



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR N. E. H REGION
UMROI ROAD, UMIAM, MEGHALAYA-793 103



No. RC(S) 136/2014

Dated Umiam, the 2nd December'2015

TENDER NOTICE

Tender No. RC(S) 136/2014, Dated Umiam, the 2nd December, 2015
Invitation of Tenders for providing Canteen /Catering Services to ICAR (RC) for NEH Region, Umiam
(Last Date & Time for submission: 01:00 pm on 4th January, 2016)

Terms & Conditions:-

1. Sealed tenders are invited from parties/caterers/contractors having sound financial credentials in providing canteen services to our reputed organizations. The Caterer is required to supply tea/snacks, meals etc. to the employees of the Institute Guest staying in the Guest House and to the members attending the office for various meetings of the Institute. The Caterer should have some experience in the catering business to running the canteen of ICAR (RC) for NEH Region, Umiam.
2. **Cost of Tender paper of Rs. 500.00 only** (Non – refundable) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Barapani by means of Demand Draft/ Banker's Cheque, etc., payable at SBI, ICAR Complex Branch, Umiam. Non – submission of the cost of Tender paper shall lead to non – consideration of the Tender.
3. The tenderers shall have to deposit Rs.25,000/- (twenty five thousand) only in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee, valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI, ICAR Complex Branch, Umiam as a bid security, along with the quotation. Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected. The cost of tender paper & EMD should be mandatory kept in the technical bid only.
4. The main cover should be super scribed as "Tender No. RC(S) 136/2014, Dated 02.12.2015 for providing Canteen /Catering Services to ICAR (RC) for NEH Region, Umiam" and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". The Bidding Firm should give their complete address on the bottom left corner of the Main Cover. Tenders to be handed delivered should be put in the Tender box, kept in the office chamber of CAO, ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than **01:00 P.M. on 4th January, 2016**. Tenders received after the due date and time shall not be considered under any circumstances. Tender will be opened on the same date i.e. **4th January, 2016** at 02:30 pm.
5. Furnishing of related documents like Sales tax certificate, tax clearance (up – to date), valid CST/VAT registration certificate, past experience, last 3-5 years financial standing etc. along with all the commercial terms and conditions. Failing which the quotation shall not be considered.
6. The Firm/ Agency run by the Non-Tribal should produce Trading License issued by the KHADC & also produce Municipal Trade License as applicable state to state & Tribals should provide

Schedule Tribe Certificate, failing which the tender are liable to be rejected. Non submission of Trading License, tender rates shall be rejected / not to be considered. None need not apply without having this.

7. The parties/contractors/caterers should have **valid Trade License and Food License for operation/running of the canteen.**
8. (a). License Fee: Accommodation would be provided for canteen at rent per month basis which shall be fixed by the Competent Authority.
(b). Electricity: Electricity will be provided by the Institute and shall deposit electricity charges with on the basis of receipt of demand from the Estate Office, ICAR, Umiam.
9. The parties/contractors/caterers will be provided with the canteen premises and furniture as available in existing canteen. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the contractor.
10. The Contract will be initially for a period of one year. However, after the expiry of six months, the Institute will evaluate the performance of services provided by the parties/contractors/caterers. If the services are found satisfactory, the Institute reserves the right to extend the contract for another 6 (six) months on the same terms & conditions. The Director, ICAR (RC) for NEH Region, Umiam, reserves the right to terminate the contract, at any time during the currency of contract by giving 7 (seven) days notice to the parties/contractors/caterers.
11. The parties/contractors/caterers has to ensure that Canteen Premises are used for only the purpose of running the Canteen Services and not for other purpose in any manner. The parties/contractors/caterers himself and /or his worker should not use the premises of any other business purpose. The parties/contractors/caterers shall not be authorized for any kind of sub-letting the premises in any manner.
12. The parties/contractors/caterers shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen of his own.
13. The parties/contractors/caterers shall be responsible for running the canteen as per the rules applicable and ensure the compliance of the provisions of Employees Provident Fund Act and ESI Act and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract. The parties/contractors/caterers shall obtain necessary license to run the canteen from the Competent Authority & produce to this office. Failing which their tenders shall be rejected.
14. The parties/contractors/caterers shall employ his own canteen staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/salary. The parties/contractors/caterers will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. The Institute shall not be responsible in any manner. The parties/contractors/caterers shall not be a cause, to the security of the ICAR, Umiam in any manner.
15. Payment of canteen staff employed by parties/contractors/caterers must be released by 10th of every month. In case it is noticed and complaint in received from staff that their payment has



not been released, then Institute empowered to release the amount from their Security money accordingly.

