



**GKVK, Bellary Road  
Bangalore – 560 065.**

**Ref: NCB/W-210012/2020-2021 (N)**

**Tender Notice No.015/2020-2021**

NIT cum Tender Document (TWO PART TENDER) for the following Services:

PROVIDING CATERING AND SERVING SERVICES AT ENTIRE CAMPUS, BLiSC CANTEEN, GKVK, BELLARY ROAD, BANGALORE – 560 065 AS PER ATTACHED TENDER DOCUMENT.

**CATERING AND SERVING SERVICES AT:**

- 1) Dining Block at NCBS Campus, Mandara Hostel (only breakfast) and Other Associated Buildings of NCBS and at DHRH-inStem (existing model of service).**
- 2) Academic Building, Administration Building and the canteen at the Main Gate Area in NCBS Campus.**
- 3) Special menu items for meetings/workshops/symposiums**

Tender No.	015/2020-21, NCB/W-210012/2020-2021 (N)
Type of Tender	2 PART PUBLIC TENDER
Date of Pre – Bid Meeting	<b><u>Pre-Bid Meeting:</u> For information / Technical Details / Clarifications required by the Tenderers, a Pre-Bid meeting will be held on 10/05/2021 @ 15.00hrs at NCBS and the tenderers should attend the Pre- Bid meeting compulsorily.</b>
Last date for Submission of Tender	<b>12/05/2021</b>
Date of Opening of Technical Bids	<b>13/05/2021</b>

1. The Tender PART “A”- Cover – I (Technical Bid) consisting of Technical Bid (see point 12 below) & Commercial Terms and PART “B” - Cover – II (Financial Bid) consisting of only Price Bid (see point 13 below), shall be submitted in separate sealed envelopes duly superscribed with the tender enquiry number, title and the due date in bold letters, addressed to the Head, Purchase, National Centre for Biological Sciences, Tata Institute of Fundamental Research, GKVK, Bellary Road, Bangalore – 560 065. The envelopes should be clearly marked on top as either PART “A” - Cover – I or PART “B” - Cover - II. The two sealed covers should be further put in a master cover super scribed with the Tender Enquiry No., Title and Due Date in bold letters, addressed to the Head, Purchase, National Centre for Biological Sciences, Tata Institute of Fundamental Research, GKVK, Bellary Road, Bangalore – 560 065. The sealed master envelop has to be delivered by hand/courier at the security Gate of NCBS on or before 14.00 hrs on the due date specified. The technical bid will be opened in the presence of attending tenderers at 14.30 hrs. on the date of opening bids (Technical Bid Part “A” - Cover – I) at Purchase Section, NCBS. Tenders submitted after 14.30 hrs on due date will not be considered. **In case the PART “A” - Cover – I and Part “B” - Cover - II bids are not sealed in separate envelopes the tender will be rejected. The technical bid should not contain any indication of the price.**



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**2. Micro and Small Enterprises (MSEs):**

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)
2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.

**3. An MSME bidder must submit registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.**

3. The Contractor, whose quotation is accepted will be required to furnish a Performance Security @ 3% of the Value of the contract as determined by the Canteen Committee to be the volume of annual business to be transacted by the Contractor under the contract towards the fulfillment of the contract.

4. Initially the contract period will be for 12 months which may be extended for a further period of 12 months (12 months at a time) based on the performance.

5. The service covered by the contract should be carried out throughout the year i.e. 365 days of the year including all working days, Saturdays, Sundays and Holidays. The working hours shall be as specified in the General Terms and Conditions of the Service Contract, Clause 20.2. Scope of Work.

6. In case of the performance not being satisfactory, the contract shall be terminated and the performance security will be forfeited.

7. The decision on acceptance or rejection of quotation will rest with the Director, NCBS, who does not bind himself to accept the lowest quotation. Institute reserves the right to reject any quotation without assigning any reason whatsoever.

8. The quotations, which do not fulfill all or any of the above conditions, incomplete in any respect, are liable to be summarily rejected.

9. Prospective bidders may inspect the premises/area covered by the service contract to acquaint with the prevailing conditions so as to enable them to reasonably assess the requirements for giving the service on any working day between 8.00 Hrs. to 14.00 Hrs and 15.00 Hrs. to 20.00 Hrs on prior appointment with Administrative Officer (Services), NCBS. (Tel. No. 080-23666347/348).

10. The "PART A" - Cover – I (Technical Bid) should include the following:

All the documents related to the pre-qualification criteria (Annexure – I to VII) Signed copy of the tender document duly indicating the acceptance of all the terms and conditions of the tender. The technical bid should not include any price whatsoever.



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11. The “PART B” - Cover – II (Financial bid) should contain Price Bid Form duly filled as per the format given at Annexure – X. Taxes, if any, should be taken into account while filling up the price bid form.
12. Conditional tender will not be accepted and will be rejected out rightly.
13. The contractor will be permitted to use the raw material for the canteen strictly as per the brands approved and permitted by the Canteen Sub-committee of the Institute.
14. The successful bidder will be the lowest bidder who satisfies all the pre-qualification criteria. The following weightage shall be given for the evaluation of the price bid.

<b>Item Description</b>	<b>Weightage</b>	<b>Remarks</b>
Lunch & Dinner	40%	Averaging of rates of all items will be done
Snacks / Breakfast	30%	Averaging of rates of all items will be done
Juice/Tea/Coffee/Milk	10%	Averaging of rates of all items will be done
Sweet/Dessert	10%	Averaging of rates of all items will be done
Official special menu items	10%	Averaging of rates of all items will be done

**15. The Contract for Canteen – 1 – Main Canteen, Ground Floor & First Floor and Fast Food Counter at First Floor, dining hall at DHRH-inStem and Official special menu items for meetings/workshops/symposiums shall be awarded to L1 bidder applying the evaluation criteria as per Sl.No.14 above.**

**16. The Contract for Canteen – 2 - CAFETERIA AT ACADEMIC BUILDING, ADMINISTRATION BUILDING & CANTEEN AT PARKING AREA and Official special menu items for meetings/workshops/symposiums shall be awarded to L1 bidder applying the evaluation criteria as per Sl.No.14 above.**

In the circumstances, if Single Contractor become L1 for both the Canteens, Canteen – 1 and Canteen – 2, NCBS will split the Contract and award the Canteen – 1 to the L1 Bidder and Canteen – 2 to L2 Bidder provided L2 Bidder matches L1 rates.

17. The technical bid shall be opened in the office of the Head, Purchase, NCBS, GKVK, Bellary Road, Bangalore – 65 on the date and time mentioned in the tender notice. The price bid of only technically qualified bidders will be opened at a later date to be intimated to the qualified bidders.

18. The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.



**GENERAL TERMS AND CONDITIONS OF THE SERVICE CONTRACT**  
**FOR PROVIDING CATERING AND SERVING SERVICES**  
**AT BLiSc CAMPUS**

1. Dining Block at NCBS Campus, Mandara Hostel (only breakfast) and Other Associated Buildings of NCBS and at DHRH-inStem.
2. Academic Building, Administration Building and the canteen at the Main Gate Area in NCBS Campus.
3. Special menu items for meetings/workshops/symposiums

1. **General Terms and Conditions**

- 1.1. The tender must be signed the authorized person or by any other person holding a Power of Attorney authorizing him/her to do so, such Power of Attorney to be produced with the tender and it must disclose that the firm is duly registered with the concerned authorities.

