

# HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

Public Tender No.: HBCSE/CANTEEN/06PUB2021

The Homi Bhabha Centre for Science Education (HBCSE) of the Tata Institute of Fundamental Research ([TIFR](#)), Mumbai is a National Centre of TIFR, Mumbai which is under the aegis of Department of Atomic Energy, Government of India.

- HBCSE-TIFR, Mumbai, India invites sealed bids in two parts,  
Part– I: Techno-commercial Bid & Part – II: Price Bid for the following:**

Description of Work	Bid Security (EMD)
Providing Catering (Canteen) Services at Homi Bhabha Centre for Science Education, V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India	Bid Security Declaration as per our format (Form G) to be submitted on company's letter head.
Estimated Cost: ~ <b>Rs. 50.00</b> Lakhs per year (Inclusive of GST).	Tender Fee: Rs. 500/- (Rupees Five Hundred only) by way of Demand Draft in favour of "HBCSE" payable at Mumbai. Alternatively, this amount can be remitted by bank transfer. The details are as follows: HBCSE-TIFR Non Plan A/C, Account No.:1038019943 Bank Address: Central bank of India Jigna Apartment, Sion-Trombay Road, Mankhurd, Mumbai – 400 088 IFSC Code: CBIN 0282523. The tender fee is non-refundable.
Type of Tender: Two Bid	

## **DURATION OF THE CONTRACT:**

Initially for one year. It can be extended further for 2 years, one year at a time, subject to satisfactory performance and with no increase in the Service Charges.

<b>Downloading of Tender</b>	<b>From : 14/07/2021, 17:30hrs</b> <b>To : 04/08/2021, up to 17.30 hrs.</b>
<b>Submission of Tender</b>	<b>From : 20.07.2021</b> <b>To : 04.08.2021, up to 17.30 hrs.</b>
<b>Opening of Techno Commercial Bid (Part I). (If sufficient bids are received).</b>	<b>On : 05.08.2021 at 11:30hrs</b>

- Pre-bid meeting:** Online pre-bid meeting with all the prospective bidders is schedule to be **held on 20/07/2021 at 15:00 hrs.** Interested bidders may send email to [purchase@hbcse.tifr.res.in](mailto:purchase@hbcse.tifr.res.in) for joining the meeting on or before **19/07/2021 till 17:30 hrs.** The details of the online meeting will be sent to the interested bidders by **20/07/2021, forenoon.** **It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.**
- Eligibility Criteria:** Bidder must meet the eligibility criteria specified below and must submit documents in support of the same in the technical bid.

- a) Bidder must visit HBCSE to understand the infrastructure available where the work is to be carried out and must submit Form M.
- b) The essential and Desirable features are the criteria for determining responsiveness of the bids. The Technical and Financial/Price Bids shall be submitted separately in two cover (sealed) system. 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 the minimum mark of 75% and above shall be considered for Financial Evaluation.
- c) Bidder must have been providing canteen services for at least 120 people (cooking on site as well as serving on site) for many Organizations / Institutions in and around Mumbai of value stated below **Five years** prior to 31.03.2021 i.e. between 01.04.2016 to 31.03.2021.
  - One single work costing not less than 80% of Estimated cost OR
  - Two works each costing not less than 60% of Estimated cost OR
  - Three works each costing not less than 40% of Estimated cost

**It is mandatory to submit the Copies of work orders in support of the same.**

- d) Bid must be valid for a minimum period of **120 (One Hundred Twenty Days)** from the due date for submission of bid.
- e) Bidder must submit Solvency Certificate (not prior to **01.04.2021**) for a minimum amount of **40% of the estimated cost** from their bank.
- f) Bidder must submit Chartered Accountant's Certificate showing their turnover and Profit & Loss for the past Financial **5 years** i.e., prior to 31.03.2021 i.e., for 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and must have made profit at least for three years out of these Five years.
- g) Bidder must be able to make payment as per our Schedule of wages.
- h) Bidders must have valid PF, ESI Registration No. GST registration Number and other registration which are mandatory for any Labour Contract and other registration which are mandatory as on date of bidding.
- i) Successful bidder must be able to submit: -

**Performance Guarantee of 3%** of the estimated cost of the tender and Indemnity Bond as specified in the tender document.

### **3. General Information about Bidding:**

- a. Bidding document can be downloaded from our website <http://www.hbcse.tifr.res.in/tenders> and also from CPPP website by any interested bidder meeting the above eligibility criteria.
- b. Bidders after downloading the tender document are requested to please send an E-mail to [purchase@hbcse.tifr.res.in](mailto:purchase@hbcse.tifr.res.in) giving their Full address, contact details. The **bids Part 1 – Techno-commercial Bid & Part II – Price Bid** with all documents sought in eligibility criteria with charges in a sealed envelope duly superscribed with

tender no. & due date must reach Purchase Officer, HBCSE-TIFR, Homi Bhabha Centre for Science Education, V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India.

- c. The bidder must ensure that the Company's name is visible on the envelope. The Techno Commercial bid will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time along with authority letter from their company. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HBCSE's office, the due date for submission of bids and opening of bids will be the following working day at the same time.

Price bids will be opened at a later date which will be intimated to only techno-commercially qualified bidders. The bidder must ensure that the Company's name is visible on the price bid envelope and it should clearly mention the **“PRICE BID FOR Tender No.: HBCSE/CANTEEN/06PUB2021”**

- d. **RIGHT TO REJECT ANY OR ALL BIDS:** HBCSE reserves the right to accept or reject any or all bids without assigning any reasons there for. HBCSE also reserves right to reject bids during technical evaluation, based on past performance, experience or any other criteria mentioned in tender document.  
Price bid will be considered only for those bidders who qualifies technical evaluations.  
**However, price bids of value (Service Charges) 0.999 or less will be rejected.**
- e. Bids must be accompanied by **Bid Security Declaration towards Earnest Money Deposit and Demand Draft towards the Tender Fee** specified above without fail.
- f. HBCSE is not responsible for delay or loss of tender document / bids in transit.
- g. **Bidders are requested to visit our website <http://www.hbcse.tifr.res.in/tenders> regularly to check for addendum /updates if any pertaining to this tender.**
- h. The bid to be submitted within the due date and time in envelope and marked on top the Tender No., due Date in Bold Letters.
- i. Please see attached sheet for conditions of tender.

#### **4. Make in India / MSME / Startups:**

The Tender Fee exemption is **applicable to MSMEs subject to conditions given below:**

- a. MSMEs participating in the tender must submit valid and authorized copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate shall attach original notarized copy of DIC certificate. The MSME's Bidder to note and ensure that **nature of services and goods / items manufactured mentioned in MSME's certificate matches with the nature of the services and goods / items to be supplied as per Tender.**

- b. The MSMEs who have applied for registration or renewal of registration with any of the above agencies / bodies, but have **not obtained the valid certificate** as on close date of the tender, are **not eligible for exemption / preference**.

## CHECK LIST

Mandatory to be enclosed with Techno-Commercial Bid (Part-I)

Sr. No.	Particulars	Provide Details	Page No.	Enclosed
1	Demand Draft towards Tender Fee enclosed or copy of tender fee bank transfer details	D.D.No. ... Dtd.....		Yes / No
2	Copies of partnership registration.			Yes / No
3	Copies of Shop & establishment registration & or Certificate of incorporation enclosed.			Yes / No
4	Company Profile enclosed – as per <b>Form A</b>			Yes / No
5	Eligibility Criteria Statement duly filled in by bidder enclosed as per <b>Form B</b>			Yes / No
6	<b>Form C</b> showing details of works completed in the past 5 years together with copies of orders submitted.			Yes / No
7	Schedule of Deviation from General Conditions submitted as per <b>Form D.</b>			Yes / No
8	Bid Form enclosed – <b>Form E</b>			Yes / No
9	Details of GST enclosed <b>Form F</b>			Yes / No
10	Whether Bid Security declaration as per format submitted <b>Form G</b>			
11	Amalgamation/Acquisition – <b>Form H</b>			Yes / No
12	CA Certificate indicating Turnover and Profit or Loss enclosed as per <b>Form J</b>			Yes / No
13	Format of Solvency Certificate – <b>Form K</b>			
14	Format of Certificate of Site Visit – <b>Form M</b>			Yes / No
15	Undertaking for Acceptance of Terms and Conditions as per <b>Form N</b> enclosed:			Yes / No
16	PAN Card Photo Copy enclosed			Yes / No
17	Copy of power of attorney to sign the bid enclosed (Applicable for LLP / partnership company / PVT LTD / LTD Company)			Yes / No

18	<b>Price bid – 6 (Part II - Schedule showing the service Charges) submitted in separate sealed envelope as per given format. Envelope should have company's name.</b>	Yes / No
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Date : \_\_\_\_\_ Signature of Bidder : \_\_\_\_\_

Name & Designation : \_\_\_\_\_

Place : \_\_\_\_\_ Company Name & Address : \_\_\_\_\_

Company Seal & Phone No. : \_\_\_\_\_

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# 1.

## **INSTRUCTIONS TO BIDDER (ITB)**

<b>Sl. No.</b>	<b>Contents</b>
A.	Introduction
B.	The bidding documents
C.	Preparation of bids
D.	Submission and sealing of bids
E.	Opening and evaluation of bids
F.	Award of contract

### **A – Introduction**

#### 1.1 *Preamble*

Tenderers are expected to be totally familiar with the existing site conditions, restrictions of working hours imposed by the Institute.

All rates are supposed to have included the following concerns:

Contractor shall take all measures of safety and security to their staff. The Contractor shall also abide by the security and safety requirements, restrictions on the working hours etc. imposed by the owner, and no extra claims for the same shall be entertained under any circumstances.

Time is the essence of this contract and the contractor shall make every effort to complete the work in time.

#### 1.2 *Eligible Bidders*

1.2.1 Bidders who fulfill the eligibility criteria as specified in our tender will only be considered for technical evaluation.

1.2.2 Issue / downloading of tender document does not mean that a bidder is qualified to submit the bid. Centre's decision in this regard will be final.

#### 1.3 *Cost of Bidding*

1.3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "Centre", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### 1.4 *Contract Rate / price*

1.4.1 Rate / Prices quoted by the bidder for the services to be performed under shall be firm.

### **B - The Bidding Documents**

#### 1.5 *Content of Bidding Documents*

1.5.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction.

1.5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of their bid.

1.6 Amendment of Bidding Documents

1.6.1 At any time prior to the deadline for submission of bids, Centre may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

1.6.2 All prospective bidders who have purchased / downloaded the tender document will be notified of the amendment in writing or by fax, or by email or by putting information on webpage which will be binding on them.

1.6.3 In order to allow prospective bidders reasonable time to take the amendment into account, in preparing their bids, Centre, at its discretion, may extend the deadline for the submission of bids if required.

### **C - Preparation of Bids**

1.7 Status of Individual signing the offer

1.7.1 Individuals signing the bid form and other connected documents must specify the capacity in which they sign like:

(a) Copy of power of attorney to be submitted if the person signing the bid is different from Partner / Director.

