providing Catering & Hospitality Services at Academic Building, Administration Building and the canteen at the Main Gate Area in NCBS Campus.
- 3) Tender for Special menu items for meetings/workshops/symposiums
- 4) Additionally, providing Caretakers at guest house in 3 shifts comes under the scope of this contract.

The Essential and Desirable features are the criteria for determining responsiveness of the bids. The Technical and Financial / Price Bids shall be submitted separately in two cover (sealed) system.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.





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Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work.

The proposed rate for item 1 & 2 shall be submitted separately in sealed covers.

Please read carefully the instruction for the Tenderers and Scope of Work.

The prospective Contractors should note that **HIGH QUALITY OF SERVICE AND PROFESSIONAL APPROACH** is the essence of this contract.

**Important instruction for the Tenderers**

- A) A) Contractor should have minimum **5 years** experience in providing Catering and Hospitality Services. The contractor should have executed or executing at least **one similar nature of order** i.e. onsite cooking and serving in a medium/large Research Establishment or a large Residential Public School or a big Multinational Company.
- B) The contractor should have executed or executing at least **one similar nature of work i.e onsite cooking and serving** in a medium/large Research Establishment or a large Residential Public School or a big Multinational Company or 5 star hotels for a contract worth **Rs.211Lakhs per annum** or two contracts of **Rs.158Lakhs** or more or three contracts of **Rs.106Lakhs or more** during the last **two separate financial years**.
- B) The contractor should have a valid **PAN number** issued by the Income-Tax Authority.
- C) Should have a valid **Registration Certificate** of the firm / agency / Company.
- D) Should have a valid **License** issued by the Competent Authority.
- E) Should have valid **ESI & PF** registration certificate.
- F) Security Considerations: The persons deployed by the agency should NOT have any adverse police records/ criminal cases against them. The agency should make adequate Enquiries about the character and antecedents of the persons whom they are deploying.
- G) Having regard to the scope of work, qualification, training and experience that are required for the job, the Contractor should offer such emoluments and benefits to the people to be employed by him which take into account:
  - a) The Qualification, Training and Experience of the deployed personnel.
  - b) Emoluments which are **well above the minimum wages** as prescribed under the Minimum Wages Act.







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H) **The tenders should be submitted in two sealed covers.** This tender will be evaluated under 2 cover bid system, i.e.

- a) Technical Bid
- b) Financial Bid

I. The **First sealed cover - COVER I** should be superscribed "**Techno-Commercial Bid**" and should contain Annexure A-F duly accepted, signed by authorized signatory with seal.

**The cover shall also contain the following documents:**

- i. Company profile including previous experience of manpower deployment to government Departments, Multi - National companies, etc. Please attach copies of Work Orders, Completion Certificate, etc.
- ii. Acceptance of terms and conditions specified in these tender documents
- iii. Demand Draft /Bank Guarantee in lieu for Earnest Money Deposit
- iv. Solvency Certificate issued by your banker
- v. Deployment pattern of Catering Personnel including the number of managers\ Supervisors\cashiers\cooks\Asst. Cooks\Bearers or Waiters\Utility Staff to be deployed.
- vi. Worker Order copy of a single contract worth of **Rs. 211Lakhs per annum** executed or executing two contracts of **Rs.158Lakhs each** or three contracts of **Rs.106Lakhs each** during the last 2 financial years.
- vii. Copies of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm /agency/Company and proof of 5 years experience in providing Catering & Hospitality Services in reputed organizations.

II. The **Second sealed cover - COVER II** superscribed '**Price Bid**' should contain **Annexure H** rates which is to be quoted on monthly basis for normal duty of 8 hrs per day per person.

Earnest Money Deposit shall be submitted along with the "Techno-Commercial Bid" in the form of a Demand Draft drawn in favour of "National Centre for Biological Sciences, payable at Bangalore" and the DD should be from a Commercial bank. Alternatively, a Bank Guarantee from a Commercial bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be rejected. The EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder.

THE ABOVE MENTIONED TWO COVERS SHALL BE SEALED ON THE OUTSIDE WITH WAX SEAL BEARING THE LOGO/NAME OF THE COMPANY SUBMITTING THE BID. \_

THESE TWO COVERS SHALL BE AGAIN PUT INTO A SINGLE WAX SEALED COVER superscribed "**Tender for Providing Catering & Hospitality Services at Dining Block, NCBS Campus**". This should be addressed to Head-Purchase, NCBS-TIFR, GKVK, Bangalore – 65. **The Techno Commercial Bid will be opened on 25/04/2018 at 14.30hours.**





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**The following conditions of Tender and Scope of Work shall be considered as "Essential**

- a) Contractor should have minimum **5 years** experience in providing similar type (onsite cooking & serving) of Catering and Hospitality Services.
- b) The contractor should have executed or executing at least **one similar order** i.e. on site cooking and serving in a medium/large Research Establishment or a large Residential Public School or a big Multinational Company.
- c) Contractor should have executed or executing a single contract worth **Rs. 211Lakhs per annum** or two contracts of **Rs.158Lakhs each** or more or three contracts of **Rs.106Lakhs** during the last **two separate financial years**.

On the date of tender opening (i.e. on **25/04/2018**), only the Techno-Commercial Bids shall be opened in the presence of attending tenderers. The Techno-Commercial bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance.

#### **Conditions of Tender**

1. Quotations must be submitted giving complete details using enclosed tender papers.
2. Contractors can quote for one or both the work and if the same contractor qualified for both the works then only one work shall be awarded and the other will be awarded to the next lowest bidder at the lowest price.
3. **The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.**
4. Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no, Fax No, of the firms.
5. **Bids in sealed envelopes duly superscribed in bold with the Tender Title, reference No. and due date, addressed to the Head-Purchase, National Centre for Biological Sciences, GKVK, Bellary Road, Bangalore-65 shall be sent by post/courier so as to reach before the prescribed time.**
6. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
7. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
8. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
9. Bids which do not comply with the above conditions will be rejected.
10. The Centre shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any or all tenders** without assigning any reason whatsoever.
11. **The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.**
12. No questions or items in the Annexure shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.







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12. The tender form should be filled and sealed to reach NCBS latest by 14.30hrs on **25/04/2018**. The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.
13. Bids shall be accompanied by the following, failing which the offers will be rejected :
1. License and registration certificate issued by Competent Authority
  2. Organization Structure
  3. List of works on hand/carried out during the last 5 years
  4. Performance Certificate from the existing client(s)
  5. ESI & PF Registration Certificate.
  6. Annexure B,D,E and G duly filled in
  7. The entire tender document duly countersigned (in token of acceptance of all term and conditions indicated in the documents)
  8. Earnest Money Deposit
14. All annexure, attachments / drawings (if any) to this Enquiry shall be read as part and parcel of this Enquiry.
15. Deviation (s) indicated in Annexure E are not automatically accepted; only if such deviation(s) if any indicated by tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.
16. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed "Tender for **CATERING AND HOSPITALITY SERVICES**" and reference No. "NCB/W-162651/ 2017-2018 (N)".

**TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. NCBS RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THERE OF.**

**DEFINITIONS OF TERMS:**

1. Centre or NCBS means National Centre for Biological Sciences, Tata Institute of Fundamental Research, GKVK, Bellary Road, Bangalore – 560 065.
2. Contractor, bidder, firm means the person to whom the work may be awarded.
3. Work Order, Purchase Order or Order shall mean the Work order/contract with associated specifications, tender documents, etc. executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.

**EARNEST MONEY DEPOSIT: Rs.5,00,000.00.** EMD shall be paid in the form of Demand Draft from any Nationalized bank, drawn in favour of "National Centre for Biological Sciences, Bangalore".

If the successful bidder fails to enter into a contract, the EMD amount of the successful bidder is liable to be forfeited.

The offers are liable to be rejected, if they are not accompanied with EMD in the form specified above. Tenders shall be opened on **25/04/2018** at **14.30** hours at NCBS, GKVK, Bellary Road, Bangalore-65.





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**1. Scope of Contract**

- 1.1 The following annexure are part of the tender documents under reference:
- a) Annexure – A – Scope of work
  - b) Annexure – B – Profile of experience in Catering & Hospitality Services.
  - c) Annexure – C – Important note for the bidder
  - d) Annexure – D – Schedule of Experience of last 5 years
  - e) Annexure – E – Schedule of Deviations from specifications / conditions
  - f) Annexure – F – Statutory obligations
  - g) Annexure – G – Price Bid

The Tenderer shall fill in Annexure B, D, E and G completely and submit them along with their bids. All details and columns shall be filled, and if Annexure E or a particular column (s) in any annexure(s) does/do not apply, it may be indicated by saying why it is not filled (for e.g. 'no deviation', not applicable, not relevant, etc) – leaving blank columns or a bare hyphenation will disqualify the bidders.

