



ICAR – INDIAN INSTITUTE OF SOIL SCIENCE

NABI BAGH, BERASIA ROAD, BHOPAL - 462038

TENDER DOCUMENT

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR CATERING SERVICES AT ICAR-IISS, BHOPAL-462038.

Contact Details

**SENIOR ADMINISTRATIVE OFFICER
ICAR – INDIAN INSTITUTE OF SOIL SCIENCE,
NABI BAGH, BERASIA ROAD, BHOPAL - 462038, MADHYA PRADESH
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ICAR – INDIAN INSTITUTE OF SOIL SCIENCE

NABI BAGH, BERASIA ROAD, BHOPAL - 462038

File No. 5-413/2015-16/P&S/IISS

Date : 28/11/2017

E Tender Notice

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR CATERING SERVICES AT ICAR-IISS, BHOPAL-462038.

The ICAR-IISS invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for **TENDER FOR CATERING SERVICES AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038**

The open tender enquiry document contain the following:-

CRITICAL DATA SHEET

TENDER NUMBER	F.No. 5-413/2015-16/P&S/IISS
TENDER COST	Rs. 1000/-to be submitted in the form of DD drawn in favour of ICAR unit- IISS Bhopal.
DESCRIPTION OF WORK	TENDER FOR CATERING SERVICES AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START	01/12/2017 11:00 onward
BID SUBMISSION END DATE	26/12/2017 at 5:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	28/12/2017 at 03:00 PM
PRE-BID MEETING	11/12/2017 at 3:00 PM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR-INDIAN INSTITUTE OF SOIL SCIENC NABI BAGH, BERASIA ROAD, BHOPAL-462038
BID VALIDITY	120 days from the date of Technical Bid opening

EMD	Rs. 5,000/- (Rupees Five Thousand Only) through Demand Draft drawn in favour of <u>“ICAR UNIT- IISS, BHOPAL”</u> .
SECURITY DEPOSIT	Rs. 20,000/- (Rupees Twenty Thousand Only) through Demand Draft drawn in favour of <u>“ICAR UNIT- IISS, BHOPAL”</u> .
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from
Details of tender	Tender Documents and Notice is also available on ICAR-IISS website www.iiss.nic.in

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from ICAR-IISS website www.iiss.nic.in or from Central/Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e- procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.

2. ICAR-IISS reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
3. ICAR-IISS will not be responsible for any delay in enrolment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enrol their Digital Signature Certificate (DSC) and upload their quotation well in advance.
4. Any changes / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

NOTE :

1. The Director, ICAR-IISS may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day
2. All communications must be addressed to The Director, ICAR-Indian Institute of Soil Science, Bhopal.

Sr. Admn. Officer

Terms of reference (TR) for regularization of catering services at IISS Training Hostel.

Ref: Office order no. 5-413/2015-16/P&S/IISS Dated 20.03.2017.

Composition of menu scheduled

Menu type	Menu	Approx. Demand (per year)
Bed tea/coffee Evening tea	Bed tea/coffee 150ml & Evening tea (To be served in respective room)	2500
Type I (Ordinary) Break Fast	Puri (4) Sabji (or) aloo Parathas (2) & curds/butter & sauce (or) bread (4) butter, jam Dosa (1) (or) Pongal & Vada –with chutney & sambar (or) poda jalebi or any other equivalents Tea/coffee	2000
Type II (Special) Break Fast	Puri Sabji (or) aloo paratha & curds/butter & sauce (or) bred, butter, jam and omelette (or) Idly & Vada (or) Masala Dosa (or) Pongal & Vada –with chutney & sambar (or) poha jalebi or any other equivalents with cornflakes & milk + seasoned fruit (one verity) Tea/coffee/Milk 150 ml	500
Type III (Executive) Break Fast	Fresh seasonal Fruit (or) Fresh Fruit Juice, Puri sabji (or) aloo parathas & curds/butter & sauce (or) bread, butter, jam and omelette (or) Idly & Vada (or) Masala Dosa (or) Pongal & Vada –with chutney & sambar (or) poha jalebi or any other equivalents with cornflakes & milk Tea/coffee/Milk (To be served in thermos flasks in the respective room of the participants / guests with good quality tea bags, Nescafe powder, milk and sugar separately).	250
Type I (Ordinary) Lunch/Dinner	Assorted Green Salad One wet vegetable (masala / curry type) Dal / Sambar, Chappatis / phulkas & white rice, Pickle, Papad, curds & sounf	2000
Type II (Ordinary) Lunch/Dinner	Assorted Green Salad 2 types, freshly cut fruits 2 types, One wet vegetable (masala / cury type) Paneer butter masala / paneer pasanda / mushroom or any other desired item, Dal / Sambar, Fried Rice / Pulao / Veg. Biryani, Plain Rice, Chappaties / Phulkas & puries, Pickle, Papad , curds Ice-cream (large cup)/Rasmalai-1/ any other equivalent sweet, sounf & supari	2000
Type III (Executive) Lunch/Dinner	Assorted Green Salad 2-3 type, fresh fruits 2 types, SOUP (Tomato /Sweet corn or any other desired) Fish fry / chicken /mutton cutlet for non-vegetarian Vegetable cutlet or any other fried item for vegetarian	500

