



## **National Agri-Food Biotechnology Institute (NABI)**

Deptt. of Biotechnology, Ministry of Science & Technology, Govt. of India,  
Knowledge city, Sector-81, SAS Nagar, Mohali, (Punjab)-140306.

Phone: 0172-5221109/300; Website: [www.nabi.res.in](http://www.nabi.res.in)

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### **Tender document for** **NABI Hostel Mess cum Canteen Service**

#### **Tender detail:**

Cost of Tender document	<b>Rs.1,180/- (Rupees One Thousand One Hundred and Eighty only)</b>
Earnest Money Deposit (EMD)	<b>Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only)</b>
Issuance of tender document	<b>7<sup>th</sup> Nov, 2017</b>
Last date & time for submission of the tender document	<b>30<sup>th</sup> Nov, 2017 at 02:00 P.M.</b>
Opening of the Technical Bid	<b>30<sup>th</sup> Nov, 2017 at 03:00 P.M.</b>
Opening of the Financial Bid (*Only those tenderers Financial Bid will be opened who will be technically qualified)	<b>Will be intimated separately</b>

**(Signature & seal of the tenderer)**

# **NOTICE INVITING TENDER**

## **Eligibility Conditions:**

- 1) Sealed tenders under two bid systems (Technical & Financial) are invited on behalf of Executive Director, NABI, Mohali from registered and licensed agencies in the relevant field for the work of **“Engagement of agency for running of Mess in the student’s hostel cum institute’s Canteen”** at NABI campus as per the details mentioned in this tender document.
- 2) The bidder must have experience of minimum 03 (three) years in running hostel mess in the State/Central Govt Offices/PSUs/Autonomous bodies/Institutions/Universities/Colleges/other institutes having a campus hostel facility with minimum 100 students.
- 3) The bidders must have and enclose copy of documents such as valid registration, GST, PAN, EPF, ESI Registration codes and Income Tax Assessment Order etc. with the Technical Bid.
- 4) A ‘Certificate of satisfactory performance’ should also be enclosed duly indicating the period/scope of contract and type of payments received.
- 5) The tenderer should have a minimum annual turnover of Rs.50 lakhs for each of the last three financial years ending March 31, 2017.
- 6) Tender document can be obtained on all working days up to 04:30 P.M. on a payment of Rs.1,180/- (Rupees One Thousand and One Hundred Eighty only) in cash (Non-refundable) towards the cost of tender.
- 7) Tenders if downloaded from the NABI’s website must be accompanied with a Demand Draft of Rs.1,180/- (Rupees One Thousand and One Hundred Eighty only) drawn in favour of Executive Director, National Agri-Food Biotechnology Institute, payable at Mohali towards the cost of tender document. In case the tender cost is not submitted, the tender will not be considered/accepted and shall be rejected straightway.
- 8) The Earnest Money Deposit (EMD) of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) should be deposited in the form of Demand Draft payable at Mohali issued in favour of Executive Director, National Agri-Food Biotechnology Institute. Any tender without EMD will not be considered and rejected.
- 9) **Schedule for Submission & Opening of Bids shall be as under:**

<b>Submission of Bids</b>	<b>Due Date &amp; Time</b>
<b>Issuance of Tender document</b>	<b>7<sup>th</sup> Nov, 2017</b>
<b>Part-A- Technical Bid &amp; Part-B- Price Bid</b>	<b>30<sup>th</sup> Nov, 2017 - 02.00 p.m.</b>
<b>Opening of Part-I (Technical Bid)</b>	<b>30<sup>th</sup> Nov, 2017 - 03.00 p.m.</b>
Opening of Part-II (Price Bid) (*Price Bid will be opened of technically qualified tenderer(s) only)	Separate intimation shall be sent to technically qualified tenderer(s) only for opening of Price Bid(s).

**(Signature & seal of the tenderer)**

# **General Terms and Conditions of the Tender**

## **A. Scope of Work:**

To prepare food and serve Breakfast, Lunch, Evening Snacks and Dinner for Students, Guests and Visitors as per menu suggested by Institute's Committee and Hostel Committee after taking into account the availability of seasonal vegetables and fruits, eating habits of the residents who have come from different parts of the country and the paying capacity of the members.

