



CSIR - NATIONAL BOTANICAL RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

Rana Pratap Marg, Post Box No. : 436, Lucknow – 226001 (U.P.).

Ph. No. 0522-2297882-83

(website : www.nbri.res.in)



NOTICE INVITING E-TENDER

No.7/70/NBRI/Canteen/2022-23-Gen.

Dated : 17-03-2023

E-Tenders in two bid system are invited from financially sound parties in the prescribed format by the Director, CSIR-National Botanical Research Institute, Lucknow for the following work :-

Sl. No	Description of Job	Estimated annual value/Cost (in Rs.)	Cost of the tender document (in Rs.)	EMD (in Rs.)	Last date and time for receipt of e- tender	Date & Time of opening of technical bid
1	Providing Catering Service to CSIR-NBRI at Main Building, Garden Block and Guest House (Three canteens)	Rs.40 Lakhs	NIL	Rs.80,000/-	06-04-2023 up to 3.00 P.M.	07-04-2023 at 3.30P.M.

The eligibility criteria, security money etc. with detailed terms and conditions are available in the tender document which may be downloaded from our website www.nbri.res.in or <https://etenders.gov.in/eprocure/app>.

Further amendments/extension of date, if any, will be hosted on Institute's website.

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Contents of Tender Document

Sl No.	Particulars	Page Number
1	General Terms and Conditions	1-3
2	Scope of Work	4-5
3	Firm's/Contractor's Responsibilities	6-7
4	Responsibilities of CSIR-NBRI	8
5	Annexure X (Details of Inventories)	9-15
6	Service Requirements from Contractor	16-18
7	Penalty Clause	19
8	Annexure-I (Regular service and timings)	20-21
9	Annexure-II (Item payment basis)	22-24
10	Annexure-III (Contractor's particulars)	25-26
11	Annexure-V	27-31
12	Financial Quote	32
13	Format for Agreement	33-41



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TENDER DOCUMENT

No.NBRI/CANTEEN/2022-23

Contract for providing Catering Service to CSIR-NBRI at Main Laboratory at Main Building, Garden Block and Guest House (Three canteens)

1	Cost of Tender Document	NIL
2	Period of contract	Two years from date of contract award (The contract is for a period of two years. However, initially the contract shall be for a period of one year with a provision to extend for subsequent year subject to satisfactory performance)
3	EMD	Rs. 80000/- (Rupees Eighty Thousand only) (By Demand Draft/Banker's Cheque) in favour of Director, CSIR-NBRI, Lucknow
4	Period open for downloading of Tender Documents	18-03-2023 from 9.00 AM to 06-04-2023 till 01.00PM
5	Pre-Bid meeting	31-03-2023 at 11.00 AM at Meeting Rooms at K.N.Kaul Block, Main Building, CSIR-NBRI Lucknow
6	Announcement of changes (if any) in the tender document	05-04-2023 at 10.00 AM on website
7	Last Date of Submission of E-Tender	06-04-2023 till 03.00 PM
8	Date of Opening of Technical Bid	07-04-2023 at 03.30 PM at Meeting Rooms at K.N.Kaul Block, Main Building, CSIR-NBRI Lucknow
9	Date & Place of Opening of Price Bid (for the technically successful bidders only)	Will be updated on e-tender portal after Technical Evaluation.



वै.आ.अ.प.-राष्ट्रीय वनस्पति अनुसंधान संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

राना प्रताप मार्ग, लखनऊ-226001 (उ.प्र.)



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NOTICE INVITING TENDERS FOR PROVIDING CATERING SERVICES TO CSIR-NBRI

No.NBRI/CANTEEN/2022-23

Date: 17-03-2023

National Botanical Research Institute (NBRI), Lucknow, a constituent unit of Council of Scientific & Industrial Research an Autonomous Organization under the Ministry of Science & Technology, Govt. of India is a premier R&D laboratory of international repute. **E- Tenders** under **two-bid system** are invited on behalf of Director, CSIR-National Botanical Research Institute, Lucknow from a Lucknow based, renowned, experienced, well established and registered agencies/organizations for providing catering services at CSIR-NBRI as per the following details:

Description of Work	Validity of contract	Cost of Tender Document	EMD
Managing the entire activity of providing Catering Services including cleanliness and maintenance of CSIR-NBRI Canteen in Main Building, Garden Block and Guest House.	The contract is for a period of two years. However, initially the contract shall be for a period of one year with a provision to extend for subsequent year subject to satisfactory performance	NIL	Rs.80,000/- (Rupees Eighty Thousand only) By Demand Draft / Banker's Cheque or valid NSIC /MSME Registration Certificate

Note: EMD is exempted for NSIC/MSME Registered Firm. Certificate shall be submitted along with the bid. The terms & conditions and other requirements are given in Annexure I to VIII.

