



# NATIONAL POWER TRAINING INSTITUTE

(Ministry of Power, Govt. of India)

An ISO 9001 : 2000 & 14001 Organization

BADARPUR, DELHI-44

# BID DOCUMENT

## PROVIDING CATERING SERVICES ON CONTRACT BASIS FOR NPTI (NR) HOSTELS

Cost : Rs. 500/- (Non – Refundable)

Sl.No. : \_\_\_\_\_

Issued to :

# NATIONAL POWER TRAINING INSTITUTE

(Ministry of Power, Govt. of India)

BADARPUR, DELHI-44

## INFORMATION OF COMPETITIVE BIDDING

Tender No- NPTI/NR/Canteen/2012

Dated : 12-03-2012

<b>Name of Work</b>	<b>Providing Catering services on Contract basis for NPTI Hostels.</b>
<b>Value of the work</b>	<b>Rs.-20,00,000/-</b>
<b>EMD</b>	<b>Rs.-40,000/-</b>
<b>Date of Sale of Bidding Document</b>	<b>From -20-02-2012 to 27-03-2012</b>
<b>Last Date for receipt of Bid</b>	<b>27-03-2012 up to 13:00 Hrs</b>
<b>Date of Opening the Bids</b>	<b>27-03-2012 at 15:00 hrs</b>
<b>Place of Opening of Bid</b>	<b>Conference Hall in Institute Building,</b>
<b>Officers from whom the tender Documents can be obtained.</b>	<b>J.A.O / NPTI (NR) / Badarpur</b>
<b>With whom the tender documents can be submitted</b>	<b>To drop in the Tender Box Placed with J E (Civil), NPTI</b>
<b>Tenders addressed to</b>	<b>The Principal Director, NPTI (NR), Badarpur, Delhi-44</b>



# NATIONAL POWER TRAINING INSTITUTE (NR)

An ISO 9001 : 2000 & 14001 Organization

( Ministry of Power, Govt. of India)

Badarpur, New Delhi-110044

No- NPTI/NR/Canteen/2012

Date:- 20-02-2012

## **NOTICE INVITING TENDER**

**Sub:-- Providing Catering Services at NPTI(NR) Badarpur New Delhi, Reg.**

The sealed tenders are invited for providing catering services as per enclosed annexure by the Principal Director, National Power Training Institute (Northern Region) Badarpur, New Delhi - 110044, for a initial period of one year subject to the extendable up to the period of 12 months on the basis of performance of the contractor, on the same terms and conditions. The tender document form duly completed in all respect in accordance with the instructions mentioned here-under should reach this office on or before **27/03/2012 at 2.00 PM**. The tenders shall be opened on the **same day at 3.00 P.M.** in the presence of the bidders or their authorized representatives who may like to be present at their own expenses.

### **Important Instructions:-**

**1. The Tenderers are advised to go through the tender documents, terms & conditions thoroughly and must sign all the pages as a token of their acceptance. The Tenders duly completed in all respect must be submitted along with all relevant terms and conditions, failing which the tenders are liable to be rejected.**

**2. The Tender Documents should be submitted in two parts viz.**

- 1) Technical Bid**
- 2) Price Bid**

Both these parts should be sent in separate sealed cover duly marked as (1) Technical Bid for running of Canteen/Mess & (2) Price Bid for running of Canteen/Mess on the top of envelopes and these both envelopes should be kept in third big size sealed envelop super scribing with the tender enquiry number and due date of opening on the top of envelop and should be addressed to The Principal Director, National Power Training Institute (NR), Badarpur, New Delhi -110044. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.

### **1. Technical Bids:-**

The Technical bids must contain all the relevant details/specifications/certificates of the food items to be provided in the Canteen/Mess including full particulars of organizations where the contractor has provided such services in the current and two preceding financial years. (Self-attested copies of the relevant work orders to be enclosed along with the following commercial terms:

1. Detail of EMD submitted by way of DD in favour of National Power Training Institute payable at Badarpur
2. Trade License/ Food license for running of canteen.
3. Vat/ Sale Tax and Income tax clearance certificate
4. A copy of PAN card
5. Credentials certificate of the contractor/ firm.
6. Terms of payment.
7. Validity of offer should be minimum 90 days from the date of opening the tenders.

## 2. **Price Bids:-**

The price bids should be submitted containing their rates, amount in detail on the body of the original annexure enclosed with the tender schedule, neatly & clearly without any over writing. The prices must be firm and final till the duration of the contract.

The price bids of only those firms shall be opened whose technical bids are complete in all respect in accordance with the specifications of the tender document and has been accepted by this office.

In the first instance the technical bids will be opened on the prescribed date and time in the presence of bidders who may like to be present on the date of opening of the tenders. After scrutiny of the technical bids / details of all the tenders, the observations noticed with regard to the various deficiencies will be communicated to the respective tenderers, if so desired by this office with a view to provide them an opportunity to make up the deficiencies / deviations at par, which noticed in their offer. However, such tenderers will be allowed to revise their technical bids whose technical bids are received at the prescribed date and time and are complete in general. The replies of such tenderers together with the additional price bids if any will be opened along with the original price bids on the specified date and time fixed for the purpose by this office.

The tender documents are not transferable.

The tenders found by vague and indefinite expression such as “Subject to immediate acceptance” and other such conditions will not be considered.

The Canteen building with adequate space will be provided by this office for running the canteen/mess at NPTI NR Badarpur New Delhi.

**3. Earnest Money:** The Tenderer's shall have to deposit the Earnest Money of **Rs.-40,000/-**(Rs. Forty Thousand) only in the form of demand draft in favour of the “NATIONAL POWER TRAINING INSTITUTE”, payable at Badarpur, or in cash to be deposited in this office along with the Technical Bids. The Technical Bids received without earnest money shall not be considered and liable to be rejected. In the case of the firm is exempted from the deposit of earnest money in an individual case, should enclose an attested photocopy of the valid registration letter issued by the appropriate authority in this regard. However, the original certificate has to be produced, whenever called upon by this office.

The earnest money of the successful Bidder will be refunded after the furnishing of valid Performance Bank Guarantee. For the other Bidders, the Earnest money instrument will be returned within 60 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.

**4. Security Deposit:-** The Contractor is required to furnish the security deposit a sum of **Rs.-40,000/-**(Forty thousand) only towards the faithful performance of the contract to cover the performance guarantee for the canteen/catering and any will full loss. The security deposit shall be released on expiry

of the contract without interest, after adjustment of the loss (if any) by the NPTI authority at its sole discretion. The security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder. In case the contractor has submitted the performance bank guarantee, the same will be renewed by the contractor, if contract is extended.

**5. License fee:-** The License fee for Canteen/Mess Building/ Furniture/utensils will be Rs.-3000/- (Three thousand) only per month which shall be paid every month in cash section. Electricity and water shall be provided free of cost. Electricity can be used only for Refrigerators, Hot case, Grinders, Juicers, etc. The preparation/cooking of food and all eatable items is permitted by L P Gas only. No electricity is to be used for cooking purpose in the kitchen.

**6 Payments Terms:-** The payment shall be made with in 30 days after receipt of the Bills in duplicate complete in all respects on monthly basis dully verified from the concerned course coordinator for the catering services provided during preceding month, including all working lunch, packaged boarding facilities for residential programs, snacks arranged for official functions etc. However no advance payments shall be made from the on any account.

**7** The contractor shall ensure that all the items listed in schedule of food items should be made available in the canteen according to the rates, weight, etc. agreed/accepted in the contract and no change of rate will be accepted during the validity of the contract period.

**8** The competent authority of NPTI(NR) shall have full powers to inspect the quality of food served in the hostel and shall have the right to visit and inspect the quality of raw material being used, quality of food stuff sold or supplied by the contractor in canteen at any time, NPTI authority shall have the right to terminate contract forthwith in the case of poor quality and service being provided to the students / trainees. and in case of any deficiency/lapses noticed in this regard, suitable deduction to commensurate therewith will be made from the bills or security deposit for which the complete details and reasons will be intimated to the contractor.

**9** The contractor shall be required to execute an agreement on a stamp paper of appropriate value for a period of 1 year within 15 days of receiving the intimation letter of intent and to start the work within one week of the signing of the agreement.

**10** The contractor shall have to pay monthly wages to his employees deployed for running of canteen based on the prevailing minimum wages rate as per Ministry of Labour, Govt. of Delhi as amended time to time. No minor below the age of 18 years and woman candidate shall be employed by the contractor.

**11** The contractor shall ensure that his employees wear clean cloths as per prescribed uniform and maintain all type of cleanliness while serving the items and attending the Guest, Trainees Students in Hostel and Guest House. All food items/eatables shall always be kept covered properly and be served in proper utensils with proper serving spoons etc.

**12** The contractor shall keep the canteen premises and utensils etc. neat and tidy and shall ensure the hygienic conditions. Healthy sanitation conditions are to be maintained in the canteen all the time.

**13** It shall be responsibility of the contractor to comply with the provisions of various labour laws and shall faithfully discharges all the liabilities under the labour laws. The contractor shall indemnify the NPTI(NR) against the claims arising out the non fulfillment of obligations by him under various labour laws. The contractor shall at his own cost comply with the provisions of all laws, rules, acts, orders, regulations and notifications whether central or local authorities as applicable to him and his employees from time to time.

**14** NPTI(NR) reserves the right to terminate the contract at any time with prior notice of 30 days under normal circumstances. Discontinuation of the contract by the contractor may be permitted at the discretion of the competent authority but the contractor shall submit prior notice of 60 days. The contractor has to submit the particulars of his all the employees deployed for running the canteen along with their Identity cards. No other person of the contractor shall be allowed to stay in the canteen /NPTI premises.

However NPTI (NR) shall not provide any subsidy for the catering services. The contractor shall have to quote their reasonable rate for the menus listed in in the schedule of items.

**15 Prices:** The prices quoted should be firm till the contract period (initially for a period of one year).

**16 Late Receipt of Tenders:** The tenders received after the due date and time due to postal delay or any other reasons whatsoever will not be considered and no correspondence would be entertained in this regard. Any tenders received by FAX will not be considered.

**17. Revision of Price Bid:** No tenderers shall be allowed to revise the original price bid after opening the technical bids, unless some deficiencies / deviations are noticed in their offer requiring alterations to bring at par with the intent of the N.I.T. Specifications and they have been specifically asked for by this office to revise their prices before opening their price bids.

**18. Acceptance of Tender:** This office reserves the right to accept or reject, any or all the tenders, wholly or partially received, without assigning any reason whatsoever. This office does not bind him to accept the lowest tender.

**19. Safety:** The FIRST AID Kit must be kept in the Canteen/Mess for any emergency conditions. The contractor shall be responsible for the safety of the Mess and canteen building including all the material and equipments provided from this office such as LP Gas connection, furniture & fixtures, Air conditioners, Refrigerators, Hot case, Grinder water purifiers, utensils and crockery etc. However the LP Gas shall be arranged by the contractor at own cost and risk as per provision laid down by the Gas provider Agency. The burning of coal in strictly prohibited in the mess / canteen. In the case of any loss /. Breakage / misplacement or theft of any material / equipment provided by this office during the currency of the contract the cost shall be born by the contractor or shall be adjusted from their Bills.

## **Instructions to Bidders**

- 1 This Notice for Inviting tender is open to reputed agencies who have successfully executed catering / mess services in Government Institution / PSUs or any other reputed organization **for a period of one year** from break fast to dinner for a period of two years for **more than hundred candidates**. Certificates of successful execution and a copy of self attested work orders issued by different organizations should be enclosed. The agency should have a turnover of at least Rs. 15 lacs per year during last two financial years in the similar line of business.
- 2 National Power Training Institute, Badarpur, hereinafter will be referred to as The “Purchaser” and the successful bidder shall be referred to as the “Supplier”
3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. The bidder is required to fill up the Profile of its Organization in the format given as per Annexure – 1 of the Bid Document.
5. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their mailing address at the time of obtaining the bid document, will be notified of the amendment, which will be binding. The amendment will also be available in the NPTI website [www.npti.in](http://www.npti.in), [www.nptidelhi.net](http://www.nptidelhi.net) and <http://tender.gov.in/>
6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.
7. The bid prepared by the bidder, as well as all correspondence and documents Shall be written in English language.
8. The bidders having experience of catering services executed with Govt. Departments/ Organisations/ Enterprises will be given preference. In such cases, experience certificate for satisfactory/ Govt. performance of catering services with Central/ State/ Undertaking Autonomous offices Mess/ Canteen from breakfast to dinner, during last two years having more than hundred persons shall be enclosed.

9. The contractor shall have to provide the information to the purchaser as under:-
- (a) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
  - (b) Details regarding any work order that was abandoned at any stage, Prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
  - (c) Details of support facilities to execute the order.
  - (d) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
  - (e) **Valid Food License** obtained from appropriate authority.
- 10 Bids shall remain **valid for 90 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
11. In exceptional circumstances, the Purchaser may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting its EMD. A bidder granting the request will not be required nor permitted to modify the bid. All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.

**12. Deadline for Submission of Bids:**

- (a) Bids will be received by the Purchaser up to the specified date and time. In the event of the specified date for the submission of Bids being declared a holiday, the Bids shall be accepted on the next working day.
- (b) The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**13. Modifications and Withdrawal of Bids:**

- (a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.



- (b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Purchaser should receive it before the deadline for submission of bids.
- (c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

14. **Hostel Inmate Strength**

Minimum 50 to maximum 250 trainees will be staying in NPTI Hostels, and is expected that the strength may vary from time to time or from season to season.

15. **Opening and Evaluation of Technical Bids:**

- (a) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.
- (b) No bidder shall contact the Purchaser on any matter relating to its bid from the time of opening the bid to placing the contract /order. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.
- (c) Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- (d) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately.

16. **Opening and evaluation of Financial Bids:**

- (a) The contractor will have to quote the full day per day per trainee with break up rates for morning coffee / tea, breakfast, lunch, evening tea / snacks and Dinner as per **MENU for Non-residential trainees and staff.**
- (b) Quoted full day rate & breakup rate should be rounded off to nearest rupee.

17. The decision of The Principal Director, NPTI (NR), Badarpur in finalization of the tender will be final and binding.

- (a) The contractor shall maintain Suggestion / Complaint Register in the dining hall and record of all suggestions / complaints by the trainees / students and corrective actions shall be made immediately to the satisfaction of trainees/students and entries shall be made in the register, which shall be produced to the Purchaser, whenever asked for.
- (b) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment / value of this job order shall be reduced on pro-rata basis by the Purchaser and would be binding on the Supplier.
- (c) No escalation of price whatsoever would be allowed during the pendency of the contract.

18. The Purchaser reserves the right to accept or reject any or all the bids at any time, without assigning any reason what so ever, thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Purchaser's action.
19. The Purchaser will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best evaluated bid, within 30 days of the opening of the Financial Bid.
20. The "bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
21. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
22. The Bid document filed by the bidder shall be typed or written in indelible ink.
23. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid covers separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner. The Purchaser reserves the right to reject the bid having deviations from the prescribed terms and conditions.
24. It will be the sole responsibility of the bidder alone to execute the entire contract on its award.
25. Prior to the submission of Bid, the Bidder/authorised representative should personally inspect the Hostels and facilities available at the Purchaser's premises at Badarpur at his own cost and under prior intimation. This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed therein and expected from the Supplier.
26. It will be mandatory for all the prospective bidders to bid for all the items specified in the bid document.
27. The Purchaser at its discretion may exercise an option to place order on the successful tenderer to provide the services in part. The Purchaser shall exercise this option not later than 30 days of the opening of the financial bid. The tenderer shall, at his option, agree to the above, in writing within 15 days of the written offer by the Purchaser.
28. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

29. Where the bid has been signed by the Authorised Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract.

**30. Arbitration:**

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, claim, matter or things whatsoever in any way arising out of the works relating to the contract of execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person to be appointed by the Director General, National Power Training Institute. The proceedings of the arbitration shall be carried out in New Delhi only. The decision of the arbitrator so appointed, will be the final and binding on both the parties.