Further, care should be taken to prescribe a balanced diet at a reasonable price. The workers have to work under the guidance of Administration staff or their representative(s). The workers will work in Kitchen and Dining Hall. Cleaners cannot be used for kitchen work.

## **B. General Conditions and Job Specifications:**

- (i) To provide Breakfast, Lunch, Evening Snacks and Dinner. The number of residents will be approximately 100 which may vary between  $\pm 20$ .
- (ii) The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- (iii) The workers should have worked in large canteens, hotels, messes for a period of three years and should have the sufficient knowledge and aptitude of preparing food both vegetarian and non-vegetarian and well behaved in nature/conduct with students and staff.
- (iv) The kitchen, dining hall, hand wash area, dish wash area, etc. will be washed with water and soap solution and mopped after every meal (Breakfast, Lunch, Evening Snacks and Dinner) and will be disinfected once in a month or as and when required.
- (v) The Agency shall arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- (vi) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- (vii) The mess will be opened at 6:00 a.m. by collecting key from the Caretaker/Security Officer/Staff and will be closed by 10:30 p.m. and key should be deposited with the Caretaker/Security Officer/staff on all seven days of the week. Any changes in the timings will be as approved by the concerned authorities.
- (viii) The residents shall take their Breakfast normally from 07:30 a.m. to 09:00 a.m.; Lunch from 1:00 p.m. to 2:30 p.m.; Evening Snacks from 05:00 p.m. to 06:30 p.m. and Dinner from 08:00 p.m. to 09:45 p.m. No meals shall be served after the above timings.
- (ix) Each resident student, his/her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with permission of the Warden(s), if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall.
- (x) Self-service system will be followed in the mess. Students can collect their share of food from the counter in the dining hall after signing the daily diet register, available at the counter and as per the procedure adopted by tenderer. If they need more of certain items, it will be provided at the dining table by the Helpers.

- (xi) After every meal (Breakfast, Lunch, Evening Snacks & Dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc. are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of approved quality.
- (xii) Dining hall should be washed with soap solution and mopped, after every meal.
- (xiii) Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.
- (xiv) Water Coolers and Purifier should be cleaned and maintained as per the instructions by the authority of the Institute.
- (xv) The tea spoons, table spoons, forks, knives, stainless steel tumbler glass, katories should be counted once in a month and the agency will be responsible for the loss of any items and make the loss good if it is found short.
- (xvi) Food will be served during any holidays. Therefore, the Contractor & their deployed staff will abide by all laws and statutory obligations in force from time to time including labour laws and shall indemnify NABI from any claims in this regard. The persons so deployed shall be under the overall control and supervision of the Contractor and the contractor shall be liable for payment of their wages, wage slip, UAN/EPF/ESI Numbers & cards and all other dues within the stipulated time which the Contractor is liable to pay under various Labour Regulations and other statutory provisions. NABI shall be absolved from any such liability at its own level. It will also be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract. Whenever any liability is arisen to the institute on account of violation of any provision of the said acts by contractor, it will be compensated from the contractor/monthly bill.
  - a) Contract Labour Regulation & Abolition Act
  - b) Workmen Compensation Act
  - c) Minimum Wages Act
  - d) Payment of Wages Act
  - e) Payment of Bonus Act
  - f) Employee Provident Fund Act
  - g) ESI Act
  - h) Industrial Dispute Act
  - i) Trade Union Act
  - j) Maternity Benefit Act
  - k) Prohibition of Employment of Children Act
  - l) Employment of Labour/Contract Labour Act
  - m) Industrial Employment Act
  - n) Any other act or legislation, which may govern the nature of the above contract.

(xvii) Tender document consists of Part A & Part B:

**Part-A**

- a) Profile of the Tenderer;
- b) Tender Documents;
- c) EMD;
- d) Details of manpower to be engaged in Mess cum Canteen; and
- e) Cost of tender document, if downloaded from the website.