### **D - Submission and sealing of Bids**

1.8 Submission, Sealing and Marking of Bids

1.8.1 Submission of bid by a bidder implies that s/he has studied the tender documents and has made her / himself aware of the scope and specifications of the work to be done with all its conditions and other factors having a bearing on the execution of the work.

1.8.2 The bidders may submit their duly sealed bids by post/courier. Centre will not be responsible for any misplacement/delay/ loss of tender documents & bids in transit. Bidder can also drop the bid in person in the public tender box kept at the Security Main Gate of Centre after entering the requisite details in the Public Tender Register kept with the Security Supervisor.

1.8.3 Bids complete in all respects to be submitted in a single sealed envelope duly superscribing our Tender no. & due date so as to reach on or before the due date and time to the address given below: -

**Purchase Department**  
**Homi Bhabha Centre for Science Education**  
**Tata Institute of Fundamental Research,**  
**V. N. Purav Road, Mankhurd,**  
**Mumbai - 400088. Maharashtra, India.**



**Overwriting, erasures shall be valid only if they are initialed by the person / persons signing the bid.**

The bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your bids, eg. If the bids are containing 25 Pages, please indicate page nos. as 1/25, 2/25, 3/25 -----25/25.

1.8.4 If the envelope is not sealed and marked as required above, Centre will assume no responsibility for the bid's misplacement or premature opening and in such cases, bid will be rejected.

1.9 Deadline for Submission of Bid

1.9.1 Sealed bid must reach Centre at the address specified in Tender Notice not later than the time and date specified herein. In the event of the specified date for the submission of Bids being declared a holiday for Centre, the Bids will be received upto the appointed time on the next working day.

1.9.2 Centre may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to amendment of bidding Documents in which case all rights and obligations of Centre and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.10 Late Bids

1.10.1 Any bid received by Centre after the deadline for submission of bids prescribed will be rejected.

1.10.2 The BIDDER is expected to examine all the instructions, forms, terms and specifications in the bidding documents. After review of all documents forming part of Sections of this specification, the bidder shall indicate clause-by-clause compliance with the requirements specified therein. Any deviations to these requirements shall be clearly stated in the respective Schedules of Deviations provided in Section F of this specification. Incomplete / unfilled Schedules of Deviations shall render the bid liable for rejection.

1.10.3 If no deviations are stated, it will be assumed that the Bid conforms in all respects to the specification and the OWNER reserves the right to evaluate the Bid as such without further reference to the BIDDER.

**E - Opening and Evaluation of Bids**

1.11 Opening of Bids

1.11.1 **Bidders interested in participating for bid opening, should depute their representatives along with an authority letter to be submitted to the Centre at the time of bid opening.**

Only one representative of each bidder will be permitted during opening of bids and they must comply with the safety measures for **Covid-19 followed by the Centre.**

1.12 Confidentiality

1.12.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

1.12.2 Any effort by a Bidder to influence Centre in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of their Bid.

1.13 Clarification of Bid

1.13.1 To assist in the examination, evaluation, comparison and post qualification of the bids, Centre may, at its discretion, ask the Bidder for a clarification on their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation in respect of prices shall be held except with the lowest bidder, (is) the discretion of Centre. Any clarification submitted by a bidder in respect to their bid which is not in response to a request by Centre shall not be considered.

1.14 Preliminary Examination

1.14.1 Centre shall examine the bids to confirm that all documents and technical documentation requested have been provided to determine the completeness of each document submitted.

1.14.2 All the bids received will first be scrutinized to see whether the bids meet the basic mandatory requirements as incorporated in the bid document. The bids, which do not meet the requirements, will be treated as unresponsive and ignored. ***The following are some of the important points, for which a bid will be declared as unresponsive and will not be considered for further evaluation:***

- a. The Bid is unsigned.
- b. The Bid validity is shorter than the required period.
- c. Tender Fee and/or Bid declaration not submitted with technical bid.
- d. Bidder has not agreed to give the required Performance Guarantee.
- e. Against the schedule of Requirement (incorporated in the bid), the bidder has not quoted for the entire requirement as specified in the price.
- f. The bidder has not agreed to some essential condition(s) incorporated in the bid.
- g. If a bidder quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- h. The bidder had not completed previous contract of HBCSE satisfactorily.

1.15 Responsiveness of Bids

1.15.1 Prior to the detailed evaluation, Centre will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:

- (a) Affects in any substantial way the scope, quality, or performance of Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the Bidding Documents, Centre's rights or the Bidder's obligations under the Contract; or

- (c) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 1.15.2 Centre's determination of a bid's responsiveness will be based on the contents of the bid itself.
- 1.15.3 If a bid is not substantially responsive, it will be rejected by Centre and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.
- 1.16 *Non-Conformity, Error and Omission*
- 1.16.1 Provided that a bid is substantially responsive, Centre may waive any nonconformity or omissions in the bid that do not constitute a material deviation.
- 1.16.2 Provided that a bid is substantially responsive, Centre may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformity or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of their bid.
- 1.16.3 Provided that the bid is substantially responsive, Centre shall correct arithmetical errors on the following basis:  
(a) If there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected;  
(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and  
(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 1.16.4 Provided that a bid is substantially responsive, Centre may request that a bidder may confirm the correctness of arithmetic errors as done by Centre within a target date. In case, no reply is received then the bid submitted shall be ignored.
- 1.16.5 In case of any tender where Service Charges is unrealistic, such a bid is liable for rejection.
- 1.17 *Examination of Terms & Conditions, Technical Evaluation*
- 1.17.1 Centre shall examine the Bid to confirm that all terms and conditions specified in the bid document have been accepted by the Bidder without any material deviation or reservation.
- 1.17.2 Centre shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

## **F- Award of Contract**

- 1.18 Centre's right to vary the Quantities at the time of Award
- 1.18.1 Centre reserves the right to decrease or increase the number of manpower and services originally specified in the Schedule of Requirements in which case Centre may ask for confirmation of rates in a sealed envelope before a fixed date.
- 1.19 Centre's right to accept Any Bid and to reject any or all Bids without assigning any reasons and for any purposes, deemed fit by the centre.
- 1.19.1 The Centre Director, HBCSE reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- 1.20 Notification of Award
- 1.20.1 Prior to the expiration of the period of bid validity, Centre may notify the successful bidder in writing by registered letter or fax or e mail that the bid has been accepted and a detailed work order shall follow.
- 1.20.2 Until a formal order is prepared and sent, the notification of award constitutes a binding contract.
- 1.21 Order Acceptance
- 1.21.1 The successful bidder should submit Order acceptance within **21 days** from the date of issue of order and complete all formalities within the same period.
- 1.21.2 Centre has the powers to extend the time frame for submission of order confirmation and submission of Performance Guarantee. Even after extension of time, if the order confirmation and Performance Guarantee are not received, **interest @ 12 percent per annum** will be levied till date of receipt of Performance Guarantee.
- 1.21.3 If the successful bidder fails to submit order acceptance and Performance Guarantee even after repeated reminder Centre reserves the right to cancel the order and in which case bidder will be debarred from participating in any tender for a period one year.
- 1.22 PLACING OF ORDER: Institute reserves the right to place the order for part/full/reduced quantity /increased quantity / reduced period than what is specified in the tender.
- 1.22.1 **If the service charges quoted are same by different bidders, then Centre reserves the right to split or not to split the order on more than one bidder if all other criteria specified in the tender have been met and if felt necessary.**

## 2.

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

Sl. No.	Contents
1	Amalgamation /Acquisition
2	Application
3	Change Orders and Contract Amendments
4	Assignment
5	Termination for Default
6	Force Majeure
7	Termination for Insolvency
8	Termination for Convenience
9	Applicable Law/Jurisdiction
10	Settlement of Disputes

#### 2.1 Amalgamation/Acquisition

2.1.1 In the event the bidder proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations.

#### 2.2 Application

2.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

#### 2.3 Change Orders and Contract Amendments.

2.3.1 Centre may at any time, by written order given to the Supplier pursuant to Clause on Notices of the GCC make changes within the general scope of the Contract in any one or more of the following:

- (a) Date for commencement and completion of work.
- (b) Quantity of manpower.

2.3.2 No change in service charges will be admissible on account of the above.

2.3.3 No variation or modification in the terms of the contract shall be made except by written amendment and subject to acceptance.

#### 2.4 Assignment

2.4.1 The contractor shall not assign, in whole or in part, its obligations to perform under the Contract to a third party.

#### 2.5 Termination for Default

2.5.1 Centre may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the Contract in whole or part

- (a) If the contractor fails to deliver any or all of the Goods / Services within the period(s) specified in the contract, or within any extension thereof granted by Centre; or
- (b) If the contractor fails to perform any other obligation(s) under the Contract.

(c) If the contractor, in the judgment of Centre has engaged in corrupt or fraudulent or collusive or coercive practices as defined in instruction to bidder on Fraud or Corruption in competing for or in executing the Contract.

2.5.2 In the event Centre terminates the contract in whole or in part, it may take recourse to any one or more of the following actions:

a) Forfeiting Performance Guarantee.

b) Centre may procure, upon such terms and in such manner as it deems appropriate, item / equipment similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.

c) However, the contractor shall continue to perform the contract to the extent not terminated.

## 2.6 Force Majeure

2.6.1 Notwithstanding the provisions of GCC Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of their Performance Guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2.6.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the contractor that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the contractor. Such events may include, but not be limited to, acts of Centre in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, earthquakes, storms and freight embargoes.

2.6.3 If a Force Majeure situation arises, the contractor shall promptly notify Centre in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by Centre in writing, the contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.6.4 If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.

## 2.7 Termination for Insolvency

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

## 2.8 Termination for Convenience

2.8.1 Centre, by written notice sent to the contractor, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the Centre’s convenience, the extent to which performance of

the contractor under the Contract is terminated, and the date upon which such termination becomes effective.

2.9 Applicable Law/Jurisdiction

2.9.1 The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in SCC i.e. Mumbai Jurisdiction only.

2.10 Settlement of Disputes

2.10.1 Centre and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

2.10.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either Centre or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration..

### 3.

#### **SPECIAL CONDITIONS OF CONTRACT (SCC)**

<b>Sl. No.</b>	<b>Contents</b>
1	Terms of Tender Evaluation committee
2	Bid Security Declaration
3	Performance Guarantee
4	Income Tax
5	GST
6	Duration of Contract
7	Payment terms
8	Other Conditions of Contract
9	Indemnity Bond
10	Applicable Law

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

3.1 *Terms of the Tender Evaluation Committee*

- 3.1.1 On the due date the bids will be opened and bids meeting the eligibility criteria and will be referred to a tender evaluation Committee.
- 3.1.2 All bids will be evaluated with reference to the tendered specifications, performance of similar works carried out elsewhere by the bidder.
- 3.1.3 A committee will go through all the aspects of the tender and short list such firms whose bids are found technically acceptable
- 3.1.4 Centre representatives will proceed through a detailed evaluation of the bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, Centre will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.
- 3.1.5 During the evaluation, the TEC can ask for relevant documents from the bidder necessary for evaluation.
- 3.1.6 After the evaluation is completed and approved, Centre shall inform the bidders whose bids have been rejected with the reasons for rejection. The Committee will examine all the Technical aspects of the bids received. Further, the Committee may seek additional information/feedback from other organizations where the bidder has carried out similar works.
- 3.1.7 The recommendation/decisions of the Evaluation Committee is final and binding on all the bidders.



