



CSIR – CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE  
(Council of Scientific and Industrial Research)  
Pilani – 333031 (Raj.).

**NOTICE INVITING TENDER FOR PROVIDING CATERING SERVICES TO CSIR-CEERI, Pilani**

**No.CEER/CANTEEN/2021-22**

**Date: 01.07.2021**

Central Electronics Engineering Research Institute (CEERI), Pilani, a constituent unit of Council of Scientific & Industrial Research an Autonomous Organization under the Ministry of Science & Technology, Govt. of India is a premier R&D laboratory of international repute. **Tenders** under **two-bid system** through e-tendering portal <https://etenders.gov.in/eprocure/app/> through off line mode are invited on behalf of Director, CSIR- Central Electronics Engineering Research Institute, Pilani from a renowned, experienced, well established and registered Proprietor/firm/Contractor for providing catering services at CSIR-CEERI as per the following details:

Description of Work	Validity of contract	Bid Securing Declaration form
Managing the catering activity for <b>Providing food services including cleanliness of service area at CSIR-CEERI Canteen and Guest House.</b>	However, initially the contract shall be for a period of one year with a provision to extend for a subsequent year subject to satisfactory performance & mutual consent.	Bidder needs to submit Bid Securing Declaration form (as given in Annexure VIII)

The terms & conditions and other requirements are as given in Annexures.

**Eligibility Criteria: (All Proofs to be submitted)**

1. Should be a reputed Proprietor/firm/contractor duly registered for providing Catering Services.
2. Minimum of 3 years of proven experience in the field of catering business.
3. Not defaulted for any bank/financial institute loans in the past.
4. No statutory dues and liabilities.
5. Registration with Labour Commissioner.
6. Valid Form-C issued by **Food Safety & Standards Authority of India**
7. Should be an income tax payer (copies of return for previous three years are to be submitted)
8. Valid PAN card No. and GST No. (return of service tax for previous 03 years required)

Self-Declaration form (Notary) is to be submitted.

9. Registration with ESI & EPF authorities is required
10. Any other statutory obligations as are required.
11. A copy of Partnership Deed is to be submitted in case of partnership firm.
12. A copy of No relation certificate (as annexure V)

**All the bidders must submit their bids (technical and financial) along with all necessary documents and proof of certificates along with annexures III, IV, V and VIII through online portal/ through off line mode.**

**How to apply:**

- A. CSIR-CEERI invites e-tenders (**two bid system**) through e-tendering portal <https://etenders.gov.in> / through **offline** from reputed Proprietors/Contractors/firms licensed (for any previous work) by the Labour Commissioner under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 for **Providing food services including cleanliness of service area at CSIR-CEERI Canteen and Guest House** on job contract basis for a period of **one year** (Extendable depending upon performance and mutual consent on existing terms).
- B. Contractors/ firms having the necessary eligibility criteria may submit their e-tenders on <https://etenders.gov.in> . Bidders need to submit the 'Bid Securing Declaration Form' along with other required documents.
- C. While submitting the financial bid form (i) take a print of the financial bid form (ii) fill the necessary details (like service charge etc.) along with stamp and signature (iii) scan the filled form and (iv) Upload the PDF/xls file at appropriate place on the portal.

**1. Opening of Tenders:**

**1.1 Opening and Evaluation of Technical Bid (Cover-I)**

- (a) The Technical bid will be opened online/offline mode by Tender Opening Committee (TOC) on **23.07.2021** at 03:30.p.m. **in the Office of S.O.(G), CSIR-CEERI, Pilani.**
- (b) Technical Evaluation Committee (TEC) after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT/Tender document. TEC will shortlist Technical Bids on the basis of technical parameters and features offered. The Firms whose technical bids do not qualify for opening the Commercial bids, will be informed accordingly.
- (c) The TOC will then open the Financial bids simultaneously of only eligible tenderers who qualified the technical bid.

**1.2 Opening and Evaluation of Financial Bid (Cover-II)**

- (a) The Cover-II of Eligible Tenderers shall be opened at a subsequent date to be intimated later on. The rates quoted by the tenderers shall then be read out by the TOC for information of those present/participated.

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## **Technical Bid (Cover-I)**

If the bidders submit their bids through offline mode they are required to submit Tender form/document duly signed & stamped on each page, keep the same in an envelope and thereafter be kept in a big envelop alongwith the envelope of cover-II financial bid.

## **Opening and Evaluation of Financial Bid (Cover-II)**

The Cover-II(envelope) of eligible Tenderers who will apply through offline shall be opened at a subsequent date simultaneously (bids received through online/offline) to be intimated later on through CEERI web site. The rates quoted by the tenderers shall then be read out by the TOC for information of those present/participated.