Eligibility Criteria: (Proof to be submitted)

1. Valid Form-C issued by **Food Safety & Standards Authority of India**
2. **GST Registration Certificate**
3. A copy of Partnership Deed is to be submitted in case of partnership firm.
4. The tenderer should have to upload/submit experience certificate of having successfully completed similar works/contracts of Government Departments/Public Sector - Central or State corporations/Public Sector Banks/ Autonomous Bodies during last 05 (five) years which should be either of the following: Three works for each costing not less than the amount equal to 40% of the estimated cost i.e. Rs. 16,00,000/- (Rupees Sixteen Lakhs only) each OR Two works for costing not less than amount equal to 50% of the estimated cost i.e. Rs. 20,00,000/- (Rupees Twenty Lakhs only) each OR One work for costing not less than the amount equal to 80% of the estimated cost i.e. Rs. 32,00,000/- (Rupees Thirty Lakhs only). Documentary evidence for the above should be uploaded on bid without which the e-tender is liable for rejection at the discretion of CSIR-NBRI, Lucknow without assigning further reasons thereof.
5. The tenderer should have minimum annual turnover of Rs 25 lakh (Rupees Twenty Five Lakh only) in each of the last 3 (three) Financial years i.e. 2019-20, 2020-21 & 2021-22. The tenderer should have to upload/submit the audited balance sheet duly certified by CA.

On fulfilling the eligibility criteria, an internal committee of the laboratory would evaluate the applications in terms of capability, experience, infrastructure etc. The firm/contractors minute attention to detail in order to maintain high standards of food quality and hygiene would be one of the main criteria of short listing. The firm/contractor may be called to make a presentation of the profile of the firm and elucidate their performance indicators in their respective areas. The Committee may also visit if need be for personal evaluation where they are providing presently their catering services. Based on the above parameters, only such of those contractors/agencies/firms who fulfill the criteria as adopted by the committee constituted for the purpose would be shortlisted as qualified for further consideration of the financial quote. The financial quote of only those shortlisted contractors/agencies would be opened and the award of the contract would be finalized.

How to apply:

The Contractor/Agency fulfilling the eligibility criteria **may submit their bids through E-Tender portal i.e. www.etenders.gov.in** and tender documents are also available on CSIR-NBRI website between 18-03-2023 from 09:00 AM to 06-04-2023 till 01:00 pm. The completed tender documents in all respects along with EMD by Demand Draft/Banker’s cheque drawn separately in favour of **“The Director, CSIR-NBRI”** payable at **Lucknow** super-scribing the Name of the work and due date on the envelope, if sent by post, should reach the following address:

The Director
 CSIR-National Botanical Research Institute,
 Rana Pratap Marg,
 Lucknow-226001

or

to be dropped in the tender box kept at the Security, CSIR-NBRI, Lucknow, latest by 03:00 PM on **06-04-2023** and technically bid will be opened on the next day i.e. 07-04-2023 at **03:30PM** on CPP portal. If any relative of the tenderer is an employee of CSIR-NBRI, the name, designation and relationship of such employee shall be intimated in writing, while submitting the tender.

The dates to remember are indicated below:

Sl No.	Particulars	Date & Time
1	Opening date for downloading of tender forms	18-03-2023 at 9.00 AM
2	Last date for downloading of tender forms	06-04-2023 till 1.00 PM
3	Pre Bid meeting	31-03-2023 at 11.00 AM
4	Last date of submission of E-tender	06-04-2023 till 03.00 PM
5	Opening of the Technical Bid	07-04-2023 at 03:30 PM
6	Opening of the Price Bid	Will be updated on e-tender portal after Technical Evaluation.

Tenders received after the specified date and time, submitted without EMD/valid NSIC/MSME Registration Certificate, Cost of Tender Document and incomplete tenders are liable to be rejected. The tenders will be opened in the presence of representatives of agencies who choose to be present.

It may be noted that if any information furnished by the contractor is found to be incorrect at a later stage, he shall be liable to be debarred from further consideration. The Director, CSIR-NBRI, Lucknow reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

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Details of the scope of work and terms and conditions

Instruction to Tenderers

Tender should be submitted in two parts. **Part-I** should consist of all the technical details including their previous experience and other commercial points. **Part-II** should contain only the price of items separately. Signed and sealed Part-I and Part-II should be kept in separate sealed covers and both covers should be superscribed as "Tenders for providing Catering Service to CSIR-NBRI". Cost of Tender Document should be kept in a separate sealed cover superscribed as "Cost of Tender Document- For providing Catering Service to CSIR-NBRI, EMD should be kept in a separate sealed cover superscribed as "EMD – For providing Catering Service to CSIR-NBRI", and all the four covers should be kept in a big single sealed cover superscribed as "Tenders for providing Catering Service to CSIR-NBRI". Bidders must ensure that the Bids are submitted through online portal, otherwise hard copies will not be accepted.

The tenderers may note that the Technical Bid will be opened first on **07-04-2023 at 03:30 PM** and the financial quote of those contractors/agencies, which are declared as qualified based on Technical Bid will only be opened through online portal. The date of opening of Financial Bid will be updated on E-portal after technical evaluation of the bid.

Details of the Contract

CSIR-NBRI requires a reputed, able and experienced canteen contractor to run its canteen at Main Building, Garden Block and Guest House of CSIR-NBRI, Lucknow.

Period of Contract: The contract is though for a period of two years, initially it will be awarded for a period of one year with an option of extension for one more year subject to satisfactory performance. If during the period of contract, the performance is found to be not satisfactory, the contract would be terminated by giving a notice of one month. While the contract is in progress, either party can terminate the contract with a notice period of three months. The contractor has to cite valid reasons for foreclosing the contract before the completion of the period of contract failing which the Security Deposit will be forfeited.

Earnest Money Deposit: An Earnest Money Deposit of **Rs.80000/-- (Rupees Eighty Thousand only)** to be deposited for providing catering service at Main Building, Garden Block and Guest House of CSIR-NBRI, Lucknow as a caution deposit to ensure adherence to the terms and conditions of the contract. This deposit does not carry any interest and would be refunded to the unsuccessful bidders after finalization of award of contract.

Security Deposit: A Security Deposit of **Rs.4,00,000/-(Rupees Four Lakh only)** in the form of Demand Draft/Fixed Deposit Receipt in favour of Director, CSIR-NBRI, Lucknow has to be submitted before commencement of Contract to the Laboratory to cover the period of contract. This deposit does not carry any interest and would be refunded on termination/satisfactory completion of

contract after adjusting the dues, if any, to CSIR-NBRI, Lucknow.

Statutory requirement: The contractor should meet all statutory requirements with all necessary licenses to run a canteen in the Laboratory. The original documents, certificates/licenses and credentials, are to be produced for verification along with a copy of each of them for Laboratory records

Firms/Contractors responsibility:

Managing the entire activity of CSIR-NBRI Canteen by providing catering services to the staff and guests of the Laboratory.

Providing catering services within the campus (Tea / Refreshments / Lunch / Dinner) in the areas identified by CSIR-NBRI officials for occasions such as seminar / symposium/ conferences etc as per requirement.

Maintaining cleanliness and Hygiene of the Canteen at all times.

Procurement of quality raw materials and branded ingredients for preparation of the food.

Upkeep and maintenance of the Kitchen area, Dining tables, serving area of Canteen.

To arrange the cooking fuel (gas cylinders).

Engagement of proper qualified/skilled manpower

Providing uniform to the manpower engaged by the contractor. The requirements are:

All the personnel deployed by Contract should wear prescribed uniform at all times on duty.

(a) Pants, shirts, shoes, hand gloves, dusters - for all categories

(b) Black pants, Shirts, Ties - for Supervisor

(c) Aprons, Bow-tie, Waist Coat and hand gloves – for Stewards/Canteen Attendants, Cashier/Clerks, Cleaners &House-Keeping Staff.

(d) Aprons, Chef Caps and hand gloves- for cooks & Head Cooks.

Complying with all the statutory requirements in respect of the persons engaged for catering service as per laws applicable to such contract

Installation of electronic system of billing with latest technology.

The Contractors shall get the antecedents of his/her personnel verified through appropriate authorities and the verification reports made available to CSIR-NBRI, Lucknow.

The Contractor shall issue photo identity cards to personnel engaged by him in the format provided by Security Officer.

The personnel deployed by the Contractor whose work or conduct is found unsatisfactory by the Laboratory will have to be replaced immediately by the contractor.

The personnel deployed by the contractor shall be the employees of the contractor and not that of the Laboratory under any circumstances.

Any compensation for dis-engagement on account of death, disability of any personnel deployed by contractor in CSIR-NBRI Campus shall be contractor's exclusive liability including for any disability that manifests after the termination of the assignment.

The Contractor/Service provider shall be solely responsible for all the accidents or injuries sustained by the personnel deployed by him.

The Contractor/Service provider shall be responsible for the properties and assets of CSIR-NBRI Canteen, which will be entrusted to him for running the Canteen. Any issues due to mistakes attributable to the Contractor will be made good to CSIR-NBRI by the Contractor.

Canteen Service requirement:

The CSIR-NBRI Canteen functions five days a week for regular canteen services i.e., Monday to Friday.

Staff members attending Laboratory on Saturdays / Sundays / Holidays are to be provided with breakfast, lunch & dinner based on indent received from the concerned Head of the Division.

Advance intimation will be provided to contractor for canteen services on holidays and Sundays.

Approximate requirement of regular services and canteen timings are indicated in Annexure-I. The Items to be served with Schedule Volume/Weight are indicated in Annexure –II.

The projected number of special lunches is only indicative and actuals may vary depending upon the meetings and visitors to CSIR-NBRI.

Interested tenderers are advised to visit CSIR-NBRI Canteen in Main Building, Garden Block and Guest House, at their cost to understand themselves the site and its surroundings to have firsthand information that may be necessary for proper evaluation and submission of financial quote.

The cost quoted by the contractor should include minimum wages plus statutory payments associated with minimum wages, cost of cleaning, maintaining canteen and contractor profit etc., for running the canteen.

Responsibility of CSIR-NBRI :

CSIR-NBRI shall provide electricity, furniture, water for running the canteen and maintain the inside canteen premises. Electricity is not to be used for cooking. Hot water for cleaning used and soiled utensils may be provided through geysers/solar water heater systems. The Canteen has provision for limited number of LPG Gas Cylinders. The contractor shall liaise with the Gas Agency for regular gas supply and the payment towards the same shall be borne by the Contractor.

Kitchen equipment, furniture, crockery, cutlery, etc., whichever is available will be provided by CSIR- NBRI. Malfunctioning or shortage of such items has to be reported immediately to Canteen Committee for necessary action. The contractor is expected to post competent persons and instruct his/her employees to handle the kitchen equipment with due care. In case certain minor essential repairs or replacements are required, the contractor has to get it done at his/ her cost.