	Chicken/Mutton-curry or masala type Paneer (or) mushroom curry for vegetarian Seasonal/vegetable Variety fried rice (Basmathi) as desired, Roti & Puri (or) tandoori roti & puris or any two variety wheat items, plain rice, dal/sambar, pickles papad, curds. Ice-cream large cup/Cassata slice/ Sweet items like 2 nos. Rasmalai / Carrot halwa / Basundi or any other equivalent desired item as per demand Pan, sounf & supari as per demand	
Type - IV Lunch packet	Puri-10 nos. Vegetable dry (200g) Salad & pickle Sweet – 1 No.	1000
Type - V (Continental Lunch/dinner)	Salad*: Russian salad, Pasta/macaroni/noodle salad, Greek salad, Chicken salad, Vegetable salad with yoghurt dressing, Apple and cucumber salad. Soup: Tomato soup, mixed vegetable soup, Hot and sour soup, noodle soup, chicken soup Salads and soups to be served with bread, croissant and butter Starter: Spring rolls, fish and chips (French fries), fried chicken, baked potato wedges, nachos and salsa (ready to eat available), grilled vegetables/chicken/fish, chilli cheese toast* Main food: Mixed vegetable and chickpea casserole*, grilled chicken sandwich, chicken/veg burger, baked mixed vegetables*, roasted chicken with potato mash, Chinese pot roast chicken* Deserts: Banana Pudding*, fruit custard, ice cream,	300

*Mineral water with dispenser

LIST OF ITEMS FOR Training Hostel

Sl. No.	Items	Quantity	Approx. Demand (per year)	Your quoted rates (Rs.)
1.	Tea	150 ml	2500	
2.	Coffee	150 ml	1500	
3.	Samosa	1 No. (65 gm)	5000	
4.	Bajiya	100 gm	5000	

*The successful contractor can introduce any other food item with the approval of competent authority.

**STANDRAD RAW MATERIALS FOR MAJOR GROCERY / FOOD ITEMS TO BE
USED**

1. Wheat	:	Sharbati
2. Rice	:	Basmati / Dubraj / equivalent brand
3. Butter	:	Amul / Britannia
4. Jam	:	Kissan / tops
5. Bread	:	Modern special / Top N Town
6. Veg. Oil –Soya / Groundnut	:	Dhara / Nature Fresh (Tin packed)
7. Salt	:	Tata / Annapurna
8. Tea / Coffee	:	Tajmahal /Brook Bond / Bru / Nescafe / Tata
9. Pulses	:	Standard quality
10. Masala / spices	:	Packed & Cindhya valley / Maharaja /MTR / MDH/ Catch / Ashoka
11. Ketch up	:	Nestle / Maggi / Kissan
12. Papad	:	Lijjat or equivalent
13. Ice Cream	:	Top N Town / Amul / Kwaliti / Any branded
14. Curd	:	Sanchi / Avni or prepared by own
15. Pickle	:	Priya / Nilon's / Mother's Recipe

Dr. JK Saha
(Chariman)

Dr. M. Mohanty
(Member)

Dr. BP Meena
(Member)

Shri Neeraj Tahiliani
(Member)

Shri PS Sunil Kumar
(Member)

GENERAL INSTRUCTIONS TO BIDDERS – PROCEDURE UNDER E-TENDERING
PRODECURE

- a) IISS e-Procurement Portal: An e-tendering portal of Indian Institute of Soil Science (IISS) introduced for the process of e-tendering which can be accessed www.iiss.nic.in.

Accessing / Purchasing of REP documents

- i) It is mandatory for all the bidders to have class-III Digital Signature (in the name of person who will sign the proposal) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's to participate in e-tendering of IISS.
- ii) To participate in the E-Bid submission, it is mandatory for the bidders to get registered their firm / consortium with e-tendering portal of www.eprocure.gov.in to have user ID & password.
- iii) After completing the profile, Vendors have to send an e-Mail intimation to CI India Helpdesk for their profile activation. All profile activation will be done only during IISS working days. The RFP document can be viewed / downloaded free of cost from e-tender portal www.eprocure.gov.in.