Both the envelopes shall be kept in one big envelope by super-scribing the Name of the services and due date on the envelope, addressed to the Director, CSIR-CEERI, Pilani and will be submitted personally in AO-II Office at CSIR-CEERI, Pilani.

**The dates to remember are indicated below:**

S. No.	Particulars	Date & Time
1.	Date of publication on CPP Portal	01.07.2021 10:30 PM
2.	Opening date for downloading/filling of tender forms	01.07.2021 10:30PM
3.	Last date for downloading of tender forms	22.07.2021 03:00PM
4.	Last date of submission of E-tender through online/offline mode	22.07.2021 03:00PM
5.	Opening of the Technical Bid	23.07.2021 03:30PM
6.	Opening of the Price Bid	Will be updated later

Note: Online(e-procurement)/off line bid will be accepted. If the day of opening tender is declared a holiday, the same will be opened on next working day.

Tenders received after the specified date and time, submitted without Bid Securing Declaration Form/valid NSIC/MSME Registration Certificate, incomplete documents are liable to be rejected. The tenders will be opened in the presence of representatives of agencies who choose to be present.

It may be noted that if any information furnished by the contractor is found to be incorrect at any stage, he shall be liable to be debarred for further consideration. The Director, CSIR-CEERI, Pilani reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

**Sd/-  
Administrative Officer**

## **Details of the scope of work and terms & conditions**

### **Instruction to Tenderers**

Tender should be submitted in two parts. Part-I should consist of all the technical details including their previous experience and other commercial points. Part-II should contain only the price of items separately. Off line bids will also be accepted.

The tenderers may note that the Technical Bid will be opened first on **23.07.2021** and the financial quote of those contractors/agencies, which are declared as qualified based on Technical Bid will be opened through online portal/off line. The date of opening of Financial Bid will be updated on E-portal/CEERI web site after technical evaluation of the bid.

### **Details of the Contract**

CSIR-CEERI, Pilani requires a reputed, abled and experienced canteen contractor to run the catering services at its Canteen and Guest House.

**Period of Contract:** Initially the contract shall be for a period of one year with a provision to extend for a subsequent year subject to satisfactory performance & mutual consent. If during the period of contract, the performance is found to be not satisfactory, the contract would be terminated by giving a notice of one month. While the contract is in progress, either party can terminate the contract with a notice period of three months. The contractor has to cite valid reasons for foreclosing the contract before the completion of the period of contract failing which the Security Deposit will be forfeited.

**Security/Bank Guarantee:** The Institute will provide the building, electricity, furniture & utensils to the contractor in lieu of this contractor has to submit security deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee in favor of Director, CSIR-CEERI, Pilani before commencement of the contract to the laboratory to cover the period of contract plus two months. This deposit does not carry any interest and would be refunded on termination/satisfactory completion of contract after adjusting the dues, if any, to CSIR-CEERI, Pilani.

**Statutory requirement:** The contractor should meet all statutory requirements with all necessary licenses to run a canteen in the Laboratory. The original documents, certificates/licenses and credentials, are to be produced for verification along with a copy of each of them for laboratory records.

### **Proprietors/Firms/Contractors responsibility:**

- Managing the catering activity in CSIR-CEERI Canteen & Guest House by providing food services to the staff and guests of the laboratory.
- Providing catering services within the institute campus/guest house (Tea / Refreshments / Lunch / Dinner) and in the areas identified by CSIR-CEERI officials for occasions such as seminar / symposium/ conferences/official parties etc. as per requirement.
- Maintaining cleanliness and hygiene of the Canteen & Guest House at all times.
- Procurement of quality raw materials and branded ingredients (approved by the cafeteria committee) for preparation of the food by the contractor.
- Upkeep and maintenance of the Kitchen area, Dining tables, serving area of Canteen.
- To arrange the cooking fuel (gas cylinders).
- Engagement of proper qualified/skilled manpower and its number shall be monitored by the CEERI Canteen Committee from time to time. The payment of their wages (as per minimum wages rules) will be made by the contractor.

Providing proper uniform to the manpower (along with ID cards) engaged by the contractor at his own cost. All the personnel deployed by Contract should wear prescribed uniform at all times on duty. All workers should be provided with two pairs of good quality uniforms once in a year (NTC or equivalent quality) with shoes, Chef caps, Use and throw caps & hand gloves and aprons etc. as detailed below (a-d).

- (a) Pants, shirts, shoes, hand gloves, dusters - for all categories
- (b) Black pants, Shirts, Ties - for Supervisor
- (c) Aprons, Bow-tie, Waist Coat and hand gloves - for Stewards/Canteen Attendants, Cashier/Clerks, Cleaners & House-Keeping Staff.
- (d) Aprons, Chef Caps and hand gloves - for cooks & Head Cooks.