The contractor should ensure that no items/belongings of CSIR-NBRI like (Kitchen equipments / Cutlery & Crockery etc) go out of the canteen premises. All fixture items and inventories which are available with canteen will be provided by CSIR-NBRI and the same will be taken care by the Contractor. The list of fixture items and inventories (**Annexure X**) of all the three canteens shall be provided the designated official/ In-Charge Canteen and proper handing over & taking over of such fixture items/inventories shall be undertaken. On expiry of the contract period fixture items/inventories of all the three canteens shall be verified. Thereafter, charge shall be taken over by CSIR-NBRI. In case of any loss/damage sustained by the Institute on account of the failure or negligence of the workers deployed by the Contractor, the recovery shall be made from the bills or security deposited submitted by the Contractor. The Contractor shall be solely responsible for the maintenance and security of the fixture items/inventories of all the three canteens of CSIR-NBRI, Lucknow.

The contractor may maintain a separate register for requests from concerned head of the divisions for providing items like flask/tea kettle/Plates/Cups etc on special occasions.

Payment against official indents will be made on a monthly / fortnightly basis as may be desired by the Contractor. Such payment shall be made within 15 working days on receipt of the bills along with official indents duly certified by an authorized officer.

K.N.Kaul Block Canteen Inventory List			
SR. NO.	ITEM NAME	QNTY	APROX PRICE
1	स्टील कूड़ादान	3 No	1500.00
2	प्लास्टिक टब	2 No	400.00
3	कंछुल	6 No	360.00
4	चम्मच	3 No	30.00
5	बहुद्देश्यीय थाली बड़ी चौकोर	20 No	2000.00
6	बहुद्देश्यीय थाली छोटी चौकोर	21 No	1900.00
7	बहुद्देश्यीय थाली छोटी गोल	18 No	900.00
8	स्टील प्लेट	18 No	360.00
9	खाना कटोरा ढक्कन सहित	4 No	4200.00
10	गोल कटोरा	2 No	100.00
11	स्टील ट्रे	2 No	200.00
12	डबल डोर फ्रीज	1 No	17000.00
13	स्टील जग	5 No	500.00
14	स्टील कंटेनर	2 No	1000.00
15	हॉटवॉटर पाथ	1 No	10000.00
16	डीप फ्रीजर	1 No	19000.00
17	कॉफी मशीन	1 No	15000.00
18	मिक्सर	3 No	10500.00
19	स्टील अलमीरा	4 No	72000.00
20	ग्लास अलमीरा	1 No	18000.00
21	स्टील ट्रे बड़े	2 No	200.00
22	स्टील ट्रे छोटे	2 No	200.00
23	चाय केतली छोटी/बड़ी	3 No	600.00
24	फ्राई पैन	4 No	400.00
25	चूल्हे बड़े	3 No	6000.00
26	तवा बड़ा	1 No	1000.00
27	परात	3 No	15000.00
28	भगौना छोटा/बड़ा	11 No	12500.00
29	कढ़ाई बड़ी	3 No	3000.00
30	दांगे	3 No	1500.00

31	कूकर बड़े	2 No	1500.00
32	इंडेन गैस सिलिण्डर	2 No	8000.00
33	चिमटे	2 No	100.00
34	वाटर कंटेनर	1 No	1000.00
प्लास्टिक सामान			
1	प्लास्टिक प्लेट छोटी	9 No	135.00
2	प्लास्टिक वाटर कंटेनर	1 No	1000.00
3	प्लास्टिक प्लेट छोटी	57 No	570.00
चीनी सामान			
1	कप सेट 06 कप / 06 कटोरी	2 No	1000.00
2	मल्टी वर्क कटोरी सेट	2 No	500.00
3	सेलो प्लेट	13 No	2000.00
4	चीनी कप	12 No	120.00
5	चीनी ट्रे	1 No	100.00
6	चीनी कप प्लेट जूस चम्मच के साथ	28 No	700.00
7	चीनी प्लेट छोटी	34 No	340.00
8	चीनी कटोरी छोटी	6 No	60.00
9	ग्लास छोटे / बड़े	40 No	600.00
10	छोटे कप	14	140.00
अन्य सामान			
1	खाना कटोरा स्टैण्ड और ढक्कन सहित	8 No	5500.00
2	खाना कटोरा बिना ढक्कन के	3 No	-
3	वॉल क्लॉक	1 No	250.00
4	बिलिंग मशीन	1 No	17300.00
5	खाना कटोरा बिना स्टैण्ड और ढक्कन के	7 No	2000.00
6	इंसेक्ट किलर	5 No	7500.00
		Total Value	266665.00

टी. एन. खूशू ब्लॉक कैंटीन सामान लिस्ट

SR. NO.	ITEM	QUNTY	APROX PRICE
1	कांच ग्लास	19 No	285.00
2	चीनी प्लेट छोटी	22 No	440.00
3	बड़ी कंछुल	15 No	300.00
4	चीनी प्लेट बड़ी	31 No	930.00
5	चीनी ट्रे	2 No	200.00
6	चीनी कप	16 No	160.00
7	स्टील चम्मच	34 No	340.00
8	चीनी प्लेट मीडियम	20 No	300.00
9	चीनी बाउल बड़ा	4 No	200.00
10	चीनी बाउल छोटा	2 No	100.00
11	प्लास्टिक ट्रे	1 No	100.00
12	वाटर कूलर	1 No	1000.00
13	फ्रिज छोटा	2 No	45000.00
14	प्लास्टिक जग	4 No	200.00
15	चीनी कप	12 No	120.00
16	चीनी प्लेट छोटी	25 No	250.00
17	चीनी प्लेट/ट्रे	17 No	850.00
18	चीनी कप/प्लेट	6 No	1500.00
19	चीनी बाउल छोटा	18 No	900.00
20	मिल्टन चाय केतली	1 No	250.00
21	स्टील चाय केतली	1 No	100.00
22	चीनी प्लेट	13 No	130.00
23	प्लास्टिक वाटर कंटेनर	1 No	1000.00
24	खाना सेट	8 No	2400.00
25	कांच ग्लास	25 No	250.00
26	स्टील ट्रे	3 No	300.00
27	डीप फ्रिज	1 No	19000.00
28	कांच अलमीरा	4 No	72000.00
29	स्टील अलमीरा	1 No	18000.00

30	ओवन	1 No	31500.00
31	रंगीन कप	37 No	185.00
32	स्टील प्लेट बड़ी	60 No	3000.00
33	मल्टी थाली चौकोर बड़ी	2 No	300.00
34	स्टील प्लेट छोटी	44 No	660.00
35	स्टील छोटी / बड़ी कटोरी	82 No	1230.00
36	स्टील चौकोर कटोरी	32 No	480.00
38	स्टील जग	6 No	600.00
39	स्टील चम्मच छोटे	45 No	450.00
40	स्टील भगौन बड़े / छोटे	11 No	1100.00
41	कूकर	2 No	4000.00
42	किस्ती	3 No	300.00
43	चाय केतली	1 No	100.00
44	स्टील ट्रे	3 No	300.00
45	चिमटा	2 No	100.00
46	इण्डेक्शन चूल्हा	1 No	2000.00
47	मिक्सर	3 No	10500.00
48	छन्ने	4 No	400.00
49	कढ़ाई	5 No	15000.00
50	तवा	1 No	1000.00
51	गैस चूल्हे	3 No	6000.00
52	गैस सिलिण्डर इण्डेन	2 No	9000.00
53	लाइटर	2 No	200.00
54	कंटेनर स्टील	2 No	2000.00
55	प्लास्टिक टब	3 No	600.00
56	चाय केतली बड़ी	1 No	200.00
57	गैस चूल्हे	1 No	2000.00
58	प्लास्टिक चाय मग	2 No	200.00
59	मल्टी थाली चौकोर छोटी	38 No	1900.00
60	स्टील प्लेट	38 No	1900.00
61	चीनी प्लेट छोटी	24 No	360.00
62	प्रिंटिंग मशीन	1 No	17300.00
63	इंसेक्ट किलर	1 No	2450.00

64	वाटर बोटल	1 No	200.00
65	गैस सिलण्डर एच.पी.	1 No	4500.00
66	थाल	3 No	300.00
		Total Value	288920.00

ग्रेस्ट हाँउस कैटीन सामान लिस्ट

SR. NO.	ITEM NAME	QNTY	APROX PRICE
1	फ़ाँइ दान बड़ा	1 No	200.00
2	फ़ाँइ दान छोटा	1 No	100.00
3	स्टील जाली वाली थाली	1 No	200.00
4	कंछुल	5 No	500.00
5	चाय केतली बड़ी	2 No	1000.00
6	झन्ने बड़े	3 No	300.00
7	बेलन	2 No	100.00
8	मीडियम चम्मच	4 No	40.00
9	छोटे चम्मच	20 No	140.00
10	कांटे चम्मच	5 No	50.00
11	टोवन बड़ा	1 No	31500.00
12	फ्रिज छोटा	2 No	22500.00
13	डबल डोर फ्रिज	1 No	17000.00
14	डीप फ्रिजर	1 No	19000.00
15	चाकू	5 No	50.00
16	छीलन चाकू	4 No	60.00
17	चाय कंटेनर बड़ा	1 No	2500.00
18	चाय कंटेनर छोटा	1 No	1500.00
19	गर्म पानी पाथ	1 No	10000.00
20	ग्लास 1 सेट	60 Pcs	600.00
21	वाटर कंटेनर प्लास्टिक	1 No	100.00
22	अलमीरा	4 No	72000.00
23	इंडेन गैस सिलण्डर बड़ा	1 No	4500.00
24	एच.पी. सिलण्डर बड़ा	1 No	4500.00
25	इंडेन गैस सिलण्डर छोटा	2 No	8000.00

26	चूल्हे बड़े	3 No	15000.00
27	चूल्हा गैस छोटा	1 No	2000.00
28	इंडेक्शन चूल्हा	1 No	2000.00
29	मिक्सर	2 No	7000.00
30	ब्रेड ओवन	1 No	1500.00
31	कड़ाई छोटी	4 No	1200.00
32	कड़ाई बड़ी	1 No	1000.00
33	बड़ी परात	2 No	1000.00
34	बड़ा तवा	1 No	1000.00
35	छोटा तवा	2 No	500.00
36	कूकर	2 No	2000.00
37	भगौना स्टील	1 No	300.00
38	बाउल स्टील	4 No	800.00
39	लाइटर	1 No	50.00
40	चाय केतली छोटी	1 No	100.00
41	कंटेनर बड़ा	1 No	1000.00
42	बहुद्देशीय थाली	25 No	2500.00
43	ग्लास स्टील	18 No	180.00
44	प्लास्टिक मग	4 No	100.00
45	कांट चम्मच नए	34 No	340.00
46	चाकू मक्खन वाली	58 No	580.00
47	बड़े चम्मच नए	12 No	180.00
48	छोटे चम्मच नए	15 No	150.00
प्लास्टिक सामान			
1	जूस कटोरी	23 No	460.00
2	जूस चम्मच	19 No	190.00
3	जूस प्लेट	24 No	480.00
4	प्लेट बड़ी	29 No	870.00
5	मल्टी थाली	4 No	600.00
6	टिफिन चार खाने वाला	1 No	600.00
चीनी सामान			
1	चीनी कटोरी	16 No	320.00
2	बाउल	19 No	950.00