3.2 *Bid Security Declaration:*

If the bidder withdraws or amends or impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of **One year**.

3.2.1 *Bid Security*

In the form of Bid Security Declaration as per Annexure enclosed. The declaration also should submit on the company letter head duly signed by officer authorized to submit the bid.

3.3 *Performance Guarantee*

Performance Guarantee to be furnished by the successful bidder for satisfactory performance of the contract. "Satisfactory performance of the contract here means satisfactory completion of work in respect of works.

3.3.1 *Quantum of Performance Guarantee*

**3% of Tender Value (as shown on tender notice)**

Successful bidder shall deposit an amount equal to **3%** of the tender value including taxes as Performance Guarantee within **21 days** of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract.

In case Performance Guarantee is not submitted within **21 days interest @ 12% per annum** will be levied till the date you submit the Performance Guarantee.

If the successful bidder fails to submit the Performance Guarantee / Performance Guarantee with interest or refuses to submit the Performance Guarantee even after reminders, Centre reserves the right to cancel the order without notice and such bidder will be debarred from participating in any tender for a period of **one year**.

3.3.2 *Forms in which Performance Guarantee can be submitted*

Performance Guarantee should be in the form of Demand Draft / Fixed Deposit Receipt (FDR) of a Scheduled Bank pledged in favour of TIFR, Mumbai or Bank Guarantee (BG) in favour of Centre Director, HBCSE-TIFR, Mumbai as per the prescribed format. The Bank Guarantee should be from any one of the nationalized banks or Scheduled Bank and to be executed on non-judicial stamp paper of appropriate value. The Bank Guarantee should be valid upto at least 2 months beyond the contractual date for completion of the order.

3.3.3 *Refund of Performance Guarantee*

Performance Guarantee shall be released / returned to the contractor after 60 days from the completion of the work/contract period without any interest.

3.3.4 *Forfeiture of Performance Guarantee*

Performance Guarantee is taken for due performance of the Contract and can be forfeited in the event of a breach of contract.

Bank Guarantee / Fixed Deposit Receipt obtained towards Performance Guarantee will be invoked when there is a specific breach on the part of the Contractor.

3.4 *Income Tax*

3.4.1 As applicable will be deducted from the contractor's bill and TDS certificate will be issued.

- 3.5 GST: Will be paid extra. GST TDS as applicable will be deducted and certificate will be issued.
- 3.6 Duration of Contract  
Initially **One Year** from the date of issue of work order.  
Contract may be extended with mutual agreement for a further period of **two years** one year at a time, if services provided is found satisfactory and there is no change in conditions of contract including Service Charges.
- 3.7 Payment Terms:
- 3.7.1 a) The contractor shall first pay wages to his workers before 7<sup>th</sup> of every month and then submit the bill (in printed bill book format only) to the Administrative Officer, HBCSE. The payment will be reimbursed by the Centre by NEFT/RTGS .  
b) Payment will be made on monthly basis for services provided in the previous months, as a reimbursement after submission of the bill.  
c) Payment will be made after **deducting GST TDS, Income Tax TDS etc.**  
d) Contractor shall submit all bills with all necessary documents to:  
Head Administration & Finance  
Homi Bhabha Centre for Science Education,  
V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India
- 3.8 Other Conditions of Contract:
- 3.8.1 The contractor shall ensure the following:
- a) Not to permit or carry on any unlawful activity or create indiscipline in HBCSE
  - b) Not to employ any child labor.
  - c) To submit regular monthly bills, within first week of every month, and issue valid receipts for payment received from HBCSE.
  - d) To be solely responsible for employment, dismissal, termination and reemployment of its staff and personnel and shall keep HBCSE informed.
  - e) To pay all dues of its employees and keep HBCSE absolved and Indemnified from any liability in this respect.
  - f) To be responsible for behaviour of its staff and personnel, their turnout and ensure good conduct, discipline, cooperation, etc. by them towards HBCSE's officers and staff. They should not cause any hindrance to the normal working of the office. Further minimum basic facilities such as a place for attendant staff/washrooms, etc. will be provided to the contractor only to facilitate the work and should not be misused or demanded as a matter of right.
  - g) Take appropriate corrective and disciplinary action against its employees against whom HBCSE notifies.
  - h) The Agency/ Contractor shall ensure that no private party / get together is held in and no food items, cutlery, utensils, any furniture/fixtures etc are supplied to any outside party. Even after expiry of this agreement, the Contractor shall be liable and responsible to make all statutory payment to its staff and personnel and make all other statutory obligation and liability and obtain suitable discharge in favour of HBCSE so that no liability or obligation devolves on HBCSE.

- i) The contractor shall be responsible for the costs and risk for litigation, if any, which HBCSE may have to face due to the acts of omission or commission of the agency of any nature whatsoever subject to jurisdiction of Mumbai only. The contractor shall report to the Head Admin & Finance of HBCSE and will comply with the instructions issued by him/her from time to time. The work will be supervised by the representative of HBCSE.
- j) In the case of non-attending the work, proportionate amount shall be deducted from the monthly bill of the contractor. In all matters of dispute arising at work, HBCSE's decision shall be final and will be binding on the contractor.
- k) The contractor should get the police verification of the workers and the report should be submitted to HBCSE within 30 days after acceptance of the contract.
- l) If any worker is related to any employee of HBCSE, the same should be brought to the notice of HBCSE.
- m) Compensation to Staff: The contractor should pay wages to the manpower engaged by him in this contract at a rate not less than the minimum wages as prescribed under various statutes including the Minimum Wages Act 1948, wherever applicable. Compensation to such staff shall be paid directly to their bank account and proof of payment shall be submitted to HBCSE along with monthly claim for payment.
- n) The contractor shall maintain a register showing the names addresses of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by the Administrative Officer (Hospitality).
- o) The Contractor will be required to provide services round the clock.

3.8.2 The place where services will be provided:

**Homi Bhabha Centre for Science Education,  
V. N. Purav Road, Mankhurd  
Mumbai – 400088, Maharashtra, India  
Phone: +91 2507 2300/2304/2305  
Fax: 91-22-2556 6803**

3.9. Indemnity Bond

3.9.1 As per **Form -I** to be submitted by the contractor before commencement of the work.

3.10. Applicable Law

3.10.1 Only the competent Courts of Law in Mumbai will have jurisdiction in respect of any disputes, concerning this contract, over the arbitration proceedings etc.

**Declaration:**

I/We have read the detailed Terms & Conditions of the Contract explicitly mentioned above and accepts the same to execute the contract, if awarded.

(Please sign and stamp at the bottom of all pages)

Place: \_\_\_\_\_ Signature of Contractor

Date : \_\_\_\_\_ Name Designation Seal of  
the firm

## 4.

### **SCOPE OF WORK – OTHER STANDARD DEFINITIONS**

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#### **1. The scope of work involves:**

HBCSE Premises has two canteens and the Contractor will have to operate both the canteens as per the instructions of the Authority of HBCSE, TIFR. The second canteen located near NIUS Building will be basically for serving purpose as per requirement of the Centre. The Contractor has to pay Rs.1.00 per month for use of this Canteen. The Contractor shall under no circumstances sublet either whole or part thereof. It shall not be used for residential purpose.

The HBCSE observes a five-day week: Monday to Friday, However, a number of programmes are held on Saturdays and Sundays and Public holidays. The Contractor shall be required to offer canteen services on these days when such notice has been given to him. He will also be required to provide bed-tea, breakfast, lunch and dinner services to the members staying in HBCSE Hostel and Guesthouse, all around the year.

The Centre has total staff strength 200, of which about 20-30 members to a great extent depend on the canteen facilities for their food requirement. The canteen is meant for the authorised users as identified by the Centre. 11. The present requirement of food and beverages is as follows:

<b>Items</b>	<b>Approximate quantity (on working days)</b>	<b>Approximate quantity (On holidays)</b>
<b>Morning Tea</b>	<b>40</b>	<b>10</b>
<b>Breakfast</b>	<b>30</b>	<b>10</b>
<b>Lunch</b>	<b>40</b>	<b>15</b>
<b>Evening Tea</b>	<b>40</b>	<b>10</b>
<b>Breakfast</b>	<b>20</b>	<b>05</b>
<b>Dinner</b>	<b>15</b>	<b>15</b>

**These are approximate quantities and are bound to vary.**

Apart from regular staff, there are number of programs throughout the year. Especially during winter and summer vacations (April – Mid July; Oct-Dec) the floating staff in the campus will be around 100 to 200. In addition, HBCSE rents its similar rooms/auditoriums to outsiders for various educational programs. The Canteen has to provide services for all outside programs if approved by the Competent Authority at HBCSE.

**In addition to above, the order quantity for Special lunches for the outside programmes will be tentatively as follows during summer and winter vacations:**

<b>Items</b>	<b>Approximate quantity (on working days)</b>	<b>Approximate quantity (On holidays)</b>
<b>Morning Tea</b>	<b>50</b>	<b>50</b>
<b>Breakfast (Conference)</b>	<b>50</b>	<b>50</b>

<b>Lunch (Other Meeting)</b>	<b>50</b>	<b>50</b>
<b>Evening Tea</b>	<b>50</b>	<b>50</b>
<b>Breakfast</b>	<b>50</b>	<b>50</b>
<b>Dinner</b>	<b>50</b>	<b>50</b>

**These are approximate quantities and are bound to vary.**

The estimated price given in the tender is based on the turnover of the financial year 2019-2020 as due to Covid-19 pandemic, programmes of the FY 2020-2021 were not conducted as per schedules.

The Contractor has to prepare and serve fresh and wholesome meals/snacks/beverages to the employees of HBCSE and such others as approved by HBCSE as per the instructions received from HBCSE authorized official on the basis of the requirement of HBCSE (payable as per agreed rates).

To arrange for supply of water and tea/snacks, for the internal meetings and to the official guests on call basis (Reimbursement for tea /snacks/package water as per agreed rates).

To provide complete range of catering services to guests/occupants at Hostel/Guesthouse, which include providing breakfast/lunch/dinner/Tea/Coffee

The contractor shall be permitted to stock/store the items required for the purpose of carrying out the work, in the HBCSE Canteen. The contractor should strictly ensure that the grocery stock should be available for two months and other perishable items should be stocked for at least a week.

The Canteen 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 Centre 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 materials and hand over the vacant possession to the authorized official of the Centre forthwith in good condition and withdraw his workers from the Institute premises. However, the Contractor shall be allowed to take away items from the premises only with the permission of the Centre on a gate pass issued by the authorized official after establishing proof that the items proposed to be taken away are contractor's property.

The Contractor shall report to Administrative Officer (Hospitality) on a daily basis for material or equipment related issue.