Complying with all the statutory requirements in respect of the persons engaged for catering service as per laws applicable to such contract.

- Installation of electronic system of billing with latest technology (cashless mode)
- The Contractors shall get the antecedents of his/her personnel verified through appropriate authorities and the verification reports made available to CSIR-CEERI, Pilani.
- The Contractor shall issue photo identity cards to personnel engaged by him in the format provided by Security Officer.

## **Responsibilities of CSIR-CEERI :**

CSIR-CEERI shall provide electricity, furniture, water for running the canteen and maintain the inside canteen premises. Electricity is not to be used for cooking. Hot water for cleaning used and soiled utensils may be provided through geysers/solar water heater systems. The contractor shall liaise with the Gas Agency for regular gas supply and the payment towards the same shall be borne by the Contractor.

Kitchen equipment, furniture, crockery, cutlery, etc., whichever is available will be provided by CSIR-CEERI on returnable basis. Malfunctioning or shortage of such items has to be reported immediately to Canteen Committee for necessary action. The contractor is expected to post competent persons and instruct his/her employees to handle the kitchen equipment with due care. In case certain minor essential repairs or replacements are required, the contractor has to get it done at his/her cost.

The contractor should ensure that no items/belongings of CSIR-CEERI like (Kitchen equipments/ Cutlery & Crockery etc) go out of the canteen premises.

The contractor may maintain a separate register for requests from concerned head of the Divisions for providing items like flask/tea kettle/Plates/Cups etc on special occasions.

Payment against official indents will be made on a monthly / fortnightly basis as may be desired by the Contractor. Such payment shall be made within 10 working days on receipt of the bills along with official indents duly certified by an authorized officer.

## **General Terms and Conditions:**

The Staff employed including Mess Manager and Supervisor by the Contractor should be courteous and polite in behavior towards all the occupants/ guests. In case of anyone's behavior is found unsatisfactory, the concerned staff member will have to be replaced immediately by the contractor. Also the personnel deployed by the contractor shall be the employees of the contractor and not that of the laboratory under any circumstances.

Any compensation for dis-engagement on account of death, disability/accident or injuries of any personnel deployed by contractor in CSIR-CEERI Campus shall be contractor's exclusive liability including for any disability that manifests after the termination of the assignment.

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, CSIR-CEERI shall have the option to terminate the contract without compensation to the legal or other heirs of the Contractor.

**Relationship with Employees:** CSIR-CEERI debar parties from tendering having

relatives working in CSIR-CEERI, Pilani. A certificate regarding non-relationship with any of the CSIR-CEERI employee is to be submitted in the prescribed form (Annexure-V). (Note: A person shall be deemed to be a relative of another if , and only if, (a) they are members of a Hindu undivided family (b) they are husband and wife the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's wife, daughter (including step daughter), Father's father, Son's son Son's wife , Son's Daughter, Son's Daughter's husband, Daughter's husband, Daughter's Son, Daughter's son's wife, Daughter's husband, Brother (including step brother), brother's wife, Sister (including step sister), Sister's husband.

The Contractor must take charge of the total inventory and give receipt thereof and should handover the same on completion or termination of the contract. The contractor shall be sole responsible for the Cafeteria inventory (For the items to be provided by CSIR-CEERI) for its safety, security & cleanness which includes utensils/fixtures and furniture, cleanliness in and around the surroundings of canteen kitchen, halls and toilet etc. He will make necessary arrangement on his own for proper disposal of wastes accumulated in the Cafeteria at pre-defined place for disposal.

Delays in starting services as per contract:

Start of the services shall be made by the Contractor in accordance with the time schedule specified in the work order. In case the services are not started on the stipulated date as indicated in the work order, CSIR- CEERI reserves the right to cancel the work order and/or recover liquidated damage charges. The cancellation of the work order shall be at the risk and responsibility of the Contractor and CSIR-CEERI reserves the right to award the work at the risk and cost of the defaulting Contractor.

#### **Arbitration:**

In the event of any question, dispute/difference arising under this contract/agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi as per the provisions of Indian Arbitration and Reconciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force.

- b) The arbitration Proceedings will be in English only.
- c) The place of arbitration shall be the Delhi International Arbitration Centre at Delhi.
- d) The award of the arbitration shall be final and binding on the parties.
- e) The cost of the arbitration shall be borne equally by both the parties

#### **Force Majeure:**

Neither Contractor nor CSIR-CEERI shall be liable for any delay, default or failure under this Agreement if such delays, defaults or failures arose as a direct consequence of recognized force majeure.

**Canteen & Guest House Service requirement:**

The CSIR-CEERI Canteen functions five days a week for regular canteen services i.e., Monday to Friday.

Staff members attending Laboratory on Saturdays / Sundays / holidays are to be provided with breakfast, lunch & dinner based on indent received from the concerned Head of the Division.

Advance intimation will be provided to contractor for canteen services on holidays and Sundays.

Guest House services will be based on the guests staying in Guest House.

Approximate requirement of regular services and canteen timings are indicated in Annexure-I. The items to be served with scheduled volume/weight along with 'base prices' are indicated in Annexure – II.

The projected number of special lunches is only indicative and actuals may vary depending upon the meetings and visitors to CSIR-CEERI.

Interested tenderers may visit CSIR-CEERI Canteen and Guest House, at their cost to understand themselves the site and its surroundings to have firsthand information that may be necessary for proper evaluation and submission of financial quote.

The cost quoted by the contractor should include minimum wages plus associated statutory payments, cost of cleaning, cost of raw material/fuel, base prices of serving items etc., for running the canteen.



### Service requirement from the Contractor:

The staff requirement for smooth running of the required services is mentioned below

Sl. No.	Designation	Required Number
1	Supervisor/Clerk	1 No.
2	Head Cook	1 No.
3	Cooks	2 Nos.
4	Stewards / Canteen Attendants	2 Nos.
5	Cleaners	2 Nos.
6	House Keeping	1 Nos.
	<b>Total</b>	<b>9 Nos.</b>

The contractor shall take note of the above staff requirement and minimum wages payable to them while working out the financial bid. All the above personnel engaged by the contractor shall be efficient, smart and trained. The numbers shown above are indicative and if the contractor estimate is higher than the indicated requirement, he/she may calculate the cost and quote accordingly. The canteen committee will periodically monitor the required number of staff members as per actual service requirements.

It is the sole responsibility of the contractor to provide catering services as required, by managing the procurement of raw material and services of manpower at his own cost. The financial bid will contain the service charge taken by the contractor (which will be added in the 'base price list' to calculate final price of items).

Note: A manager shall be appointed by contractor to monitor the overall operation of the canteens at CSIR-CEERI. He/she shall be a single point contact to CSIR-CEERI management for the Canteen Service activities.

The contractor has to ensure personalized/ table service on the occasions of High special Lunch, High special lunch/Dinner for VIP meetings in the Canteen/Guest House Premises.

Personnel so employed by the contractor shall be clean, physically and medically fit to handle the kitchen and canteen services. The contractor at his /her own cost has to carryout medical examination of appointed personnel once in every 6 months in respect of the personnel to ensure their fitness to handle and submit certificate of medical fitness to office of CSIR-CEERI.

The contractor is solely responsible for procurement of all provisions, vegetables, oil and other items of good quality duly approved by the Canteen Advisory Committee at his / her own cost and store them properly after cleaning in the identified Stores area provided of the canteen premises. The contractor should use only the following brands for cooking as per Annexure VI (in case of change, prior approval from canteen committee)

The necessary inputs / ingredients for preparing food items should be of good standard / quality acceptable to CSIR-CEERI. The left out pan oil should not be re-used for any other purpose in the canteen.

Apart from the items listed in the annexure II, the contractor may introduce any new item, the rate for such item to be decided by the contractor with prior intimation and concurrence of the canteen committee.

The contractor is required to print his own bills, coupons etc., at his/her own cost for General Services and issue them to staff on cash payment for various items like coffee /tea, breakfast, lunch, evening snacks, soft drinks, etc.

The Contractor is responsible to pay the wages to his/her staff in compliance with the **Minimum Wages Act**. That the Contractor shall at his/her own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR-CEERI. The contractor 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, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and / or any other Rules / regulations and / or statutes that may be applicable to them.

The Contractor shall be solely responsible for any violation of provision of the Labor Laws or any other statutory provisions and shall further keep the CSIR-CEERI indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractors failure to fulfill any or all 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-CEERI shall be entitled to recover any such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury from the Contractor's monthly payments.

Cleaning of kitchen equipment, utensils, tables, chairs, floors of kitchen, wash rooms and places which are under contractor's control shall be the responsibility of the contractor. The contractor is responsible for daily disposal of waste and left overs at the identified locations in CSIR-CEERI. The contractor is required to maintain cleanliness and other aspects as indicated in the GOI OM No. 10/1/2014-Dir(C), dated 09/10/2014 in respect of the canteen under **Swachh Bharat Mission**, which shall be periodically inspected by the authorities of CSIR-CEERI.

Sub-contract/Assignment of the contract to third party is not permitted. However, certain support services may be permitted for sub-contract with prior consent from CSIR-CEERI.

## **Penalty Clause:**

A Canteen Committee will frequently inspect the quality of raw materials purchased, number of employees working / absenteeism and maintenance of hygienic conditions in the kitchen and wash area. (Please refer to Annexure VII in this regard). They will collect feedback from users of the canteen on various aspects. Any violations of the Terms & Conditions of the Tender will be intimated to the Contractor. Depending on the nature of complaint, failure to implement corrections within a period of one week to one month will attract a penalty as recommended by the Canteen Committee and decided by the Director.