2. **Definition**

- 2.1 “Institute” means National Centre for Biological Sciences, TIFR, Bangalore 560 065.
- 2.2 “BLiSc Canteen” means the canteen facilities intended to be operated at:-  
Dining Block at NCBS Campus, Mandara Hostel (only breakfast) and Other Associated Buildings of NCBS and at dinning hall at DHRH-inStem.  
Academic Building, Administration Building and the canteen at the Main Gate Area in NCBS Campus.  
Special menu items for meetings / Workshops/ Symposiums.
- 2.3 “Contractor” means the company or firm or party or a person, on whom the contract/order is placed to provide Catering and Serving Services along with allied duties in the B L i S c Canteen and shall be deemed to include his successors, heirs, executors, administrators and authorized assignees, as the case may be.
- 2.4 “Director” means the Director of NCBS, who will be the overall in-charge of all activities of and whose decisions in all administrative and other matters related to maintenance will be final and binding on all concerned parties under this contract.
- 2.5 “Canteen Committee” means On-Campus Contract Canteen Services Committee of the Institute.
- 2.6 “Canteen Subcommittee” means the subcommittee of the On-Campus Contract Canteen Committee designated to monitor day-to-day operations of the BLiSc Canteen and will give instructions to the Contractor or his authorized representative, for performing his duties as Contractor.
- 2.7 “Work Order” means a written order, conveying acceptance of the offer of the party and containing general and special conditions of the order. Also includes a letter, fax, email conveying acceptance of the party with specified (or necessarily implied) conditions to be followed by a written order/an agreement, and includes any further amendment made to the order on the basis of mutual agreement of the parties.
- 2.8 “Month” shall mean the calendar month.
- 2.9 “Person” shall include a firm/s, companies, association of persons on other bodies, whether incorporated or not.
- 2.10 “Parties to the order” means the Contractor and the Institute.
- 2.11 “Staff” means person who is employed, full time or part time or on contract basis in the BLiSc Campus.
- 2.12 “Contract Period” means the period of validity of the Contract, including extended period of the contract, if any.
- 2.13 “Bidder” means the person bidding for this contract for Catering and Serving Services.
- 2.14 “Contract” means the Contract awarded to the Successful Bidders in pursuance of this tender.



3. Performance Security

3.1 The Performance Security, SD shall be paid or deposited by the Contractor in the form of Demand Draft drawn in favour of National Centre for Biological Sciences drawn on any Nationalized Bank payable at Bangalore by the Contractor. The Security Deposit can also be submitted in the form of Bank Guarantee in the prescribed format (as per annexure – IX) from any Nationalized Bank which shall be valid throughout the contract period plus two months.

3.2 The Performance Security shall not bear any interest. The Performance Security amount shall be refunded to the contractor/s within a period of 2 months after completion of the Contract period subject to satisfactory handover of the canteen premises to NCBS representative. Institute shall be entitled to deduct from the performance security amount such amount as determined by the Director towards any damage to the premises of the Institute.

4. Pre-Qualification Criteria

4.1. The Contractor has to provide GST registration No. and submit copy of valid Shop & Establishment Act License, PAN card, ESI registration certificate, PF registration certificate, if applicable.

4.2. The Tenderer should have the Registered / Branch Office in Bangalore region.

4.3. Tenderer should provide copy of the License under FSSAI ACT 2006.

4.4. The tenderer should have executed at least;

- a) One similar completed work contract of Rs. 211 lakhs or more; OR
- b) Two similar completed work contracts of Rs. 158 lakhs or more; OR
- c) Three similar completed work contracts of Rs. 106 lakhs or more

Similar Works means providing or running canteen services in any reputed organization including Govt. & PSUs during the last five years. Further, at least one work in any of the above three categories must have been carried out in any Govt./Semi-Govt./PSUs organization in India. Certificates of satisfactory performance from these clients are also to be submitted along with tender.

4.5. The Bidder should provide at least two reference details where currently he is providing the services. The Institute reserves the right to seek confidential input from these references which can be used in the evaluation for awarding the contract.

4.6. The Bidder must have not been black listed during the last three years. Details of court cases to be submitted as per annexure – VI.

4.7. The Contractor must indemnify the Institute against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Institute in connection with the works under the contract. Necessary Indemnity bond to be submitted as per annexure- V.

5. Safety

5.1 The Contractor shall ensure that the work described in the contract shall be carried out safely. During currency of the contract in case of any injury/accident/ harm is caused to the persons engaged for the above work or to the staff, NCBS shall have no responsibility towards any treatment, compensation, loss, if any etc. and the Contractor shall be fully responsible to bear all the expenditure and also shall be responsible for the consequences of such injury/accidents/harm.



6. Maintaining the Records

6.1 The Contractor shall maintain register of persons employed on work on the contract.

6.2 The Contractor shall have to maintain all the records and registers as may be required under existing, future labour laws and rules, framed thereunder or under any other statutory provisions, from time to time. Such of the records/registers shall be made available for perusal/inspection by NCBS or by any other statutory/competent authority as and when required.

6.3 It shall be the Contractor's responsibility to comply with all statutory provisions, rules and regulations. The Contractor at all times should indemnify NCBS against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Shops and Establishment Act or any modification thereof or any other law relating thereto and rules made thereunder from time to time. NCBS will not own any responsibility in this regard.

7. Rates and Prices

7.1 Bidders should quote the rates in the format given at Annexure-X. Incomplete bids will be summarily rejected.

7.2 Rates quoted shall be inclusive of wages, all statutory duties and taxes, GST etc. Price quoted shall be firm and any variation in rates, prices or terms during validity of the contract shall result in forfeiture of the bid security.

7.3 No additional freight or any other charges, etc. would be payable. The bidder shall charge the competitive rates for branded items of snacks, cold drinks, juice, biscuits etc. in any case within the MRP printed on the item.

8. Submission of Tender

8.1 The bidder should submit the original tender duly filled in, signed on each page, duly stamped.

8.2 The bidder shall submit all the requisite documents/certificates, experience certificates etc. along with the Tender document.

8.3 Incomplete or incorrect tenders as well as tenders received late are liable to be rejected.

8.4 The Tenders shall be deemed to have carefully read, studied and understood all the clauses of the tender documents.

**8.5** The tender shall be deposited in the Tender Box kept at the Security Gate of NCBS, GKVK, Bellary Road upto 14.00Hrs. On 13.05.2021. Tenders received late i.e. after 14.00 Hrs. of the prescribed date shall be summarily rejected.





9. Opening of Tender

- 9.1 The tender shall be opened in the office of the Head, Purchase, NCBS, GKVK, Bellary Road on the date and time mentioned in the tender notice. The change, if any shall be intimated to the individual parties by emails.
- 9.2 NCBS shall permit one authorized representative of each bidder to be present at the time of opening of tender provided such representative presents to NCBS at that time a letter duly signed by the bidder authorizing him to be present on behalf of the bidder at the time of tender opening.
- 9.3 The price bid of only technically qualified bidder will be opened. The date and time of the opening of the price bid will be intimated to the technically qualified bidders separately.