**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.

## **2. Signing of Contract Agreement:**

The General instructions to the tenderers and special conditions, conditions hereinbefore referred to Conditions of Contract and Technical Specifications enclosed with the tender documents, the subsequent correspondence exchanged between HBCSE and the tenderer and the work order placed shall be the basis of the final contract to be entered into with the successful tenderer.

The Tenderer shall go through the terms and conditions given in the general conditions of contract herewith and his offer shall be strictly in line with the terms specified therein. No deviation from the terms and conditions specified shall be acceptable. Each page of the tender documents should be signed for his/their having acquainted himself/themselves in the general conditions of contract, Technical specifications, etc.

Each page of the tender documents should be signed by the authorized person or persons submitting tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions etc., as laid down. Tender with any of the documents / pages not so signed can be rejected.

The tender submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the tender may be rejected.

**Right to Accept Part Tender: HBCSE reserves the right to accept the tender either in whole or in part at the same prices quoted by the Tenderer.**

### 3. Schedule of Timings, Items and Rates for Canteen:

#### HBCSE canteen timings:

Canteen Timing for workers is from 06.00 am to 11.00 pm

Sr. No.	Timings (Hrs.)	Services
1.	08.00 to 10.30	Break Fast / Tea / coffee / milk/Juice/Fruits
2.	10.45 to 11.15	Tea / Coffee / Milk /Cold Drinks
3.	12.00 to 14.00	Lunch, Tea, Coffee, Juice, etc.
4.	15.30 to 16.15	Tea / Coffee / Milk / Cold Drinks
5.	18.00 to 18.30	Snacks / Tea / Coffee / Cold Drinks
6.	19.30 to 20.30	Dinner, Tea, Coffee, Juice, etc.

#### Menus:

HBCSE Canteen Committee will prepare and submit weekly menu to the Contractor. Menu will consist of items given in the (Schedule of Items and Rates). HBCSE Canteen Committee Members are authorized to change / modify the weekly menu. The Contractor shall prepare the items as per the menu chart. In case of any change, the Contractor should inform the Administrative officer (Hospitality) before implementing.

The Contractors obligation include procuring and transporting to HBCSE Canteen all (good quality) new materials like oil, milk, pulses, grain, vegetables, etc. The Contractor shall use branded ingredients for preparing the food items.

The food should be prepared using the following raw materials:

1. Refined Groundnut/Sunflower oil/Gemini/Sunday/Godrej
2. Pure Caw Ghee (Goverdhan /Amul/Lokwan/Chitale)
3. Wheat flour made of Panjab PC/Lokwan/MP Sehore
4. Rice – Basmati Tukda
5. Papad: Lijjat/ Ganesh standard size
6. Pickle: Pravin/Bedekar/Pother recipe
7. Butter: Amul standard
8. Tea-Tata Tea/Society/Brook Bond

The menu will have items only from the enclosed annexure for

- A) Tender for Catering Services for working days (**Schedule of Items and Rates**). Any other item included in the menu will require canteen committee's approval.
- B) Tender for Catering Services for special meals for Conferences /Seminars /Workshops /Trainings etc.

**A) SCHEDULE OF ITEMS AND RATES FOR CANTEEN**

<b>Canteen items and Scheduled rates -2021</b>			
<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Proposed Rates</b>
<b>(A)-Routine Breakfast items</b>			
1	Tea Ready made	100 ml	<b>7.00</b>
2	Tea Special	100 ml	<b>9.00</b>
3	Filter Coffee	100 ml	<b>11.00</b>
4	Nescafe/Instant Coffee	120 ml	<b>13.00</b>
5	Milk with Sugar	150 ml	<b>11.00</b>
6	Bournvita with Milk	150 ml	<b>15.00</b>
7	Sheera	120gms	<b>17.00</b>
8	Idly 2 Nos. with Sambar	Idli 100 gms	<b>17.00</b>
9	Dosa/Rava Plain with Green Chutney	30 gms	<b>19.00</b>
10	Masala Dosa With Chutney	Dosa 30 gms + Stuffing	<b>22.00</b>
11	Puri bhaji	Puri 3 Nos. + Bhaji 80 gms	<b>17.00</b>
12	Chole Bature	Chole 80 gms + 2 batura	<b>17.00</b>
13	Alloo Paratha	80 gms	<b>17.00</b>
14	Poha/Upma/Uttapah with chutney	Upma 150 gms	<b>17.00</b>
15	Veg. Roll	One	<b>14.00</b>
16	Rava Idly	100 gms	<b>17.00</b>
17	Tomato Omelet with Chutney	Omlette 80 gms	<b>17.00</b>
18	Meduwada 2 Nos. with Sambar	Wada 75 gms + Sambar 25 gms	<b>18.00</b>
19	Misal Pav	100 gms + 2 Pav	<b>20.00</b>
20	Moong Chila (1 No.)	80 gms	<b>17.00</b>
21	Thalipeeth (1 No.)	80 gms	<b>17.00</b>
22	Dabeli (Single)	100 gms	<b>10.00</b>
23	Sukhi Bhel	120 Gms	<b>15.00</b>
24	Dahi Puri/Bhel Puri (6 pieces)	120 Gms	<b>20.00</b>
25	Veg. Cutlets	2 Numbers	<b>15.00</b>
<b>(B)-ITEMS FOR PANTRY SHOULD BE AVAILABLE AT ANY TIME</b>			
1	Bread	1 Slice	<b>MRP</b>
2	Butter	10 gms	<b>MRP</b>
3	Cheese	Amul cube-25 gms/Slice-20gms	<b>MRP</b>
4	Jam Sachet	Kissan Mixed Fruit Jam Pouch, 13g	<b>MRP</b>
5	Soft Drinks	Available at counter	<b>MRP +1 Rs.</b>
5	Omelet	1 Egg	<b>11.00</b>
6	Omelet	2 Egg	<b>17.00</b>
7	Veg. Sandwich	2 slice of big size bread, 10 gms butter, green chutney, tomato, cucumber, potato, beet & onion	<b>17.00</b>
8	Cheese Sandwich	2 slice of big size bread, 20 gms Cheese slice	<b>22.00</b>

9	Veg Sandwich Grilled	2 slice of big size bread, 10 gms butter, green chutney, tomato, cucumber, potato, capsicum, & onion	17.00
10	Veg Cheese Sandwich Grilled	2 slice of big size bread, 20 gms butter, Green chutney, tomato, cucumber, potato & onion	22.00
11	Club S/W (Non Veg.)	2 slice of big size bread, 10 gms butter, Green chutney, capsicum, onion, egg or Chicken/fish	28.00
12	Boiled Egg	1	MRP + Rs. 1
13	Egg Roll	1	15.00
14	Vegetable Maggi	70 gm	20.00
15	Chicken Maggi	70 gm	20.00
16	Mixed Fruit Plate (seasonal)	100 gm	17.00
<b>( C ) - Lunch Items</b>			
1	Tomato Basil Soup with garlic bread slices	150 ml	25.00
2	Cinnamon-Spiced Sweet Potato Soup with bread sticks	150 ml	20.00
3	Lemon Coriander Soup	150 ml	15.00
4	Roasted Broccoli Soup with croutons	150 ml	20.00
5	Creamy Vegetable Soup	150 ml	15.00
6	Vegetable Soup	150 m	15.00
7	Creamy Cauliflower Soup with garlic bread slice	150 ml	20.00
8	Mushroom Soup	150 ml	20.00
9	Pumpkin Soup	150 ml	15.00
10	Clear Veg. Soup	150 ml	15.00
11	Orange Juice	150 ml	20.00
12	Chapati – 1 No.	30 gms	3.00
13	Rice (One Mould)	100 gms	10.00
14	Vegetable/ Normal	100 gms	12.00
15	Dal/ Sambar	100 gms	11.00
16	Papad – Standard size (Lijjat/Ganesh)	1 No. – Roasted/Fried	2.00
17	Salad Plate	Cucumber, tomato, onion, carrot, beet root (100 gms)	12.00
18	Sweet Lassi	200 ml	17.00
19	Buttermilk/Cocum Sarbat	150 ml	7.00
20	Curd	100 gms	8.00
21	Curd Bundi Raita/Curd veg Raita	100 gms	10.00
22	Pickle	1 tsp.	1.00
23	Juice other than Lemon	150 ml	20.00
24	Fresh Lemon Juice	150 ml	07.00
25	Mix Rice (Tomato rice/lemon rice/pudina rice)	100 gm	12.00
26	Fried Rice with Manchurian gravy	200 gms +150gm	35.00
27	Biryani Rice/ Veg. Pulav	200 gms	35.00
28	Curd Rice with pickle	100 gms	15.00



29	Dal Rice/Khichadi /Curd Rice with pickle	200 gms	18.00
30	Rassam	100 ml	8.00
31	Veg Fried Rice	200 gms	35.00
32	Schezwan Rice	200 gms	35.00
33	Manchurian Noodles	200 gms	35.00
<b>( D ) - Non Veg</b>			
1	Boiled Egg Single	1 No.	MRP + Rs. 1
2	Single Omelet/Burgee	1 No.	11.00
3	Masala Omelet	1 No.	13.00
4	Double Omelet/ Burgee	1 Plate	17.00
5	Chicken Curry	150 gms	45.00
6	Egg Curry	150 gms	17.00
7	Fish	100 gms	40.00
8	Chicken Boneless preparation	150 gms	50.00
9	Chicken Biryani	500 gms	65.00
10	Egg Fried Rice/Chicken Fried Rice	350 gms	40.00
11	Egg Biryani	350 gms	45.00
12	Chicken kebab	150 gms	33.00
13	Chicken curry (Tandoori)	150 gms	35.00
<b>( E ) -DESSERTS</b>			
1	Shrikhand - Amul/Warna/Chitale	100 gms	MRP
2	Gulab Jamun – 2 Nos	50 gms	15.00
3	Kala Jamun – 2 Nos.	50 gms	17.00
4	Fruit Custard/ Jelly with custard	100 gms	17.00
5	Halwa Dudhi/Gajar	50 gms	17.00
6	Cham Cham – 1 No.	100 gms	22.00
7	Rasgulla – 2 Nos.	50 gms	20.00
8	Caramel Custard	80 gms	20.00
9	Shahi Tukra	100 gms	17.00
<b>( F ) - EVENING TEA SNACKS</b>			
1	Vegetable Samosa – 2 Nos. With Chutney	100 gms	18.00
2	Veg. Cutlet 2 Nos. With Chutney	100 gms	20.00
3	Kachori 2 Nos. With Curd	100 gms	22.00
4	Dahi Wada – 2Nos.	100 gms	22.00
5	Potato Vada – 2Nos. With cutney	Vada – 100 gms	17.00
6	Chanadal Wada	100 gms	20.00
7	Mix Bhajia with Chutney	100 gms	20.00
8	Veg Frankie	1 No	20.00
9	Chats	150 gms	22.00
10	Sabudana Wada 2 Nos. With Chutney	Wada 100 gms	20.00
11	Pasta	100 gms	22.00
12	Special Pasta –Cheese	120 gms	25.00
13	Pasta-Chicken	120 gms	40.00
14	Finger chips	120 gms	22.00