3	केतली	4 No	200.00
4	बड़ी प्लेट	136 No	4080.00
5	छोटी प्लेट	108 No	2160.00
6	कप वाली प्लेट	19 No	190.00
7	ट्रे	6 No	600.00
8	कप	24 No	480.00
9	चटनी कटोरी	15 No	150.00
10	चम्मच	52 No	500.00
11	कांच ग्लास छोटे	62 No	930.00
12	चटनी कटोरी नई	70 No	1400.00
13	बड़ा तंदूर	1 No	18800.00
14	इंसेक्ट किलर	4 No	9800.00
15	एस.एस. सर्विस काउण्टर	1 No	28800.00
16	छोटी चाय केतली	1 No	50.00
		Total Value	316730
Total Value of Table I + II + III			Rs.8,72,315/-

Service requirement from the Contractor:

The contractor shall take note of **staff requirement and minimum wages payable to them while working out the financial bid**. All the personnel engaged by the contractor shall be efficient, smart and trained. The smart and trained boys shall be engaged for managing room services and special lunch. This is sole responsibility of the contractor to estimate the number of personnel to be engaged; he/she may calculate the cost and quote accordingly.

The contractor has to ensure personalized/ table service on the occasions of High Special Lunch/ Dinner for VIP meetings in the Canteen Premises.

Personnel so employed by the contractor shall be clean, physically and medically fit to handle the kitchen and canteen services. The contractor at his /her own cost has to carryout medical examination of appointed personnel once in every 6 months in respect of the personnel to ensure their fitness to handle and submit certificate of medical fitness to office of CSIR-NBRI.

The contractor is solely responsible for procurement of all provisions, vegetables, oil and other items of good quality duly approved by the Canteen Advisory Committee at his / her own cost and store them properly after cleaning in the identified Stores area provided of the canteen premises. The contractor should use only the following brands for cooking: -

- 1) The oil to be used for cooking medium has to be refined sunflower oil like Saffola or equivalent brand. Other oils such as palm oil etc. should not be used.
- 2) The tea powder should be Taj/Red Label or equivalent brand and coffee powder with coffee beans and chicory (80:20) ratio of good quality from Indian Coffee Board / Coffee Day or equivalent should be used.
- 3) Milk to be used shall be from Standard dairy like Parag/ Amul.
- 4) Ice-cream used shall be from Kwality Walls/ Mother Dairy/Amul/ Vadilal

The necessary inputs / ingredients for preparing food items should be of good standard / quality acceptable to CSIR-NBRI. Further, the contractor **should not use baking soda/cooking soda or Ajinomoto (Taste maker)** for any preparations. The left out pan oil should not be re-used for any other purpose in the canteen. All the leftover food and other prepared items should be disposed of on the same evening at the site identified by CWC. All such items should not be stored anywhere in the canteen.

Apart from the items listed in the annexure, the contractor may introduce any new item, the rate for such item to be decided by the contractor with prior intimation and concurrence of the Committee.

The contractor is required to print his own bills, coupons etc., at his/her own cost for General Services and issue them to staff on cash payment for various items

like coffee /tea, breakfast, lunch, evening snacks, soft drinks, etc.

The contractor shall take charge of kitchen equipment, furniture, crockery, cutlery, etc., provided by CSIR-NBRI at the Canteen and would be responsible for proper up keep, maintenance and safety of the same. Minor repairs, if any, shall be carried out by Contractor at his/her cost. Any loss of items shall have to be borne by the Contractor. On inspection, if the contractor opines that the equipments provided by the CSIR-NBRI are insufficient or the existing equipments needs replacement / upgradation, the contractor shall, at his/her own cost, bring such equipments with an intimation to CSIR-NBRI Stores and obtain entry pass at the CSIR-NBRI gate. The equipments so brought shall be taken back by the contractor on closure of the contract.

The Contractor is responsible to pay the wages to his/her staff in compliance with the **Minimum Wages Act**. That the Contractor shall at his/her own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR- NBRI. The contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970 Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and / or any other Rules / regulations and / or statutes that may be applicable to them.

The Contractor shall be solely responsible for any violation of provision of the Labour Laws or any other statutory provisions and shall further keep the CSIR-NBRI indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractors failure to fulfill any or all of the obligations hereunder and / or under the said acts, rules / regulations and / or any bye-laws or rules framed under or any of these, the CSIR-NBRI shall be entitled to recover any such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury from the Contractor's monthly payments.

Cleaning of kitchen equipment, utensils, tables, chairs, floors of kitchen, wash rooms and places which are under contractor's control shall be the responsibility of the contractor.