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## TERMS & CONDITIONS OF CONTRACT

1. No alteration should be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. The successful bidder will be required to provide to the Purchaser a documentary proof of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Supplier under this contract, along with any approval / other order of such Labour Commissioner that the Supplier may be required by any Law or Act in force at the time of the awarding of the contract to the Supplier. In case the Supplier is exempted from obtaining such Registration or approval or other order from the Labour Commissioner, it will be required to produce an Affidavit duly signed by the Principal Officer or the Authorised signatory on behalf of the Supplier that it is so exempted or not required to obtain any such Registration or approval or other order from the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Supplier under this contract.
3. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
4. In the event of bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
5. All above conditions will be enforced, unless written order of Purchaser is obtained relaxing any specific condition in any specific instance.
6. The Purchaser does not bind itself to accept the lowest tender.
7. Any change in the constitution of the concern of the Supplier shall be notified forthwith by the Supplier in writing to the Purchaser and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Supplier in respect of this contract unless he / they agree to abide by all the terms and conditions of the contract.

8. In the event of the Supplier failing to fulfill the commitment or committing any breach of any of the terms and conditions of this contract; or if the Supplier or his employees are guilty of fraud in respect of the contract or any other contract entered into by the Supplier or any of his partners or representatives thereof with the Purchaser; or if the Supplier or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the Purchaser in any way relating to such officers or person or persons, office or employment; or if the Supplier or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the Purchaser, that the Supplier has misled it by giving false/incorrect info, then without prejudice to the Purchaser's right and remedies otherwise, Purchaser, shall be entitled to terminate this contract forthwith, encash the bank guarantee and to blacklist the Supplier and purchase or procure or arrange otherwise at the Supplier's risk and at the absolute discretion of the Purchaser, as regards the manner, place and time of such purchases. The cost of such supplies, together with all incidental charges or expenses, shall be recoverable from the Supplier on demand.
9. In any question, difference or objection whatsoever that may arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof, or the rights, duties or liabilities of either party, then, save in so far as the decision of any such matter as hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regard the rights and obligations of the parties as the result of such termination, shall be decided by the Purchaser and the decision shall be final and binding on the Supplier.
10. The Supplier will be responsible for the conduct of all workers deployed for the work and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Supplier or any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Purchaser will not be liable for any loss or harm to any person within or outside the NPTI campus from any act of omission or commission of any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract.
11. The Purchaser shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Supplier or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NPTI. The Purchaser shall be indemnified by the Supplier for all such claims.
12. Without prejudice to the preceding term of contract, the Supplier will be liable to reimburse the Purchaser of any cost or legal liability / penalty / fine imposed on the Purchaser by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Supplier or any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract
13. After the award of contract, the Supplier shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
14. The Supplier shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages,

etc. The Purchaser shall not be liable for any contravention/non-compliance on the part of the

supplier. Any contravention/non-compliance on the part of the Supplier would be construed as a sufficient ground for termination of the contract at the discretion of the Purchaser. Notwithstanding this, in the event of the Purchaser visited with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Supplier to any statutory laws/rules/regulations etc., the Purchaser reserves the right to recover such fine/penalty etc., from the Supplier by way of recovery from the bills raised by the Supplier or by any other means.

15. The Supplier will ensure that no person deployed by it indulges in smoking, drinking alcohol, chewing paan, tobacco etc or unnecessarily loitering in the premises without work. If any person deployed by the Supplier is found to be indulging in these activities, a penalty of **Rs. 100 per person per incident will be leviable** by the Purchaser, which will be intimated by the Purchaser to the Supplier within 3 days of the incident, and deducted from the monthly payment of the Supplier.
16. The Supplier promptly replace any person deployed by it, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within the NPTI Campus or unfit for being deployed for these services by the Purchaser. In case the Supplier fails to remove or replace such person beyond three days after the request of the Purchaser to replace him, a penalty of **Rs. 100/- per day per such person** will be leviable by the Purchaser, which will be intimated by the Purchaser to the Supplier within 3 days of the incident, and deducted from the monthly payment of the Supplier.
17. The Purchaser may discontinue the contract at any point of time, by giving a notice at least **30 days** before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Supplier or any other person.
18. The Supplier may discontinue the contract the contract at any point of time, by giving a notice at least **60 days** before the intended date for discontinuation. But will forfeit its performance guarantee submitted by it in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The Purchaser will have the right to claim damages, and recover them from the payments due to the Supplier or by any other means, in addition of Forfeiting the performance guarantee of the Supplier.
19. On the expiry of the contract, the supplier shall handover all the articles/equipments in good condition, which were entrusted to it. The Performance Bank Guarantee will be released by the Purchaser on the expiry of the contract only if the Purchaser is fully satisfied that all the articles/equipments have been handed over to the Purchaser and the equipment and property under the custody of the supplier have not been damaged. In case of any damage to the articles, equipment or property under the custody of the supplier, an amount equivalent to the damages will be intimated by the Purchaser and will have to be paid by the Supplier before the Performance Bank Guarantee is released. In case of delay of more than 15 days in payments, the Purchaser may, at its discretion, recover the same amount out the Performance Bank Guarantee furnished by the Supplier.
20. Contractor will ensure the proper uniform to the catering/service personnel's

# SCOPE OF WORK

## Specification of Services to be rendered

The services required to be carried out by the Supplier are given below. These are only indicative and not exhaustive. The services expected from the contractor should be of the highest standards and are indicated in the following paragraphs. The Supplier shall have suitable staff deployed for this purpose with his own system of supervision and management, and shall have to furnish the details of the employees along with their Identity Cards to the purchaser. Mess employees should be with proper uniform having name of the firm mentioned on the front pocket of the shirt.