The contractor will ensure closure of all lights, fans, AC etc. after service hours. If he is found misusing of CSIR-CEERI facilities, a fine of Rs 1000/- will be imposed on that event with warning letter. The repeated misuse of facilities shall lead to termination of contract with fine.

Canteen Committee monitoring the activities can make recommendations to the Director for termination of contract for any failure to improve in spite of actions as indicated above.

In case of any dispute interpretation of Tender/Contract terms and conditions, decision of the Director, CSIR-CEERI is final.

## **Other requirements:**

The rate quoted by the Contractor shall be valid for 1 year from the date of award of the contract. Further, the contractor cannot demand price rise during the interim period of contract.

The Director, CSIR-CEERI reserves the right to reject any or all the tenders or to accept them in part or reject the lowest tender without assigning any reasons.

The rates of food items and optional dishes will be decided after the finalization of contract.

The contractor should ensure fumigation of all containers and all serving areas on a weekly basis

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Approximate requirement of regular services and their timings

(CANTEEN/CAFETERIA, GUEST HOUSE)

TABLE – 1 (against cash/digital payment by Staff)

Sl. No	Routine Services	Approximate Number	Time
1	Morning Breakfast/ Tea/Coffee	50	8:30 am to 9:00 am
2	Tea/Coffee & Snacks	200	10:00 am to 10:30 am
3	General Lunch	100	1 pm to 2 pm
4	Afternoon Tea / Coffee Snacks	200	3:30 pm to 4:00 pm
5	Tea/Coffee & Snacks*	50	6:00 pm to 7:00 pm
6	Dinner*	50	8:00 pm to 9:00 pm

- \*As per booking in advance.

TABLE – 2 (against official indents by Divisions; priced in Table B)

Sl. No.	Special Services	Approximate Number	Time
1	Special Service of Tea / Coffee/ Snacks Light	50	09:00 am to 6:00 pm
2	Serving of evening snacks	50	4:30 pm to 5:00 pm
3	Serving of Working Lunch	20*	1:00 pm to 1:30 pm
4	Special Lunch buffet	20*	1:00 pm to 2:00 pm

\* On need basis

- Optional: Cold drinks like Real / Tropicana juices / paper boat / flavored Milk

etc. of established makes (to be sold on MRP). Vending machine or a manual counter should always be available.

- Morning breakfast items should not be served on same day evening. Other tiffin items like paav-bhaaji, noodles, masala dosa etc. may be served at the same cost.

**Others: -**

1. Ready to eat items (like noodles) need to be included.
2. Breakfast menu should not repeat during the same week.
3. Optional Items\* to be included (to be served during regular canteen hours only) fruit salad, juice, special weekend meal, Ice cream, veg. sandwich, side non-veg dishes (on special req.) etc.,
4. In unforeseen cases, if regular food is exhausted, the vendor has to arrange for alternate quick food items.

## ANNEXURE – II (Base Price List for First Year)

TABLE – A

### CSIR-CEERI DEPARTMENTAL CANTEEN

S.No.	Name of items	Quantity (min)	Rate*
1.	Daal	100 gm	10.00
2	Sabji	100 gm	10.00
3	Rice	100 gm	5.00
4	Salad	40 gm	2.00
5	Roti	2 pcs	4.00
6	Poori	2 pcs	5.00
7	Raita	100 gm	6.00
8	Kheer	60 gm	10.00
9	Rasgulla	1 pc.	10.00
10	Thali (Full) Daal, sabji, Rice (100 gm each) salad,roti (04)	specified	35.00
11	Thali (Half of above items))	specified	20.00
12	Tea	100 ml	5.00
13	Tea Bag	100 ml	6.00
14	Coffee	100 ml	8.00
15	Samosa/Suhaal/Khasta/ Bread Pakoda with Chatni/Saus	1 pc.	8.00
16	Aloo Pyaz Pakodi	100 gram	12.00
17	Polao	100 gram	9.00
18	Dahi Bada	1 pc	10.00
19	Bun with butter	1 pc	15.00
21	Paneer Sabji	100 gm	15.00
22	Sambhar vada/chhola bhatura	2 pc of vada/bhatura	20.00
23	Poha with Namkeen	100 gram	10.00
24	Egg Curry(half)	with 1 egg	20.00
25	Egg Curry(Full)	With 2 eggs	35.00
26	Dahi	100 gram	10.00
27	Cold drink/juice/lassi etc.		On MRP Rate
28	Chips/bhujia/namkeen		On MRP Rate
29	Ice Cream (std. brands)		On MRP Rate
30	Chocolates/choco pie etc.		MRP