<b>15</b>	Kati Roll Veg	130 gms	<b>22.00</b>
<b>16</b>	Kati Roll –Paneer	130 gms	<b>27.00</b>
<b>17</b>	Kati Roll – Chicken	150 gms	<b>35.00</b>
<b>18</b>	Spaghetti with Cheese Balls	200 gms	<b>45.00</b>
<b>19</b>	Spaghetti with Meat (mutton) Balls	200 gms	<b>45.00</b>
<b>(I) - Meal</b>			
	Chapati 3 Nos.	150 Gms	<b>45.00</b>
	Rice	150 Gms	
	Dal/Sambar/Amti/Kadi	150 Gms	
	Dry Vegetable or Gravy vegetable	120 Gms	
	Papad and pickle	1 No.	
<b>(II) Special Meal</b>			
	Chapati 3 Nos. or Puri 6 Nos	150 Gms	<b>80.00</b>
	Rice	150 Gms	
	Dal/Sambar/Amti/Kadi	150 Gms	
	Dry Vegetable	120 Gms	
	Papad	1 No.	
	Soup	150 ml	
	Gravy Vegetable	120 Gms	
	Salad(Veg)	100 Gms.	
	Curd/Buttermilk	100 Gms.	
<b>(III) Breakfast (Separate Counter) for Conferences</b>			
	Three variants of Indian Breakfast dishes		<b>85.00</b>
	Cut fruit of three variants		
	Whole fruit		
	Two types of bread, Corn Flakes		
	Toast Butter, Mixed Fruit Jam,		
	Muffins/Croissants, Two Types of Fruit Juices,		
	Tea, Coffee, Milk, Variety of Tea bags		
	Boiled Egg, Different types of omelets		
<b>(IV) Breakfast for OCSC/Olympiad/NIUS Camps</b>			
	Two variety of Indian Breakfast dishes		<b>70.00</b>
	Cut fruit of three variants		
	Two types of bread, Corn Flakes/ Muesli		
	Toast Butter, Mixed Fruit Jam,		
	Tea, Coffee, Milk, Variety of Tea bags		
	Boiled Egg, Different types of omelets		
<b>(V) Mid-morning tea/Coffee Service</b>			
	Two types of Sandwiches		<b>60.00</b>
	Tea, coffee, milk, variety of tea bags, sugar cubes, etc		
	Cookies/ Biscuits, Savory dry item (wafers / chiwada, small samosas etc)		
	Bottles Water		
<b>(VI) Lunch - Other Meetings</b>			
	Soup, Paratha/Chapati/Nan/Puri/Fulka, Pulav/Veg.Biryani, Plain Rice , Dal fry		<b>190.00</b>
	Dry Vegetable, Special Veg-Gravy/Paneer Gravy, Boiled vegetable/Tossed vegetables		

	Pickle, Salad, Papad, Fruits	
	Amul Musti Butter Milk/Curd	
	Bottled Water, Sweet, etc.	
<b>(VII) Packed Lunch (Outstation events)</b>		
	Paratha/Chapati 3 Nos., Pulav	<b>170.00</b>
	Veg-dry (120 Gms), Veg-Gravey, Curd,	
	Pickle, Salad, Papad, Fruits	
	Juice(Tetra pack), Amul Musti Butter Milk	
	Bottled Water(500 ml)., Sweet, etc.	
<b>(VIII) Evening Tea Service during Meetings/Conference/Work shops</b>		
	Snacks-1, Cookies, Chips, Sweets	<b>55.00</b>
	Tea Bags, Coffee, Sugar Cubes, Milk	
<b>(IX) High Tea Service</b>		
	2 Types of Snacks, Sweet,	<b>65.00</b>
	Cookies, Chips, Tea, Coffee, Milk,	
	Tea Bags, Sugar cubes/Sachets	
<b>( X) Special dinner for conference-Veg.</b>		
	Soups (1-No)	<b>225.00</b>
	Starters Veg (2-Verients)	
	Fruit Juice/Soft drink	
	Green Salad/Sprout Salad	
	Dahi Raita/Curd & Butter Milk	
	Paneer Gravy, Dry Vegetable (Indian style)	
	Tossed Vegetables/Boiled Vegetables	
	Dal Fry, Plain Rice, Pulav Rice/Biryani Rice	
	Assorted Roti/ Paratha, Nan/Fulka, Puri	
	Papad, Pickle, Chutney	
	Cut fruits, Sweet, Ice-cream, Bottled water	
<b>(XI) Special dinner for conference –with non-veg. items-</b>		<b>275.00</b>
	Soups (1-No)	
	Starters Veg (2-Verients)	
	Fruit Juice/Soft drink	
	Green Salad/Sprout Salad	
	Dahi Raita/Curd & Butter Milk	
	Paneer Gravy, Dry Vegetable (Indian style)	
	Tossed Vegetables/Boiled Vegetables	
	Dal Fry, Plain Rice, Pulav Rice/Biryani Rice	
	Assorted Roti/ Paratha, Nan/Fulka, Puri	

Papad, Pickle, Chutney	
Cut fruits, Sweet, Ice-cream, Bottled water	
<b>Non Veg. Items</b>	
Starters (Kababs/ Tandoori Chicken/Fried fish/Chicken Tikka (1-Variant)	
Boneless Chicken/Mutton Gravy(1-Variant)	
Chicken/ Mutton Biryani	

- a Dessert costs extra as per availability sweets may include items cooked inhouse viz. Gulab Jamun, Rasgullas, Halwa, Custard, Kheer/Payasam, Sheera etc.
- b Likewise, soups will include ones viz. cream of tomato, cream of vegetables, mushroom, sweet-corn soup, etc.
- c Other items viz. ice-cream (Amul/Natural's brand), Cakes/Pastries, etc. will be regulated @market price + 10% extra, against the bill.
- d Rate for Tea/Snacks served in office rooms will be 10% extra on the normal charges (Rounded off to the next higher rupee point).
- e Rates for items to be served in parties offered by staff etc., will be governed on a case-to-case basis in discussion with the contractor by the respective person / co-ordinator.
- f Rates of food items i.e. soft drink, biscuits, cake, butter, ketchup, jam etc. will be at the MRP rate.
- g Rates for items scheduled other than above, will be as approved by the competent authority on the recommendations of the Canteen Committee.
- h In case there is huge hike in the cost of raw materials, on receipt of request in writing for increasing the rate of items, the canteen committee may discuss the issue with the contractor and may give its recommendation. Centre Director may consider the recommendations of the canteen committee based on the merit of the case.
- i Constituents of lunch / dinner (weekly menu to be decided by the canteen committee and to be displayed on the notice board). The content may be as under, which may change as suggested by Canteen Committee.
- j Food to be served by canteen workers as per the specified quantity.
- k Only Industrial gas cylinders to be used in the canteen. Use of domestic gas cylinders is not allowed in the HBCSE canteen.
- l Replacement in case of absence / leave to be provided by contractor immediately.
- m For branded items like tea, oil, milk, pickle, coffee powder etc. approval from Administrative Officer (Hospitality) has to be obtained before their use.
- n Any person taking individual items, rather than "meal" as described above, will be billed as per individual item rates.
- o The Centre reserves the right to modify the package in terms of addition or deletion to the existing package at any point of time on need basis during the valid contract period.

## 4. SCHEDULE OF WAGES PAYABLE

Details of monthly payment components to be paid to contract employees by the Contractor.

Sr. no	Payment Components	(Unskilled worker) (Rs.) Server and Bearer	(Semi Skilled worker) (Rs.) Assistant Cooks	Skilled worker) (Rs.) Head cook	(Skilled worker) (Rs.) Manager
1	Rates of wages including VDA per day (A) *	639.00	707.00	777.00	777.00
2	Bonus @ 8.33 % of 'A'	89.97	99.55	109.40	109.40
<b>3</b>	<b>Total</b>	<b>699.00</b>	<b>773.00</b>	<b>849.00</b>	<b>849.00</b>
4	EPF @ 12% On 'A' (Restricted to Rs 1800/ PM) considering Monthly basic Rs.15000/-)	69.00	69.00	69.00	69.00
5	EDLI @ 0.5 % On 'A' (Max Basic Rs. 15000/-)	3.00	3.00	3.00	3.00
6	Admin charges @ 0.5 % On 'A' (Max Basic Rs. 15000/-).	3.00	3.00	3.00	3.00
7	ESIC @3.25 % On 'A'	21.00	23.00	25.00	25.00
8	Grand Total	795.00	871.00	949.00	949.00
9	Monthly consider 26 days worker / Month	20,670.00	22,646.00	24,674.00	24,674.00
10	No.of Person deployed	4	2	1	1
11	Yearly (Monthly x No.of employee x 12Months	9,92,160.00	5,43,504.00	2,96,088.00	2,96,088.00
12	GST @ 18 %	1,78,589.00	97,831.00	53,296.00	53,296.00
13	Total Amount	11,70,749.00	6,41,335.00	3,49,384.00	3,49,384.00
14	Uniform charges @ Rs. 2000/ 2 Sets / Year) ** including GST	8,000.00	4,000.00	2,000.00	2,000.00
15	Total Rs.	11,78,749.00	6,45,335.00	3,51,384.00	3,51,384.00

\* Subject to variation based on Govt. Notification from time to time.

\*\* An amount of Rs.2000/- per head per year for 2 sets of uniforms shall be reimbursed. Same can be claimed along with the bill for the second month by the Contractor against bill.

\*\*\* The Centre has right to reduce the number of manpower as per requirement.

## GENERAL CONDITIONS

### 1) Requirement

HBCSE requires the Vendor / Service Provider to provide all kinds of catering services to the Officers'/official visitors at HBCSE. The required services include providing comprehensive maintenance & Upkeep and all related works of Catering Services at HBCSE's premises. Catering for the meetings and Conferences hosted by HBCSE will also be done by the Vendor / Service Providers.

For this purpose, HBCSE will provide required space for kitchens / dining and crockery / kitchen equipment and furniture in the dining areas, HBCSE will also provide water and electricity.

The interested vendors are advised to inspect the site/thoroughly understand the nature of service required in this regard and satisfy themselves before submitting their bids. A vendor shall be deemed to have full knowledge of the site/nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.

The relationship between Vendor / Service Provider and HBCSE shall be of vendor and vendee and the catering services (supply of food) shall be on sale and purchase basis.

The Vendor / Service Provider will have to cook in the kitchen attached to the Dining Areas in HBCSE's premises for serving food to the members.

The Vendor / Service Provider will source food ingredients, labour etc., at their cost, prepare the prescribed type of food items and in quantities as approved by HBCSE, in HBCSE's specified space in its premises and serve the same in designated dining area / cabins/ conference halls in a hygienic manner for which s/he will realise sale price from the respective purchasing officer at fixed prices as approved by HBCSE (exclusive of taxes). The Vendor / Service Provider shall not prepare or serve any other item without prior approval of HBCSE.