- 1 The Supplier has to provide HYGIENIC and quality FOOD and other items as per the approved MENU and RATES as agreed upon. The food materials used for cooking must be of best quality as approved by relevant authorities viz. FPO / AGMARG / ISO etc. and good quality vegetables, which is subject to the verification of NPTI authorities.
- 2 The Purchaser will provide the available items for kitchen including LPG manifold cooking gas connection and dining hall to the contractor for smooth running of the catering service in NPTI hostels and Office. Damage or loss to any of the listed items shall be replaced/ repaired by the contractor. Any dispute related to damage/repair or any other problem, the Principal Director, NPTI will be the supreme authority and his decision will be final.
- 3 Contractor will have to arrange enough utensils and crockery of good quality for cooking and for serving to trainees. The contractor has to satisfy the availability of minimum five to ten numbers of commercial cylinders before commencing the work.
- 4 The electricity and water will be provided by NPTI for the catering services at free of cost.
- 5 The contractor shall arrange for replacement of all electrical bulbs required for use on the electrical installation provided in the kitchen and storeroom and to keep the electric installation in a clean condition by properly dusting/wet mopping the fans and fittings etc.
- 6 The electricity should not be used for cooking purpose under any circumstance. Electricity shall be conserved, by using minimum lights and fans and other electric appliances. Electricity can be used for Refrigerators, Hot case, Grinders, Juicers, etc.
- 7 The license fee as decided by the authority @ Rs. 3000/- p.m. for premises allotted to the contractor is to be paid by the contractor by 10<sup>th</sup> of each month. Penalty @ Rs. 50/- per day maximum Rs. 500/- will be charged in case of delay in payment for each month.
- 8 The Supplier should not make any alteration or addition to the premises allotted to them without the written permission of the authority. Any alteration/addition made by the contractor without permission shall become the property of NPTI, and the contractor shall not be entitled to any compensation or claim while termination / expiry of the contract. Any alteration/addition made by the supplier without permission, shall be removed at the risk and cost of the supplier.
- 9 The Supplier shall not be allowed to sublet or sub-contract the premises/contract to any other agencies under any circumstances.

10. The Supplier shall hand over the premises to NPTI in the same condition in which they were at the Commencement of the contract. However fair wear and tear are accepted.
11. The contractor will have to arrange serving of food at dining hall of Executive Hostel and Students' Hostel.
12. The contractor shall be personally responsible for satisfactory execution of the contract. He shall make himself available on the site as frequently as actually needed by the work requirement. He shall also make himself available whenever called by the NPTI authority for taking corrective measures for better performance. The contractor shall post an experienced and qualified supervisor on regular basis, who shall interact with the NPTI authority for day-to-day requirements.
13. In Sundays or any other days, when the trainees arrive before commencement of the session at Hostels, or for those trainees who stay overnight on the last day of his/her session, it will be the responsibility of the contractor to provide them food. For such extra meal and breakfast, the trainee may be charged as per the break up charges quoted and approved.
14. The contractor should supply fruits / milk, bread, khichadi, gruel / curd etc. in lieu of meals to the sick trainees. Hot water for drinking purpose shall be supplied to the trainees who demand for it without extra charges. He should provide appropriate food like faraly chiwada / sav, faraly jalebi / fruits during religious fasting days in lieu of meals. The contractor will charge separately for such fast materials and the rate decided by the mess committee.
15. The contractor in consultation with the mess committee will prepare breakfast, lunch and dinner dishes as per menu prescribed in the bid document. The weekly dishes (Menu) should be displayed on the notice board. He should provide variety in taste by changing the vegetables, spices etc.
16. In case a trainee is absent for less than one day no refund of mess charges is allowed. But if the period of absence is three day or more continuously, with prior intimation of 24 hours, 70% rebate of the schedule daily rate, per head per day of absence rounded off to the nearest rupee, is refundable to the trainee earliest by the contractor on production of permission letter to remain absent, issued by the Program Director, NPTI. After availing rebate, if the trainee returns early and desires to avail food then he/she may do so by paying breakup charges for that part of food facility. This authorized absence will also be entered by the trainees in the register maintained by the contractor, kept open at the counter.
17. When the trainees/students goes on field visit (study tour) as approved by the Program director, NPTI, Badarpur the contractor has to supply Food Packets to individual trainee going on visit. The contractor has to arrange cooked food of twelve Puris' with Sabji (suka 250 gms), veg-pulao (100 gms) per trainee. The contractor has to ensure proper food for the officials accompanying the trainees during such occasions. During night, when they arrive late, the contractor must make arrangements for serving them dinner, by employing enough workforces at his cost
18. There will be strict check on quality of food. The prohibited items like baking soda, chemical colors, adulterated oils should not be used for preparation of food/sweets. The food supplied should be qualitatively good & tasty as per menu prescribed in the bid document.
19. Display Board should be used in the mess hall showing:(1) oil used, (ii) Aatta used, (iii) rice used. The Supplier shall prominently display the menu and rates in the canteen.