10. Confidentiality Clause

- 10.1 The Contractor shall always abide by the rules and regulations pertaining to security and safety of the BLiSc institutions.
- 10.2 The Contractor or his representatives/employees shall not divulge to anyone any information obtained during the course of work at the Institute.
- 10.3 Prohibition against use of NCBS name without permission for publicity purpose. The Contractor or sub-contractor, consultant, advisor or the employee engaged by the Contractor, shall not use NCBS name for any publicity purpose through any public media like Press, T.V., Radio or Internet without the prior written approval of the Director, NCBS.

11. Termination for Default

- 11.1 The Institute may, without prejudice to any other remedy available to it for breach of contract, by written notice of default sent to the Bidder, terminate the Contract in whole or part at any time of its convenience. The notice of termination shall specify that termination is for NCBS's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. NCBS reserves the right to terminate all or a part of the contract; (a) If the Bidder fails to perform any or all of the services as specified in the contract, (b) If the Bidder fails to perform any other obligation(s) under the Contract.
- 11.2 In the event the Institute terminates the contract, the Performance Security will be forfeited.

12. Termination for Unlawful Acts

- 12.1 The Institute may terminate this Contract in case it is determined prima facie that the Contractor has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviours relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following: (a) Corrupt, fraudulent, and coercive practices (b) Drawing up or using forged documents; (c) Using adulterated materials, means or methods, or engaging in production/preparations contrary to acceptable hygienic practices of the trade; and (d) Any other act analogous to the foregoing.



13. Termination for Insolvency

13.1 The Institute may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institute.

14. Facilities to be provided by NCBS:

The Institute will provide the following facilities and equipment to the contractor free of charge.

- a) Kitchen and dining area with necessary furniture, fixtures, machines, equipment, utensils, etc.
- b) Electricity and Water. Both these are to be used conservatively; it should be ensured that taps are not kept open unnecessarily, fans and lights are switched off when not in use.
- c) The Contractor has to maintain inventory of items provided by NCBS and upkeep of the utensils, Cleaning materials (Johnson Diversey Products such as Suma Multi purpose cleaner) including Tools, Detergents, Liquid Soaps, Towels, bio-degradable garbage bags etc., for the kitchen use and other materials. Necessary cutlery and crockery, water cooler with aqua guard, geyser, refrigerator, toasters, cooking vessels, serving utensils, tablespoons, teaspoons, gas-operated appliances, wet grinders, etc. If it is felt that some more items are necessary, the Institute may arrange to supply them. The Contractor will take charge of all the items and shall be liable to account for all the above items, furniture, fixtures, etc. kept in the BLiSc Canteens.
- d) While breakages of some porcelain cups, saucers, plates, etc. may be unavoidable; the contractor should ensure that such breakages are kept to the bare minimum. The cost of breakages in excess of 10% over a year will have to be borne by the Contractor.
- e) The Institute shall not provide any accommodation for the workers engaged by the contractor.

15. The Contractor will not use the canteen facilities for any purpose other than that stated in the scope of the work. If such things are noticed by the Institute, the Contract shall immediately be either suspended or terminated, or the Institute may impose a suitable fine, as per the decision of the Director.

16. ASSIGNING & SUBLETTING: Assignment or subletting of this Contract is strictly prohibited and shall result in termination of the contract with immediate effect without any compensation.





17. INDEMNITY BOND : The Contractor shall, by way of executing a bond on non- judicial stamp paper of appropriate value, indemnify the Institute against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Institute by Contractor’s workers or any other person or any other agency, in connection with the service to be provided under the Contract or in respect of any matters, thing done or committed to be done by the Contractor in the execution of, or in connection with the Contract, notwithstanding that the Contractor took all reasonable, proper and necessary precautions against any loss or damage to ensure that such event will not affect the work and the Institute in any way. The indemnity given by the Contractor as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person, resulting in death or otherwise. The format of Indemnity Bond is enclosed as Annexure-V. Original Bond is to be submitted directly to Accounts Section o f N C B S with copy of the same to be given to the Canteen Subcommittee.
  
18. Billing and collections
- 18.1 Items will be billed to individual customers as per individual item rates as quoted in the price bid. Suitable bill in printed form to be issued by the Contractor to all the users.
- 18.2 The Bidder shall charge for all food items only as per rates that will be indicated in Part – 2, Annexure –X, Financial Bid. The rate card as per the rates indicated in the bid shall be displayed by the successful bidder at the respective Sales Counters. Any overcharging shall render the contract liable to cancellation.
- 18.3 The Contractor has to ensure that the cost of raw materials, gas, wages, services charge etc. are recovered from the sales/collections. No additional payment/facilities other than that specified under clause 14 of the GTC of the Service Contract shall be made/offered by the Institute.
  
19. MANPOWER
- 19.1 The Contractor shall provide a Manager/Chef, Supervisor/Cashier, Cook, Asst. Cook, Bearer / Steward, Utility / Helper and any other staff for efficient operation of the Canteen Services at BLiSc under this Contract. The number of staff of different category to be employed for smooth running of the canteen will be maintained at its optimum. Under-staffing or over-staffing will not be permitted. Any rearrangements within the permitted staff strength must be approved by the Canteen Committee / Canteen Sub-committee from time to time. The Contractor while engaging the manpower to work on the campus Canteens will ensure that the persons selected are not discriminated on the basis of sex, caste, creed or ethnicity.
- 19.2 The Contractor shall provide well-trained, disciplined and experienced manpower; and while on duty, all of them will be dressed in neatly maintained uniform. The Contractor shall be responsible to provide replacement manpower to offset absence for any reason. The contract workers will be wearing Head Gear, Apron, and Gloves while serving the food at the canteen. Personal hygiene of the Canteen Staff will be of utmost importance and any laxity in this regard will be taken into account for assessing performance when extension of contract is considered.



- 19.3 The Contractor should have the Police Verification of all the manpower employed at the Canteens of the campus done before employing the manpower and maintain the record for verification by the members of the Canteen Sub-committee.
- 19.4 All contract workers will have to undergo mandatory medical test at the Institute Medical Centre. No one will be allowed to work in the BLiSc campus without the clearance from the Medical Officer of the Institute.
- 19.5 The workers detailed by the Contractor at the premises of BLiSc shall be for all purposes the employees of the Contractor and shall be under his exclusive control and supervision.
- 19.6 The Contractor shall be responsible for selecting the workers and detailing them to carry out the Canteen work. In case, Institute specifically objects to the posting of a particular person for performing duties at its premises, at any time, the Contractor shall make immediate arrangement to replace such person(s) within 24 hours of being intimated.
- 19.7 The Contractor shall not transfer any of his workers without consultation with Canteen Committee / Canteen Sub-committee.
- 19.8 The Contractor shall comply with all the lawful directions and instructions concerning Canteen services given by the designated Canteen Sub-committee from time to time.
- 19.9 Replacement of staff in case of absence / leave to be provided by contractor immediately. In case of replacement of any of the workers, the Contractor shall be responsible for giving necessary training/instructions to the new worker to enable him to work efficiently.
- 19.10 The Contractor or his Manager/Supervisor shall be available in the premises of BLiSc Campus during the working hours to meet the designated subcommittee or its representative for taking necessary instructions, if any, and to supervise the contract workers under him.
- 19.11 The Contractor shall ensure regular and punctual attendance of his workers in the format provided by NCBS administration and further ensure that his workers perform their duties efficiently, diligently and to the full satisfaction of the Institute. The Contractor shall not employ any person who has not attained the age of 18.
- 19.12 Misbehavior by any of the Contractor's workers, staff in the Institute's premises, while on duty during the working hours or while off duty outside the working hours will be viewed seriously. If the incident involves loss to the Institute, due to theft or attempted theft, penal deduction is liable to be imposed on the Contractor, as deemed necessary to make good the loss, by the Director on the recommendation of the Canteen Committee.
- 19.13 Miscellaneous – The work mentioned in the schedule is not exhaustive, but only indicative. The Centre reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of the contract. The Contractor shall meet the designated Officer-in-Charge (Administrative Officer – Services) of the Centre everyday to receive the details of issues/complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer-in-Charge.
- 19.14 Dispute Resolution – Any dispute or differences that may arise between the parties shall be referred for sole arbitration to the Centre Director or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.