- 1.2 The details of rates and number of personnel required for carrying out the work shall be indicated by the Contractor in the Annexure “G”.
- 1.3 Once the Work order is issued, the Contractor will receive instructions from an Officer designated for this purpose (Administrative Officer- Services, Officer -in-charge) or his authorized nominee and the Contractor thereby undertakes to abide by his/her suggestions/instructions, etc. as regards services in this agreement.
- 1.4 Addition/alterations in scope of work: Any alteration or addition to the scope of work will be communicated to the Contractor and the Contractor shall carry them out. For any reduction/increase in the Scope of work, the rates shall be increased/decreased on pro rata basis.

**2. Quality and Scope of Services**

- 2.1 The contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain the number and quality of staff as contracted to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Centre. The Contractor as soon as the agreement is signed shall submit a list and bio-data with photo of their workmen/supervisors/others indicating their name, age, qualification, experience and salary along with copy of appointment orders issued to them. As and when there is a change in the staff posted, a revised list and bio-data with photo shall be submitted along with copy of appointment order issued to the new appointee/appointees, simultaneously.
- 2.2 It is normally understood and agreed between both the parties that the Centre will not be responsible or be liable for any laws that are in force/that may come into force from time to time in respect of personnel engaged by the Contractor and the Contractor alone will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.
- 2.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-in-Charge (Administrative Officer-Services) regarding delivering the specified service.







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- 2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of the work or conduct of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in Centre's premises or in connection with the services referred to herein.
- 2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in NCBS.
- 2.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act (Central/State whichever is highest), ESI Act, PF Act, etc., as relevant and applicable from time to time.
- 2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this tender agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure "F". It is understood and agreed that the Contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

**2.8**

- a. The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be enclosed with all (whether running/monthly or final) bills.
- b. The Contractor shall pay Salary and other Allowances/Benefits as indicated by the Contractor in their tender and accepted by NCBS. Such salary shall be well above minimum wages. In order to ensure high quality of service and having regard to the scope of work and the appropriate level of expertise (i.e., qualification, experience) required for the job, the Contractor should pay such salary / wages which is higher than the statutory wages as prescribed by the Minimum Wages Act, so that quality of service is assured. Such salary shall be well above minimum wages.
- c. If the rates quoted by the Contractor and accepted by the Centre includes bonus, charges for over time, uniform, applicable wage increase, miscellaneous, etc., details of what is provided, its cost, etc. shall be furnished periodically. The proof for uniform cost, bonus and applicable wage increase, details of what is provided shall be furnished once in a year or before expiry of the contract, whichever is earlier. If proof of payment of all benefits like charges for over time, miscellaneous, etc., are not furnished once in 3 months and once in a year for uniform cost, bonus, applicable wage increase, the Centre reserves the right to withhold/recover such portion of the salary/benefits. However, the proof for payment of PF and ESI and name of such employees whom the PF & ESI has been paid shall be submitted along with each running/monthly bill.





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- d. The Centre will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Centre will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the Centre due to the Contractor's non-compliance with statutory obligations. A list of these as applicable at present is set out in Annexure 'F' attached. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Centre along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.
- e. The contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Centre on the 1<sup>st</sup> of every month for the previous month or as necessary for inspection. The Contractor shall provide all facilities for inspection/books/personnel on demand by NCBS or any Statutory Authority.
- f. The contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at NCBS. This should be done **immediately** but not later than one month from the date of signing joint agreement.

**2.9** It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with Centre at any point of time and this arrangement is purely between the Contractor and the Centre for specific services for the period specified.

**2.10** The successful Contractor shall indemnify/deemed to have indemnified the Centre for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the Centre against any claim by any authority once the work order is awarded. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties and or cost shall be recovered from the contractor's dues/amount payable or shall be paid by the Contractor on a demand from NCBS. The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of NCBS that they would indemnify and keep NCBS indemnified and harmless against any claims, losses, expenses which NCBS may suffer or incur as a result of breach of contract. The Contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till NCBS is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. The contractor also should undertake not to revoke this indemnity during its currency save with NCBS's previous consent in writing.

**2.11** The Contractor shall follow all rules as may be existing or may be framed from time to time at NCBS on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in NCBS as amended from time to time.







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**3. Tenure & Termination**

- 3.1 The contract with the Centre will be initially awarded for a period of 12 months and if the services are found to be satisfactory, the Centre reserves the right to extend the contract for a further period of 12 months on the same terms and conditions.
- 3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit shall be forfeited.  
Any other costs and or damages incurred by the Centre to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.
- 3.3 In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Centre from any party at a higher rate the Contractor shall be liable to pay the Centre the difference between existing rate and the rate of the new Contract.
- 3.4 Risk Clause: Notwithstanding the other terms herein, the Centre at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Centre within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof as deemed so by the Centre. The contractor shall be liable for any loss which the Centre may sustain by reason of such risk contract in addition to penalty.
- 3.5 Insolvency and breach of contract: The Centre may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:
- a. If the Contractor being an individual or a firm any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order to order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or
  - b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or
  - c. If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Centre for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.





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d. In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Centre shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is /are not repeated and /or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Centre shall have the right to immediately terminate the agreement.

3.6 Notwithstanding any other clause herein, if there is any act of omission by the Contractor or the Contract employees which jeopardizes the safety/security of the Centre including, but not limited to:

- a) Theft or pilferage of property of NCBS
- b) Fire, flooding, breakage or damage
- c) Violence or physical attack on the Campus
- d) Any act or incident which may prove detrimental to the interests of NCBS -

The contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate as deemed by NCBS. The decision of the Centre Director shall be final in such matters.

#### **4. Payment Terms:**

4.1 The Contractor shall submit bills after completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill if the bill is complete and correct in all respects. The monthly bills submitted by the Contractor shall only be for actual salary and other benefits paid by the Contractor for the number of employees deployed as per contract with NCBS.

If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between NCBS and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties including a penal interest to NCBS. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to NCBS with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.

**Payment in respect of ESI, PF and other statutory payments shall be paid/reimbursed by the Centre only on submission of proof of payment and Schedule of Employees covered for such benefits.**







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4.1.1 Contractor's monthly claim/bill shall contain the following 10 elements only:

1. Basic + VDA
2. PF
3. ESI
4. ELI
5. Uniform + washing charges for uniform supplied
6. Accommodation / Food
7. Material Charges
8. Transportation Charges
9. Contractor's margin
10. Taxes

PF, ESI and ELI will be reimbursed to the contractor only on production of registration No. / ESI card/payment of ELI premium.

4.1.2 Leave Salary and Bonus : The leave salary and bonus shall be claimed by the contractor as and when these are paid by the Contractor to its employees and the same will be reimbursed by the Centre on submission of proof for having paid.

Leave salary is payable only if substitute is appointed in place of contract Employee on leave subject to the condition that the contractor maintains 90% attendance per shift of duty.

4.1.3 Uniform and washing charges: The uniform and washing charges will become payable only after the uniforms are provided by the contractor to his employees. Uniform charges will however be reimbursed on a pro rata basis along with monthly bill and the first bill should include arrears, if any. Washing charges are paid from the month the uniforms are supplied to the contract employees by the contractor. However, if during pendency of the contract, it is observed that appropriate uniform have not been issued by the contractor to its employees, for whom reimbursement has been claimed by the contractor, then the Centre reserves the right to recover the amount paid towards supply of uniform and washing charges from the subsequent monthly bill of the Contractor.

4.1.4 Bonus: Bonus : Bonus shall be payable by the contractor to his contract employees once in a year before Dussehra/Diwali or when a contract employee's service is discontinued. The amount of bonus payable is 8.33% subject to maximum of **Rs.6997.00** per annum (the ceiling for calculation purpose from the salary or Wage of **Rs.7000.00** per month) as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs.21,000/- per month as per Section 2 (13) of Bonus Act, 1965. As per amendment to the Payment of Bonus Act 1965, all employees drawing a basic salary (Base Pay) of less than or equal to Rs.21,000/- per month are eligible for Bonus.





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- 4.2 The monthly/running bill of the Contractor will become payable after the end of each month on submission of a bill with all details, data and certification by the Contractor, and on due certification by the Officer-in-Charge about the satisfactory services against the claim, the Contractors payment will be released only after the contractor disburses the salary to the contract employees as per Clause No. 4.5 every month.
- 4.3 The Officer-in-Charge/Accounts Officer is authorized to deduct any amount as determined by the Centre Director from the amounts due to the Contractor for any deficiency in services, provided by the Contractor.
- 4.4 Payment of Contractor's bill shall normally be made within 15 working days of submission subject to the claim being found proper in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.
- 4.5 Payments by the Contractor to the contract employees shall be disbursed on or before 7<sup>th</sup> of the succeeding month in the presence of the Accounts Officer and / or any other authorized officer of NCBS. If 7<sup>th</sup> happens to be a holiday, payments shall be made on the previous working day. The Contractor shall notify all his employees /workers about the monthly payment date in their appointment order, and follow this schedule strictly, whether the Centre has paid the Contractor's bill or not. The payment of salary and all other benefits such as bonus and over time charges to the contract employees shall be disbursed in the presence of Accounts Officer and / or any authorized officer of NCBS.
- 4.6 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.
- 4.7 Security Deposit: A security deposit @ 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. Alternatively, a Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period.