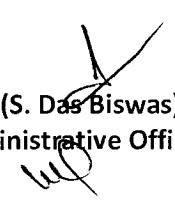
16. The parties/contractors/caterers shall produce and use all fresh and of standard /good quality raw materials, eatables, fuels etc. necessary for running for the canteen at his own cost. The quality of food shall be maintained in consultation with the Committee/Management and the decision of the management in respect of quality and quality of food shall be final.
17. The parties/contractors/caterers will be required to strictly observe timing of the office and also rules framed by the Institute as amended/ provided from time to time.
18. The parties/contractors/caterers shall have to provide the canteen /catering services normally on six days a week and he will also provide the said services on holidays or late hours in the office. He will have to make arrangements to provide the lunch/breakfast/dinner to the guests staying in the Guest House of the Institute.
19. The EMD of Rs.25,000/- deposited by the successful bidder will be kept as security deposit with the Institute without carrying and interest and it shall be refundable upon termination of contract, provide the Contractors discharge his services, according to terms & conditions and satisfactory of the management of Institute, failing which the security deposit shall be forfeited. It is also provided that during the currency of contract if the parties/contractors/caterers withdraw his services and or failed to discharge his services up to the satisfaction of the management the said security shall be forfeited.
20. EMD of unsuccessful bidders will be returned without interest after the completion of tender process.
21. The parties/contractors/caterers shall also undertake and ensure that all the raw materials including milk etc. shall be available during the course of the working hours of the office and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and / or on holiday, if required by the management at the same rate.
22. The parties/contractors/caterers or their authorized representative must be available in the canteen at all times to attend the complaint, if any.
23. **The oil/ghee to be used shall be with ISI mark.**
24. The parties/contractors/caterers will be responsible for maintaining cleanliness inside the Canteen.
25. The parties/contractors/caterers shall provide a portable weighing machine in order to check the weight of item supplied, as per approved rate list.
26. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by the parties/contractors/caterers at his own cost and the same shall be produced for inspection either on demand by the Institute/ESIC/Provident Fund Authorities/ Municipal Authorities or any other official authorized by the Competent Authority in this connection.
27. The parties/contractors/caterers will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
28. **It will be obligatory on the part of the contractor to sign the offer and other documents for all the component's & Parts. After the work is awarded he will have to enter into an agreement**



- for work awarded on a non – judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
29. The parties/contractors/caterers should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
 30. The courts of Shillong shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.
 31. Water shall be supplied by ICAR, Umiam free of cost or with extra payment shall be decided by the Committee.
 32. Bidder should mandatory give their current PAN No., TDS Certified (up – to – date) & other Bank account with Signature/Seal on all the pages.
 33. The bidder has to pay rent for the Canteen for which the said charges may be quoted per month after examining the existing facilities provided by the Institute like furnitures, electrical connections etc. Amount should be quoted in figure & words and should be mandatory kept in the Financial Bid (Bid II).

Only those firms will be considered for financial bid who will qualify in the technical bid.

Note: The Technical bids and financial bids may be submitted in separate envelops to be sealed and put in a main cover.


(S. Das Biswas)
Administrative Officer (G)

Details of Tenderer

1. Name of the Tenderer _____

2. Address _____

3. Registration/License No. _____
(Attested Photostat copy of
License issued by the attached)
4. Sales Tax No. (Attested Photocopy of Sales Tax certificate should be attached)
5. Year of Establishment _____
6. Details of Contracts executed till date.

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof).

S. No.	Name of Contracts	Period	Govt./Semi Govt./Private Organizations
I			
II			
III			
IV			

7.

S. No.	Present Contracts in hand	Period	Govt./Semi Govt./Private Organizations
I			
II			
III			
IV			

8. PAN Card No. _____ (Copy of the Income Tax Return filed in the previous year may be enclosed).
9. Main Power/Resources available :
10. Earnest money deposit: DD No. _____ dt. _____ for Rs.25,000/- drawn on _____.

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us.

Dated:

Signature of the Tenderer with stamp

