



NATIONAL INNOVATION FOUNDATION- INDIA
(Autonomous Body of Department of Science & Technology, Govt. of India)

Tender Notice for

No. NIF/2017/ADM/002

**Catering services during Festival of Innovation at Rashtrapati Bhavan,
New Delhi (04th - 10th March 2017)**

Date of Tender Issue	24.01.2017 at 11:00 hrs
Last Date of Tender submission	14.02.2017 by 10:00 hrs
Opening of Bids	14.02.2017 at 10:30 hrs
Estimated Cost of Tender	Rs. 15,00,000/-

Tender for Catering services during Festival of Innovation at Rashtrapati Bhavan, New Delhi (04th - 10th March 2017)

National Innovation Foundation - India (NIF) is an autonomous body of the Department of Science and Technology, Govt. of India providing institutional support to grassroots innovators and outstanding traditional knowledge holders.

NIF invites sealed tenders from reputed and experienced agencies for providing Catering Services during Festival of Innovation at Rashtrapati Bhavan, New Delhi (04th - 10th March 2017) as per requirements given in Annexure-A.

Sealed Bid may be submitted to the Chief Innovation Officer, National Innovation Foundation - India, by 10:00 hrs on 14th February 2017 at its address National Innovation Foundation - India, Satellite Complex, Nr. Mansi Tower, Ahmedabad - 380 015 Gujarat as per the requirements given below. The bids will be opened on 14th February, 2017 at 10:30 hrs at the same venue.

TERMS & CONDITIONS OF CONTRACT

Information relating to submission of Bids

- 1) Tenders are invited for providing Catering services as mentioned in this document at Rashtrapati Bhavan, New Delhi during FOIN Exhibition to be held during 04th - 10th March 2017.
- 2) The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from www.nif.org.in/tenders and www.eprocure.gov.in.
- 3) The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Catering services" to reach NIF - India on or before 14th February 2017 at 10:00 hrs. The technical bids shall be opened on 14th February 2017 at 10:30 hours at NIF - India, Satellite Complex, Nr. Mansi Tower, Ahmedabad - 380015, Gujarat in presence of the bidders or their authorized representatives who choose to remain present.
- 4) All the pages of the bid should be signed by the owner of the firm or his Authorized signatory. In case the bids are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with it.
- 5) The checklist should be duly filled and relevant documents should be enclosed in the indicated order (Annexure - B).

- 6) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
- 7) The bidder shall furnish, as part of the bid, an EARNEST MONEY DEPOSIT (EMD) of Rs. 30,000/- (Rs. Thirty Thousand Only) in the form of Demand draft drawn in favour of National Innovation Foundation, payable at Ahmedabad.
- 8) The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract without any interest.
- 9) The EMD deposited by successful agency will be adjusted towards Security deposit as mentioned above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 7 (Seven) days after the issue of Letter of Award of Work or does not comply with other requirements for start of the contract, his bid security (EMD) shall be forfeited unless time extension has been granted by NIF.
- 10) To assist in the analysis, evaluation and computation of the bids, the NIF may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- 11) In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by NIF shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final and binding.
- 12) The quoted rates shall be such that it takes care of the minimum wages of Govt of New Delhi and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI contribution etc, bonus, insurance, leave salary and any other applicable statutory contribution.
- 13) NIF reserves the right to accept or reject any or all bids without assigning any reasons. NIF also reserves the right to reject any bid which in its opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
- 14) Financial bids of only those agencies will be opened who qualify in the Technical bids.

- 15) The tender document is not transferable under any circumstances.
- 16) The lowest Bidder, satisfying the conditions laid down, will be considered on the basis of minimum per person rate quoted in the Bid. The decision of award of contract will be made by the competent authority of NIF.
- 17) Any changes wrt this tender will be notified through website (Tender Section in www.nif.org.in).
- 18) All cost incurred in connection with submission of bids like preparation, submission, mailing, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. NIF will not be responsible / liable for the same regardless of the outcome of the tendering process.

Eligibility criteria for Tendering

- 1) The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in catering services, who should have required licenses issued by Food Safety & Standard Authority of India (FSSAI) (attested copy has to be attached).
- 2) The bidder should have minimum three year experience of providing Catering service to the Department/Ministries of the Government of India/PSUs (copies of two work orders received from Govt. Deptts/PSUs during each of the last three years should be enclosed).
- 3) Should not have been blacklisted by the Deptts/Ministries of the Govt. Of India/State Govt/PSUs.
- 4) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency), pending complaints, if any, shall also be included.
- 5) Agency shall provide adequate approved good quality crockery and cutlery (preferably of bone china/opal ware) and table cloth, mats etc. of superior quality in the kitchen and dining halls. Utensils for serving warm food shall also be provided by the Agency.
- 6) The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services in the dining hall and VIP Lounge. However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis. The Agency has to create its own pantry as per the requirement for the purpose for which

he may be required to have other arrangements like fans, candle burners/gas burners, table ware and thermo ware etc.