**Rates\* (First Year)for CSIR-CEERI, Guest House, Pilani**  
**TABLE – B**

<b>Details of Items</b>	<b>General</b>
a) Cornflakes/Porridge with milk, one egg omelets/fried egg/boiled egg/ veg. sandwich (2 pcs), bread slice/ toast (2 pcs) with butter and one cup tea or b) Veg. stuff Paratha (2 nos.), Curd/raita and one cup tea or c) Puri (4 nos), sabzi, achar & one cup tea (Rs. 10/- for each extra Paratha, Rs. 5/- for each Puri & Rs. 5/- extra for serving coffee in place of tea)	@ Rs. 40/-  @ Rs. 40/-  @ Rs. 40/-
d) Tea per cup	@ Rs. 7/-
e) Coffee per cup	@ Rs. 10/-
f) Tea per pot	@ Rs. 15/-
g) Sandwiches (4 pcs) with waffers (veg.)	@ Rs. 30/-
h) Pakora Veg. (Onion/Potato, per plate of 6-8 pcs with chatney)	@ Rs. 25/-
i) Samosa (One)	@ Rs. 10/-
<b>Extra Items</b>	
1. Porridge with milk (100 ml) one Bowl	@ Rs. 20/-
2. Cornflakes with milk (100 ml) one Bowl	@ Rs. 20/-
3. Two eggs omelet (Plain/masala) with two bread slices	@ Rs. 25/-
4. Two slices with butter	@ Rs. 15/-
<b>LUNCH/DINNER</b>	
a. <b>Ordinary Vegetarian Food (Full diet)</b> Dal, Vegetable Curry, Seasonal Vegetable dry, Plain rice, Roti/Puri, Ordinary Salad	@ Rs. 50/-
b. <b>Special Lunch/Dinner for Banquets</b> 1. Starter: Soup/fruit juice/ cold drink 2. Main course: Cholla/ Vegetable curry (Paneer item), Dry vegetable (Seasonal)- 2 nos, Special Dal, Curd/ Raita/ Dahi vada, Pulao/Rice, Roti/Puri/Kachori, Papad, Pickles, Salad. 3. Dessert: Gulab jamun/Chhena sweet/ Ras Malai/ Carrot Halwa/ Ice Cream/ Fruit Salad	@ Rs. 150/-
Extra Items	@ Rs. 180/-
a. Non Veg. Items	

TABLE – C (Official indents by Divisions)

Sl. No.	Items	Indicative Unit Rates* in ₹ (First year)
1.	Special Service of (i) Tea (ii) Coffee	8/- 10/-
2.	Serving of Working Lunch	50/-
3.	Special Lunch buffet Veg	150/-

**\*All rates after adding service charges should be rounded to the nearest rupees during service period.**



### Annexure-III

#### APPLICATION FOR PRE-QUALIFICATION OF FIRMS/CONTRACTORS FOR PROVIDING CATERING SERVICES TO CSIR-CEERI, PILANI

1. Name of the firm/Contractor :
2. Owner/Partner :
3. Address :
4. Registration No. of the firm :  
(copy may be enclosed)
5. PAN No. :
6. Manpower Details :
7. Experience/Details of operation at present and in the last three years may be provided (enclose copies as a proof of service and performance certificate from the concerned establishment.) :
8. Details of volume of Business in the last three years :
9. Registration with Labour Commissioner :  
Central (copies to be attached)
10. Valid Form-C issued by Food Safety & Standards of Authority of India :  
Or Valid License issued by BBMP, Health Department (Form - "C") :

11. Registration with EPF authorities :  
(copies to be attached)
12. Registration with ESI authorities :  
(copies to be attached)
13. Registration with Income Tax/Professional :  
Tax authorities copies of return to be attached)
14. Registration with GST (GST No.) :
15. The proposed plan of providing catering :  
Services at CSIR-CEERI (Furnish the  
details after inspection and discussion  
with the concerned)

Date :

Signature of the Contractor with Seal

**ANNEXURE-IV**

**COMPLIANCE REPORT**

To,

The Director  
CSIR-CEERI,  
Pilani

**Sub: Regarding tender for "Providing Catering Services at CEERI Guest House and CEERI Canteen/Cafeteria.**

Dear Sir,

I have gone through the complete terms and conditions of the Tender for Providing Catering services at CSIR-CEERI Guest House and CSIR-CEERI Cafeteria and accept the same. I am herewith submitting Bid Securing Declaration Form as required.

**TENDERER'S SIGNATURE WITH OFFICIAL SEAL/STAMP**

Place:

Date:

**ANNEXURE-V**

**Non -Participation of near relatives of employees in the tender/execution of works in units.**

I..... S/o .....