The security deposit is refundable after expiry of the agreement subject, to (a) any claims on the Contractor, (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI, (c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Centre shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Centre Director, whose decision shall be final on account of any act or omission in the Contract, by the Contractor.







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4.8 It is important for the Contractor to note that the rate quoted shall be inclusive of all taxes/ duties and escalation and shall remain valid for the period of the agreement, i.e. 2 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of minimum wages, statutory duties / levies and such claim /s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.

**5. Penalties**

The Contractor shall pay any claim made by the Centre of any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Centre shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Centre are fully settled. If the claim of the Centre could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by NCBS.

**6. Suggestions Register:**

6.1 The Contractor will maintain a complaints/suggestions register prominently displayed and take immediate action on every complaint in consultation with the Officer-in-Charge. This register will be open to any authorised person of the Centre for inspection and supervision at all times.

**7. Safety, Security and Insurance**

7.1 The Contractor shall follow all security rules of the Centre and instructions received from time to time regarding issue of identity cards, all material movements (incoming and outgoing ).

7.2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant and machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Centre Director shall be final and will be binding on both parties.

7.3 The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must adequately cover all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Centre.





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**8. Miscellaneous**

8.1 The work mentioned in the schedule is not exhaustive, but only indicative. The Centre reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of the contract.

8.2 The contractor shall meet the designated Officer-in-Charge (Administrative Officer –Services) of the Centre everyday to receive the details of issues/complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer-in-Charge.

**9. Dispute and Resolution**

9.1 Any dispute or differences that may arise between the parties shall be referred for sole arbitration to the Centre Director or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

**10. Primacy of Documents**

The tender documents, subsequent communication exchanged and the work order as well as all annexure shall be part and parcel of this agreement. If there is any discrepancy between the above documents clauses in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexure thereof, i.e. tender documents and annexure have least primacy, if any clause or detail there has been superseded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the Contractor.

**11. Amendments to Work order/agreement**

Any amendment to the Work order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorised representatives of both parties







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**TENDER SPECIFICATIONS, ANNEXURE – A - SCOPE OF WORK**  
**FOR MAIN CANTEEN GROUND FLOOR & FIRST FLOOR**  
**AND FAST FOOD COUNTER AT FIRST FLOOR**

1. The Centre (NCBS) will provide the following facilities:
  - a. Kitchen space
  - b. Dining areas, tables, chairs
  - c. Full fledged kitchen equipments
  - d. Canteen equipment
  - e. Electricity
  - f. Water
  - g. Toasters, Refrigerators, Cash Register, Water Coolers
  - h. Utensils, Plates, Cups, Saucers, Spoons, Drinking Glasses, etc.
2. The following materials should be arranged / provided by the contractor:
  - a. Materials such as Groceries, Oils, Milk & Milk Products, Vegetables, etc.
  - b. Non vegetarian items
  - c. Cleaning materials including Tools, Detergents, Liquid Soaps, Towels, etc., for the kitchen use.
  - d. Paying for refilling of gas cylinders and bringing them to the canteen at NCBS.
  - e. Stationery & Printing materials for daily operation.
3. The daily sales collection from the counter as per the Menu list can be collected by the Contractor.
4. The contractor shall indemnify / deemed to have indemnified NCBS for all losses arising out of this contract. The Contractor shall be responsible for all Equipment, Cutlery/Crockery entrusted to him and any loss, damage or breakage to such property shall be recoverable from the Contractor. However, normal losses and breakages incidental to the working of the canteen as decided by the institute will be borne by the institute.
5. The contract involves preparation and serving Continental, Chinese, South and North Indian Dishes and Snacks. The services to be provided include Breakfast, Lunch, Dinner and Morning and Evening Tea on all days including Holidays and Sundays. All fuel (Gas), Raw Materials, Consumables, Cleaning materials, stationery for Counters etc. is under the scope of the Contractor. However NCBS will provide a gas manifold room with 16 empty cylinders (with deposits paid) and Contractor shall pay for re filling and bring them to the Canteen. The entire kitchen is connected to this gas system.
6. The present requirement of food and beverages is as follows :

Items	Approximate quantity	
	(on working days)	(On holidays)
Breakfast	140-160	70-90
Lunch	500-520	180-230
Fast Food Lunch	40-60	30-40
Morning tea	80-100	40-60
Evening tea	120-140	50-60
Evening snacks	100 -120	40-50
Dinner	160-200	120-150
Fast Food counter dinner	80-100	60-70





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These are approximate quantities and are bound to vary. The service timings of the canteen and cafeterias will be as follows at present.

Items	On all days (Dining Hall)	DiningHallPantry( Fast Food)	Cafeteria Admin Block	Cafeteria-Parking
Breakfast	7.15 hrs to 9.30 hrs. ( Indian breakfast items at 8.15 hrs. onwards)	From 10.00 hrs. to 14.30 hours and 15.00 hours to 23.30 hours  On Sunday 15.00 hrs to 20.30 hrs	---	---
Morning tea	10.00 hrs to 12 hrs.		---	---
Lunch	12.45 hrs. To 13.45 hrs.		---	---
Evening tea	15.00 hrs to 18.00 hrs		---	---
Dinner	19.15 hrs to 20.30 hrs		---	---

**70 TO 80 MEALS (dinner) APPROXIMATELY PER DAY ON SUBSIDIZED RATE FOR CONTRACT EMPLOYEES AND BREAKFAST SERVICE AT HOSTEL MANDARA EVERYDAY FROM 7.15 HRS TO 9.15 HRS ARE ALSO INCLUDED IN THE SCOPE OF THIS CONTRACT. THE INTENDING BIDDERS ARE ADVISED TO VISIT THE NCBS CANTEEN TO SEE THE EXISTING INFRASTRUCTURE FACILITY, TYPE OF MENU, SERVICE, QUALITY, QUANTITY OF FOOD, RATES, ETC. BEFORE SUBMITTING THE TENDER OFFER.**

The canteen has 'Self Service' system. In addition to preparation of food items and serving them at the counter, other services to be provided include:

1. Cleaning, cutting and preparation of vegetables, pulses and all food items
2. Estimate quantities of non-perishable and perishable items for stocking.
3. Servicing food and beverages at the counters during the prescribed hours and occasionally outside the prescribed hours
4. Collecting the soiled plates, glasses, cups etc. and moving them to the wash table, cleaning sterilizing etc., as necessary.
5. Dining tables should be kept clean always.
6. Cleaning the kitchen, utility areas, all kitchen utensils, equipments, fixtures, etc.
7. Supervising, operating cash registers, computers, cash collection and collecting cash against bills/coupons, finalize daily account and maintenance of day to day as well as monthly and periodically.
8. Serving food and beverages in limited way as required in the Main building, Canteen etc., but all within the Campus.
9. Assistance in disinfecting the kitchen once in a month, through the identified agency, and relaying and cleaning.
10. To take stock of all cutlery/crockery once in a week and a report shortages/breakages or nil statements thereon.
11. Any other work which will be incidental to the above and as directed by the Officer-In-Charge.
12. The items currently served in the Canteen and Cafeteria is indicated in Annexure as Menu list, along with their selling rate.







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The Centre will provide the following facilities:

Kitchen and dining areas along with full fledged kitchen equipments, canteen equipments, electricity, water, refrigerator, cash register, water coolers, toasters, utensils, plates, cups and saucers, spoons Canteen Furniture, etc. which are necessary for clean preparation and partaking of food.

**PLEASE NOTE ALL CLEANING MATERIALS INCLUDING TOOLS, DETERGENTS, LIQUID SOAP, TOWELS, ETC., HAVE TO BE PROVIDED BY THE CONTRACTOR**

The essence of this contract will be preparation of clean and nutritious food in the Canteen, Main building and other areas inside NCBS Campus and serving them under good hygienic conditions at all prescribed hours as per a menu which will be provided by Officer-in-Charge / Supervisor.

The contractor's responsibilities in addition to serving clean and hygienic food/beverages and keeping the surroundings and utensils/equipment clean will be deploying qualified, well trained, disciplined, clean and well dressed (in uniform) personnel at different levels as are necessary for efficient operation of the canteen.