- 7) Serving of potable drinking water from the source to the dispensers and water coolers placed at venue shall be the responsibility of the Agency.
- 8) The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily.
- 9) The Agency shall arrange for such of those special equipment and apparatus if any required for cooking etc in the Cafeteria and Kitchen at its own cost.

Personal Hygiene:

The Agency shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited.

Quality Maintenance:

- 1) The eatables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- 2) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used much before the expiry date. Maintain hygienic conditions in cooking/pantry area & dining/serving areas.

Other Terms and conditions:

- 1) The Agency shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from / by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to NIF, whatsoever it may be.
- 2) The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Agency shall furnish such proof of payment of compliance or

the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by NIF.

- 3) In case of any changes to the constituents of the agency, the commitment towards NIF should not suffer.
- 4) All personnel engaged under this contract by the Agency shall be employees of Agency. NIF shall not have any liability/ responsibility to absorb the persons engaged by the Agency.
- 5) A local representative of Agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. They shall work under directives and guidance of Head, NIF and will be answerable to NIF. This will, however, not diminish in any way, the agency's responsibility under contract to the NIF.
- 6) The Agency shall maintain good standard of food quality/services as indicated. In case the quality of food/services is not found up to the mark, a warning note shall be issued to the agency specifically indicating the discrepancy and a deduction to the extent of 20% of the billed amount for that particular instance (Tea/Meals) shall be levied on recommendation/approval of Course Coordinator/ Head (NIF).
- 7) In case any personnel of the Agency is implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/their duties for NIF it shall be the sole responsibility of the Agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to the NIF.
- 8) The payment shall be released in three installments, first installment will be 25% at the time of signing award of contract and second installment will be 25 % at the time execution of contract. The final payment shall be released within 10 days after scrutiny of the final bill submitted by the agency. Any food item(s) mentioned in the bill, without proper authorization by the designated authority of NIF, shall not be paid for.
- 9) The NIF shall pay the agreed amount on production of bill. No other charges of any kind shall be payable except as under the contract.
- 10) Before submission of the bill, the Agency shall ensure that the payment of persons deployed by the Agency have been made for the billed period.
- 11) Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.

- 12) There would be no increase in rates payable to the Agency during the Contract period.
- 13) The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
- 14) During the course of the contract period, the agency shall deposit service tax at prevailing rates as per GOI norms. Any other compliances as required by the law of the land should also be adhered to.
- 15) In case of non-compliance/non-performance of the services according to the terms of the contract, the NIF shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 16) The decision of NIF in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 17) In case of failure of the Agency in fulfilling the contract, the competent authority of NIF may at its discretion, terminate the contract either in part or full of the total services provided without disclosing any reasons thereof. On termination of the contract, it shall be the responsibility of the Agency to remove its staff and materials within one day or date specified by NIF. NIF shall not indemnify any loss caused to the agency by such terminations, whatsoever it may be.
- 18) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
- 19) In case of any dispute between the Agency and NIF, NIF shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Ahmedabad.

Copy to:-

Notice Board

www.nif.org.in

www.eprocure.gov.in

Annexure: B

Format for technical bid of the tender (NIF/2017/ADM/002)

Tender submitted for Catering services during Festival of Innovation at Rashtrapati Bhavan, New Delhi 04th - 10th March 2017

Sl. No.	Description of requirement	Enclosed	Enclosure No.
1.	Demand draft of Rs 500/- as Tender Fees enclosed in separate envelope along with Technical Bid	Yes/No	
2.	Demand draft of Rs 30,000/- as EMD enclosed in separate envelope along with Technical Bid	Yes/No	
3.	Whether the firm is registered with proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in setting up exhibitions	Yes/No	
4.	Declaration by the bidder that he /she has not been blacklisted by the Deptts/Ministries of the Govt. of India/State Govt./PSUs	Yes/No	
5.	Copies of Balance Sheet and Income Tax Return for last 3 years	Yes/No	
6.	Copy of Registration Certificate/ Allotment Letter of PAN / TAN from Income Tax Dept.	Yes/No	
7.	Copy of Registration Certificate/ Allotment Letter of Service Tax Document relating Service Tax Number.	Yes/No	
8.	Copy of Licenses issued by Food Safety & Standard Authority of India (FSSAI)	Yes/No	
9.	Agency profile indicating Experience (in years)/ Number of similar Services provided/ Working with/for various departments of Government of India/ State Government along with supporting documents.	Yes/No	
10.	Financial Bid proforma /quotation completed and sealed in a separate envelope	Yes/No	

Declaration of the Agency:-

This is to certify that I/We before signing this submission have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Agency with seal)

Place:

Date:

Name: