

CSIR-NORTH- EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)



Jorhat 785 006, Assam.
An ISO 9001 : 2008 Certified Organization



NOTICE INVITING TENDERS

ADVT. NO. NEIST/Caterer/11

Separate sealed offers are invited from reputed Vendors **for Empanelment as caterer (need basis) at CSIR-North East Institute of Science and Technology, Jorhat (NEIST)** having experience in supplying Lunch/Dinner & Breakfast/ Tea and Snacks for at least 100 persons at a time in any Govt.(Central/State), Semi-Govt. Public Sector Undertakings, CSIR Labs./Instts. The tender papers with detailed terms and conditions may be obtained from the office of the Section Officer(G) on payment of ₹.200.00 (Rupees two hundred only) (Non-refundable) cost of the tender in Cash counter of the Institute on working days within 7 (seven) days from the date of publication of the Advertisements. In case tender papers are downloaded from web-site, an amount of ₹.200.00 (Rupees two hundred only) (Non-refundable) to be paid by Demand Draft drawn in favour of Director, NEIST, Jorhat along with each of the tenders towards the cost of tender papers without which tender will not be valid.

The sealed offer accompanied by Earnest Money Deposit of ₹.10,000/- in the form of A/C payee Demand Draft from scheduled Bank drawn in favour of the **Director, CSIR- North-East Institute of Science and Technology(NEIST), Jorhat, Assam** payable at Jorhat in a separate envelope duly superscribed or e-payment directly to the NEIST Bank Account (Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392 and submit the proof of the deposit for each of the tenders separately will be received on or before **14.02.2012 up to 12.30 P.M.. in the Security Office at Gate No.2, CSIR- NEIST, Jorhat and shall be opened on the same day at 2.30 p.m. in presence of the Tenderers**, if any. However, in case of any unavoidable circumstances, the opening of tenders may defer to a later date with information to the tenderers present on that day.

The Director, North East Institute of Science and Technology, Jorhat reserves the right to accept or reject any or all the tenders without assigning any reasons thereto.

ADMINISTRATIVE OFFICER

SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderers should deposit EMD of ₹. 10,000/- in the form of Demand Draft of Scheduled Bank drawn in favour of Director, CSIR-NEIST, Jorhat separately for each of the tender along with the quotation which will be refunded to the unsuccessful bidder.

The Quotations will be received upto 12.30 P.M. on 14.02.2012 and will be opened on the same day at 2.30 P.M. in presence of bidders, if any.

However, the date of opening of tender may defer in case of unavoidable situation and the same will be intimated to the tenderer.

The successful bidder must deposit ₹.50,000/- as security money in the form of A/C payee Demand Draft drawn in favour of Director, NEIST, Jorhat for the contract on receipt of Preliminary work order, after which final work order shall be issued to the successful bidder enclosing copy of Agreement.

GENERAL TERMS AND CONDITIONS:

1. The duration of the validity of Empanelment for the contract for Engagement of a Caterer at CSIR-NEIST, Jorhat for a period of 1(one) year from the date of Empanelment which may be extended for further period on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can also be terminated prematurely by serving one month's written notice to do so without payment of any compensation whatsoever other than the dues under the agreement. The Director, CSIR-North-East Institute of Science & Technology, Jorhat will have sole discretion to extend or terminate the contract at any time without assigning any reason. The detailed scope of work to be carried out by the contractors are at **Annexure –A**.
2. Rates payable under the contract are to be indicated by the tenderers.
3. The persons employed through the Contractor for all purposes are the employees of the Contractor and cannot claim employment and other benefits from CSIR. The persons provided by the Contractor should be physically fit and healthy.
4. That the contractor/tenderer shall submit details such as, names, parentage, residential address, age etc. of the persons provided by him in the premises of the Instt. for the purpose of proper identification of the employees of the contractor engaged for Catering services at CSIR-NEIST, Jorhat. Identity cards bearing their photographs/identification, etc. should be issued to all Catering staff deployed at NEIST, Jorhat while on duty. The Uniforms are to be supplied by the Contractor at his own cost to the persons deployed for this work.

5. The contractor should have a valid licence under the Contract Labour(R&A) Act. 1970. The contractor shall also maintain all statutory records as may be required from time to time under the said Act. and furnish the same for verification by the Employer/Labour Authority as and when required. He shall have a valid licence before commencement of work, and continue to have the same till completion of the contract. The Contractor shall also abide by the provisions of the child Labour (Prohibition and Regulation) Act., 1986.

6. That the contractor shall at his own cost, if required take necessary insurance cover in respect of the workers provided by him and such an insurance shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act. 1970; Employees State Insurance Act; Workman's compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund(and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act. 1948; Employer's Liability Act.1938; Employment of Children Act. 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

7. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour laws including the provisions of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR.

8. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.

9. At any time during the continuation of the empanelment, if it is observed that the contractor is not complying with the provisions of the empanelment or other provisions of various Labour and other Acts. applicable, the contract may be terminated by the Director, CSIR-North-East Institute of Science and Technology, Jorhat by giving one month notice.

10. The contractor shall give the permanent Income Tax number for deduction of Income Tax at the prevailing rate on the total value of payment to be deposited with Income Tax Department, Jorhat.

11.. The contract agreement is to be signed by the contractor in stamped paper which will be taken as the date of commencement of the work.

12. The Director, CSIR-NEIST, Jorhat does not bind himself to accept the lowest tender or any tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reasons and the tenderer shall be bound to comply with the same at the rates quoted.

13. Canvassing in any forms in connection with the tender is prohibited and the tenders submitted by the contractor(s) who resort to canvassing are liable for rejection.

14. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

15. The tenderer shall quote rate both in figures and words. He shall also work out the amount for each item of work and write in both figures and words on check if there are any difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure shall be followed.

- i) When the amount of an item is not worked out by the tenderer or if does not corresponds with the rate written either in figures or in word, the rates quoted by the tenderer in words shall be taken as correct.
- ii) When the rate quoted by the tenderer in figures and in words tallied but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.

16. The tenderer should see the area/location and no claim whatsoever will be entertained for any alleged ignorance thereof.

17. The Security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.

18. Except writing rates and amount in the tenderer should not write any conditions or make any charges, additions alterations and modifications in the tender which may result in cancellation of the tender. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

19. The Earnest Money amounting to ₹.10,000/- in the form of Demand Draft from any schedule Bank and drawn in favour of Director, CSIR-North-East Institute of Science and Technology, Jorhat 785006 or e-payment directly to the NEIST Bank Account (Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392 and payable at Jorhat should accompany the tender. Tenders received without earnest money will be rejected.

20. The tenders should be submitted in a sealed cover superscribed with the name of the contract No. of NIT date and time of opening written on the envelope and the draft for EMD only has to be submitted for each of the tenders in a separate envelope with the same information superscribed on the top of the envelope. The tenders will be received upto 12.30 p.m. on 14.02.2012 and will be opened at 2.30 p.m. on the same day in the Security Office at Gate No.2, NEIST, Jorhat. Tenders should be dropped in the tender box kept in Security Office at Gate No.2, NEIST, Jorhat meant for Administration before the closing date and time indicated. In case these are sent by post, these should be sent by Regd. Post/Speed Post addressed to the Controller of Administration, NEIST, Jorhat 785006, Assam. The tenderers are to ensure that they post the tender well in advance so as to reach before the closing date and time indicated. Delay/Receipt of tenders due to postal delay will not be entertained.

21. The Tender/Tenderers shall declare in writing that neither he/she nor any of them in any way related to any Technical Officer or any officer of the rank of the Under Secy. or above in the Council or in the Laboratory/Instt. where the work is to be carried out.

22. The Contractors/Bidders should certify that there are no any legal disputes against him in any court of law in relation to the labour disputes and the Contractor or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.

23. Income tax or any other tax in whatsoever form in respect of this contract will be deducted from the contractor's bills and remitted.

24. Tenderers should submit the details of evidence of providing caterers service to any organizations earlier.

25. Tenders which do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected or having executing such type of contract elsewhere.

26. Tenderers must submit satisfactory work completion certificate of the contract carried out at CSIR-NEIST if any.

27. Tenders without **tender papers cost** (₹.200.00 for each tender) and **EMD ₹.10,000/-** for each tender will be summarily **rejected**.

ADMINISTRATIVE OFFICER

CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT::ASSAM
(Council of Scientific and Industrial Research)

TENDER FOR THE WORK OF “ENGAGEMENT OF A CATERER” AT CSIR-NORTH-EAST
INSTITUTE OF SCIENCE & TECHNOLOGY.

EARNEST MONEY DEPOSIT INFORMATION

Earnest Money for ₹. _____ (Rupees
_____) deposited in the form of Demand Draft
No. _____ dated _____ drawn on
_____ in favour of Director, CSIR-North-East Institute of Science and Technology
, Jorhat 785006.

Date: _____

Signature of the Tenderer

CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT::ASSAM
(Council of Scientific and Industrial Research)

NAME OF THE WORK -. "ENGAGEMENT OF A CATERER" AT CSIR-NORTH-EAST
INSTITUTE OF SCIENCE & TECHNOLOGY.