**19.15 Primacy of Documents**

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

**19.16 Amendments to Work order/agreement**

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

**19.17 The Centre reserves the right to award the Contract to One (1) Contractor or Split the Contract as per Scope of Work in Clause 20.2 (A) and 20.2 (B).**

**For and on behalf of  
National Centre for Biological Sciences**

A handwritten signature in blue ink, appearing to read 'Dmca', is written over a horizontal line.

**Head - Purchase**



20. SCOPE OF WORK

20.1 The scope of work includes providing canteen services on a daily basis in the BLiSc Canteen situated in the NCBS Campus. The services apart from the broadly defined works include providing breakfast, lunch dinner at specified hours and tea/coffee/milk as well as snacks throughout the approved service time of the Canteen. Canteen Services should be provided to the entire satisfaction of the Institute.

20.2 (A) Approximate number of canteen users for **Main Canteen, Ground Floor & First Floor and Fast Food Counter at First Floor** and the Service timings are as follows:-

Items	Approximate quantity	
	(on working days)	(On holidays)
Breakfast	140-160	70-90
Lunch	300-400	150-200
Fast Food Lunch	40-60	30-40
Morning tea	80-100	40-60
Evening tea	80-100	50-60
Evening snacks	80 -100	30-40
Dinner	140-160	80-100
Fast Food counter dinner	30-40	50-60

The service timings of the canteen will be as follows:

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

Variation in the timings with the approval of Canteen Sub-committee may be allowed under special circumstances.

**BREAKFAST SERVICE AT HOSTEL MANDARA EVERYDAY FROM 7.15 HRS TO 9.15 HRS ARE ALSO INCLUDED IN THE SCOPE OF THIS CONTRACT.**

**THE INTENDING BIDDERS ARE ADVISED TO VISIT THE NCBS CANTEEN TO SEE THE EXISTING INFRASTRUCTURE FACILITY, TYPE OF MENU, SERVICE, QUALITY, QUANTITY OF FOOD, ETC. BEFORE SUBMITTING THE TENDER OFFER. IT IS EXPECTED OF THE BIDDERS THAT THERE WOULD BE NO COMPROMISE IN RESPECT OF ANY OF THE ABOVE ASPECTS.**



**20.2 (B) Approximate number of canteen users for CAFETERIA AT ACADEMIC BUILDING, ADMINISTRATION BUILDING & CANTEEN AT PARKING AREA and the Service timings are as follows:-**

Items	Approximate quantity (on working days)
Breakfast	70-80
Lunch	120-150
Morning tea	50-70
Evening tea(without snacks)	150-160
Evening snacks	100 -120

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

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

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

- (i) Cleaning, cutting and preparation of vegetables, pulses and all food items
- (ii) Estimate quantities of non-perishable and perishable items for stocking.
- (iii) Servicing food and beverages at the counters during the prescribed hours and occasionally outside the prescribed hours
- (iv) Collecting the soiled plates, glasses, cups etc. and moving them to the wash table, cleaning sterilizing etc., as necessary.
- (v) Dining tables should be kept clean always.
- (vi) Cleaning the kitchen, utility areas, all kitchen utensils, equipments, fixtures, etc.
- (vii) Supervising, operating cash registers, computers, cash collection and collecting cash against bills/coupons, finalize daily account and maintenance of day to day as well as monthly and periodically.
- (viii) Serving food and beverages in limited way as required in the Main building, Canteen etc., but all within the Campus.
- (ix) Assistance in disinfecting the kitchen once in a month, through the identified agency, and relaying and cleaning.
- (x) To take stock of all cutlery/crockery once in a week and a report shortages/breakages or nil statements thereon.
- (xi) Any other work which will be incidental to the above and as directed by the Officer-In-Charge of Canteen Contract.
- (xii) The items currently served in the Canteen and Cafeteria are indicated in Annexure – X.



- 20.4 The contractor shall be permitted to stock/store the items required for the purpose of carrying out the work in the BLiSc Canteen. Contractor has to keep the record of the stock item and should produce the details of available stock at the end of the week with the weekly bills of receipt and payment.
- 20.5 This Store shall be under the Contractor's custody. Items removed from this Store for day-to-day use shall not be left behind or scattered in the area of the Institute after the work is over. There should not be any claim for loss, damage etc. of any item or material. On termination or discontinuation of the work, the contractor will have to vacate the place allotted to stock/store his materials and hand over the vacant possession to the authorized official of the Institute forthwith in good condition and withdraw his workers from the Institute premises. However, the Contractor shall be allowed to take away his own items from the premises only with the permission of the Institute on a gate pass issued by the authorized official after establishing proof that the items proposed to be taken away are Contractor's property. In order to facilitate the removal of items, the items brought into the campus shall be listed with full details and certified as items brought into the campus by Officer – in – Charge of the Contract. Any item not listed and so certified will not be allowed to be taken out of the premises of the Campus.
- 20.6 For all issues related to the BLiSc canteen, the Contractor shall report to the member/s of the subcommittee or its representative.
- 20.7 The Canteen services are to be provided on all days (365 days of a year) as per the timing given indicated in Clause 20.2

21. The Canteen Service broadly will have the structure given below:-

- A. Main Canteen, Ground Floor & First Floor, Fast Food Counter at First Floor and DHRH at inStem**
- B. CAFETERIA AT ACADEMIC BUILDING, ADMINISTRATION BUILDING & GARDEN  
CANTEEN AT PARKING AREA**

22. The contractor will prepare a master list of menu items in consultation with the Canteen Sub-committee. Any addition or changes in the master list will require the approval of the Canteen Sub-committee. Weekly menu will be prepared with items from the approved master list and displayed for information of users, with Price List.