The Vendor / Service Provider shall ensure that the food shall be good, wholesome and of high quality and the ingredients like cooking oil, masalas and other spices etc., shall be branded (should have FPO registration and /or Agmark and / or ISI mark as approved by HBCSE). Moreover, before using the raw materials and other ingredients for cooking, the Vendor / Service Provider shall ensure their quality and wholesomeness. HBCSE through its authorised representatives shall have the authority to carry out tests and checks at their convenience of the raw materials, ingredients used for cooking, cooking arrangements and the finished eatables and will have absolute right to reject the cooked or raw items if they do not meet the required standard at its sole discretion and the same would be destroyed at the cost of the Vendor / Service Provider.

Vegetarian and non – vegetarian cooking shall be done separately.

It is the duty of the Vendor / Service Provider to provide accommodation to the staff employed by the Vendor / Service Provider. HBCSE would not entertain any claim either for accommodation at its premises or for reimbursement of expenses in this regard.

Menu: Illustrative menu is indicated in the Appendix. Weekly menu will be submitted to Administrative Officer (Hospitality) and the approved menu will be served in HBCSEs' identified dining areas.

The vendor / Service Provider will serve snacks / tea / Lunch etc., at the rate and quantities approved by HBCSE. **The rates would remain constant and unchanged for the entire period of the contract.** The rates would be exclusive of taxes. Officers who will be taking

breakfast / snacks/ lunch will directly make the payment to the vendor.

Over and above the menu fixed in the Annexure, the successful Vendor / Service Provider will also be permitted to serve special items as snacks / lunch / Juices / Ice creams etc., on sale basis.

The Vendor / Service Provider should have a floor boy for serving tea and attending to the various departmental catering requirements.

HBCSE regularly holds various meetings / conferences / seminars etc. in its office premises. In some occasions, the attendees are State /national /international level dignitaries of high stature. The quality of special lunch / dinner on these occasions/ high level meetings will not be compromised. The rates quoted for such menus will be fixed.

The Vendor / Service Provider will be responsible for removal of the garbage and keep the assigned premises clean. 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 accumulating such items in the Kitchen under any circumstances.

The Vendor / Service Provider must have necessary license to engage labour under the Labour Laws and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, wherever applicable. They have to produce, on demand the relevant documents. The Vendor / Service Provider shall observe and comply with all Government Laws and Labour legislations concerning employment of staff like ESI Act, PF Act, Payment of Gratuity Act 1972, Payment of Bonus Act 1965, Payment of Wages Act., 1936, Minimum Wages Act, 1948, Workmen's Compensation Act 1923, Factories Act, Maharashtra Shop and Establishment Act., etc., and shall duly and promptly pay all sums of money to such staff as may be required to be paid under such laws. The Vendor / Service Provider must ensure that his staff are paid their salary and allowance, if any, latest by 5th of the following month. HBCSE will not be responsible for violation of any law which is required to be observed by the Vendor / Service Provider. The Vendor / Service Provider will be solely responsible for violation of any laws.

The Vendor / Service Provider shall give advance intimation to the Administrative Officer (Hospitality) indicating the time, date and venue about payment of wages. The Administrative Officer (Hospitality) or authorized representative will witness the payment of wages and shall record the following certification in the wage register. "Certified that salary for the month of has been distributed on to the canteen Vendor / Service Providers' workers by the Vendor / Service Provider in accordance with the wages specified in Minimum Wages Act".

The Vendor / Service Provider shall be liable to pay P.F. Contribution, leave, salary etc., and shall be liable to observe statutory working hours.

Proper records shall be maintained by the Vendor / Service Provider with respect to the above Acts, and such other Acts as may be applicable to the Vendor / Service Provider's working and his staff which would be subject to check from time to time, by the Administrative Officer (Hospitality).

The Vendor / Service Provider will have to abide by all Labour Laws and Regulations laid down by the Central / State Government from time to time. All expenses in this regard will be the liability of the Vendor / Service Provider. The Vendor / Service Provider should have Income Tax/GSTN Number. At the time of submitting the tender, the applicant should enclose notarized copies of the Contract Labour License, the income tax return / GSTN return / PF registration.

The Officials and staff of HBCSE are required to work at times on weekends and Public Holidays. The Vendor / Service Provider will have to provide catering services to these Officials/Staff members.

**2) Infrastructure and facilities to be provided by HBCSE**

Kitchen along with cooking utensils and all necessary kitchen equipment.

Dining area with the necessary infrastructure. Electricity connections/points for Electrical Equipment/ Infrastructure, Fridge, Ovens, Gas Stove, Electric Heater, Water Purifier, etc  
Crockery/Cutlery/ Glassware

The crockery / glassware, etc. for dining areas will be provided by HBCSE. Breakage beyond permitted level at 10 % per annum would be recoverable from the Vendor / Service Provider, on quarterly basis. At the commencement of the tender the HBCSE will provide the Vendor / Service Provider with sufficient quantity of cutlery, it would be responsibility of the Vendor / Service Provider to maintain this adequate stock till the completion of the tender. Crockery & Glassware will be provided by HBCSE.

The Vendor / Service Provider will have to submit a quarterly statement to HBCSE indicating the position of the various items handed over to them, to ensure sufficient amount of crockery/cutlery / glassware are in circulation for efficient service.

It shall be the duty of the Vendor / Service Provider to properly handle the various gadgets and utensils etc, provided by HBCSE. The Vendor / Service Provider shall keep a proper inventory of the items placed at his disposal by HBCSE and the same shall be verified by the Vendor / Service Provider along with the representatives of HBCSE. The decision of HBCSE will be final in this regard.

HBCSE shall ordinarily take care of the routine and normal wear and tear maintenance of the Lounge equipment. However, in case of any willful damage or damage caused out of negligence to the repairs and / replacement, HBCSE shall also adjust security deposits against such damages.

When material supplied by HBCSE becomes unserviceable and if these are to be replaced by HBCSE, the same would be replaced against the return of the unserviceable materials by the Vendor / Service Provider. Otherwise, the cost of such materials shall be recovered from Vendor/ Service Provider.

**3) Kitchen - Cleanliness & Hygiene**

The Vendor / Service Provider shall ensure that the food is cooked in the prescribed kitchens. Highest standard of hygiene is to be maintained. The cleanliness and maintenance of the utensils used for cooking is to be strictly ensured besides proper maintenance of fridge, water cooler etc. The Vendor / Service Provider will have to bear the cost of cleaning materials. The Vendor / Service Provider is to ensure use of quality cleaning materials.

**The vendor shall take full responsibility of cleaning and upkeep of entire lounge and dining area.**

**4) Catering Staff**

The kitchen as well as the service staff shall be employed / engaged by the Vendor / Service Provider and HBCSE shall not in any way be responsible for their terms of employment.

The Vendor / Service Provider shall maintain a register showing names and addresses of persons engaged along with photographs and KYC documents of each person and shall produce the same for inspection on demand by Administrative Officer (Hospitality) or such other persons



so authorized by HBCSE.

The Vendor / Service Provider shall arrange through HBCSE's Security Department, on advice of the Administrative Officer (Hospitality) to issue identity cards bearing photographs of canteen employees for gate entry. All the personnel engaged by the Vendor / Service Provider entering HBCSE's premises shall be identified by badges which may be worn by them at all times while in HBCSE premises. The identity cards shall have to be exhibited prominently by Lounge Staff while they are present in the HBCSE. The Lounge staff also be liable for search on entry/exit. The Vendor / Service Provider will ensure that its employees do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence will ensure that its employees do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Vendor / Service Provider upon receipt of complaint will have to immediately withdraw such employees from working in HBCSE's premises.

- 4.4 One supervisor along with service staff should be present in the dining areas during the service hours on working days and as per requirement of HBCSE on weekends/public holidays and also as and when required by HBCSE due to administrative exigencies.
- 4.5 The Vendor / Service Provider has to carry out annual medical examination at their cost of its staff members engaged in the catering work in HBCSE. The Vendor / Service Provider shall ensure that his staff members deployed at HBCSE are free from all communicable, contagious infections and other diseases. In the event of any employee of Vendor / Service Provider being found medically unfit, the Vendor / Service Provider shall arrange to replace him. HBCSE may require the Vendor / Service Provider to submit a medical certificate for any of his staff members deployed at HBCSE. The Vendor / Service Provider at commencement of his tenure at HBCSE has to provide for the medical certificate of the employees within a month and for new staff member joining the workforce has to produce similar certificate within 15 days of joining.
- 4.6 The Vendor / Service Provider will have to provide HBCSE with a list of employees engaged in the Lounge and also their emoluments for the purpose of verification.
- 4.7 The Vendor / Service Provider shall not engage minors for catering service.
- 4.8 All the personnel engaged by the Vendor / Service Provider shall wholly and purely be in the employment of the Vendor / Service Provider and no claim of individual/collective nature on HBCSE's employment by any of the employees or claim of any nature on HBCSE shall be tenable. The Vendor / Service Provider shall at all times keep HBCSE fully and effectively indemnified against all actions, suits, proceedings, losses, cost, damages, charges, claims and demand in anyway arising out of or during the course of anything done or committed/omitted to be done by the Vendor / Service Provider including the demand which the Vendor / Service Provider's employees individually/through the Unions may have raised against HBCSE arising out of this tender or as a result of the termination thereof or earlier determination of the contract.
- 4.9 The Vendor / Service Provider will ensure compliance of labour laws or any other law applicable / rules including minimum wages / PF etc., for extension of catering service to HBCSE. HBCSE will not be responsible for violation of any law which is required to be observed by the Vendor / Service Provider. The Vendor / Service Provider will be solely responsible for violation of any laws.
- 4.10 The staff shall be properly dressed in neat and tidy uniform with proper head gear and hand gloves. They shall be courteous, well-mannered and attentive. They should be conversant with the tenets

of the trade. The Manager with decision taking capability along with adequate service staff should be present in the dining areas during the service hours on working days as also on weekends / public holidays if services are required during such days.

#### 5) **Quality Assurance**

The Vendor / Service Provider will ensure supply of quality items of food / sweets etc. In case of unsatisfactory/unhygienic quality of food item(s) or lapses in service or any breakage, / shortage, deductions will be made as penalty which will be solely decided by HBCSE.

The Vendor / Service Provider shall purchase and keep the raw materials stocks of minimum 2 months required for the preparation of various items, including the controlled items of good quality at his own cost. The Vendor / Service Provider shall abide by the local Government laws relating to stocking of food grains, sale of food etc. and shall obtain the necessary licenses from the competent authority, where applicable. HBCSE at its discretion through its authorized representative may check the stock position of all the items to see that the above is being complied by the Vendor / Service Provider. In case of unsatisfactory / unhygienic quality of food items or lapses in service or any breakage / shortage, deductions will be made as penalty which will be solely decided by HBCSE. The amount of penalty would be decided by HBCSE on each occasion and will be final, conclusive and binding. The kitchen will be under the constant supervision of HBCSE any lapse will be taken seriously. Good quality branded raw material is to be used for the preparation of food.