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**MENU LIST - BREAKFAST**

Item	Quantity	Rate (Rs.)
Tea	100 ml.	2.00
Coffee	100 ml.	3.00
Milk	200ml.	11.00
Milk	100 ml.	6.00
Idly (plain) with Chutney	60 gms.	6.00
Dosa - plain	100 gms.	6.00
Dosa - masala	150 gms.	11.00
Poori 2 Nos.	60 gms.	5.00
Sagu	125 gms.	6.00
Batura	70 gms.	7.00
Chole	125 gms.	10.00
Aloo paratha	125 gms.	6.00
Upma	130 gms.	6.00
Rice bath	150 gms	9.00
Pongal	150 gms	6.00
Poha	150 gms	6.00
Uthapam	150 gms.	11.00
Rava idly	100 gms.	6.00
Vegetable idly 1 no.	100 gms.	6.00

**PANTRY ITEMS**

Item	Quantity	Rate (Rs.)
Bread	1 slice	MRP
Butter	10 gms.	MRP
Cheese	1 slice	MRP
Jam sachet	1 No.	MRP
Omelets	1 egg	7.00
Cornflakes	1 cup	MRP
Chicken S/W	1 No.	17.00
Vegetable S/W	1 No.	11.00
Cheese S/W	1 No.	17.00
Veg Burger	1 No.	33.00
Grills Sandwich (plain,veg)	1 No.	13.00
Grills Sandwich - non veg	1 No.	20.00
Ice-cream	1 No.	MRP
Paneer S/W	1 No.	15.00
Egg S/W	1 No.	10.00
Chutney S/W	1 No.	10.00
Cole Slaw	1 No.	17.00







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**LUNCH**

Item	Quantity	Rate (Rs.)
Soup (Veg.)	100 ml.	2.00
Chapathi	30 gms.	1.00
Rice	250 gms.	3.00
Mix rice (pilaf, etc.)	250 gms.	6.00
Fried Rice	250 gms.	17.00
Curd Rice	250 gms.	11.00
Rasam	100 ml.	1.00
Dal	100 gms.	4.00
Veg. I	150 gms.	8.00
Spl. Veg	150 gms	11.00
Veg. II	125 gms.	9.00
Salad	2 slices each (tomato, cucumber, onion)	2.00
Salad ( special)	100 gms	7.00
Curd	100 ml.	5.00
Raita	80 gms.	5.00
Papad	1 No.	1.00
Pickle	1 tsp.	1.00

**NON-VEG**

Item	Quantity	Rate (Rs.)
Chicken Curry – with bone 1.2 kg Dressed chicken made 8 pieces	150 gms	28.00
Chicken Dry – with bone 1.2 kg Dressed chicken made 8 pieces	150 gms	28.00
Fish preparation –Seer Fish,pomfret,Salmon,etc.	100 gms.	75.00
Mutton preparation - 1 kg. Mutton made for 7 portions (boneless)	150 gms	80.00

**DESSERTS**

Item	Quantity	Rate (Rs.)
Fruit salad custard	80 gms.	9.00
Caramel custard	80 gms	10.00
Plain custard	80 gms.	7.00
Gulab jamun	40 gms.	7.00
Lemon soufflé	80 gms.	10.00
Coffee mousse	80 gms.	10.00
Moong dal payasam	80 gms.	8.00
Semiya payasam	80 gms.	7.00
Chandrakala	100 gms.	8.00
Jelly custard	100 gms.	8.00
Shahi tukra	60 gms.	8.00
Carrot halwa	60 gms.	11.00
Pumpkin halwa	60 gms.	10.00
Mango/pineapple souffle	60 gms.	10.00





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**EVENING TEA SNACKS**

Samosa	60 gms	6.00
Udin Wada	50 gms	6.00
Veg. Cutlet	60 gms	6.00
Kachori	50 gms	6.00
Maddur Wada	50 gms	6.00
Dahi Wada	70 gms	11.00
Potato Wada	60 gms	6.00
Chanadal Wada	50 gms	6.00
Sago Wada	60 gms	6.00
Mix Veg. Pakora	70 gms	6.00
Onion Pakora	60 gms	6.00
Chats	150 gms	17.00
Dahi puri/Bhel Puri	150 gms	22.00

Rate of special veg, rice, etc., made out of Mushrooms, Fresh Peas, Zucchini, Baby Corn, Broccoli & paneer	20.00
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OPERATION OF FAST FOOD COUNTER IN FIRST FLOOR DINING HALL FROM 10.00 HRS TO 14.30 HRS AND 15.00 HRS TO 23.30 HRS.

Sl. No.	Menu	Rate (Rs.)
1	Pasta	17.00
	Special Pasta –Cheese	22.00
	Pasta-Chicken	28.00
	Finger chips	20.00
	Salads ( 2 Types)	8.00
	Fruit Salad	6.00
2	Roti	9.00
	Curry -special	11.00
	Curry Non- Veg	30.00
	Salads ( 2 Types)	8.00
	Fruit Salad	6.00
3	Kati Roll Veg. 130 gms	17.00
	Kati Roll –Paneer 130 gms	22.00
	Katti Roll – chicken 150 gms	28.00
	Chutney	---
	Salads (2 Types)	8.00
	Fruit Salad	6.00
4	Stuffed Paratha (Alu/veg) 250 gms	17.00
	Stuffed Paratha (Chicken) 200 gms	28.00
	Stuffed Paratha (Paneer) 200 gms	23.00
	Chutney	---
	Lacha Paratha 2 nos. (250 gms)	17.00
	Tawa Paratha 2 nos. (250 gms)	17.00
	Kerala Paratha 125 gms	10.00
	Chicken kebab 150 gms	30.00
	Chiken curry (Tandoori) 150 gms	33.00
	Salad 2 Types	8.00
	Fruit Salad	6.00
5	Spaghetti with Cheese Balls	22.00
	Spaghetti with Meat (mutton) Balls	60.00
	Brown Bread 1 slice	MRP
	Salad 2 Types	6.00
	Fruit Salad	8.00
		6.00





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6	Club S/W (Veg.)	25.00
	Club S/W (Non Veg.)	30.00
	Butter Veg.	20.00
	Boiled Egg	6.00
	Fruit Salad	6.00
7	Chicken Boneless preparation 150 gms	44.00
8	Chicken Biryani 500 gms	40.00
9	Egg Biryani 350 gms	22.00
10	Veg. Biryani 300 gms	17.00
11	Fresh Juices -water melon, Pineapple, sweet lime, Muskmelon, orange, grapes	17.00
12	Milk shakes – Banana, Apple, Sapota, Mango, Ice-creams and cold coffee	22.00
13	Soft drinks, Fruit Juices, Flavored curd	MRP
14	Any Ready Made Food Items	MRP

**THE DAILY SALES FROM THE COUNTER CAN BE COLLECTED BY THE CONTRACTOR.**

Special menu items for workshops /symposium/meetings shall be billed as per the costing at that time with the approval of the Officer-in-Charge. Tea/coffee, snacks served in meeting rooms is also in the scope of work and the same shall be billed in the similar pattern separately . Following is the present rate applied for the special menu items for the official meeting and shall be billed separately towards the event Budget.





Rate for the official special menu items for meetings/workshops/symposiums			
SL NO	TYPE OF SERVICE	PARTICULARS	Amount per Pax.
1	Breakfast (Very special breakfast)	Live counter: Three varieties of Indian breakfast dishes, cut fruits of three varieties, whole fruit (3 varieties), brown bread, white bread, toast, multi grain bread, Baguette, sourdough, French loaf, Straw berry and Blue berry jam –Chabba, marmalade (Bonne Maman), flavored yoghurts (Vanilla, strawberry, mango and mix fruit) , Nutella, Pea-nut Butter, butter chiplet, Cheese slice, individual packets of Kellogs and Oats, choco flakes, Muffins & croissants, two types of fruit juices, tea, coffee, milk (cold & hot), Cocoa – Hinz variety of tea bags, boiled egg, different types of omelets, bottled water, etc.	200.00
2	BREAKFAST (separate counter)	Live counter: Three varieties of Indian breakfast dishes, cut fruits of three varieties, whole fruit, two types of bread, toast, butter, mixed fruit jam, corn flakes, Muffins./croissants, two types of fruit juices, tea, coffee, milk, variety of tea bags, boiled egg, different types of omelets. etc.	125.00
3	BREAKFAST (at regular counter)	Three varieties of Indian breakfast dishes, cut fruit include three varieties, two types of bread, butter, toast, mixed fruit jam, corn flakes, tea, coffee, milk, variety of tea bags, boiled egg, different types of omelets, etc.	75.00
4	MORNING TEA/COFFEE SERVICES	Two types of Sandwich, bottled water, chips. Cookies/biscuits, tea, coffee, milk, variety of tea bags, sugar cubs, etc.	75.00
5	LUNCH(Faculty)	Fruit Juice, Soup, Salad, Paratha, Pulao, Rice, Dal, Veg Dry, Veg Gravy, Special Veg, Special Non-Veg, (boneless), cut fruits, Sweet, curd, Papad, Pickle, bottled water, Coffee, tea, etc.	250.00
6	LUNCH (Other Meetings)	Paratha, pulao, rice, dal, veg dry, veg gravy, special veg, special non-veg, salad, cut fruit, ,sweets, bottled water, juice(tetra pack) curd, butter milk packet, papad, pickle, tea, coffee, etc.	350.00
7	PACKED LUNCH	Paratha/chapaty, Pulao, veg Dry, Veg Gravy, Pickle, Salad, Fruits, Sweet, curd, Juice(tetra pack),papad, bottled water, Amul Musti Butter Milk, etc.	100.00
8	EVENING TEA SERVICE	Snacks cookies, Chips, Sweets, Tea .Coffee ,tea Bags, Sugar cubes, Milk, Bottled water, etc	50.00
9	HIGH TEA SERVICE	2 types of snacks, Sweet, Cookies, chips, tea, coffee, milk, tea bags sugar cubes, bottled water, etc.	80.00
10	SPECIAL DINNER	Fruit juice, soft drinks, chicken tikka, paneer tikka, peanut masala, soup, tandoori roti, butter kulcha, special pulao, plain rice, dal fry, veg dry, veg gravy, special veg dry, special veg gravy, special non-veg(bone less fish) non - veg (boneless mutton)salad cut fruits, sweet ,papad, pickle, water bottle, ice cream, curd, coffee, bottled water, etc.	350.00
11	VERY SPECIAL DINNER (social meeting with foreign guests/delegates/visitors)	Fruit juice, soft drinks, chicken tikka, fish chilly, paneer tikka, peanut masala, mushroom chilly, potaro wafers, mixture, veg soup, non-veg soup, tandoori roti, butter kulcha,butter Nan,,special pulao, plain rice, curd rice, dal fry, dal makhani, veg dry, veg gravy, special veg dry, special veg gravy ,special non-veg gravy, non-veg(fish),fish gravy, special non veg mutton, green salad, special salad (corn, russian)cut fruits, sweet(rasmalai,/rosagulla) papad, pickle, bottled water, ice cream, curd, coffee, etc.	850.00