**Part-B**

- a) Commercial Bid for Hostel Mess cum Canteen Service;
- b) Commercial bid for various items for Committees/Meetings.

**C. Menu of the Mess:**

- (i) The hostel Mess Committee will decide the food menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruit, eating habits of the residents who have come from different parts of the country and the paying capacity of the members. Care should be taken to prescribe a balanced diet at a reasonable price.
- (ii) The menu so decided will be displayed in the dining hall and one copy given to the Hostel Wardens who will ensure its strict observance.
- (iii) If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change, the Hostel Wardens will immediately bring it to the notice of the administration or may take appropriate action as fit suitable.
- (iv) A student who has fallen sick shall give a written requisition to the Warden(s) for supply of special diet subject to the convenience of the mess and availability of foodstuff, the Warden(s) may authorize the supply of a special diet to the student.
- (v) Subject to the availability in the mess, a student who asks for any extra item at breakfast may be supplied with it at such extra charges as may be fixed from time to time. Charges for extra mess items will be recovered from the concerned students along with monthly mess dues.

**D. Submission of Tender and Other Conditions:**

The tender should be submitted under "Two Bid system", the first cover is termed as **"Part-A"** with tender documents, Profile of the tenderer, EMD of Rs.1,20,000/- with superscription on the cover as **"TENDER FOR HOSTEL MESS CUM CANTEEN SERVICE AT NABI, MOHALI- PART A"** and the second cover is termed as **"FINACIAL BID-Part-B"**.

Both covers should be placed in a bigger cover with superscription **"TENDER FOR HOSTEL MESS CUM CANTEEN SERVICE AT NABI"** addressed to the Executive Director, National Agri-Food Biotechnology Institute (NABI), Knowledge city, Sector-81, SAS Nagar, Mohali (Punjab)- 140306 and submitted before the last date.

- 1) Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for one year. The tender may be extended on yearly basis after seeing the satisfactory performance of the work so executed by the contractor.
- 2) The offer should be valid for a period of at least 60 days from the date of the tender opening.
- 3) NABI Mohali reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Executive Director, NABI shall be final and binding on all the parties.
- 4) All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.

- 5) The tenderer is advised to visit and examine the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the bid and entering into contract for execution of the works. The cost of visiting the site shall be bidder's own.
- 6) The tender for hostel mess cum canteen shall be treated as a single unit for 'Award of Contract' and the contract will be awarded jointly for hostel mess cum canteen to the one tenderer only i.e. canteen and hostel mess will not be awarded separately to different tenderers.
- 7) Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
- 8) The Agency shall fulfill all statutory requirements pertaining to Labour laws and minimum wages and other statutory benefits like ESI, EPF etc. and proper account of payments including minimum wages being made to the workers of the agency. The Agency shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which may likely to arise out of the agency's failure to fulfill such statutory obligations.
- 9) Where counter terms and conditions, printed or cyclostyled conditions have been offered by the Agency, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
- 10) If the Agency fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty as decided by concerned authority of the Institute and shall be accepted to agency. NABI reserves the right to terminate the contract without assigning any reason by giving a notice of ONE month. The contractor will also have to serve a notice of 02 months, if he wishes to terminate the contract.
- 11) The Agency shall be solely responsible either for any injury, damage, accident to the workmen employed in Mess/Canteen or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- 12) The workers employed by the Agency shall wear uniform and name badge, which is provided by the Agency, and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Administration of the Institute. Workers shall not form union or carry out trade union activities in the campus.
- 13) The Agency shall ensure the police verification of all the persons before deploying them at the allotted premises. The contractor will be held responsible for any type of issues if arisen or damage done to property in any form or issue of any type. Expenditure incurred towards such issues will be recovered totally from Agency without any notice.
- 14) No accommodation will be provided in the campus for the workers/contractor and agency shall make its own arrangements for their stay etc.
- 15) The Institute shall provide chairs and tables, fly catchers and water coolers, AC for the dining hall of the mess cum canteen. The hostel mess is equipped with pot rack, clean dish table, dish washer with sink, tandoor table, stainless steel tandoor, dosa table, wet masala grinder, stove, table with one sink, store for keeping raw material (food) and few mess utensils etc. The agency shall have to prepare a list of items available before taking over charge in the hostel mess cum canteen. All other furniture and equipment, if any, required for satisfactory performance of the contract will be provided by the Institute. The maintenance (excluding repairs, etc. due to normal wear and tear) and upkeep of the above equipments, installations, shall be responsibility of the Agency.