#### 6) **Payments**

Payment for the purchase of meals / snacks and beverages consumed by the members in the designated dining areas on a day-to-day basis will be done by the individual.

**The Vendor should provide POS machine for day-to-day transaction.**

**The digital mode of payment should be available.**

#### 7) **Upkeep and Maintenance of pantry / dining areas**

7.1 The Vendor / Service Provider has to ensure that every day before and after operations, the pantry/ dining halls / chafing dishes and all the crockery and cutlery are cleaned and kept in order before closing for the day.

7.2 The Vendor / Service Provider has to ensure proper disposal of waste and take care to see that the outlets / ducts provided in the kitchen are not blocked / damaged etc.

#### 8) **No sub-letting of Contract**

The Vendor / Service Provider shall not sub-let the contract. If it is violated, HBCSE reserves the right to terminate the contract without any notice.

In case of dispute regarding the quality of food / other eatables / unsatisfactory service etc., the final authority will rest with the Administrative Officer (Hospitality)

9) The contract shall not be construed to have given employment to the Vendor / Service Provider in HBCSE nor any right to the Vendor / Service Provider on HBCSE's property. On completion of the contract or whenever HBCSE decides the Vendor / Service Provider and his staff will immediately vacate the premises and handover all the dead stock items that were given by HBCSE. The Vendor / Service Provider is only allowed to use HBCSE's premises as a licensee for the limited purposes of preparing and serving of food stuff to the members of HBCSE.

10) Any other incidental services required by HBCSE and not covered in the terms and conditions will be negotiated separately each time.

- 11) The Centre shall not be liable for any damages, compensation or loss in respect of or in consequence of any accidents or injury to the workers or other persons in the Contractor's employment. If any statutory authority imposes any penalty on any such account on the Centre, the contractor shall immediately reimburse to the Centre all such expenditure along with any overheads. Without prejudice to any other mode of recovery, the Centre shall be free to recover such payments from the contractor's **monthly bills / Performance Guarantee.**
- 12) **The Contractor will pay canteen license fee as applicable to Eating Housing Grade –III to Municipal corporation of Grater Mumbai and submit copy of the same to HBCSE.**
- 13) **The Centre shall provide empty Gas Cylinders of HP (Industrial Type). The Centre will not pay any charges for gas refilling and for transporting the Cylinders to and fro from HBCSE.**
- 14) The Institute reserves the right to cancel the contract at any time by giving **one month's** written notice. Similarly, if the Contractor wishes to withdraw his services, he may do so by giving two months' notice in writing. Extension of the contract may be considered with mutual agreement depending on the need of the Institute and based on the past performance of the contractor.
- 15) The Contractor, if applicable, shall comply with all the provisions of Shop Act and submit a copy of valid Shop Act License, issued by the competent authority, specifically for providing Canteen services within 30 days from the date of award of the contract.
- 16) **Penalty Clause:** The contractor shall be responsible for executing the work order in a peaceful manner and make payment to workers as specified in the work order. The Contractor shall not misuse the payment components payable to his workers, for his own purpose. **The contractor will pay his workers through Bank transfer / Cheque.** Any discrepancy, if found or observed, appropriate penalty by appropriate authority, will be imposed on the contractor and amount, if any, will be recovered from the Contractors bill or Security Deposit.
- 17) **Settlement of Dispute:** For any dispute arising out of the contract, it should be the intention of both the parties to settle the matter amicably without referring it to the Court of Law. In case of any untoward incident or for any other disputes, a joint enquiry under the orders of Centre Director will be held and a decision will be arrived at, after mutual consultation between the parties. The decision of the Centre Director, HBCSE will be final and binding. If any loss or damage is caused to the property of HBCSE-TIFR due to negligence on the part of Contractors workers, HBCSE reserves the right to impose appropriate penalty for such loss or damage on the contractor, after the decision of Centre Director.
- 18) **Jurisdiction of Court:** Only the competent Courts of Law in Mumbai will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceedings, etc.

## Conditions for Manpower

- 1 **Duration of Contract:** Initially **One Year** from the date of issue of work order. Contract may be extended with mutual agreement for a further period of two years one year at a time, if services provided is found satisfactory and there is no change in condition of contract including Service Charges.
- 2 The Contractor shall provide a Manager, a Head Cook, one Assistant Cook, Four workers (2 Bearers & 2 Cleaners) for carrying out the works related to Canteen Services at HBCSE-TIFR under this Contract.
3. **The number of manpower mentioned in the above table at Part 4. Schedule of Wages will be reimbursed by the Centre is fixed and the Contractor has to deploy additional resources including manpower during camps, meetings and other programmes when there is minimum order of 50 meals (rates of Special Meal from II to XI) and above for a day. In these occasions the Contractor has to deploy extra manpower of minimum of 3 numbers and make the payment including material and other charges.**
4. The Contractor shall provide well-trained, well qualified, experienced and disciplined manpower; and while on duty, all of them will be dressed in neatly maintained uniform approved by the Centre. 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.
- 5 The workers detailed by the Contractor at the premises of HBCSE-TIFR, for all purposes shall be the employees of the Contractor and shall be under his exclusive control and supervision. They shall, accordingly be dealt with and subject to the following conditions. The staff of the contractor should ensure that they do not smoke, chew tobacco, Guthkha, and consume liquor inside the Campus.
  - 5.1 The Contractor shall be responsible for selecting the workers and detailing them to carry out the Canteen work. In case, HBCSE-TIFR specifically object to the posting of a particular person for performing duties at its premises, the contractor shall make immediate arrangement to replace such persons within 24 hours of being intimated.
  - 5.2 The Contractor shall comply with all the lawful directions and instructions concerning Canteen services, which will be given by the authorized representative of HBCSE from time to time.
  - 5.3 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.
  - 5.4 The Contractor or his Supervisor shall be available in the premises of HBCSE during the working hours to meet the authorized official for taking necessary instructions and to supervise the contract workers under him.
  - 5.5 The Contractor shall ensure regular and punctual attendance of his workers in the format provided by HBCSE administration and further ensure that his workers perform their duties efficiently, diligently and to the full satisfaction of the Centre. The Contractor shall not employ any person who has not attained the age of 18 and not above 60.
  - 5.6 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 Centre Director on the recommendation of Administrative Officer (Hospitality).

- 5.7 The Contractor shall provide standard uniforms including Head Gear, Apron, and Gloves to all his workers and ensure that all his workers wear clean and well-maintained uniform with logo/badges of the contractor.
- 6 **Safety & Security: The Contractor shall be fully responsible for the safety and security of his deployed manpower, which include any injury, accident, death of his manpower and he shall exercise all possible precautions to deal with any such loss or damage.** The Contractor shall also promptly report, in writing, to the Centre, all cases of accidents and damages. However, irrespective of the cause and place of mishap/ accident/ injury during the execution of the work, the Contractor shall make immediate and adequate arrangements to render all possible aid to the victim(s).
- 7 **Indemnity Bond: *If order is placed.*** The Contractor shall, by way of executing a bond on non-judicial stamp paper of appropriate value, indemnify the Centre against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Centre by Contractor's workers or any other person or any other agency, in connection with the work or in respect of any matters, thing done or committed to be done by the contractor in the execution of, or in connection with works, notwithstanding that the contractor took all reasonable, proper and necessary precautions against any loss or damage, ensure that such event will not affect the work and the Centre 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 enclosed as Annexure-VIII. Original Bond is to be submitted directly to our Accounts Section with copy of the same to be given to the Administrative Officer.

## PAYMENT TERMS & PROCEDURE

### PAYMENT OF WAGES TO WORKERS ENGAGED BY THE CONTRACTOR AND REIMBURSEMENT OF THE SAME BY HBCSE-TIFR.

Monthly salary or any other disbursement to workers under the contract shall be made by cheque in the premises of the Centre only and in the presence of an authorized representative of the Centre. In case the payment is made 'online', account statement of every worker showing credit of monthly salary to their account must be presented to the Administrative Officer at HBCSE, Mumbai.

An amount of **Rs. 2,000/-** per head per year for 2 sets of uniforms shall be reimbursed. Same can be claimed along with the bill for the second month by the Contractor against a bill.

The Contractor shall furnish a duly signed Indemnity Bond on a stamp paper of **Rs. 500/-** as per format enclosed as **Form – I**, after the award of contract.

The Centre also reserves the right to terminate this contract in such events with immediate effect without notice and enter into another contract at the risk and cost of the defaulting Contractor for the balance period. No compensation, service charges will be paid to contractor in the event of such termination of the contract.

The Centre reserves the right to use the **Performance Guarantee** given by the Contractor for making payments to his workers, in cases where the contractor fails to make the payment as per the above clauses and in accordance with Contract Labour (Regulation & Abolition) Act 1970, and for settling other dues payable to the Centre or to his employees, if any.

In case of controversies or disputes arising due to negligence or failure on the part of the Contractor to keep proper and updated documentation/license etc., the contractor shall be entirely responsible for the same and settle/resolve all such matters with his own effort and cost.

To enable the Centre to process monthly bill(s), it is essential that the Contractor encloses the Certificate of Compliance confirming that the contractor is complying with all the labour and statutory regulations requirements and self-attested copies of PF and ESI challan/receipt showing that the contractor has deposited the previous month's contributions, which includes shares of both the employer and employee to respective authorities. Original challans of PF, ESI deposits, etc. should be produced for verification at the time of submission of the monthly bills.

Contractor should provide hand-gloves. Chef's cap and aprons to canteen staff from the hygiene point of view.

**Standard forms (To be enclosed by bidders with Part – I, Techno-commercial bid)**

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15	<b>Financial Bid – Form O</b> (Please Seal in a Separate Envelope)	55

*\* To be used by vendor on whom order will be placed.*

**FORM –A****Page 1 of 1****COMPANY PROFILE**  
(To be filled in by the Bidder)

<b>Sl.No.</b>	<b>Question</b>	<b>Response</b>
1.1	Company Name	
1.2	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
1.3	Date of Incorporation / Establishment	
1.4	Company Head Office address	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.5	Address of Mumbai office	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.6	Number of Employees	
1.7	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
1.8	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
1.9	Whether Contractor is familiar with and has experience in the type of work specified	
1.10	Indicate the number of similar jobs in hand, giving a brief description of scope of work and personnel employed	
1.11	GST Registration and Date	
1.12	Permanent Account No. (PAN)	
1.13	Details bank solvency certificates issued by bidder's bankers.	
1.13.1	Name of Bank	
1.13.2	Branch	
1.13.3	Amount of Solvency	
1.13.4	Date of Issue	

Signature of the Bidder  
Name & Designation  
Company Seal

Date:



## ELIGIBILITY CRITERIA

Sr.No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.				
1	Bidder must visit the <b>HBCSE Canteen and Premises</b> to understand the infrastructure available where the work is to be carried out and must submit site visit Certificate as per <b>Form M</b> .					
2	Bidder must have been providing canteen services for at least 50 people (cooking on site as well as serving on site) for many Organizations / Institutions in and around Mumbai of value stated below five <b>years</b> prior to 31.05.2021 i.e. between 01.04.2016 to 31.05.2021.					
	- One single work costing not less than 80% of Estimated cost	OR				
	- Two works each costing not less than 60% of Estimated cost	OR				
	- Three works each costing not less than 40% of Estimated cost					
	Copies of orders executed in support of the same must be submitted					
3	Bid must be valid for a minimum period of <b>120 (One Hundred Twenty Days)</b> from the due date for submission of bid.					
4	Bidder must submit Solvency Certificate (not prior to <b>01.01.2021</b> ) for a minimum amount of <b>40% of the estimated cost</b> from their bank.					
5	Bidder must have an average turnover of <b>30% of the estimated cost</b> for past three years.					
6	Bidder must submit Chartered Accountant's Certificate showing their turnover and Profit & Loss for the past Financial <b>5 years</b> i.e. prior to 31.05.2021 i.e. for 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and must have made profit atleast for three years out of these Five years. <b>Do not enclose copies of Profit and Loss and Balance Sheets statement and IT returns.</b>	Period	Turnover	Profit	Loss	
		2016-17				
		2017-18				
		2018-19				
		2019-20				
2020-21						
7	Bidder must be able to make payment as per our Schedule of wages payable in <b>Chapter 4</b> .					
8	Bidders must have valid :					
	PF Registration No					
	ESI Registration No					
	GST registration Number					
	Other registration which are mandatory for any Labour Contract other registration which are mandatory as on date of bidding.					
9	Successful bidder must be able to submit :- <b>Performance Guarantee of 3%</b> of the estimated cost of the tender and Indemnity Bond as specified in the tender document.					