CHECK LIST

Sl.No.	Description	Pages
1.	Cover Page	
2.	Contents	
3.	Appendix Summary Sheet and General Terms & conditions and N.I.T.	
4.	EMD :	
5.	Schedule of Rates	
6.	Schedule of work done by the Contractor	

Signature of the tenderer.

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(The Contractor shall fill this and enclose it with original copy of tender)

1. Name of the Contractor -

2. Firm of the Contractor -

3. The Telephone No.(Official)

4. Official address -

5. Residential address -

If the firm limited - Yes/No. -

Give the name and address of the Partners -

Name

Address

a)

b)

c)

d)

Partnership deed during the
Bankers power of attorney

Please enclose with tender
M/s.
Enclose attested copy/
Original power of attorney

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(Give list of the works completed satisfactorily in last 5 years which were near to tender the amount for which tender is being submitted by the Contractor)

Sl.No.	Name of the work	Location/ Place	Name of the Organisation	Value of Contract Annual
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

List of work done, certificate for satisfactory completion of works given above enclosed.

Signature of the Tenderer.

Annexure A

CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY

(A Constituent establishment of CSIR)

Scope of work

CSIR- North East Institute of Science and Technology, Jorhat, Assam, a constituent establishment of Council of Scientific and Industrial Research (CSIR), New Delhi, has been engaged in multidisciplinary R&D work relevant to the country in general and North Eastern Region in particular. It has a corporate culture with the state of art facility and accredited with ISO 9001:2008 Quality Management System. The Institute now proposes to engage a caterer having experience in supplying Lunch/Dinner, & Breakfast the forthcoming events in the institute with the following terms and conditions as per the scope of work annexed. The selected offer will be valid for one year and will be engaged for the service on need basis from time to time. Willing Vendors are requested to send their quotations and contact details.

Terms & Conditions

The Vendor should provide the following items

1. Supply of Lunch/Dinner/Breakfast/Tea-Snacks as per enclosed specification.
2. Good quality Buffet Set along with burner
3. Water – Package drinking water, reputed make (Please mention while quoting)
4. Good quality drinking water glass (Paper) with cover or 250 ml bottle.
5. Good quality dustbin, 4 nos. for 100 persons, 6 nos. for 200 persons and 8 nos. for 300 persons or above should be provided.
6. Good quality Napkins.
7. For washing, good quality towel and liquid soap should be provided.
8. Dishes & spoons should be washed in hot water, properly cleaned and dried.
9. Timing should be strictly maintained according to the programme
10. Service boy should be well dressed
11. Name plates for food items should be placed on the buffet table

The vendors may quote the price per plate for both dinner/lunch and breakfasts.

LUNCH / DINNER /BREAKFAST /TEA-SNACKS.

MENU FOR NONVEG LUNCH / DINNER			
1.	Plain Rice (Paijam/Joha/Basmoti)	150 gm	Rate per plate*
	Polow / Fried Rice (Joha / Basmati)	100 gm	
	Dal (Mixed – Mosur + Mug dal / Arahar dal)	150 gm	
	Fry vegetable - [Seasonal] and papor	1 No each	
	Vegetable - Mixed vegetable (season wise)	100 gm	
	Poneer – (Mottor Poneer / Sahi Poneer)	20 gm	
	Roti	2 Nos	
	Salad (seasonal)	25 gm	
	Fish/Chicken/Mutton	100 gm	
	Sweet Dish (Sweet curd/Fruit salad/Sweet (Rasgolla/Gulab jamun)	50 gm	
Pickle	5 gm		

MENU FOR VEGETARIAN LUNCH / DINNER			
1.	Plain Rice (Paijam/Joha/Basmoti)	150 gm	Rate per plate*
	Polow / Fried Rice (Joha / Basmati)	100 gm	
	Dal (Mixed – Mosur + Mug dal / Arahar dal)	50 gm	
	Fry vegetable - [Seasonal] and papor	1 No each	
	Vegetable - Mixed vegetable (season wise)	100 gm	
	Poneer – (Mottor Poneer / Sahi Poneer)	20 gm	
	Roti	2 Nos	
	Veg Pokora/Onion Pokora	2 Nos	
	Salad (seasonal)	25 gm	
	Sweet Dish (Sweet curd/Fruit salad/Sweet (Rasgilla/Gulab jamun)	50 gm	
Pickle	5 gm		

MENU FOR BREAKFAST			
1.	Tea /Coffee	75 ml./ 1 cup	Rate per cup
	Puri Sabji/ Bread (Standard Size) with Butter/Jam Omlet (1 No.)/Boiled Egg (1 No.) Banana	4 Nos 150 gm 1 No	Rate per plate

*Rate should include consumables like water, napkins etc and hiring charges of crockeries and utensils.