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**INFORMATION TO TENDERERS**

The Tender shall be evaluated under 2 (Two) Bid System

1. Technical Bid
2. Financial Bid

Technical Evaluation shall comprise of

**TECHNICAL EVALUATION CRITERIA WITH MARKS**

Sl No.	Technical Requirement	Max Marks
1	Company Profile and Organization Structure	2
2	EMD	1
3	Solvency Certificate for Rs. 105Lakhs issued by the bank- not before 30th September 2017	5
4	Copy of the Valid Registration Certificate of the Firm	1
5	Copy of PAN	1
6	Copy of the valid Labour License issued by the LC (Central/State) for similar type of works at least- 3	10
7	Copy of ESI Registration	1
8	Copy of PF Registration	1
9	5 years Essential experience in providing similar type work (on site cooking & serving) of Catering & Hospitality Services in a reputed Organization and list of Work on hand minimum 3 (pl. enclose documentary evidence)	25
10	Copy of the Work Order for similar nature of work worth Rs.211Lakhs or more in an establishment or 2 Orders worth Rs.158Lakhs each or more or three contracts of Rs. 106Lakhs or more per annum in one or two different establishments during the last two separate financial years (2015 -2016 and 2016-2017).	20
11	Performance Certificate from the existing clients (issued July 2017 onwards - minimum 3) (excluding TIFR/NCBS)	20
12	Experiencing in providing caretaker service in guest house	3
13	Financial Statement of last 3 years (Balance Sheet & P & L A/C)	10
	<b>TOTAL</b>	<b>100</b>

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. Sl. no. 1 to 12 are mandatory for evaluation of tender.

A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work.







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**ANNEXURE – B – SCOPE OF WORK**

**CAFETERIA AT ACADEMIC BUILDING, ADMINISTRATION BUILDING & CANTEEN AT PARKING AREA**

**1. The Centre (NCBS) will provide the following facilities:**

- a. Kitchen space
- b. Dining areas, tables, chairs
- c. Full fledged kitchen equipments
- d. Canteen equipment
- e. Electricity
- f. Water
- g. Toasters, Refrigerators, Cash Register, Water Coolers
- h. Utensils, Plates, Cups, Saucers, Spoons, Drinking Glasses, etc.

**2. The following materials should be arranged / provided by the contractor:**

- a. Materials such as Groceries, Oils, Milk & Milk Products, Vegetables, etc.
- b. Non vegetarian items
- c. Cleaning materials including Tools, Detergents, Liquid Soaps, Towels, etc., for the kitchen use.
- d. Paying for refilling of gas cylinders and bringing them to the canteen at NCBS.
- e. Stationery & Printing materials for daily operation.

**3. The daily sales collection from the counter as per the Menu list can be collected by the Contractor.**

4. The contractor shall indemnify / deemed to have indemnified NCBS for all losses arising out of this contract. The Contractor shall be responsible for all Equipment, Cutlery/Crockery entrusted to him and any loss, damage or breakage to such property shall be recoverable from the Contractor. However, normal losses and breakages incidental to the working of the canteen as decided by the institute will be borne by the institute.

5. The contract involves preparation and serving Continental, Chinese, South and North Indian Dishes and Snacks. The services to be provided include Breakfast, Lunch, Dinner and Morning and Evening Tea on all days including Holidays and Sundays. All fuel (Gas), Raw Materials, Consumables, Cleaning materials, stationery for Counters etc. is under the scope of the Contractor. However NCBS will provide a gas manifold room with 16 empty cylinders (with deposits paid) and Contractor shall pay for re filling and bring them to the Canteen. The entire kitchen is connected to this gas system.

6. The present requirement of food and beverages is as follows :

Items	Approximate quantity	
	(on working days)	
Breakfast	100-120	
Lunch	120-150	
Morning tea	50-70	
Evening tea(without snacks)	150-160	
Evening snacks	100 -120	

**These are approximate quantities and are bound to vary. The service timings of the canteen and cafeterias will be as follows at present.**





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Items	Cafeteria – Academic Block	Cafeteria Admin Block	Cafeteria-Parking
Breakfast	Continuous service from 9.30 hrs. to 18.00 hours	--	9.00 hrs to 10.00 hrs
Morning tea	<b>Closed on Sundays</b>	10.00 hrs. To 12.00 hrs.	10.15 hrs. To 11.45 hrs.
Lunch		--	12.45 hrs. to 13.45 hrs
Evening tea		15.00 hrs to 17.30 hrs	15.00 hrs to 17.30 hrs.
Dinner		--	--

Cafeterias in Admin Block and Parking Area are closed on Sundays and public holidays.

**MENU LIST – BREAKFAST**

Item	Quantity	Rate (Rs.)
Tea	100 ml.	2.00
Coffee	100 ml.	3.00
Milk	200ml.	11.00
Milk	100 ml.	6.00
Idly (plain) with Chutney	60 gms.	6.00
Dosa - plain	100 gms.	6.00
Dosa – masala	150 gms.	11.00
Poori 2 Nos.	50 gms.	5.00
Sagu	125 gms.	6.00
Batura	70 gms.	7.00
Chole	125 gms.	10.00
Aloo paratha	125 gms.	6.00
Upma	130 gms.	6.00
Rice bath	150 gms	9.00
Pongal	150 gms	6.00
Poha	130 gms	6.00
Uthapam	150 gms.	11.00
Rava idly	125 gms.	6.00
Vegetable idly 1 no.	100 gms.	6.00







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CONTINENTAL

Item	Quantity	Rate (Rs.)
Bread	1 slice	MRP
Butter	10 gms.	MRP
Cheese	1 slice	MRP
Jam sachet	1 No.	MRP
Cornflakes	1 cup	MRP
Chicken S/W	1 No.	17.00
Vegetable S/W	1 No.	11.00
Cheese S/W	1 No.	17.00
Cheese Chilly Toast	1 No.	17.00
Grills Sandwich (plain,veg)	1 No.	17.00
Ice-cream	1 No.	MRP
Veg Puffs	150 gms	11.00
Egg Puffs	150 gms	12.00
Paneer S/W	1 No.	13.00
Egg S/W	1 No.	11.00
Chutney S/W	1 No.	9.00
Cole Slaw	1 No.	17.00





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Sl. No.	Lunch Menu	Rate (Rs.)
1	Combo Meals (2 varieties of color Rice, 1 sweet & 1 papad) 550 gms	18.00
2	Chapaty Combo Meals (2 chapty 80 gms, 1 color Rice 150 gms, 1 Kootu 100 gms, 1 sweet 60 gms & 1 papad) 400 gms	20.00
3	Combo Meals (2 Dosas, 1 Kootu, chutney and Sambar) 500 gms	28.00
4	Special Meals (2 chapaty 80 gms, white rice 150 gms, color rice 150 gms) Sambar 100 gms, rasam 100 ml, Veg Kootu 120 and a tea spoon of pickle, 1 sweet 60 gms and 1 curds 100gms) 850 gms	33.00
5	Thali Meals (2 chapaty 80 gms, white rice 150 gms, color rice 150 gms) Sambar 100 gms, rasam 100 ml, Veg Kootu 120 and a tea spoon of pickle) 700 gms	22.00
6	Veg. Roll 130 gms Egg Roll (egg) 130 gms Chicken Roll 150 gms Mushroom Roll 130 gms	15.00 22.00 28.00 20.00
7	Fresh Juices – Fresh lime 120 ml.	6.00
8	Grape Juice – 120 ml.	11.00
8	Soft drinks, Fruit Juices, Flavored curd	MRP
9	Any Ready Made Food Items	MRP

**TEA SNACKS**

Sl. no	Snacks	Rate
1	Samosa 60 gms	6.00
2	Udin Wada 50 gms	6.00
3	Veg. Cutlet 70 gms	6.00
4	Kachori 50 gms	6.00
5	Maddur Wada 50 gms	6.00
6	Dahi Wada 80 gms	11.00
7	Potato Wada 60 gms	6.00
8	Chanadal Wada 50 gms	6.00
9	Sago Wada 60 gms	6.00
10	Mix Veg. Pakora 70 gms	6.00
11	Onion Pakora 60 gms	6.00

**THALI MEAL LUNCH (approximately 100 meals) ON SUBSIDIZED RATE FOR CONTRACT EMPLOYEES AT OUR CAMPUS IS IN THE SCOPE OF THIS CONTRACT.**

**IMPORTANT NOTE:**

The Tenderers may submit the Technical bids and Price bids for Annexure -A, Scope of Work: **FOR MAIN CANTEEN GROUND FLOOR & FIRST FLOOR AND FAST FOOD COUNTER AT FIRST FLOOR, DHRH cafeteria and Annexure – B, Scope of Work: CAFETERIA AT ACADEMIC +BUILDING, ADMINISTRATION BUILDING & CANTEEN AT PARKING AREA in separate covers.**

The Centre reserves the right to award the Contract to One (1) Contractor or Split the Contract as per Scope of Work of Annexure -A and Annexure – B and Annexure – C.