- 16) The Agency shall have to arrange for all cooking equipment, utensils, crockery, services and other necessary equipments etc. on his own for smooth running of mess. However, the canteen and mess are already equipped with water cooler, exhaust fan, fly catchers etc.
- 17) The Institute will provide free water facility to contractor. However, the contractor must ensure optimum use of water at all the time.
- 18) The charges towards consumption of electricity charges in the mess cum canteen will be borne by the contractor itself. However, the institute will bear the use of electricity being restricted to lights, fan, AC or any other electrical appliances/gadgets, which are considered necessary for smooth functioning of the dining hall only. In no case, the electricity will be used for cooking or heating food and if used charges shall be borne from contractor only.
- 19) The LPG (commercial) fuel for cooking purpose has to be arranged by Agency only.
- 20) The Agency shall not make or cook any meal(s) in the premises of the Institute for supply to any person(s) outside the Institute other than the guests and the staff of the Institute.
- 21) The Agency shall not make any alterations or additions to the accommodation provided in the Institute for cooking and catering purposes.
- 22) The Institute reserves the right to terminate the contract on 01 (one) month notice, if the either performance or any other things aside to above tender is not satisfactory. The Agency can also terminate the contract by giving 02 (two) months notice and clearing all dues to the Institute.
- 23) All the documentation in the tender should be in English and legible forms.
- 24) Sub-letting/Sub contracting the work is not permissible under any circumstances.
- 25) Successful Agency shall execute an agreement on Judicial Stamp paper of Rs.100/- in the prescribed format.
- 26) The agency shall have to enter into a Formal Agreement & the same shall be valid for a period of 01 (one) year from the date of its commencement and is extendable to further periods with the mutual consent of both the parties. The agency shall have to abide by the terms and conditions, apart from those given above, which may be stipulated in the said Agreement.
- 27) following manpower specified category wise should be available daily in the mess cum canteen:

Particular	Category of Manpower
<b>Kitchen</b>	Cook (s)
	Kitchen Staff
<b>Dining Hall</b>	Bearer
	Washer / General Cleaning
<b>Mess / Canteen</b>	Canteen Supervisor

**E. TERMS AND CONDITIONS AS PART OF AGREEMENT:**

- a) **Disputes:** All disputes that may arise shall be referred to the Executive Director, NABI, Mohali whose decision shall be final.

- b) **Insurance to Employees:** All employees engaged by the agency shall be comprehensively insured for accidents and injuries by the agency at own cost.
- c) **Duration of the Contract:** The duration of the contract is for a period of one year, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- d) **Payment Terms:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work, Job Specifications, etc. and as per actual manpower supplied. Preparation of Mess Bills, collection of mess bill amount from the residents of the hostel, recovery of dues, & any other matter related with the Mess Bills is the whole responsibility of the agency only. However, the rates for the Mess cum Canteen services shall be charged from the staff/public on the fixed rates as given in Part B.
- e) **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the agency. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions / commissions of agency, his employees or staff and the same shall be made good by the agency. It shall be made very clear that the employees / staff engaged by the agency shall not be treated or considered as employees of the NABI under any circumstances. The agency shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- f) **Security Deposit:** Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues, if any, to the Institute.

If the agency fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification, NABI reserves the right to impose penalty of any amount as specified in the Penalty Clause and has the right of get the work done through some-one else at the cost of agency.

The Security Deposit furnished by the agency will not carry any interest and will be refunded on completion of Job Contract Service entrusted to the agency satisfactorily. If the work is not satisfactory, he is liable for forfeiture of the Security Deposit amount deposited.