20. The Supplier shall charge the rate of eatable, hot and cold drinks as approved by NPTI (as per the contract) and to be collected directly from the trainees/staff of NPTI. However, payment of official Lunch/snacks, packaged boarding charges for residential programs will be paid by NPTI as and when it is intimated officially.
21. During Workshop / Seminar / conference etc., the contractor will have to provide tea / coffee snacks etc., as per the requirement. The menu & the rate can be fixed in consultation with NPTI authority. When situation demands, working lunch is to be arranged in the mess with rate and menu decided by the NPTI authority and the contractor. The contractor must himself ensure that the officers will be served satisfactorily. In case of any complaint, rate will be reduced to half the rate in addition to penalty.
22. During general fast day namely Aashadhi Ekadeshi, Kartik Ekadeshi & Mahasivratri, etc. fast related items including fruits should be served as per the requirements of the trainees. A register to know their choice well in advance should be kept in the mess hall and approval taken. Tea/snacks for faculty/staff members to be served at 11.30 AM and 3.30 PM as per requirement on payment basis.
23. **HYGENIC CONDITIONS**
  - a. Crockery & serving bowls must be properly cleaned.
  - b. Kitchen & Mess hall should be thoroughly cleaned daily.
  - c. Drums meant to store atta & food grains should be properly covered.
  - d. Fresh vegetables must be used. Waste vegetables must be disposed off immediately.
  - e. Proper cleanliness inside as well as outside of the Mess premises should be maintained.
24. **GENERAL CONDITIONS FOR PREPARATION OF FOOD & ITS SERVING**
  - a. Rice should be cooked properly.
  - b. Chapatti should be baked properly & it should be soft.
  - c. For preparation of SABJI each day, the vegetable must be changed.
  - d. Potatoes mixed with any vegetable should not exceed 20 %.
  - e. Basmati rice of reputed brand at least one year old should only be used.
  - f. Readymade atta should not be used for chapati. Branded atta only should be used.
  - g. Different salad items to be served each time. At least two items of salad are to be provided during LUNCH & DINNER as per Menu.
  - h. OIL must never be reused for making puri, vegetable etc.
  - i. Sweet served should be prepared of pure ghee. It should be fresh & tasty. In case it is to be procured from outside it must be from Haldiram Bhujawala.
  - j. Fruits served for LUNCH should be fresh & of good quality.
  - k. Milk served at breakfast & for tea / coffee etc., must be packets of "Mother Dairy / Amul brand milk.
  - l. On every Sunday, during LUNCH time VEGETABLE PULAO should be prepared using BASMATI RICE (White) ONLY.
  - m. Weekly Menu is to be fixed after consultation with Hostel Warden and Trainees which shall be displayed. In case of non compliances of Menu the penalty is liable to be levied

by The Principal Director, NPTI. Mess Committee will decide changes in Menu as and when required.

- n. For trainees suffering from diabetes, heart ailments, or sick patients, separate tea / coffee or food items should be arranged by the contractor, on written request duly approved by Program Director.
- o. Mineral water / cold drinks / ice-cream should be served on extra payment on

## 25. PENALTY CLAUSE

- I If the quality or quantity of food items is not provided as per the menu prescribed in the bid document a penalty of rupees Rs.15/- per item per trainee will be imposed for the first time. On second instance, if the same deficiency is repeated then a penalty of Rs. 30/- per item per trainee will be imposed as decided by the mess committee.
  - II Finally if the same lapse is persistent even after giving two chances & penalties imposed, the case will be referred to the competent authority for imposing the fine, which may range from Rs. 500/- to Rs.10,000/- on each occasion.
  - III The amount of penalty so imposed by the mess committee should be deposited with J.A.O/Accounts section, NPTI, Badarpur within six days of imposing the penalty as approved by Head of the Institute, NPTI, Badarpur.
  - IV The decision of The Principal Director, NPTI(NR), Badarpur in case of imposing of penalty will be final and binding.
  - V In case of gross misconduct, misbehavior or major deviation from the terms & conditions prescribed in the tender by the contractor, then the competent authority may terminate the contract with the forfeiture of S.D.
  - VI If the leftover food and other disposable items are not disposed outside the NPTI campus as assigned within the same day then a penalty of Rs.700/- may be imposed per occasion.
  - VII If hygienic condition is not observed in the cleaning of utensils and other serving bowls then a penalty of Rs.500/- per occasion may be imposed.
  - VIII In the event of failure to deposit the monthly rent / penalty amount or any other dues within thirty-days from the date of issue of order the contract is liable for termination with forfeiture of security deposit.. The Principal Director, NPTI, Badarpur, will take the decision in such case.
26. Accommodation for staff working with the Supplier will be provided in side the campus (TYPE –I quarter) as on payment basis as per the prevailing market rent.
27. Employment of child labour is strictly prohibited. No women employee should be employed in the late night hours.
28. The Supplier shall provide full details of the employees (including residential address) working in the mess.
29. The Supplier should submit a copy of the valid food license to run the mess obtained from the appropriate authority of MCD/NDMC.