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THE INTENDING BIDDERS ARE ADVISED TO VISIT THE NCBS CANTEEN TO SEE THE EXISTING INFRASTRUCTURE FACILITY, TYPE OF MENU, QUALITY, QUANTITY OF FOOD SERVED, RATES, ETC. BEFORE SUBMITTING THE TENDER OFFER.

The canteen has 'Self Service' system. In addition to preparation of food items and serving them at the counter, other services to be provided include:

1. Cleaning, cutting and preparation of vegetables, pulses and all food items
2. Estimate quantities of non-perishable and perishable items for stocking.
3. Servicing food and beverages at the counters during the prescribed hours and occasionally outside the prescribed hours
4. Collecting the soiled plates, glasses, cups etc. and moving them to the wash table, cleaning sterilizing etc., as necessary.
5. Dining tables should be kept clean always.
6. Cleaning the kitchen, utility areas, all kitchen utensils, equipments, fixtures, etc.
7. Supervising, operating cash registers, computers, cash collection and collecting cash against bills/coupons, finalize daily account and maintenance of day to day as well as monthly and periodically.
8. Serving food and beverages in limited way as required in the Main building, Canteen etc., but all within the Campus.
9. Assistance in disinfecting the kitchen once in a month, through the identified agency, and relaying and cleaning.
10. To take stock of all cutlery/crockery once in a week and a report shortages/breakages or nil statements thereon.
11. Any other work which will be incidental to the above and as directed by the Officer-In-Charge.
12. The items currently served in the Canteen and Cafeteria is indicated in Annexure as Menu list, along with their selling rate.

The Centre will provide the following facilities:

Kitchen and dining areas along with full fledged kitchen equipments, canteen equipments, electricity, water, refrigerator, cash register, water coolers, toasters, utensils, plates, cups and saucers, spoons Canteen Furniture, etc. which are necessary for clean preparation and partaking of food.

**PLEASE NOTE ALL CLEANING MATERIALS INCLUDING TOOLS, DETERGENTS, LIQUID SOAP, TOWELS, ETC., HAVE TO BE PROVIDED BY THE CONTRACTOR**

The essence of this contract will be preparation of clean and nutritious food in the Canteen, Main building and other areas inside NCBS Campus and serving them under good hygienic conditions at all prescribed hours as per a menu which will be provided by Officer-in-Charge / Supervisor.

**The contractor's responsibilities, in addition to serving clean and hygienic food/beverages and keeping the surroundings and utensils/equipment clean, will be deploying of qualified, well trained, disciplined, clean and well dressed (in uniform) personnel at different levels as are necessary for efficient operation of the canteen.**





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**Providing Caretaker service in Guest House**

NCBS has 19 rooms in Champka guest house, 6 flats in Mallige, 12 flats in Sugandhi and 3 flats in Kepale for accommodating official visitors from head quarter, field stations and other universities from India and abroad.

Again, we have 6 triple and 5 double rooms in hostel Mandara, 12 double rooms in Parijata, 25 rooms in CBLGH to accommodate graduate students visiting on collaborate work and participating in Symposiums, Meetings and Workshops.

NCBS has 48 rooms in Parijata, 98 hostel rooms in Mandara and 54 hostel rooms in Sugandhi.

Complete guest house buildings, hostel rooms and common areas and corridors of housing complex come under the scope of work.

Guest rooms are fully furnished with costly furniture, electronic/electrical equipment, crockery, cutlery and other household items.

We have already 2 permanent staff employed on regular appointment from NCBS, will work in shifts.

**Quality and Scope of Services**

**SCOPE OF SERVICES - THE CONTRACTOR shall be responsible for:**

**1. Caretaking of guest houses and Management**

- I. Allotting of (accommodation) rooms to the guests/visitors come to stay at NCBS Guest House as approved by the Center officials. Services include manning the reception and office round the clock, on all the days of the year including holidays, issuing/receiving of room keys, maintenance of allotment register and billing. Allotment and opening of rooms for bona-fide guests and perfect upkeep of rooms by good housekeeping and room service.
- II. Maintenance and cleaning of all the rooms including toilet cum bath, all fixtures/furniture at the Guest House, including the office rooms on the ground floor, other rooms in the Guest House on daily basis. A status report (checklist) on day to day basis will be maintained by the Caretakers as a permanent record and may be arranged sent to the concerned office on day-to-day basis.
- III. Changing of bedroom linen and bathroom towels as per schedule given by the management, whenever the rooms are in use. In case of higher requirement (during high occupancy) fresh linen, towel etc should be provided as per requirement. A floor register for this purpose shall be maintained by the contractor and will be scrutinized by NCBS officials from time to time. Requests of guests should be accommodated, such as for more towels, blankets, etc. and logged in the Register.
- IV. Contractor shall responsible for the cleanliness of floors in the rooms and corridors daily with detergent/phenyl (harmless certified chemicals).
- V. Carpets wherever available, shall be cleaned daily by vacuum cleaner and dry cleaning will be done on quarterly basis or earlier, as per requirement. Cleaning of sofa set, covers, curtains will also be done on monthly/quarterly basis, as per the schedule given in Annexure 'A'. The contractor at his own expense shall arrange all consumable and cleaning materials for cleaning and dry cleaning. Mosquito repellent, anti-mosquito spray/fumigation, rodent and pest control, fly/ultrasonic repugnant, etc., shall be done as per the schedule given in Annexure 'A'.







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- VI. The contractor should be responsible for quality cleaning of bed and bath linens as per industry norms. The contractor should arrange for laundry services to the guest(s) on payment basis and shall attend the guests' requirements.
- VII. Check and ensure the stock of toiletry items of reputed brand(s) and to be provided daily in sachets (shampoo, soap) etc. All the room amenities shall be arranged in the rooms as required/use.
- VIII. The contractor shall ensure overall general maintenance, like cleaning and up keeping of the entire guest houses spic & span, coordinate with the concerned departments for services and repairs (electrical, plumbing, HVAC etc.), breakdowns, emergency relief and help on urgency. To ensure the Supervisors are sufficiently trained and equipped with mobile phones.
- IX. The agency has to provide adequate number of caretakers to run the guest house and hostels at NCBS campus and Housing complex at CB site, Yelahanka.

The contractor shall appoint qualified (SSLC and above ) and well trained staff (5 years and above experience in similar type of guest houses in Research Establishments), having good character and maintain high standards of turn out. Contractor should ensure that there is no hold up in any of the services for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Centre.

1. In order to ensure high quality of service and having regard to the scope of work and the appropriate level of expertise (i.e., qualification, experience) required for the job, the contractor should pay such salary /wages which is higher than the statutory wages as prescribed by the Minimum Wages Act, so that quality of service is assured. Such salary shall be well above minimum wages.

- X Currently, to maintain the Guest House and other housing facility, the following work force is envisaged. Caretakers/Supervisors - 8 nos (indicative figure)

*This is the minimum manpower requirement envisaged, to maintain the system. However, contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the PRE-BID meeting. The vendors shall have all their doubts cleared in the PRE-BID meeting. It is completely contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of NCBS. While deploying staff the Contractor shall consider that 2 permanent staff are already employed on regular appointment from NCBS, will work in shifts.*

#### **XI Experience and qualification of Staff**

The experience, qualification of the staff being deployed by the Agency should be:

1. Qualification should be SSC or equivalent
2. Caretakers/Supervisors should have minimum 5 years experience in a reputed hotel or a large establishment or Institution. Fluency in English/Hindi and at least one local language is essential.
3. Caretakers should have minimum of 5 years experience in a reputed hotel, large industrial canteens, establishment or Institution. One year course in Housekeeping/F & B service is an added advantage.
4. The service personnel being engaged by the Agency should be polite, smart and physically sound.
5. The employed staff should undergo periodical training. The contractor should provide in house training or tie up with professional training centers for regular training of the deputed personnel.