R/o.....hereby certify that none of my relative (s) as defined in Clause No. 3.2 (C) of Section-2 of the tender document is/are employed in CEERI / CSIR as per details given in tender document. In case at any stage, if it is found that the information given by me is false/ incorrect, CEERI / CSIR shall have the absolute right to take any action as deemed fit without any prior intimation to me.

**TENDERER'S SIGNATURE WITH OFFICIAL SEAL/STAMP**

## ANNEXURE - VI

### Suggested brands & quality of the products:

Sauce (Tomato/chilly)	Maggie/Kissan
Jam/Marmalade	Kissan/Tops/Kaytis
Canned juices	Tropicana/Real/Kaytis
Bread	Britannia/Bakeman's
Refined oil	Nature Oil/Fortune Soya/Sundrop/Vital
Mustard Oil	P Mark / Kanodia
Butter or butter chiplets	Amul / Parag
Milk	Parag/Mother Dairy/DMS (Full cream)
Cornflakes & wheat puffs	Kellogg / Mohan's only
Pickle	Nafed/Bedakar/TOPS
Basmati rice	Dawat/ Lalquila or any other branded quality
Potato	Pahari of good quality
Atta/Maida/Besan	Ahar/Shakti Bhog/Annapurna/Rajdhani
Biscuits	Britannia/Good Day/Marie/Monaco or any other as specified
Salt (Iodized)	Tata/Annapurna/Captain cook
Tea (Bags/sachet)	Taj Mahal/Tata/Nestle
Dairy whitener	Everyday
Sugar	Dharmpur (sachets), Daurala
Pulses	Good quality
Spices	MDH/Captain Cook/Everst
Fruits & Vegetables	Seasonal fresh quality
Ice cream	Mother dairy/Kwality
Meat Products	Fresh good quality

## ANNEXURE-VII

### **Requirement to be followed for maintaining Hygiene and Cleanliness**

The Vendor must abide to the Hygiene & Cleanliness for Food Vendors/Suppliers as specified in the document below:

- a) The following standards apply to good practices which are universally accepted and based on recommended international CSIR-CEERI code of practice- 'general principle of food Hygiene (Rome 1988) and guidelines for the application of the Hazard Analysis Critical Control Point (HACCP) System.
- b) CSIR-CEERI shall have the rights to inspect vendor / supplier sites for food safety and hygiene at any point of time
- c) Base kitchen/ Live counters must have Food license in the name of vendor; vendor should comply with all applicable statutory requirements
- d) Purchase:
  - The production of high quality safe food can only be achieved when raw ingredients are free from contamination/adulteration.
  - The first measure to prevent hazards is to buy from reputable suppliers, wherever available good quality branded raw material must be used
  - All the raw material brought has to be branded either by 'FPO' or 'Agmark' or FSSAI
  - All the raw material should be free from adulteration - CSIR-CEERI has the right to collect samples to check on quality/adulteration.
    - Vegetables & fruits : All fresh raw material has to be brought from branded wholesaler like Le Marche', Auchan, More, Big Bazaar, METRO, WALMART/ Heritage/Hyper city/ Reliance Super Mart etc
    - Groceries and Spices: all Groceries should be Branded with 'FPO' or 'Agmark' or FSSAI with manufacturing and best before date
    - Oil and sauces/Juices: all Oil, Sauces, Juices should be branded with 'FPO' or 'Agmark' or FSSAI with manufacturing and best before date. Hydrogenated Vegetable Oils like Vanaspati/Dalda etc. are not accepted. Re-use of oil is not acceptable due to generation of trans fats. Sun Flower Oil must be used.
- e) **Transportation:**
  - Vehicle used for transportation should be completely covered from all sides with a locking facility
  - All containers used for transportation should be of food grade virgin Plastic/PTFE/stainless steel/thermo box with refrigeration system. It has to be properly covered with secured air tight lid (clean wrap cover would not be allowed)
  - Containers should have lining either with butter paper or brown plain paper-newspaper, staplers, pins, glassware, plastic poly bags- are not allowed

- Vehicles should be cleaned thoroughly after every delivery of food with hot water and antibacterial soap solution.
- Covered and lockable containers should be used for transportation of Snacks and Bakery items.
- Proper temperature (as specified by the food supplier/ food Standards) has to be maintained during transportation
- While loading and unloading food handling staff should wear disposable plastic/latex hand gloves and head caps. These are to be discarded after every consignment