The contractor is responsible for daily disposal of waste and leftovers at the identified locations in CSIR-NBRI.

The contractor shall at his/her own cost provide (Aprons, caps, gloves, uniform dress, shoes, vase coats and bow tie minimum two pairs in a year) to his/her employees.

Sub-contract/Assignment of the contract to third party is not permitted. However, certain support services may be permitted for sub-contract with prior consent from CSIR-NBRI.

The contractor is required to maintain cleanliness and other aspects as indicated in the GOI OM No. 10/1/2014-Dir(C), dated 09/10/2014 in respect of the canteen under **Swachh Bharat Mission**, which shall be periodically inspected by the authorities of CSIR-NBRI.

Penalty Clause:

A Canteen Committee will frequently inspect the quality of raw materials purchased, number of employees working / absenteeism and maintenance of hygienic conditions in the kitchen and wash area. They will collect feedback from users of the canteen on various aspects. Any violations of the Terms & Conditions of the Tender will be intimated to the Contractor. Depending on the nature of complaint, failure to implement corrections within a period of one week to one month will attract a penalty of deduction up to 10% of the monthly Service Charge payable to Contractor by CSIR-NBRI. Work not done satisfactorily would be recorded and rejected for payment based on designated officer of CSIR-NBRI/Canteen committee recommend by the Director CSIR-NBRI. The reasons for rejections would also be recorded.

In case of any dispute interpretation of Tender/Contract terms and conditions, decision of Director, CSIR-NBRI is final.

Canteen Committee monitoring the activities can make recommendations to the Director for termination of contract for failure to improve in spite of actions as indicated at 7.1

Other requirements:

The rate quoted by the Contractor shall be valid for 2 years from the date of award of the contract. Further, the contractor cannot demand price rise during the interim period of contract.

The Director, CSIR-NBRI reserves the right to reject any or all the tenders or to accept them in part or reject the lowest tender without assigning any reasons.

The rates of food items and optional dishes will be decided after the finalization of contract.

The contractor should ensure fumigation of all containers and all serving areas on a weekly basis

_____X_____

Approximate requirement of regular services and their timings

(MAIN BUILDING, GARDEN BLOCK, GUEST HOUSE)

TABLE – 1 (against payment by Staff)

Sl. No	Routine Services	Approximate Number	Time
1	Morning Tea / Coffee	25	6:30 am to 9:30 am
2	Morning Breakfast	25	8:30 am to 9:30 am
3	Tea/Coffee & Snacks	100	11:00 am to 11:30 am
4	General Lunch	100	1pm to 2pm
5	Afternoon Tea / Coffee Snacks	100	3:30 pm to 4:00 pm
6	Tea/Coffee & Snacks*	25	6:00 pm to 9:30 pm
7	Dinner*	25	8:00 pm to 9:30 pm

- *As per booking in advance. Service at one place must be available up to 11 pm for Tea/Coffee & Snacks. After 8 pm this may be managed through Vending Machine.

TABLE – 2 (against official indents by divisions; priced in Table B)

Sl. No.	Special Services	Approximate Number	Time
1	Special Service of Tea / Coffee/ Snacks Light	75	09:00 am to 6:00 pm
2	Serving of evening snacks	50	5:00 pm to 5:30 pm
3	Serving of Working Lunch	25	1:00 pm to 1:30 pm
4	Special Lunch buffet	25	1:00 pm to 2:00 pm

- Optional: Cold drinks like Real / Tropicana juices / paper boat / flavored Milk etc. of established makes. Vending machine or a manual counter should always be available.
- Morning breakfast items should not be served on same day evening. Other Tiffin items like paav-baaji, noodles, chow chow bath, masala dosa, may be served at the same cost.

Others: -

1. Ready to eat items (like noodles) need to be included.
2. Breakfast menu should not repeat during the same week.
3. Optional Items* to be included (to be served during regular canteen hours only) fruit salad, juice, special weekend meal, Ice cream, veg. sandwich, side non- veg dishes (on special req.) etc.,
4. In unforeseen cases, if regular food is exhausted, the vendor has to arrange for alternate quick food items.

CSIR-NBRI DEPARTMENTAL CANTEEN (K.N.Kaul Block & T.N.Khushoo Block)

Table -A

Sl. No.	Details of Items	Rates (in Rs.)
1.	Chola Khasta	15.00
2.	Idli Sambar (Millet)	20.00
3.	Paneer Pakoda	20.00
4.	SALAD	10.00
5.	Roti(2)	8.00
6.	Puri(2)	12.00
7.	Rayata	8.00
8.	Kheer	15.00
9.	Gulab Jamun	15.00
10.	Thali - Full (Daal, Sabji-1, Chawal, Rayta, Salad, Roti-4)	60.00
11.	Thali - Half (Daal, Sabji-1, Chawal, Roti-2, Salad)	40.00
12.	Tea	8.00
13.	Tea Bag	12.00
14.	Coffee	15.00
15.	Samosa/Khasta/Suhaal/Bread Pakoda	10.00
16.	Aalu/Pyaz Pakodi	15.00
17.	Puri-Sabji (4)	40.00
18.	Dahi Bada (1 Piece)	15.00
19.	Paneer Sabji	25.00
20.	Poha	10.00
21.	Egg Curry – Half	20.00
22.	Egg Curry - Full	40.00
23.	Dahi (Pack)	MRP
24.	Cold Drink	MRP
25.	Chips	MRP
26.	Ice Cream	MRP
27.	Veg Biryani (Half)	35.00
28.	Veg Biryani (Full)	60.00
29.	Chowmin	20.00
30.	Maggi	20.00
31.	Macaroni	18.00
32.	Boiled Gram (Chana)	15.00
33.	Pav Bhaji	25.00
34.	Palak Pakoda	10.00
35.	Dahi	20.00
36.	Ragi Biscuit	MRP Price
37.	Upma (Millet)	20.00
38.	Vegetable Dalia (Millet grain)	20.00