# STANDARD MENU

(For Trainees/Students staying in hostel)

## 1. BREAKFAST (WITH TEA / COFFEE)

Tea/coffee of a minimum 100 ML. Water & Milk should be in the ratio of 1:1.. Coffee should be prepared from “Nescafe” along with any one of the items mentioned below:-

1. Bread Britannia with butter-20gms and mixed fruit Jam .....4 Pcs large
2. Masala Dosa with Chutney & Sambhar (only on Sunday)..... . 2 Pcs
- 3 Stuffed Paratha ( with Sauce / Chatni / Achar/ Curd)..... . 2 Pcs
- 4 Idli With Sambhar & Chutney. .... 4 Pcs
- 5 Sambar Wada With Chutney. .... 4 Pcs
- 6 Puri With Bhaji. .... 4 Pcs
- 7 Cholay Bhatore. .... 2 Pcs
- 8 Pav Bhaji. .... 2 Pcs
9. Uttappam with Sambhar & Chutney ..... 1 Pcs

## 2. LUNCH

- (A) **Phulka / Chapati, (Puri on every Sunday During Lunch only)**  
(Branded Aata is to be used)-
- (B) **Plain Rice :-** (Basmati Rice) Vegetable Pulao of on **Every Sunday During Lunch.**
- (C) **Dal :-**(Tur Dal /Mung Dal / Masur Dal / Mix Dal / Rajma /Soyabeen Choole and Sambhar to be prepared thick.
- (D) **Sukhi Green Sabji :-** (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single or with Alu, (5) Cabbages, (6) Simla Mirch Single or with Alu, (7) Zunka Besan, (8) Beans, (9) Karela, (10) Baigan Bharta, (11) Guard (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals (18) Tinde or any other Seasonal Vegetables.

**OR**

**Curry Sabji -** (1) Dam Alu, (2) Palak or Methi Paneer, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/Bharva Baigan/Tinde, (6) Alu Baigan,(7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi With Alu, (10) Mixed Usal,(11) Alu Matar , (12) Kabuli Or Kala Channa With Alu,(13) Methi Besan, Chubak (Besan Wadi),(14) Malai Khofta Etc.,(15) Soyabeans (16) Dry Peas, (17) Rajma, or Seasonal Sabji can be used.

**Note:- Lunch Minimum Menu**

- (1) **Rice & Roti,**
- (2) **One Vegetables,**
- (3) **Dal / Channa / Rajma,**
- (4) **Salad**
- (5) **Dahi**

**3. DINNER**

(I) The Sweet-60 gms and Kheer- 100 gms is to be provided instead of Dahi once in a week  
All other items will remain similar to Lunch except change in vegetable (Sabji) vegetable  
used for lunch should not be repeated.

**Note :- Food Must Be Tasty with Less Masala, Salt & Oil**

**4. EXTRA ITEM :-** Pure Milk (Hot/cold) is to be provided to the trainees on demad at a quoted Rates. Any trainee can take cold drink/ ice cream on payment basis.

**NOTE :-**

**Under unavoidable circumstances any change in the menu can be effected in consultation with mess committee.**

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## **SPECIAL MENU**

**(For the Trainees/Students for residential courses)**

### **1. MORNING BED TEA / COFFEE ( 06:30 To 07:00 A.M.)**

Morning bed tea/coffee of a minimum 100 ml should be served to trainees/students/ guests in their rooms in all the hostels around 06:30 AM with proper flask & cups. Water & Milk should be in the ratio of 1:1. Milk here means pure cow milk of Mother Dairy/ Amul without water. Coffee should be prepared from “ Nescafe”.

In addition to the above during lecture breaks tea/coffee with biscuits/Bread Pakoda/ Samosa on two sessions shall be provided.

### **2. BREAKFAST (WITH TEA / COFFEE )**

**Breakfast should be as per Standard Menu.**

### **3. SPECIAL LUNCH-**

- (I) **Vegetable Soup -1 Bowl**
- (II) **Phulka / Roti :-** (Branded Aata is to be used)
- (III) **Vegetable Pulao** (Basmati Rice is to be used)

**Dal :-** Tur Dal /Mung Dal / Masur Dal / Mix Dal / Rajma /Soyabeen Choole and Sambhar to be prepared thick.

**Sukhi Green Sabji :-** (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single or with Alu, (5) Cabbages, (6) Cauli flower (7) Zunka Besan, (8) Beans, (9) Karela, (10) Baigan Bharta, (11) Guard (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals (18) Tinde (19) Simla Mirch Single or with Alu, or any other Seasonal Vegetables.

**AND**

**Special Sabji -** (1) Dam Alu, (2) Palak or Methi Paneer, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/Bharva Baigan/Tinde, (6) Alu Baigan,(7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobhi With Alu, (10) Mixed Usal,(11) Alu Matar , (12) Kabuli Or Kala Channa With Alu,(13) Methi Besan, Chubak (Besan Wadi),(14) Malai Khofta Etc.,(15) Soyabeans (16) Dry Peas, (17) Seasonal Sabji can be used.

(VI) Curd (Limited)- 100 ML (No Tin Curd should be used) Dahi Curry (Kadi)

(VII) Pickle (Limited) Diff. varieties should be used (Suruchi/Bedekar).

(VIII) Salad (Limited) Minimum Two Items. (Kukumbar, Beet, Radish, Carrot).

(IX) Papad (Limited) Lijjat / Bikanare (Mung Or Mixed with Urad). Roasted Or Fried.