f) **Stock Storage:**

- Storage of expired items is strictly prohibited at the site and at base kitchen. All material stored should have a label of “best before” date
- Storage of chemicals solvents, oils, should be kept separate from Food material
- All Material and food stored at the cafeteria/ counters should strictly be stored in labeled containers and as per FIFO (First In First Out) method to be used for storage and use
- All storage has to be kept closed (In a sealed/securely covered container) at all point of time. Including cut vegetables, prepared / cooked food to avoid foreign particles, pests or cross contamination
- Each material (raw or cooked) to be stored with proper lid and label in Chrome/Nickel Plated Mild steel or Stainless Steel or food grade plastic containers (no storage would be allowed in cardboard carton boxes etc.)
- Storage Bain Marie / counter should be with temperature display and in working condition. (hot or cold as per food requirement
- Check refrigerated goods daily for quality and “use by” dates.
- Do not store canned goods longer than the recommended date.
- All refrigerated storage areas temperatures to be maintained as per standards given below:
  - Vegetables - 0°C to 5°C
  - Dairy - 0°C to 5°C
- Refrigerators will be thoroughly clean on a weekly basis using a suitable disinfection process on internal surfaces.

g) **Base kitchen/Live kitchen at cafeteria/Food preparation:**

- Use only potable water for food preparation & cleaning of raw food materials. RO water is preferred
- Use food grade stainless steel clean utensils for food preparation
- Food preparation area to be segregated for raw/uncooked food processing and cooked food processing
- Clean work surfaces before and after using it with a food grade cleanser
- Proper drainage and exhaust system to be designed and available. Drainage should not be blocked at any point of time.
- Proper exhaust has to be provided with required suction to take away all steam/ vapors being generated (detector points would not be removed/changed/closed)

- Provide separate sinks for each preparation purpose, i.e. vegetables, etc.
- Do not use the above sinks for personal hygiene uses, e.g. hand washing. Clean sink thoroughly after every use.
- Wooden chopping boards should not be used in the kitchen, only Teflon boards should be used.
- Provide hand-washing facilities readily accessible positions throughout food handling area with bactericidal hand soap hand drying and paper towels.
- No usage of glassware should be done in the food preparation & storage area. Borosilicate glass (“Corning/ Borosil”) may only be used in micro-wave ovens if available.
- Check cleanliness of equipment utensils and uniforms of kitchen staff on a daily basis.
- All stove knobs /gas piping, cylinder regulators/ pressure gauges should be checked every six months by an expert from Cylinder supplier
- In case of LPG cylinders used (not more than 5 cylinders to be online at a time, and there has to be proper Gas bank with leak detection and pressure gauges with proper Govt approvals to be allowed.

**h) Staff /Food handler Hygiene:**

- All staff who handles food preparation must take every precaution of personal cleanliness.
- All food handling staff to be provided with uniforms, Aprons, caps (to cover hair completely), sneeze guards, shoes which are laundered/cleaned on a daily basis and only specific to kitchen usage (for ladies, sarees should be avoided at base kitchen/live kitchen)
- Adequate spare caps & coats should be available for non-food handlers entering the food preparation area.
- Hands and arms must be washed with soap thoroughly before starting work, on returning to work after each break, after coming back from washroom, after handling food waste food and chemical, after smoking. Availability of hand sanitizer/ KMnO<sub>4</sub> (Potassium Permanganate) solution should be there for base kitchen/ live counter
- Nails must be kept short and scrupulously clean not bitten, beards must be shaved, no ornaments/watches allowed
- All food to be handled with proper ladles/forceps/gloves at all point of time
- No spitting and chewing of tobacco is allowed near preparation/serving area.
- Use of posters in food preparation area to highlight needs of hygiene.
- All Food handlers should go under through medical test on a 6 months basis- Report has to be submitted to CSIR-CEERI CWC
- If Food handler is found infected- he/she has to be taken out of the system till they are treated and FRESH MEDICALLY FIT CERTIFICATE/REPORT has to be submitted
- If the food handler is injured or has an open wound, he/she has to be immediately removed from the system and treated. NO FOOD VENDOR WITH OPEN WOUND WILL SERVE EMPLOYEES.
- All staff members should be provided with hygiene training on the job as well as off the job.



## ANNEXURE-VIII

### Bid Security Declaration Form

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration) Name:

(insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**CSIR – CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE  
PILANI-333031**

**Financial Quote (A)**

Having understood the scope of work and agreeing to the terms and conditions, as specified in the tender document, I/we would provide catering services at CSIR-CEERI, Pilani. I/we abide by the rates quoted for items in Annexure 'II' (Table A, B & C). Annexure II (Table A & B) is the services to be provided regularly in the CSIR-CEERI canteens. Table 'C' is the special services to be provided on need basis on the request offered by the Divisions.

<b>Service charges @.....% payable (to be calculated on the Rates mentioned in Annexure II )</b>	<hr/> <b>%</b>
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I/we hereby undertake to pay wages as per Minimum Wages Act and also remit all statutory payment associated with minimum wages such as ESI, EPF etc. to the appropriate authority.

Signature of Contractor with seal & date