Following may be noted

- a) Proposal can be submitted only during the validity of their registration.
- b) The amendments / Clarifications to the tender/RFP document, if any, will be hosted on the IISS website.
- c) If the firm is already registered with e-tendering portal of CPP Portal at www.eprocure.gov.in and validity of registration is not expired, the firm is eligible to apply without fresh registration.
- d) To participate in bidders, have to pay **Cost of Tender Document Free (non-refundable), Rs. 1,000/-, In the form of Demand Draft, favour of "ICAR UNIT-IISS, BHOPAL."**
- e) Submission of **Earned Money Deposit (EMD)** fees of **Rs. 5,000/-** (Rupees Five Thousand Only) in the form of demand Draft or Bankers' Cheque drawn in favor of **"ICAR UNIT-IISS, BHOPAL"**.
- f) Bidders are instructed to submit two separate Demand Draft (1-EMD – Rs 5,000/- & 2-Tender Document Fees – Rs. 1000/- along with Cover letter at company's letter head) at IISS office **ICAR-IISS**, Nabibagh Berasia Road Bhopal – 462038 through Registered Post / Speed Post / Courier on or before last due date and time of submission of bid failing which bids will not be considered.
- Note:** Seen File of both Demand Draft (1-EMD & 2-Tender Document Fees) Must be uploaded on the portal along with the required documents, for technical stage.

Preparation & Submission of proposal:

- (i) The bidder shall submit scanned copy of both the demand draft (1-EMD & 2-Tender Document Fees, along with cover letter at company's letter head) while submitting online bid. A. buyer manual containing the detailed guidelines for e-tendering system is also available on e-tender portal of IISS.
- (ii) Required documents shall be prepared and scanned in different files (in .pdf or .zip format such that file size is not more than 10 MB) and uploaded during the on-line submission of proposal.

**ICAR-INDIAN INSTITUTE OF SOIL SCIENCE
NABIBAGH BERASIA ROAD, BHOPAL – 462 038 (M.P.)**

F. No. 5-413/2015-16/P&S/IISS

Dated:

To

All online registered reputed Bidders/Tenderers

Sub.: Invitation of Online E-Tender for Catering Services for IISS Guest House and Staff Canteen under 2-bids system.

Dear Sir,

On behalf of the Director, IISS, Bhopal, online e-tenders are invited from the legally registered/eligible & reputed Caterers and qualified Tenderers for the award of Annual Rate Contract for Catering Services for this institute Guest House and Staff Canteen located at IISS Campus, Nabi Bagh, Bhopal.

Mandatory Requirements for the E-Tender Bidding	
1.	Participating firm must qualify the minimum Technical requirement to be eligible for consideration of Financial bids
2.	Rates should be quoted in and as per proforma attached in Annexure of this document
3.	Only online E-Tender should be submitted through IISS Portal containing two bids –(i) technical bid and (ii) financial bid. This is essential under this two-bid system
4.	EMD should be submitted in the form Demand Draft / Bankers Cheque as per relevant clause given in this document through Speed Post / Registered Post / Courier only
Note: Not fulfilling any of the above mandatory requirements, would disqualify the bids and no correspondence would be entertained.	

Summary

1.	Tender document Cost (INR)	Rs 1000/- (Rupees One Thousand only) Non-refundable.
2.	Type of Bids/Offer	Two Bid System (Technical & Financial Bids)
3.	Name of Service / Contract	Annual Rate Contract for Catering Services for IISS Guest House and Staff Canteen
4.	Earnest Money Deposit (EMD)	Rs. 5000/- (Rupees Five Thousand only)
5.	Closing date & time of receipt of completed online E-Tenders	26/12/2017 at 5:00 PM
6.	Opening time of Tender / Quotation	27/12/2017 at 11:00 AM

You are, therefore, requested to submit your completed online E-Tender as per our Annexures I-VII. **Bid security or Rs. 20,000/- (Rupees Twenty thousand only)** and **Tender cost of Rs. 1000/-** Should be submitted through form of **Demand Draft/Banker's Cheque/Pay Order on Nationalized Bank favouring "ICAR UNIT: IISS, Bhopal"** payable at any scheduled Bank at Bhopal. **The Scan copy of Demand Draft/BC/Pay Order of EMD and Tender Cost should also be uploaded in IISS Portal along with online bid/tender.**
Pre-bid Conference: A pre-bid conference is scheduled on 11/12/2017 at **3:00 PM**, IISS, Bhopal for providing additional awareness/information / clarification if needed by any bidder in respect of tender document, terms and conditions and requirements of IISS Guest House and Staff Canteen. All Stipulated time. After that no clarifications will be entertained.

The E-Tender do received will be opened on 27/12/2017 at the AKMU Cell at 11:00 hrs [IST], in the presence of those Tenderers who may wish to remain present at the time of opening with appropriate authorisation. The award of contract will be governed strictly as per the terms and conditions related to this invitation.

The Director has every right to reject/cancel any tender or all tenders without assigning any reason or postpone the opening date/time due to any administrative/unforeseen reasons.

This Tender document and terms and condition can be access, downloaded and uploaded through IISS Portal at <http://www.iiss.nic.in/> and also available on our website <http://www/IISS.res.nic.in> Any amendment against this invitation will be posted only at our website.

Note: - All document related to this invitation are required to be digitally signed online and submitted with the e-tender through the steps provided in the IISS Portal in the form of Technical Bid and Financial Bid. In the Financial Bid, only price/Rate bid is to be submitted, as per two bid system failing which the Tender will not be considered & summarily rejected.

Yours faithfully,
Sr.Administrative Officer

SPECIAL INSTRUCTION TO TENDERER (SIT)

(Please sign and submit this Annexure-I with your tender bid)

The following Special Instructions to Tenders/Bidders will apply for this Tender/Bid. These special instructions will modify / substitute / supplement the corresponding General Instruction to Tender (GIT). In case of any conflict between the provision in the GIT or other parts of the Tender documents and that in the SIT, the provision contained in the SIT shall prevail & final.

1. SUBMISSION OF TENDERS:

E-Tender would be based on the two-bid system, one on technical and second on financial. The technical bids will be opened first and examined and if found as per the prescribed requirements, the financial bids would be opened at a later date, under intimation to the successful bidders on pre-qualification aspects.

A) The Pre-Qualification: Technical bid and Financial Bid and are to be submitted online through IISS Portal at <http://www.iiss.nic.in/>.

B) E-Tenders shall be submitted in **two parts**, under **two-bid** system and as below:

a) **PART-1: PRE-QUALIFICATION/TECHNICAL BID**

(No price detail is to be given in this bid. In case, if any price details is given, then the bids will be rejected instantly).

- i) Duly digitally signed un-priced technical bid consisting all tender document provided by the Institute, as a token of acceptance of all sections of this tender document (GIT, SIT, Tender, its schedule etc.)
- ii) Tender documents fee of Rs. 1000/- as per relevant clause of the Tender.
- iii) Earnest Money Deposit of should be as per relevant clause of the Tender.
- iv) Experience Certificate/ARC or Authorization Letters, if any.
- v) Financial Status of the Company/Firm or latest certificate/audited Balance Sheet.
- vi) Un-priced commercial offer (without price details) covering all details of caterers, staff position, experience etc. as per relevant Annexure. No price detail is to be given in this tender part/bid.
- vii) Minimum experience of 2 year of satisfactory running of office and training Institute Guest Houses of Govt. / Semi-Govt. / Bank's / large or medium industries public utility caterer with documentary evidences invariably required. However, experience for running the student hostel/canteen of educational institute will not be considered.
- viii) Any other supporting document showing the credibility of the Bidder from their past and present clients would be added advantage.

b) PART-2: FINANCIAL/PRICE BID

The Tenderer shall quote the prices in Indian Rupees (INR) only in the tender's price schedule given at Annexure-IV & V of the tender documents provided by IISS. Insertion, postscript, addition shall not be

Recognized until and unless confirmed by the Tenderers in the relevant place.

[Except Price/Rate Bid, no other document should be submitted along-with this Financial Bid]

c) Evaluation Criteria for L-1 Bidder:

The pre-qualification/technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the IISS reference to the parameters prescribed in the Part-I (Pre-qualification/technical bid). Thereafter, in the second stage the Financial / Price Bid (Part-II) of only scrutinized and evaluated by the IISS with reference to the parameters prescribed in the tender document.