23. CLEANLINESS / PEST CONTROL:

- 23.1 The Contractor has to ensure that the canteen premises are maintained clean and hygienic on a day-to-day basis. The cleanliness and hygienic maintenance of utensils, kitchen, equipment, appliances, dining hall and sit out all furniture, water coolers, glasses, water filters, will be the responsibility of the Contractor. The Institute will appoint an agency to provide Pest Control Treatment. The Contractor has to get this work done by covering all the things with lids or other proper means and ensure that the canteen is cleaned thoroughly especially after the pest control treatment.
- 23.2 Contractor should plan pest control activities for the canteen premises in advance after discussion with the pest control agency deployed at campus and notify Canteen Sub-committee regarding closure of canteen on account of pest control at least 7 days in advance.
- 23.3 The Contractor shall dispose-off all the empty containers, tins, plastic bags, boxes, crates, Vegetable & food wastage, after segregating it (dry / paper & plastic / wet), in different containers / bins identified for such purpose, on regular basis. The Contractor should not allow accumulation of such items in the Kitchen or dining area under any circumstances.





23.4 The Contractor shall ensure that all the fittings, fixtures, furniture, buildings, appliances, etc. are kept properly cleaned and also ensure that all equipment are maintained in good condition at all times failing which the damage cost will be recovered from him.

24. Playing radio, mobile with speaker on, tape recorders, TV, etc. inside the Canteens is STRICTLY PROHIBITED. Cigarettes, beedies, pan and pan-masala, liquor, gutkha, tobacco, etc. shall not be sold or consumed and any breach of this condition will render the contract liable to termination.

25. HYGIENE: Food shall be prepared most hygienically, and high quality of food shall be served in the canteen. The Institute reserves the right to periodically check the quality of all the items served in the Canteen by a duly authorised Quality Control mechanism. Any deficiency noticed will render the contract liable to termination.

26. FOOD QUALITY AND SERVICE: The Contractor's obligation include procuring & transporting to BLiSc all good quality raw materials like oil, milk, pulses, grains, Vegetables etc. All these raw materials are subject to check at any time by authorized representative of the Canteen Committee / Canteen Sub-committee and can be rejected by him/her summarily if not found in order or of required quality. The Institute reserves the right to check quality of raw materials and to reject the material for any adulteration on bad quality of foodstuff.

26.1 Preparing food and beverages and serving them to the users during prescribed hours as per prescribed menu shall be the responsibility of the Contractor. In addition, soft drinks biscuits etc. shall also be sold. Any new items to be sold shall be included only with the approval of the Canteen Sub-committee.

26.2 The Contractor shall use good quality branded goods (wherever applicable), raw material, and ingredients for preparing the food items. The members of the designated Canteen Sub-committee of the Canteen Committee will be overseeing the activities for strict compliance of rules and to ensure quality of material being supplied in the canteen. The brand names must be communicated to the Canteen Sub-committee before using it in the Canteen. Unbranded goods will not be accepted and use of items of inferior quality should be strictly avoided at all costs. The Contractor shall be responsible for any untoward incident that happens due to poor quality of food items, raw material, etc and shall be liable for bearing any compensation or reparation arising on account thereof.

26.3 The menu for breakfast, lunch, dinner and snacks will be prepared from the approved master menu list on weekly basis and the same shall be displayed on first day of every week.

### Permissible Brands of Consumables

Items	Brand
<b>Salt</b>	Iodized salt such as Tata, Ashirwad, Annapurna or equivalent brands
<b>Spices</b>	MDH, MTR, M ayyas or equivalent quality brands or Agmark brand
<b>Ketchup/cooking sauce</b>	Maggi, Kissan, Heinz or equivalent brands
<b>Oil – Refined oil</b>	Sundrop, Rice Bran, Gold Winner, Fortune, Safal or equivalent brands
<b>Pickle</b>	Mother’s, MTR, Swastik or equivalent brands
<b>Atta Chakkifresh</b>	Pillsbury, Annapoorna, Aashirvad or equivalent brands
<b>Butter</b>	Amul, Britannia, Mother Dairy or equivalent brands
<b>Bread</b>	Beekyas, Grand Bakers, English Oven Britannia or any good equivalent brand
<b>Jam</b>	Kissan, Nafed, Malas or any equivalent brands
<b>Milk</b>	Nandini/Mother Dairy, Heritage or equivalent brands
<b>Paneer</b>	Amul/Mother Dairy / Milky Mist or equivalent brands
<b>Tea</b>	Red Label Brooke Bond, Tata or equivalent brands
<b>Tea Bags</b>	Twinings, Taj Mahal, Lipton, Tetley or equivalent brands
<b>Coffee -Filter</b>	Bayers Coffee, Coffee Day, Green Label or equivalent brands
<b>Instant Coffee- Sachet</b>	Bru, Nescafé Sun Rise, Levista or equivalent brands
<b>Biscuits</b>	Britannia, Parle, Unibic, or equivalent brands
<b>Ice Cream, Lassi, Curd</b>	Arun, Mother Dairy, Amul, Kwality Walls or equivalent brands
<b>Mixtures/Chips</b>	Haldiram, Lays or any good brand
<b>Mineral Water</b>	Kinley/Bisleri/Aquafina/any ISI marked
<b>Besan, Dal</b>	Rajdhani, Shaktibhog or Agmark brand
<b>Rice</b>	Sona Masoori gold brand, Nagpur Brand Kollam and above
<b>Cold Drinks</b>	Pepsi, Coco Cola, any good brand
<b>Juices</b>	Real, Tropicana, any good brand
<b>Lemon Water</b>	Lemon, Kissan, Hello etc.



### **IMPORTANT NOTE FOR THE BIDDER**

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



## **STATUTORY OBLIGATIONS:**

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

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

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

### **2. Payment of Wages Act:**

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7th of the succeeding calendar month. The wages shall be distributed in NCBS premises and the Accounts Officer or one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and sign the disbursement report. Any short payment to any of the employees or unduly delayed payment, shall render the contractor liable to penalty, including termination of the Contract.

### **3. Provident Fund Act:**

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

### **4. Employees State Insurance Scheme:**

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

### **5. Minimum Wages Act:**

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



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

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

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

Bonus shall be paid, once each year before Diwali (or when a contract employee's service is discontinued), to all employees who have worked for a minimum of 30 days in the relevant accounting year. The amount of Bonus will be limited to 8.33% of total salary earned in the relevant accounting year or subject to maximum of Rs. 7,000/- per annum.

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

**9. General :**

PF, ESI & ELI premia/contribution/subscription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected.



**INFORMATION TO TENDERERS**

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

1. Technical Bid
2. Financial Bid

**Technical Evaluation shall comprise of**

**I. Mandatory requirements.**

**II. Technical Evaluation criteria with marks.**

**All the mandatory requirements have to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The offer / bid of Bidders who are not meeting the mandatory requirements will be summarily rejected.**

**I. Mandatory requirements:-**

1. Copy of Valid Establishment Registration Certificate of the Firm
2. Copy of PAN
3. Copy of Valid Labour License issued by the Labour Commissioner (Central / State) for similar type of works.
4. Copy of ESI Registration
5. Copy of PF Registration

**II. TECHNICAL EVALUATION CRITERIA WITH MARKS**

Sl No.	Technical Requirement	Max Marks
1	Company Profile and Organization Structure	5
2	The bidders should have an Office in Bangalore (Documentary proof eg. Electricity bills etc., to be enclosed) for day to day management of contract and have Registration of statutory requirement of Bangalore, Karnataka	5
3	The Bidders should attend Pre bid meeting and visit NCBS Canteen	10
4	Solvency Certificate for Rs. 100Lakhs issued by the bank- not before 31 <sup>st</sup> March 2020	5
5	<b>5 years Essential experience in providing similar type work (on site cooking &amp; serving) of Catering &amp; Hospitality Services in a reputed Organization and list of Work executed and in hand.</b> (pl. enclose documentary evidence)	10
6	Copy of One (1) Work Order for similar nature of work worth <b>Rs.211Lakhs or more</b> or Two (2) Work orders worth atleast <b>Rs.158Lakhs each or more</b> or Three (3) Work orders of <b>Rs.150Lakhs</b> each (per annum) or more <b>during the last two financial years (2018-2019 and 2019-2020).</b>	25
7	<b>Performance Certificate from the existing clients (issued January 2021 onwards - minimum 3) (excluding NCBS)</b>	30
8	Audited Financial Statement of last 3 years (Balance Sheet & P & L A/C)	10
	<b>TOTAL</b>	<b>100</b>

**The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder based on Lowest rates quoted for the food items specified in Annexure – X, Part – 2 Financial Bid and evaluated according to weightage indicated in Paragraph 14 of the NIT shall be the first preferred Contractor for the award of Work.**



ANNEXURE - I

APPLICATION FORM (TO BE USED FOR TECHNICAL BID)

[NOTE: On the letterhead of the applicant including full postal address, email address, telephone no. and fax no.]

Date: \_\_\_\_\_

To,  
The Director,  
National Centre for Biological Sciences  
Tata Institute of Fundamental Research  
GKVK, Bellary Road  
Bangalore – 560 065.

Sirs,

1. Being duly authorized to represent and act on behalf of .....(hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) for PROVIDING CATERING AND SERVING SERVICES AT B L i S c C a m p u s CANTEEN, NCBS, TIFR, GKVK, Bellary Road, Bangalore – 65 as per specification attached.
2. Attached to this letter are copies or original documents defining:
  - (a) the applicant’s legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
  - (d) Annexure no. II to IX
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.  
Contact 1 : Name, email and Phone no.  
Contact 2: Name, email and Phone no.

5. This application is made with the full understanding that:
- (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding
  - (b) Your agency reserves the right to:
    - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.
6. The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

Signed and sealed,

**Name** .....

**For and on behalf of** .....

**TECHNICAL BID:-**

**APPLICATION FROM (FOR PRE-QUALIFICATION) BASIC**

**TECHNICAL DETAILS OF THE BIDDER**

Sl.No.	Description	Remarks (mentioned page numbers)
1.	NAME OF THE TENDERING COMPANY FIRM / SELECTED TENDERERS	
2.	NAME OF DIRECTORS	
3.	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4.	BANK DETAILS BANK NAME & ADDRESS: ACCOUNT TYPE: ACCOUNT NO: IFSC CODE: E-MAIL ADDRESS:	
5.	REGISTRATION DETAILS:	
	(A) PAN NO: (attach copy of proof)	
	(B) GST REGISTRATION NO. (attach copy of proof)	
	(C) E.P.F REGISTRATION NO. (attach copy of proof)	
	(D) E.S.I. REGISTRATION NO.(attach copy of proof)	
	(E) SHOP AND ESTABLISHMENT ACT LICENCE COPY (attach copy of proof)	
6.	MSME REGISTRATION CERTIFICATE (attach copy of proof)	
7.	The tenderer should have the Registered / Branch Office in Bangalore (attach copy of proof)	
8.	The tenderer should be a Proprietorship firm, partnership firm or a company registered under the Companies Act, 2013 (attach copy of proof)	
9.	Tenderer should provide copy of the License under Contract Labour (Regulation and Abolition) Act. (attach copy of proof)	
10.	The tenderer should possess valid FASSI Certification. Copy of the certificate has to be attached with the Technical Bid. (attach copy of proof)	
11.	<b>UNDERTAKING (To be given on Rs.100/- Non Judicial Stamp duly Notarized.</b>	

*Signature of Owner / Managing Partner / Director*

*Signature of Contractor*

**FINANCIAL CAPABILITIES**

Financial Year	Annual Turn Over of Rs. 264 Lakhs or more as per Audited Balance Sheet
2017-2018	Rs.
2018-2019	Rs.
2019-2020	Rs.

Financial Information in Rs.	For Year 2017-18	For Year 2018-19	For Year 2019-20
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net Worth			

**NOTE: The above data is to be supported by audited balance sheets**

1. Attach copies of audited balance sheets duly certified by the Chartered Accountant for all three years. Audited Balance Sheet should mention the membership number of Chartered Accountant issued by ICAI along with full address.

**EXPERIENCE OF COMPLETION OF WORKS OF SIMILAR NATURE & COMPLEXITY**

*(During last five years ending last day of month previous to the one in which applications are invited)*

Sl.No.	Name of Work / Project and location	Owner or sponsoring Organization	Cost of Work in Lakhs	Date of Commencement as per Contract	Stipulated date of completion	Actual date of completion	Name and address / telephone number of officer to whom reference may be made	Remarks

*NOTE: Please attach supporting documents (completion certificates along with Order copies) for the above information.*

*Signature and seal of the Authorized Signatory of the bidder*

*Signature of Contractor*

Format of Indemnity Bond

(to be executed on Rs.100/- Non – Judicial Stamp Paper duly notarized)

Work Order No. \_\_\_\_\_ Dt. \_\_\_\_\_

In consideration of National Centre for Biological Sciences (NCBS) having Office at GKVK, Bellary Road, Bangalore – 560 065, hereinafter referred to as “The Institute”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s. \_\_\_\_\_ having registered Office at \_\_\_\_\_, a firm carrying in such name and style the business of \_\_\_\_\_ (hereinafter referred to as) “The Contractor “ which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s)/ proprietor(s) for the time being or its surviving partner(s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for \_\_\_\_\_ and in compliance with the terms and conditions of the said contract.

We M/s. \_\_\_\_\_ being the contractor shall hold harmless and indemnify the Institute in respect of:

1. Any expenses arising from any injury or accident or deaths of workers hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Institute by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Institute whether under the Workman’s Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any worker of the contractor / or their family member(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

The indemnity clauses under this tender shall survive the expiration / termination of the tender. I hereby declare that my firm / company has not been black listed in the past three years by any Govt. / Private Institutions in similar type of operation.

For and on behalf of M/s. \_\_\_\_\_

Date:

Seal

Accepted by:

For and on behalf of NCBS, Bangalore

Signature of Contractor



**LITIGATION DETAILS (COURT CASES / ARBITRATION)**

Year	Name of the Work	Name of the Client, with Address	Title of the Court Case / Arbitration	Detail of the Court / Arbitrator	Status Pending / Decided	Disputed Amount (Current Value, the equivalent) in case of Court Cases/ arbitration	Actual awarded amount (Rs.) in decided Court Cases / arbitration

**ANNEXURE - VII**

**Manpower Detail Sheet**

Sl.No.	Name of Staff	Qualification	Designation	Years of Experience / Specialization	Remarks

**Signature with Seal & Date**

**Signature of Contractor**

### **FORM OF AGREEMENT**

This Agreement made the \_\_\_ day of \_\_\_\_\_ 2021 \_\_\_ between National Centre for Biological Sciences, Bangalore for entering into work(s) for PROVIDING CATERING AND SERVING SERVICES AT BLiSc CANTEEN, GKVK, BELLARY ROAD, BANGALORE – 560 065. (hereinafter called “The Employer”) who enters into this Agreement of the one part and M/s.

(hereinafter called “The Contractor”) of the other part.

Whereas the Employer is desirous that certain works should be executed by the Contractor, as specified in Tender Notice No.015/2020-2021, NCB/W-210012/2020-2021 (N) (“the Works”) and has accepted a Bid by the Contractor for the execution and completion of the Works and the remedying of any defects therein.

Now this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (a) The Letter of Award;
- (b) The Said Bid;
- (c) The General Conditions of Contract;
- (d) Prequalification document;
- (e) Instruction to Tenderers and Specific Conditions of Contract;
- (f) The Specification / Scope of Work;
- (g) The Drawings;
- (h) The Price Bid;
- (I) Any other relevant documents referred to in this Agreement or in the aforementioned documents.

3. In consideration of the award of the Contract by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Letter of Award / Contract.

4. The Employer hereby covenants to facilitate the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or only such other sums as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written. Signed, Sealed, and Delivered by the Said

---

**Binding Signature for and on behalf of NCBS, Bangalore:**

**Binding Signature of Contractor:**

**In the presence of**

**Witness (1):**

**Witness (2):**

**Signature of Contractor**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**

**(On a stamp paper of appropriate value from any Nationalised Bank or Scheduled Bank)**

In consideration of the NATIONAL CENTRE FOR BIOLOGICAL SCIENCES (hereinafter called "The NCBS") having agreed under the terms and conditions of Work Order No .....dated.....made between NCBS-TIFR and M/s .....(hereinafter called "the said Contractor{s}" ) for the work specified in the said Work Order (hereinafter called "the said Work Order") having agreed to production of a irrevocable bank Guarantee for Rs. (Rupees .....

only), as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said Work Order, we .....(Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the NCBS an amount not exceeding Rs. . (Rs ..... only) on demand by the NCBS-TIFR.

2. We.....(indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the NCBS stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees..... only).

3. We, the said bank, further undertake to pay to the NCBS any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

4. We ..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Work Order and that it shall continue to be enforceable till all the dues of the NCBS under or by virtue of the Work order have been fully paid and its claims satisfied or discharged or Purchase Officer on behalf of the NCBS certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We .....(indicate the name of Bank) further agree with the NCBS that the NCBS shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Work Order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the NCBS against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Work Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the NCBS or any indulgence by the TIFR to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the NCBS in writing.

8. This guarantee shall be valid up to , unless extended on demand by NCBS. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liability under this guarantee shall stand discharged.



ANNEXURE - X

**PART - 2**  
**FINANCIAL BID**  
**CANTEEN - 1**

**Ref: NCB/W-210012/2020-2021 (N)**      **Tender Notice No.015/2020-2021**  
**20.2 A. Main Canteen, Ground Floor & First Floor and Fast Food Counter at First Floor**

**BREAKFAST MENU**

	<b>Item</b>	<b>Quantity</b>	<b>Rates Quoted by the tenderer (including all taxes)</b>
1	Tea	100ml.	
2	Coffee	100ml.	
3	Milk	200ml.	
4	Milk	100ml.	
5	Idli(Plain)2 No's with Chutney	160gms	
6	Dosa - plain	100gms	
7	Dosa - Masala	150gms	
8	Poori 2no's	50gms.	
9	Sagu	125gms	
10	Batura	70gms	
11	Chole	125gms.	
12	Aloo Paratha	125gms	
13	Upma	130gms.	
14	R ice Bhath	150gms	
15	Bisibela Bhath	250 gms	
16	pongal	150gms	
17	Poha	150gms	
18	Uthapam	150gms	
19	Rava Idly	100gms	
20	Vegetable Idly 1 no	100gms	



**PANTRY ITEMS**

Sl.No.	Item	Quantity	Rates Quoted by the tenderer (including all taxes)
1	Bread	1Slice	
2	Butter	10gms.	
3	Cheese	1Slice.	
4	Jam sachete	1No	
5	Corn flakes	1Cup	
6	Chicken S/W	1No.	
7	Vegetable S/W	1No.	
8	Cheese S/W	1No.	
9	Chilly Cheese Toast	1 no.	
10	Grills S/w	1No.	
11	Ice Cream	1No.	
12	Veg Puff	150gms.	
13	Egg Puff	1No.	
14	Paneer S/w	1No.	
15	Egg S/W	1 no.	
16	Chutney S/W	1No.	
17	Cole Slow	1No.	

**LUNCH MENU**

Sl.No.	Item	Quantity	Rates quoted by the tenderer (including all taxes)
1	Soup(Veg)	100ml.	
2	Chapathi	30 gms	
3	Chapathi	60 gms	
4	Rice	250 gms	
5	Mix Rice(pilaf,etc)	250 gms	
6	Fried Rice	250 gms	
7	Curd Rice	250 gms	
8	Rasam	100 ml	
9	Dal	100 gms	
10	Veg-I	150 gms	
11	Spl Veg	150 gms	
12	Veg-II	125 gms	
13	Salad	2 slices each	
14	Salad (Special)	100 gms	
15	Curd	100 ml	
16	Raitha	80 gms	
17	Pappad	1 no.	
18	Pickle	1 no.	
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**NON - VEG**

<b>Sl.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rates Quoted by the tenderer (including all taxes)</b>
<b>1</b>	Chicken Curry-With Bone 1.2 kg Dressed chicken made 8 Pieces	150 gms	
<b>2</b>	Chicken Dry-with Bone 1.2 kg Dressed Chicken made 8 Pieces	150 gms	
<b>3</b>	Fish Preparation -Seer Fish Pamfret, Salmon.etc	100 gms	
<b>4</b>	Mutton Preparation-1 Kg Mutton Made for 7 Portion-(B/LESS0	150 gms	

**DESSERTS**

<b>Sl.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rates Quoted by the tenderer (including all taxes)</b>
<b>1</b>	Fruit Salad custard	80 gms	
<b>2</b>	Caramel Custard	80 gms	
<b>3</b>	Plain custard	80 gms	
<b>4</b>	Gulab Jamun	80 gms	
<b>5</b>	Lemon Souffle	80 gms	
<b>6</b>	Coffee Mousse	80 gms	
<b>7</b>	Moog Dal Payasam	80 gms	
<b>8</b>	Semiya payasam	80 gms	
<b>9</b>	Chandrakala	100 gms	
<b>10</b>	Jelly custard	100 gms	
<b>11</b>	Shahi Tukra	60 gms	
<b>12</b>	Carrot Halwa	60 gms	
<b>13</b>	Pumpkin Halwa	60 gms	
<b>14</b>	Mango/Souffle	60 gms	