**NOTE : KINDLY FILL UP THE ABOVE DETAILS AND ENCLOSE ALONGWITH YOUR TECHNICAL BID – PART I, OTHERWISE YOUR BID WILL BE REJECTED.**

Signature of the Bidder,  
Company Seal etc.

**Details of works in hand**

(Work of similar nature related to Catering Services)

<b>Sl. No.</b>	<b>Duration of Contract</b>	<b>Nature of Services being rendered</b>	<b>Name, full address and phoneno. of the office / Institution under whom the work was carried out</b>	<b>Contract Amount (Rs.)</b>

Signature and seal of the  
Bidder:

**TECHNICAL EVALUATION CRITERIA WITH MARKS**

<b>Sr. No.</b>	<b>Technical Evaluation Criteria with marks</b>	
1	Company Profile and Organization Structure	
2	Solvency Certificate for ... issued by bank not before---	
3	Copy of Valid Registration Certificate of the firm	
4	Copy of PAN	
5	Copy of the valid Labor License issued by the LC (Central/State) for similar type of works at least-3	
6	Copy of ESI Registration	
7	Copy of PF Registration	
<b>All the above points are mandatory ( SI No. 1 to 7)</b>		
1	5 years Essential experience in providing similar type of work (on site cooking & service) of Catering Services in a reputed Organization and list of work on hand minimum 3 (Pl enclose documentary evidence)	25 Marks
2	Copy of the Work order for similar nature of work Rs 40 lakh or more in establishment or 2 orders worth Rs.30 lakh each or more Or three orders of Rs 20 lakh or more per annum in one or two different establishments during the last five separate financial years. (Copies of work order mentioning the value of the contract should be attached )	25 Marks
3	Latest Performance Certificate/s (preferably of the current month i.e. July 2021) from the existing clients (excluding HBCSE)	20 Marks
4	Experience in providing catering services at conferences and seminars and also in Guest House	20 Marks
5	Attended the pre-bid meeting? (Indicates seriousness & interest shown in understanding the institute's requirements/the scope of work)	10 Marks

The proposal shall be evaluated in two stages (1) Technical and (2) Financial/Price.

A minimum qualifying work is set and only those Contractors whose Technical Proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be first preferred Contractor for the award of work

**FORM –E**

**BID FORM**

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date:

*[insert date (as day, month and year) of Bid Submission]*

Tender No.:

*[insert number from Tender Notice]*

To:

*[insert complete name of Owner]*

We, the undersigned, declare that:

(a) We have read & understand the bidding document and have no reservations,

(b) We offer to execute the order in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;

(c) Our bid shall be valid for a period of **120 days**, from the date of opening techno commercial bid (Part– I), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our bid is accepted, we agree to submit **Performance Guarantee** as per mentioned the tender document;

(e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(f) We have seen the site and have understood the site conditions.

(g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

h) Name: *[insert complete name of person signing the Bid Submission Form]* duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

i) Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**DETAILS OF GST AND OTHERS**

(PLEASE PROVIDE FULL INFORMATION WITHOUT WHICH YOUR BID MAY BE LIABLE FOR REJECTION. THIS MUST BE SUBMITTED WITH TECHNICAL BID)

- (a) GST payable : \_\_\_\_\_ % extra
- (b) Your GST Tax Registration No. :
- (c) Bid Valid Till :
- (d) Payment terms : Yes / No  
Specified in our tender acceptable
- (e) Whether you will submit Performance  
Guarantee, if order is placed as per our tender: Yes / No
- (f) Your PAN No. : \_\_\_\_\_
- (g) Whether you will submit Indemnity bond if order placed : Yes / No

Company Seal

Signature of the Bidder:

Name :

Designation :

Date :

**Bid Security Declaration  
(to be submitted on Company’s letter head)**

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the tender document or fail to execute the contract, we will be suspended for a period of one year from being eligible to submit bids for any tenders invited by HBCSE-TIFR, and its related entities.

**Name and Signature**

**Of Authorized Signatory**

**And Company Seal**

FORMAT OF DECLARATION REGARDING AMALGAMATION / ACQUISITION

No. -----

Date: -----

1) Amalgamation/Acquisition

In the event of M/s. -----proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s. ----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, Homi Bhabha Centre for Science Education, TIFR, Mumbai to fulfill the contractual obligations as per the terms of HBCSE Tender and bids of M/s. -----No. -- ----- Dated-----and Homi Bhabha Centre for Science Education, TIFR, Mumbai W.O. -----dated -----. The contractual obligations are **Providing Catering (Canteen) Services at HBCSE-TIFR, V. N. Purav Marg, Mankhurd, Maharashtra, India** as per the above-mentioned Order.

Company Seal & Phone No.:

Name & Signature of Bidder :

Designation :

Date :

**Format of Indemnity Bond**

(to be executed on **Rs. 500** Non-Judicial Stamp Paper by the successful bidder before commencement of work at site)

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

In consideration of Homi Bhabha Centre for Science Education, TIFR, Mumbai having office at V. N. Purav Marg, Mankhurd, Mumbai 400088, 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 save harmless and indemnify the Institute in respect of:

- a. Any expenses arising from any injury or accident or death 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.

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

Date:

S E A L

Accepted By

for and behalf of HBCSE -TIFR



**FORM –J**

**CA Certificate**

(ON CA's Letter Head)

1. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

<b>Financial Year</b>	<b>Turnover</b>	<b>Net Profit</b>	<b>Net Loss</b>
2016-17			
2017-18			
2018-19			
2019-20			
2020-21			

For \_\_\_\_\_

Chartered Accountants

Name & Signature :

Company Seal & Phone No. :

Date :

**SOLVENCY CERTIFICATE**

**FORM OF BANKERS' CERTIFICATE FROM A  
SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that  
M/s.....having  
marginally noted address, a customer of our bank are/is respectable and can be treated as good for  
any engagement upto a limit of Rs.....  
(Rupees.....)

(Signature) For the Bank

NOTE : (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to  
tendering authority.

(2) In case of partnership firm, certificate should include names of all partners as  
recorded with the Bank.

**FORMAT OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE**  
(to be executed on appropriate value of stamp paper)  
**(To be used by Successful bidder after placement of order)**

To,  
The Centre Director  
Homi Bhabha Centre For Science Education  
Tata Institute of Fundamental Research  
V. N. Purav Road, Mankhurd  
Mumbai 400 088

In consideration of Homi Bhabha Centre For Science Education. Tata Institute of Fundamental Research, N. Purav Road, Mankhurd, Mumbai 400 088 (hereinafter called "Centre") having agreed under the terms and conditions of Contract No. .... Dated ..... made between them and ..... (hereinafter called: The said Contractor(s)) for ..... (hereinafter called "the said Contract") having agreed to provide an irrevocable bank Guarantee for Rs. .... (Rupees ..... only), as a Security / Guarantee from the Contractor(s) for compliance of obligations in accordance with the terms and conditions in the said contract, we ..... (indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the Centre an amount not exceeding Rs..... (Rupees..... only) on demand by the Centre.

2. We ..... (indicate the name of Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the centre stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. 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 centre 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 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 contract and that it shall continue to be enforceable till all the dues of the Centre under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till Engineer on behalf of the Centre certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

**FORM –L**

5. We ..... (indicate the name of Bank) further agree that the Centre 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 Centre or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Centre against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Contract 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 Centre or any indulgence by the Centre to the said Contractor 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 of the Contractor.

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

8. This guarantee shall be valid up to ..... unless extended on demand by Centre. 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 on or before the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and Sealed

Dated the ..... day of ..... for  
..... (indicate the name of Bank).

Signature :

Name of the Officer :  
with No.

Seal :

Email ID :

Phone No. :

**CERTIFICATE OF VISIT TO THE SITE**

**Tender No.:**

To,  
Head Administration & Finance  
HBCSE-TIFR, Mankhurd  
Mumbai – 400 088, India.

Dear Sir,

With reference to your tender mentioned above, we have visited and have understood the scope of work and conditions of the site

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION  
Tata Institute of Fundamental Research  
V. N. Purav Marg, Mankhurd  
Mumbai – 400 088, India**

where the tendered work is to be carried out.

Name & Signature of Bidder :

Name & Signature of Centre's Representative:

Designation :

Date:

Company Seal & Phone No .:

**UNDERTAKING**

1. We have studied the complete tender document and accept all the terms and conditions.
2. It is certified that my firm/agency/company has never been black listed by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency as on **date of bidding**.
3. Works carried out by us shown in **Form C** have been carried out by us directly and not on back-to-back by third parties.

**Date** :

**Signature of the Bidder** :

**Place** :

**Name of the Bidder** :

**Company Seal:**

**Designation** :

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION  
Tata Institute of Fundamental Research**

**FINANCIAL BID (Part II of the tender)**

**Tender No.: HBCSE/CANTEEN/PUB06/2021**

**Providing Catering (Canteen) Services at HBCSE**

**(To be submitted in a separate sealed envelope)**

**Please mention Bidder's name on Price Bid Envelope**

**PRICE SCHEDULE SHOWING SERVICE CHARGES PAYABLE**

**Service Charges  
for catering services  
Payable per month**

**Rs. \_\_\_\_\_**

**+ GST Rs. \_\_\_\_\_**

**Total Rs.=====**

(Amount in words Rs..... only)

**{NO CHANGE IN SERVICE CHARGES WILL BE ALLOWED DURING THE CURRENCY OF CONTRACT}.**

Company Seal (Rubber Stamp)

Signature of Bidder

Date:

Name

Designation