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### **HANDING / TAKING OVER**

The fittings, fixtures, furniture, furnishings, linen, gadgets and all other items will be properly handed over after making separate kit inventory and details of each items giving specification, duly signed by institute representative of the Guest House, NCBS Bangalore and the contractor for the Guest House. Each room shall display the inventory list and be reconciled on quarterly basis with compulsory annual inventory verification of the complete Guest House.

### **XII GUEST HOUSE CARE TAKER DUTY**

#### **FIRST SHIFT DUTY**

- Taking hand over from night shift
- Updating arrival and departure details
- Receiving the news papers
- 8.30 am checking of public area ,cleaning of Champaka, Mallige, Parijata(cleaning of corridors and staircase)
- 10 am receiving and issuing of laundry
- 10.30 am allotting duties to the housekeeping crews in Champaka, Mallige, Parijata and CBLH
- 10.30 am and 12.30 am to ensure the cleaning of CBLH and placing guest amenities
- Updating the complaints related to maintenance and special cleaning requirements to the supervisor
- Preparing the check list of CBLH and other hostel rooms
- Attending of all other guest house related works

#### **GENERAL SHIFT C.B SITE**

- Updating of guest register in CB site (Sugandhi, Kepale,Mandara hostel)
- Ensure the cleaning of public area of all the flats and hostel (corridor, stair case, medical room, gym, recreation, canteen, washing room, parking, TV room)
- Ensure the Sugandhi guest house cleaning and placing of amenities(water, bottle, soap ,shampoo, tea bags, coffee powder, sugar sachets, fruit basket, juice and biscuits)
- Preparing of official
- Receiving and issuing the laundry
- Updating of maintenance complaint
- Attending of all other guest house related works

#### **GENAERAL SHIFT OFFICE**

- Taking charge of desk duties
- Updating the guest room as per the reservation chart
- Ensure the cleaning of Champaka, Mallige and Parijata hostel
- Responding to the telephone calls and attending of guest issues
- Receiving guest escorting to the rooms
- Issuing of guest reservation request forms
- Preparing check list
- Attending of all other guest house related works







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**SECOND SHIFT**

- Taking handover from first shift person
- Allotting occupied and departure room cleaning
- 2.00 pm – 4.00 pm ensure the cleaning of CBLH room, stair case, corridors, kitchen, dining area, washing area.
- Receiving of stores items like guest stationeries and etc.,
- Responding telephone calls and attending of guest
- Attending of all other guest house related works

**NIGHT SHIFT**

- Taking handover from second shift person
- Checking arrival and departure details
- Receiving of wake up calls request from guest
- Preparing guest room bill of official and personal
- Taking care of check in and check out
- Updating guest arrival and departure timing from reception
- Attending of all other guest house related works

**IMPOTANT: Guest house office shall be manned 24 x7.**





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**PROFILE OF EXPERIENCE IN THE CATERING & HOSPITALITY SERVICES**

(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

**ANNEXURE -B**

1. Name and status of the Proprietor / Director/ Partner :
2. Qualification :
3. Average age of the work men :
4. Catering & Hospitality Experience in Medium/ Large Research/Establishment/Large Residential Public School/BigMultinational Company :
  - a. Position held :
  - b. Reasons for leaving :
  - c. Length of service and designation in each post (*attach additional sheet, if necessary*) :
  - d. Do you have experience of running a system similar put to tender. If yes, please give details :
5. a) Do you have a control room which is open round the clock. If yes what is the Name, phone No./Mobile No. & the level of person manning it :
  - b) In case of a sudden accident, what support in terms of resources your organization can provide? :
6. Have you provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts? If yes, give details. :
7. If you think you have expertise in the work put to tender, please give a brief write up on that. :
8. Any other information :
- Signature :
- Name :
- Designation :
- Name & Address of the company with Seal :
- Date :







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**IMPORTANT NOTE FOR THE BIDDER**

**ANNEXURE – C**

1. The employees/workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure 'A'. If such experienced hands are not available, either because the service is extremely specialised and only in-house training is possible, at least a certain percentage of employees/workers shall be experienced/trained who shall be able to impart training/expertise to others.
2. The Contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless NCBS has asked for it or without advance approval of NCBS.
3. The Contractor shall ensure that no contract employees nor anyone from his side use NCBS transport to come to the work spot or return. The Contractor shall use emergency services like medical help and emergency vehicles of NCBS in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury/death and or loss/damage will fully rest with the Contractor.
4. At any point of time, there must be a minimum of 90% attendance in each shift. Any absence or shortage beyond this may be managed by giving over time; shortage or absenteeism less than 90% in shift shall be penalized including termination of the contract. Payment shall however be restricted to actual number of people as physically deployed in each month.
5. The Tenderer must indicate the deviation in Annexure-E, with reasons thereof. The deviations indicated by the tenderer shall be form the tender document issued by NCBS. Deviations shall be valid only if it is accepted by NCBS and forms part of the joint agreement.
6. The rates quoted shall be valid for 2 years from the date of Work order followed by joint agreement.





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**SCHEDULE OF EXPERIENCE OF LAST FIVE YEARS**

**ANNEXURE – D**

Please furnish list of firms/offices where you have undertaken similar jobs (please use additional sheets, if necessary:)

Sl. No.	Name of the Company with full Address	Period		Contract Value (Rs.) Contact person & phone Nos.
		From	To	
Signature				
Name				
Designation				
Name of the company				
Date				
Seal of the company				







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**SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS**

**ANNEXURE – E**

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

--

The bidder hereby certifies that the above mentioned are the only deviations from Technical Specifications / Commercial terms and conditions of this tender. (State NIL if no deviation is envisaged.)

Signature	
Name	
Designation	
Name of the company	
Date	
Seal of the company	



**STATUTORY OBLIGATIONS:**  
**ANNEXURE- F**

The selected Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules/changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The successful bidder shall indemnify/is deemed to have indemnified NCBS against all such liabilities which are likely to arise out of the Contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees/workmen cover by this tender with these cover/benefits.

**1. The Contract Labour (Abolition & Regulation Act, 1970):**

The selected Contractor shall obtain and produce license from the Labour Commissioner's office (Central). They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

**2. Payment of Wages Act:**

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7th of the succeeding calendar month. The Contractor will receive payment from the Centre only after he has disbursed in full the wages payable to his employees. The wages shall be distributed in NCBS premises and the Accounts Officer or one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and sign the disbursement report.

**3. Provident Fund Act:**

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be by contribution from the successful bidder as indicated in Annexure B. Proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

**4. Employees State Insurance Scheme:**

The successful bidder shall cover all their employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

**5. Minimum Wages Act:**

The successful bidder shall pay well above the minimum wages to each of their employees. Such rates shall be the rate implied or agreed between NCBS and the Contractor.





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**6. Workmen's Compensation (ELI):**

All employees/workers shall be covered for injury/death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employees/workers employed by the Contractor in NCBS. ELI premia is of the order of 3% on salary + DA subject to a maximum salary of Rs. 4,000/-.

**7. Payment of Bonus Act, 1965:**

Bonus shall be paid, once in year before Diwali or when a contract employee's service is discontinued, to all employees who have worked for a minimum of 30 days in the relevant accounting year. The amount of Bonus will be limited to 8.33% of total salary earned in the relevant accounting year or subject to maximum of Rs. 3499/- per annum.

**8. Karnataka Labour Welfare Fund Act, 1965.**

**9. General :**

Contribution towards PF, ESI & ELI shall be reimbursed to the Contractor only in succeeding months on submission of proof of having paid the premia/subsription. Premia towards ELI shall be paid to the Contractor on a pro-rata basis every month on submission of original policy and receipt. All premia/contribution/subsription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected. If for any reason this has not been possible, the Contractor shall promptly inform NCBS, which will suggest ways and means to put such unpaid amounts to proper use.

For and on behalf of  
National Centre for Biological Sciences  
Head - Purchase





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**PRICE BID**

**ANNEXURE – G FOR SCOPE OF WORK AS PER ANNEXURE - A**

1. Name of the firm along with Registration No. :
  2. PF Registration No. :  
ESI Registration No. :  
(copies to be enclosed) :
  3. Registered address of the firm :
  4. Status of the firm (tick what is relevant) : ( Co-operative, Proprietary, Partnership, Private Ltd. Public Limited Co., etc.)
  5. No. of employees proposed to be deployed for running the contract.  
a) For estimated quantities as in Annex. A.
    - i) Manager/Caretaker
    - ii) Supervisor / Cashier :
    - iii) Chef/Cook :
    - iv) Asst. cook :
    - v) Bearer :
    - vi) Utility Helper :
- Monthly salary & other contributions payable to each worker /employee under:
- a) The Minimum Wages Act (as per Govt. of Karnataka norms) and other statutory provisions (and requirements as enumerated by NCBS in these documents and as applicable) in force as on date (indicate with break up in the columns below).
  - b) You propose to pay (please indicate in column furnished in Table B below)
6. The percentage of salary (Sl.No.1 in Table-B below) to be paid by the Contractor for various statutory benefits are listed below indicating percentage to be paid by the Contractor, the part to be collected from the employee, and total.

**TABLE A**

Sl.No	Statutory Benefits	% to be collected from employee	% to be paid by the Contractor	Total %
1	PF	12	13.15	25.15
2	ESI	1.75	4.75	6.5
3	Bonus	-	8.33 *	8.33 *
4	ELI(Workmen's Comp.)/Group Insurance	-	3.00	3.00
	<b>Total</b>	<b>13.75</b>	<b>29.23</b>	<b>42.98</b>

• The amount of bonus payable is 8.33% subject to maximum of **Rs.6,697.00** per annum (the ceiling for calculation purpose from the salary or Wage of **Rs.7,000.00** per month) as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs.21,000/- per month as per Section 2 (13) of Bonus Act, 1965.







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7. Total bid amount per month inclusive of all taxes and duties as per Scope of Work and other details as contained in the tender document (please furnish in table below based on scope of work as shown in Annexure – A):

TABLE – B (Annexure – A, Scope of Work)

Sl. No.	Description	Manager	Supervisor/ Cashier	Chef/Cook	Asst. Cook	Bearer	Utility Helper
<b>I. Amount payable by the Contractor to Contract Employees</b>							
1	Salary (Basic + VDA)						
2	Bonus 8.33% of Rs. 7000/- ceiling per month						
3	Uniform		Rs.600.00	Rs.600.00	Rs.600.00	Rs.600.00	Rs.600.00
4	Washing Charges		Rs.200.00	Rs.200.00	Rs.200.00	Rs.200.00	Rs.200.00
<b>II. Amount payable by the Contractor towards Statutory Payments</b>							
1	PF						
2	ESI						
3	ELI(Workmen's compensation)/Group Ins.						
4	Taxes, duties, levies etc. (Pl. provide break up details)						
<b>III. Amount payable to the Contractor</b>							
1	Contractor's margin						
<b>Sub Total per employee</b>							
No. of employees proposed							
<b>Total (Rs.Ps.) per month</b>							
<b>IV. Lumpsum charges payable to the Contractor</b>							
1	Cleaning Material, Stationery consumables Charges, etc per month						
2	Transportation Charges etc., per trip/ per month						
3	Accommodation, food, if any other (Proof of payment to be submitted)						
<b>Grand Total (Rs. Ps.) per month</b>							





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Total Monthly Rate in respect of the following:-  
Rate for one man day under each category

Sl. No.	Description	Requirement of manpower as estimated by the bidder	Salary per man day	Rate per month in Rs. (including all duties taxes)
a	Manager\chef			
b	Supervisor\Cashier			
c	Chef / Cook			
d	Ass. Cook			
e	Bearer/Steward			
f	Utility/Helper			

Specify designation and experience in the field with level for each column

- Please specify and attach separate sheets, if necessary
- All efforts have been made to indicate our requirement. However, it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore, adequate care must be taken before bidding to ensure that all items are covered.
- In order that the bidders have a clear idea, it is important that the perspective contractors visit NCBS to see the area and work and have discussions before submitting the bids.

All amounts in Table – B to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The Contractor shall quote salary, supervision & admin. charges, contractor's margin, and the rest are either percentages of salary or fixed as indicated herein. Uniform and Washing charges are Rs. 600+Rs.200 per month. The Contractor shall supply minimum 2 sets of uniform within a month of award of contract and a fresh two sets will be issued if the contract is renewed beyond one year by the 13<sup>th</sup> month if renewed for 2<sup>nd</sup> year.

The monthly and periodical premia/subsription on all the above shall be paid by the Contractor and the quantum to be paid by the employee shall be collected from each employee by the Contractor or deducted from their salary. The quantum on Leave salary and Accommodation & Food are 6% and 7% of salary respectively.

The statutory benefits, uniforms, etc. listed above are comprehensive. It is incumbent on the contractors to include any statutory or safety precautions, benefits, etc. as prevailing under various statutes and to claim premia or costs thereof under Sl. No.11"any other" and indicate details thereof or separately. (pl. attach additional sheets, if necessary).

Signature, Name, Address and  
Seal of the proprietor / Managing Partner etc.

Name :

Seal of the Company :

Designation:

Signature :

Date:







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**PRICE BID**

**ANNEXURE – G FOR SCOPE OF WORK AS PER ANNEXURE - B**

8. Name of the firm along with Registration No. :
9. PF Registration No. :  
ESI Registration No. :  
(copies to be enclosed)
10. Registered address of the firm :
11. Status of the firm (tick what is relevant) : ( Co-operative, Proprietary, Partnership, Private Ltd. Public Limited Co., etc.)
12. No. of employees proposed to be deployed for running the contract.
- a) For estimated quantities as in Annex. A.
- i) Manager/Caretaker
- ii) Supervisor / Cashier :
- iii) Chef/Cook :
- iv) Asst. cook :
- v) Bearer :
- vi) Utility Helper :
- Monthly salary & other contributions payable to each worker /employee under:
- a) The Minimum Wages Act (as per Govt. of Karnataka norms) and other statutory provisions (and requirements as enumerated by NCBS in these documents and as applicable) in force as on date (indicate with break up in the columns below).
- b) You propose to pay (please indicate in column furnished in Table B below)
13. The percentage of salary (Sl.No.1 in Table-B below) to be paid by the Contractor for various statutory benefits are listed below indicating percentage to be paid by the Contractor, the part to be collected from the employee, and total.

**TABLE A**

Sl.No	Statutory Benefits	% to be collected from employee	% to be paid by the Contractor	Total %
1	PF	12	13.15	25.15
2	ESI	1.75	4.75	6.5
3	Bonus	-	8.33 *	8.33 *
4	ELI(Workmen's Comp.)/Group Insurance	-	3.00	3.00
	<b>Total</b>	<b>13.75</b>	<b>29.23</b>	<b>42.98</b>

- The amount of bonus payable is 8.33% subject to maximum of **Rs.6,697.00** per annum (the ceiling for calculation purpose from the salary or Wage of **Rs.7,000.00** per month) as per Section 12 of Bonus Act. The eligibility limit for payment of Bonus from the Salary or Wage of Rs.21,000/- per month as per Section 2 (13) of Bonus Act, 1965.





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14. Total bid amount per month inclusive of all taxes and duties as per Scope of Work and other details as contained in the tender document (please furnish in table below based on scope of work as shown in Annexure – A):

**TABLE – C (Annexure – B, Scope of Work)**

Sl. No.	Description	Caretaker GH	Manager	Supervisor/ Cashier	Chef/Cook	Asst. Cook	Bearer	Utility Helper
<b>I. Amount payable by the Contractor to Contract Employees</b>								
1	Salary (Basic + VDA)							
2	Bonus 8.33% of Rs. 7000/- ceiling per month							
3	Uniform			Rs.600.00	Rs.600.00	Rs.600.00	Rs.600.00	Rs.600.00
4	Washing Charges			Rs.200.00	Rs.200.00	Rs.200.00	Rs.200.00	Rs.200.00
<b>II. Amount payable by the Contractor towards Statutory Payments</b>								
1	PF							
2	ESI							
3	ELI(Workmen's compensation)/Group Ins.							
4	Taxes, duties, levies etc. (Pl. provide break up details)							
<b>III. Amount payable to the Contractor</b>								
1	Contractor's margin							
<b>Sub Total per employee</b>								
No. of employees proposed								
<b>Total (Rs.Ps.) per month</b>								
<b>IV. Lumpsum charges payable to the Contractor</b>								
1	Cleaning Material, Stationery Charges, etc per month							
2	Transportation Charges etc., per trip/ per month							
3	Accommodation, food, if any other (Proof of payment to be submitted)							
<b>Grand Total (Rs. Ps.) per month</b>								







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Total Monthly Rate in respect of the following:-  
Rate for one man day under each category

Sl. No.	Description	Requirement of manpower as estimated by the bidder	Salary per man day	Rate per month in Rs. (including all duties taxes)
a	Manager\chef\caretaker			
b	Supervisor\Cashier			
c	Chef / Cook			
d	Ass. Cook			
e	Bearer/Steward			
f	Utility/Helper			

Specify designation and experience in the field with level for each column

- Please specify and attach separate sheets, if necessary
- All efforts have been made to indicate our requirement. However, it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore, adequate care must be taken before bidding to ensure that all items are covered.
- In order that the bidders have a clear idea, it is important that the prospective contractors visit NCBS to see the area and work and have discussions before submitting the bids.

All amounts in Table – B to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The Contractor shall quote salary, supervision & admin. charges, contractor's margin, and the rest are either percentages of salary or fixed as indicated herein. Uniform and Washing charges are Rs. 600+ Rs.200 per month. The Contractor shall supply minimum 2 sets of uniform within a month of award of contract and a fresh two sets will be issued if the contract is renewed beyond one year by the 13<sup>th</sup> month if renewed for 2<sup>nd</sup> year.

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Signature, Name, Address and  
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Name :

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Signature :

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