II. Other special Terms & Conditions: -

1. The firm must possess all the valid Firm/Business license, GSTIN, PAN Registrations as applicable under rules with identity Numbers and should mention the same supported with documentary proof and these are mandatory.
2. **Earnest Money: Bid security of Rs. 5,000/- (Rupees Five thousand only) should be submitted through Speed Post / Registered Post / Courier on or before the last due date and time in the form of Demand Draft / Banker's Cheque / Pay Order on Nationalized Bank at Bhopal failing which the bids will not be considered and summarily rejected. The Scan Copy of along with online bid/tender.** The EMD will be refunded without interest to awarded to the successful tenderer/bidders only after the contract/work has been awarded to the successful tenderer/bidder. EMD of successful bidder will be returned/refunded after the receipt of Security Deposit. The earnest money will be forfeited in case the Tenderer refuses the offer. No. interest will be paid on EMD.
3. **Security cum Performance Deposit: The successful tenderer will be required to deposit a sum of Rs. 20,000/- (Rs. Twenty thousand only) in the form of Demand Draft/Pay Order / Bank Guarantee/ FDR drawn in favour of "ICAR UNIT-IISS, Bhopal" and payable at any scheduled Bank at Bhopal. This deposit will be refunded (without any interest accrued thereon) after of 60 days beyond the date of completion of all contractual obligations of the Caterer firm/contactor.**
4. Prices quoted at **Annexure-IV & V** should be valid for one year from the date of award of **Annual Rate Contract for Catering Services for IISS Guest House and Staff Canteen** and need to be submitted in the Financial Bid Envelope only.
5. Besides the prices quoted, a IISS team would visit the firm's past and present clients to get feedback and assess the quality of the services being provided by the firm to their clients, their financial & physical soundness, available human resource in terms of qualified/experienced cooks, servers And cleaners, relevant infrastructure, financial

credibility, the firm's premises / offices to provide the sustainable good quality catering services to IISS, the decision of Director IISS for award of contract would be final and no correspondence would be entertained in this regard.

Sr. Administrative Officer
Indian Institute of Soil Science
Nabi Bagh, Berasia Road,
Bhopal – 462038 (M.P.)

Above terms and conditions are acceptable

Name, Authorized & Signature
Name of the firm & SEAL

General Instructions to Tenders (GIT)
GENERAL INSTRUCTIONS/ TERMS AND CONDITIONS FOR SUBMITTING
TENDER FOR CATERING SERVICES FOR IISS GUEST HOUSE AND STAFF
CANTEEN

Along with E-tender & offer following general information may clearly be noted:

1. The terms of the contract shall be a period of one year from the date of award, extendable for a further period of one year on the same terms and conditions & same rates at the discretion of the Director, IISS on mutual consent.
2. E-Tender would be based on the two bids, one on technical and second on financial. The technical bid will be opened first and examined and if found as per notifications the financial bid would be opened.
3. Experience for running the hostel/canteen related to College / Students will not be considered.
4. The award of the contract shall be finalised based on (i) Onsite visit and testing of quality of catering service at your (client's) place (information given as per Annexure-III, and (ii) Rates quoted (as per Annexure-IV & V).
5. **Earnest Money: Bid security of Rs. 5000/- (Rupees Five thousand only)** should be submitted through Speed Post / Registered Post / Courier on or before the last due date and time in the form of **Demand Draft/Banker's Cheque/Pay Order on Nationalized Bank favouring "ICAR UNIT: IISS, Bhopal" payable at any scheduled Bank at Bhopal failing which the bids will not be considered and summarily rejected. The Scan copy of Demand Draft / BC / Pay Order should also be uploaded in IISS Portal along with online bid/tender. EMD of the unsuccessful bidder will be returned immediate after the award of the subject Contract/Agreement. A specimen copy is enclosed as pre-receipt for refund of EMD at Annexure-IX.**
6. Security deposit: Rs. 20,000/- (Rs. Twenty thousand only): Within 21 (twenty-one) days after the issue of notification or award (i.e., supply order) by the purchaser, the Caterer / Contractor Shall furnish performance security to the purchase for an amount of 5% performance security of the value of the contract / order in the form of A/c payee DD or bank guarantee from a commercial Bank if the value of the contract is Rs. 1,00,00/- or above. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Caterer including agreement etc. In lieu of Performance Security so received, the EMD of the successful bidder will be released/returned.
7. **Signing contract: within 21 (twenty-one)** days of issue of the contract letter by the purchaser, the successful bidder shall sign and date the contract and return it to the purchaser.
8. The Director reserves the right of accepting or rejecting all or any application for issue of tender form and subsequently of accepting or rejecting all or any part of the tender without assigning any reason. Further, the Institute reserves the right to verify the information/document furnished and to carry out assessment of capability of the Tenderers, should the circumstances so warrant in the overall interest of the Institute. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on the Tenderer.