The books of accounts regarding attendance, acquaintance, wages paid, PF Accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.

The agency shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of weeks.

The agency shall be responsible for the discipline of its workers.

The normal working hours of the mess cum canteen will be from 06.00 a.m. to 10.30 p.m. However, the Institute may call for special services beyond these hours on special occasions, without any additional payments.

g) **THE WORKERS EMPLOYED BY THE AGENCY:**

- i Shall not act in any way detrimental/harmful to the interest of the Institute.
- ii Are not employees of the Institute and shall not have any claim whatsoever on the Institute.



- iii **Uniform:** All personnel appointed by the agency shall wear approved neat and clean uniforms provided by the agency during working hours for proper identification of employees and be courteous / cordial in nature.
  - iv The agency shall provide ID Cards to its staff. It will be verified and certified by NABI Security Officer/Office Incharge.
  - v Have to follow the security instructions as directed by the Security of Institute.
  - vi They shall not participate in any strike or protest in any form.
  - vii All Contract workers are required to do their duty maintaining hygienic, cleaning and safety.
  - viii the list of workers profile duly verified has to be submitted to the Institute for approval and should be employed only on the approval by NABI.
- h) All the required quantity of materials and labourers for Job Contract Services and related miscellaneous works shall be the responsibility of the agency, it shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed.
  - i) Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the agency, the Institute shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the agency. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the agency under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the agency.
  - j) The Institute reserves the right to terminate the Job Contract Services and related miscellaneous work contract within 01 month notice before its expiry, if the performance is not as per our Job Specification. The agency can also terminate the contract by giving 02 months notice and clearing all the dues towards Institute, if he is not willing to continue the contract.
  - k) There will be a periodical evaluation of the work done by agency from time to time, and the agency will be informed about the same.
  - l) The agency shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

**F. Other Conditions:**

- a. The agency should ensure adequate manpower so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Students' Mess as well as Canteen. The number should be declared in the Technical Bid.
- b. All records shall be maintained by the agency as a part of record of day-to-day work done, they shall be daily authenticated by the Hostel Warden(s) designated for the work. They shall become the basic documents for preparation of mess bills on monthly basis. They shall be maintained in duplicate, one set with each with the Hostel Warden of the Institute.
- c. The works as specified in job specifications, etc. have to be carried out as per the schedule and also within the stipulated time given. The agency shall employ as much manpower as required (after approval) and utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

- d. The contractor will have to work in coordination with the Hostel wardens and Students Committees.

**G. Penalty Clause:**

- a) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.
- b) Penalty shall be up to Rs.500/- per day per fault per unsatisfactory work or any other issue not addressed on time.
- c) Cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

**(Signature & seal of the tenderer)**

# **TECHNICAL BID**

## **PROFILE OF THE TENDERER-Part A**

### **TENDER FOR JOB CONTRACT FOR STUDENTS' MESS AND CANTEEN:**

1. Name of the Firm / Organization :
2. Address :
3. Letter Head/Telephone No./Mb No. & Name of the Contact Person :
4. Fax No. :
5. E-mail ID :
6. Do you have an office at Chandigarh/Mohali?  
If so, Please provide address & telephone No. :
7. Month and Year of establishment :
8. Name of Proprietor / Partners/Director :
9. No. of years of experience in this field,  
with reference satisfactory work  
certificates :
10. Annual Turnover during the last three years  
(Enclose copies of Audited Financial Statement)  

**2014-15** :  
**2015-16** :  
**2016-17** :
11. Whether the firm is an Income Tax Assessee?  
If so please give the details of PAN and  
Copy of the latest Assessment Order :
12. Copy of registration & No. :
13. EPF No. :
14. ESI No. :  
:
15. GST No.
16. Is your firm ever blacklisted: Yes/No

**(Signature & seal of contractor)**

### **DETAILS OF PREVIOUS CONTRACTS**

<b>Period of Contract From      To</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by NABI:**

<b>Period of Contract From      To</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Place:**  
**Date:**

**(SEAL & SIGNATURE OF THE TENDERER)**

**DETAILS OF MANPOWER TO BE ENGAGED IN STUDENTS' MESS CUM CANTEEN**

<b>Manpower Required at Various places</b>	<b>Category of Manpower</b>	<b>No. of manpower</b>
<b>Kitchen</b>	Cook (s)	
	Kitchen Staff	
<b>Dining Hall</b>	Bearer	
	Washer / General Cleaning	
<b>Mess / Canteen</b>	Canteen Supervisor	

**LIST OF MATERIALS**

<b>Sl. No.</b>	<b>Material</b>	<b>Brand</b>
1.	Black Phenyl	
2.	White Phenyl	
3.	Iteol	
4.	Scented Disinfectant	
5.	Bombay Brooms	
6.	Coconut Brooms	
7.	Swabbing Cloth	
8.	Soap Oil	
9.	Washing Brush	
10.	Mop Stick	
11.	Dust Clearing Stick	
<b><u>Kindly note:</u></b>		
1.	The contractor may use substitutes also for the above materials subject to quality and as approved by concerned officials of NABI.	
2.	This list is only indicative and actual list to be mentioned by the tenderer lately as per area requirement and space.	

**(SEAL & SIGNATURE OF THE TENDERER)**

## **FINANCIAL BID**

### **TENDER FOR JOB CONTRACT AT HOSTEL MESS CUM CANTEEN NATIONAL AGRI FOOD BIOTECHNOLOGY INSTITUTE (NABI), MOHALI**

#### **I. Commercial bid for Hostel Mess cum Canteen Service-Part B**

<b>Sl. No.</b>	<b>Items</b>	<b>Per Head per day (Proposed menu)</b>	<b>Rate (Rs.) (per person)</b>
I	<b>Breakfast (per person)</b>	<p>(i) Two egg (boiled/omlete)/two vegetable cutlet (for vegetarian), Bread Slice (Big Size) with 20 gm. butter, cornflakes with milk (150 ml) and sugar; <b>or</b></p> <p>Stuffed Paratha (2) with Dahi and Pickle (as required); <b>or</b></p> <p>Puris (six) with Aloo Mattar, Sabjee/Choley (as required); <b>or</b></p> <p>Bhatura large size (two) with choley and pickle; <b>or</b></p> <p>Idli (2) and Vada(2) with Sambar and Coconut Chutney; <b>or</b></p> <p>Plain Parathas (2) with aloo and choley curry/Dahi; <b>or</b></p> <p>Two Masala Dosa and Sambhar with Coconut Chutney or one onion and tomato uttapam with coconut chutney and sambhar.</p> <p><b>(ii)</b> Tea/Coffee/Milk</p> <p style="text-align: right;"><b>Total (i + ii)</b></p>	
II	<b>Lunch (Per person)</b>	<p>(i) Rice (boiled) good quality/chapatees (as per requirement)</p> <p>(ii) Fried Dal/Grams or Beans Curry/Sambhar/Rajma/Karhi</p> <p>(iii) Seasonal Vegetable or boiled vegetables (mixed)- Dry</p> <p>(iv) Dahi/Raita</p>	

		(v) Seasonal green salad with lemon  (vi) Pickle/Chutney (in standard packs) and papad fried (one small size or half of large size)  <b>Total (i+vi)</b>	
III	<b>Evening Snacks (Per Person)</b>	Bread Pakora/ Samosa/ Petty Veg sandwich/Poha with peanuts/Macroni with Tea/ Coffee	
IV	<b>Dinner (per person)</b>	(i) Pulao/Rice (boiled) good quality and chapatees as per requirement.  (ii) Rajma/chola/paneer or any other preparation with gravy  (iii) Seasonal Vegetable - dry  (iv) Mixed Pickle/Chutney (v) Mixed green salad with 1/4 piece of lemon (vi) Non-Veg Chicken/Mutton/Fish twice in a week)	
V	<b>Lumpsum rate per month for above (I+II+III+IV)</b>		_____

-The 'L-1' will be decided on the basis of Lumpsum rate per month as above in point (V).

-The above contents are only indicative and there may be slight variation in the content based on the feedback of the students. The contractor may keep something new in daily evening snacks.

-It will be necessary to provide, milk and fruits four days a week in the breakfast, Paneer & Sweet dish twice a week in the Lunch/Dinner.

-Non-vegetarian dinner once a week or as per Hostel wardens/Students' committee and for those who do not take non-vegetarian, other special to be served.

**Declaration by Tenderer:**

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to Tenderers are acceptable to us.

**Yours faithfully,**

**Dated:**

**(Seal and Signature of the Tenderer)**

Name.....

Position.....

Postal Address.....

Phone No.....

<b>Suggestive Menu – General type for Buffet: -</b>			
<b>Welcome Drink –</b>			<b>Rate in INR</b>
1.	Soft Drink/Fresh Juice/Lassi (any one) etc.		
<b>Hot Drink -</b>			
1.	Tomato Soup/Veg. Soup/Rasam (Any one) etc.		
<b>Welcome Snacks -</b>			
1.	a) Finger Chips/Potato Kawab/Seikh Kawab b) Tandoori Chicken/Fish Tikka/Paneer Tikka / Cocktail samosa / Mini Bonda	(Any three)	
<b>Non-Veg. &amp; Veg. Combined Buffet (Lunch/Dinner Special)</b>			
1.	Dal Makhani/Chole/Rajma/Arhar Dal		
2.	Mixed Veg/Navratan Korma/Bhindi Masala/Dum Aloo/Seasonal veg.		
3.	Shahi Paneer/Palak Paneer/Karai Paneer/malai Kofta/Mator Mushroom		
4.	Dahi Bara/Boondi Raita/Pineapple Raita/Kheera Raita		
5.	Chicken Curry/Butter Chicken/Mutton Curry/Fish Fry		
6.	Veg. Pulao/Peas Pulao/Jeera Rice		
7.	Tandoori Roti/Lacha Paratha/Naan/Missi Roti/Puri (Any two)		
8.	Green Salad		
9.	Beans Sprouted Salad		
10.	Papad		
11.	Pickle		
12.	Gulab Jamun/Rasmalai/Rasgulla/Kheer/Custard		
<b>Rate List -</b>			
1.	Vegetarian with Snacks	Per head	
2.	Vegetarian without snacks	Per Head	
3.	Veg. & Non-veg. with snacks	Per Head	
4.	Veg. & Non-veg. without snacks	Per Head	



The above contents are only indicative there may be slight variation in the content based on the feedback of the students.

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to Tenderers are acceptable to us.

Dated:

**(Seal and Signature of the Tenderer)**

Name.....

Position.....

Postal Address.....

Phone No.....



**LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN MESS**

<b>Sl. No.</b>	<b>Item(s)</b>	<b>Brand</b>
1	Milk	Mother dairy/Amul/Verka
2	Bread	Britannia /Harvest/Bonn
3	Butter	Amul / Mother Dairy/Verka/Nutriline
4	Jam	Kissan / Tops
5	Tomato Sauce	Kissan / Maggi
6	Chili Sauce	Kissan / Maggi
7	Tea / Tea Bags	Taj Mahal / Nestle Tata Tetley / Brook Bond/TATA Tea
8	Coffee	Nescafe / Bru
9	Refined Vegetable Oil	Sundrop / Sunflower / Dhara / Fortune
10	Ghee	Verka/Gowardhan/Patanjali
11	Mustard Oil	Kachi Ghani/P Mark/Fortune
12	Rice	Medium quality Basmati variants (1060) /1121
13	Sugar	Good Quality
14	Atta / Maida / Besan	Agmark brand
15	Pulses	Good quality
16	Spices	MDH/Rpure/Everest
17	Fruits / Vegetables	Seasonal fresh quality
18	Salad	Seasonal items consisting of green fresh Vegetables
19	Ice Cream	Mother Dairy / Kwality Walls/Vadelal/Verka
20	Macaroni	Bambino/Besler/ Rafan / Continental/Lavinci/Kimball/MTR

(Seal and Signature of the Tenderer)

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