(X) Sweet- 60 Gms ( Gulab Jamun / Ras gulla / Burfee or Ice Creem

**Note:- Minimum Menu for Special Lunch-**

- |                            |                             |
|----------------------------|-----------------------------|
| 1. Rice & Roti,            | 2. One Vegetable,           |
| 3. Salad,                  | 4. Papad,                   |
| 5. Dal / Channa / Rajma    | 6. Paneer Dish/ Malai Kofta |
| 7. Pickles,                | 8. Curds / Raita,           |
| 9. Sweet dish or Ice cream |                             |

**BUFFE MEAL - The rates for Buffe meal consisting of the items mentioned in Special Lunch & Dinner may be quoted.**

**4 Special Dinner- As per Special Lunch**

**5. Evening Tea & Snacks:**

- a. **Snacks** (With Tomato Sauce/Chutney)(Limited):-**50 To 70 Gms** Any One of the following on rotation basis.(1) Alu Bonda, (2) Bread Pakoda, (3) Mung Pakoda, (4) Samosa (5) Cutlet , (6) Wafers, Etc.
- b. Tea Or Coffee:- 100 MI ( Quality as Morning Tea/Coffee)

**Note :- Food Must Be Tasty with Less Masala, Salt & Oil.**

**EXTRA ITEM :-** On request pure Milk (hot / cold) is to be provided to the trainees at a quoted rates. Any trainee can take cold drink/ ice cream on payment basis.

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# TENDER FORM

## (Financial Bid)

(On the letter head of the concern submitting the bid document)

**The Principal Director  
National Power Training Institute(NR),  
Badarpur, New Delhi – 110044.**

**Ref.: Tender No.**

**Date-**

**Sir,**

1. Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for providing services as per the invitation and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the services of the bid document is as below:

### **I. Standard menu rates for Trainees/Students staying in hostels**

1	Breakfast	@ Rs. (in fig.)..... Rs. (in words).....
2	Lunch	@ Rs. (in fig.)..... Rs. (in words) .....
3.	Evening Tea with snakes (Samosa/Pakoda/Biscuits	@ Rs.(in fig.) ..... Rs. (in words) .....
4 . .	Dinner	@ Rs. (in fig.)..... Rs.(in words) .....
5 . .	Full day rate per trainee per day	@ Rs. (in fig.)..... Rs. (in words).....
6 . .	Total rate per trainee per month	@ Rs. (in fig.)..... Rs. (in words).....

**Signature:.....**

Name of contractor with office seal

## II. Special menu rates for residential courses

1	Morning Tea	@ Rs. (in fig.)..... (in words) .....
2	Breakfast	@ Rs. (in fig.)..... Rs. (in words).....
3	Lunch	@ Rs. (in fig.)..... Rs. (in words) .....
4.	Evening Tea with snakes (Samosa/Pakoda/Biscuits	@ Rs.(in fig.) ..... Rs. (in words) .....
5	Dinner	@ Rs. (in fig.)..... Rs.(in words) .....
6	<b>BUFFE MEAL</b>	@ Rs. (in fig.)..... Rs.(in words) .....
7	Full day rate per trainee per day	@ Rs. (in fig.)..... Rs. (in words).....
8	Total rate per trainee per month	@ Rs. (in fig.)..... Rs. (in words).....

**Signature:.....**

Name of contractor with office seal



## Menu on Piece Rate Basis for Students / Trainees and staff

Sl.no.	Name of Item	Price (Rs./Ps.)
1.	a) Tea Special 100 ml. (Readymade)	
2.	b) Tea Special 100 ml. With tea bag	
3.	Coffee 100 ml	
4.	Cold Drinks (Pepsi/Coke/Limca etc.200 ml, 300 ml and 500 ml)	
5.	Lemonaede	
6.	Lassi (150 gm Curd) Sweet or Salty	
7.	Toast and Butter ( 2 Bread Pieces)	
8.	Toast and Jam ( 2 bread pieces)	
9.	1 Samosa ( 70 gm) with chatni	
10.	1 Kachodi (950 gm) with chatni	
11.	1 Vegetable cutlet with chatni	
12.	Vegetable Sandwich ( 2 slices)	
13.	Veg. Momos	
14.	4 Poori with Choley / subji	
15.	2 Bhatura with channa	
16.	Bread pakoda	
17.	Idli/ vada	
18.	1 plane pratha	
19.	Plain curd ( 100 gm)	

20.	Seasonal Vegetable – 1 plate	
21.	Dal fried – Full plate	
22.	Vegetable Soup – 1 cup	
23.	Tomato soup – 1 cup	
24.	Chapati per piece	
25.	Plain Nan	
26.	a) Plain Rice full plate ( 150 gm) b) Plain Rice half plate (75 gm)	
27.	Zera Rice/Veg. Pulao ( 150 gm)	
28.	Burfi/Rasgul a/Gulab jamun	
29.	Milk (250 gms.) with suger	
30.	Ice cream ( 100 gm.)	
31.	Shahi Paneer/Palak Paneer/Mater Paneer/Malai Kofta or special seasonal vegetable to be prepared daily a) Full plate - 300 gm b) Half Plate - 150 gm	
32.	Mineral Water (1/2 Ltr, 1 ltr, 20 Ltrs. Jar)	
33.	Disposal Glass	

**Note :** (Any other item shall be included in the above list with the prior approval of the Competent Authority as and when required.)