## SNACKS

Sl.No.	Item	Quantity	Rates Quoted by the tenderer (including all taxes)
1	Samosa-	60 gms	
2	Udin Wada	50 gms	
3	Veg Cutlet-70 Gms	70 gms	
4	Kachori-50 gms	50 gms	
5	Maddur Vada-50 gms	50 gms	
6	Dahi Vada-80 gms	80 gms	
7	Potato Wada-60gms	60 gms	
8	Channa Dal Wada-50 gms	50 gms	
9	Sago Vada -60 gms	60 gms	
10	Mix Veg.Pakorras-70 gms	70 gms	
11	Onion Pakoras -60 gms	60 gms	
12	Chats	150 gms	
13	Dahi Puri/Bhel Puri	150 gms	
14	Rate of Spl veg , rice Mushroom Fresh Peas, Zucchini, Babycorn,Broccoli & Paneer	250 gms	





Sl.No.	Item	Quantity	Rates Quoted by the tenderer (including all taxes)
1	Pasta	250 gms	
	Special Pasta-Cheese	250 gms	
	Pasta-Chicken	250 gms	
	Finger Chips	120 gms	
	Salad(2 Types)	150 gms	
	Fruit Salad	100 gms	
2	Roti	80 gms	
	Curry-Special	200 gms	
	Curry Non-Veg-Chicken	250 gms	
	Salad(2 Types)	150 gms	
	Fruit Salad	100 gms	
3	Kati Roll Veg-130 gms	130 gms	
	Katti Roll-Paneer-130 gms	130 gms	
	Katti Roll Chicken-150 gms	150 gms	
	Salad 2 Types	150 gms	
	Fruit Salad	100 gms	
4	Stuffed Paratha (Aloo/Veg)-250 gms	250 gms	
5	Stuffed Paratha Chicken-200 gms	200 gms	
	Stuffed Paratha Paneer-200 gms	200 gms	
	Lacha Paratha 2 no(250gms)	250 gms	
	Tawa Paratha 2 no(250gms)	250 gms	
	Kerala Paratha-125 gms	125 gms	
	Chicken Kebab-150 gms	150 gms	
	Chicken Curry (Tandoori 150 gms)	150 gms	
	Salad 2 Types	150 gms	
	Fruit Salad	100 gms	
	Spaghetti with Cheese Balls	250 gms	
	Spaghetti with Meat (Mutton ) Balls	250 gms	
	Brown Bread Regular	1 slice	
6	Club S/W (VEG)	Standard size	
	Club S/W (NON-VEG)	Standard size	
	Butter Vegetable	200 gms	
	Boiled Vegetable	200 gms	
	Fruit Salad	100 gms	
7	Chicken Boneless Preparation-150 gms	150 gms	
8	Chicken Biryani-500 gms	500 gms	
9	Egg Biryani-150 gms	150 gms	
10	Veg Biryani-300 gms	300 gms	
		-35-	

11	Fresh Juices-Watermelon, Pineapple,Sweet Lime, Muskmelon,Orange,Grapes	Standard glass of 250ml	
12	MilkShakes-Banana, Apple,Sapota,Mango, Ice Cream and Cold Coffee	Standard glass of 250ml	
13	Soft Drinks, Fruit Juices, Flavored Curd	Standard size	
14	Any Ready Made Food Items	In standard packages	



**Rate for the official special menu items for meetings/workshops/symposiums**

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

The number of occasions when official special menu items may be required to be served will be approximately 60 per annum. Furniture, cheffing dish, serving spoons, table linen, etc. required, if any, may get reimbursed separately on actual basis.



20.2 The Canteen Service broadly will have the structure given below:-

**CANTEEN – 2**

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

**MENU LIST – BREAKFAST**

Sl. No.	Item	Quantity	Rates Quoted by the tenderer (including all taxes)
1	Tea	100 ml.	
2	Coffee	100 ml.	
3	Milk	200ml.	
4	Milk	100 ml.	
5	Idly (plain) with Chutney	60 gms.	
6	Dosa - plain	100 gms.	
7	Dosa – masala	150 gms.	
8	Poori 2 Nos.	50 gms.	
9	Sagu	125 gms.	
10	Batura	70 gms.	
11	Chole	125 gms.	
12	Aloo paratha	125 gms.	
13	Upma	130 gms.	
14	Rice bath	150 gms	
15	Pongal	150 gms	
16	Poha	130 gms	
17	Uthapam	150 gms.	
18	Rava idly	125 gms.	
19	Vegetable idly 1 no.	100 gms.	

**CONTINENTAL**

Sl.No.	Item	Qty	Rates Quoted by the tenderer (including all taxes)
1	Bread	1 slice	
2	Butter	10 gms.	
3	Cheese	1 slice	
4	Jam sachet	1 No.	
5	Cornflakes	1 cup	
6	Chicken S/W- Grilled	1 No.	
7	Vegetable S/W	1 No.	
8	Cheese S/W	1 No.	
9	Cheese Chilly Toast	1 No.	
10	Grills Sandwich (plain,veg)	1 No.	
11	Ice-cream	1 No.	
12	Veg Puffs	150 gms	
13	Egg Puffs	150 gms	
14	Paneer S/W -Grilled	1 No.	
15	Egg/Omelette S/W	1 No.	
16	Chutney S/W	1 No.	
17	Cole Slaw	1 No.	
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Sl. No.	Lunch Menu	Rates Quoted by the tenderer (including all taxes)
1	Combo Meals (2 varieties of color Rice, 1 sweet & 1 papad) 550 Gms	
2	Chapaty Combo Meals (2 chapty 80 gms, 1 color Rice 150 gms, 1 Kootu 100 gms, 1 sweet 60 gms & 1 papad) 400 gms	
3	Combo Meals (2 Dosas, 1 Kootu, chutney and Sambar) 500 gms	
4	Special Meals (2 chapaty 80 gms, white rice 150 gms, color rice 150 gms) Sambar 100 gms, rasam 100 ml, Veg Kootu 120 and a tea spoon of pickle, 1 sweet 60 gms and 1 curds 100gms) 850 gms	
5	Thali Meals (2 chapaty 80 gms, white rice 150 gms, color rice 150 gms) Sambar 100 gms, rasam 100 ml, Veg Kootu 120 and a tea spoon of pickle) 700 gms	
6	Veg. Roll 130 gms Egg Roll (egg) 130 gms Chicken Roll 150 gms Mushroom Roll 130 gms	
7	Fresh Juices – Fresh lime 120 ml.	
8	Grape Juice – 120 ml.	
8	Soft drinks, Fruit Juices, Flavored curd	
9	Any Ready Made Food Items	

TEA SNACKS		
Sl. no	Snacks	Rates Quoted by the tenderer (including all taxes)
1	Samosa 60 gms	
2	Udin Wada 50 gms	
3	Veg. Cutlet 70 gms	
4	Kachori 50 gms	
5	Maddur Wada 50 gms	
6	Dahi Wada 80 gms	
7	Potato Wada 60 gms	
8	Chanadal Wada 50 gms	
9	Sago Wada 60 gms	
10	Mix Veg. Pakora 70 gms	
11	Onion Pakora 60 gms	



**Rate for the official special menu items for meetings/workshops/symposiums**

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

The number of occasions when official special menu items may be required to be served will be approximately 60 per annum. Furniture, cheffing dish, serving spoons, table linen, etc. required, if any, may get reimbursed separately on actual basis.