Rates for CSIR-NBRI, Guest House, Gokhley Marg, Lucknow

TABLE -B

Details of Items	Regular/Student Staff
a) Cornflakes/Porridge with milk, one egg ommlette/fried egg/boiled egg/veg. Sandwich (2 pcs), bread slice/toast (2 pcs) with butter and one cup of tea. or	@ Rs. 60/-
b) Veg. Stuff Parantha (2 nos.) curd/butter and one cup of tea. or	@ Rs. 60/-
c) Puri (4 nos.), Sabzi, achar & one cup tea/curd (Rs. 10/- for each extra Paratha, Rs. 5/- for each Puri & Rs. 5/- extra for serving coffee in place of tea)	@ Rs. 60/-
d) Tea per cup	@ Rs. 10/-
e) Coffee per cup	@ Rs. 15/-
f) Tea per pot	@ Rs. 20/-
g) Sandwiches (4 pcs) with wafers (veg.)	@ Rs. 35/-
h) Pakora Veg. (Onion/Potato, per plate of 8 pcs with chutney)	@ Rs. 30/-
i) Cutlets (2 Pcs with chutney)	@ Rs. 15/-
j) Samosa (One with chutney)	@ Rs. 10/-
Extra Items	
1. Porridge with milk (100 ml) one Bowl	@ Rs. 25/-
2. Cornflakes with milk (100 ml) one Bowl	@ Rs. 25/-
3. Two eggs ommlette (Plain/masala) with two bread slices	@ Rs. 30/-
4. Two slices with butter	@ Rs. 20/-
LUNCH/DINNER	
a. Ordinary Begetarian Food (Full diet) Dal, Vegetable Curry, Seasonal Vegetable dry, Plain rice, Roti/Puri, Salad.	@ Rs. 60/-
b. Special Lunch/Dinner for Banquets 1. Starter: Soup/fruit juice/cold drink. 2. Main course: Chhole/Vegetable/Paneer curry, Dry vegetable (Seasonal)-2 nos, Special Dal, Curd/Raita/Dahivada,Pulao/Rice, Roti/Puri/Kachori, Papad, Pickles, Salad. 3. Desert: Gulab Jamun/Chhena sweet/Ras Malai/Carrot Halwa/Ice Cream/Fruit Salad.	@ Rs. 250/-
Extra Items	
a. Non Veg. Items (Chicken/Fish)	@ Rs. 175/-
b. Egg Curry (2 eggs)	@ Rs. 50/-
Other Items	MRP/-

TABLE – C (Official indents by Divisions)

Sl. No.	Items	Unit Rates in Rs.
1.	Special Service of Tea	10
2.	Serving of evening snacks(Tea & Samosa)	20
3.	Tea Serving with ordinary Biscuit/ Millet Cookies	20
4.	Tea Serving with Bakery Biscuit/ Millet Cookies	30
5.	Serving of Working Lunch	100
6.	Special Lunch Veg/Non Veg (As per Table - B of Annexure II)	250/400
7.	High Tea (sweet/ Biscuit-2/Pakoda Paneer/Pyazz/Dry Fruits)	125

Note: The official indent will be routed through the Administration and concurred by the Finance & Account Section. The same will be submitted along with the bill for payment duly certified by the Indenter.

Annexure-III

APPLICATION FOR PRE-QUALIFICATION OF FIRMS/CONTRACTORS FOR PROVIDING CATERING SERVICES TO CSIR-NBRI BENGALURU

1. Name of the firm/Contractor :
2. Owner/Partner :
3. Address :
4. Registration No. of the firm :
(copy may have been closed)
5. PAN/Tax No. :
6. Manpower Details :
7. Experience/Details of operation at present and in the last three years may be provided (enclose copies as a proof of service and performance certificate from the concerned establishment.) :
8. Details of volume of Business in the last three years :
9. Registration with Labour Commissioner: Central (copies to be attached)
10. Valid Form-C issued by Food Safety & Standards of Authority of India :
Or Valid License issued by BBMP, Health Department (Form-“C”) :

11. Registration with EPF authorities :
(copies to be attached)
12. Registration with ESI authorities :
(copies to be attached)
13. Registration with Income Tax/ Professional
:Tax authorities copies to be attached)
14. Registration with GST :
15. The proposed plan of providing catering:
Services at NBRI (Furnish the details
after inspection and discussion with the
concerned)

Date:

Signature of the Contractor with Seal

ANNEXURE-IV

The firm has to give training on the following aspects from the experts from hotel management & Catering/ Hospitality institute like (IHM etc.) at his cost.

1. Personal Hygiene, Appearance & Grooming
2. Knowledge about equipments used in a canteen
3. Laying of cover, Napkin folding/how to lay table cloth
4. Waiting at the table, use, laying and carrying of tray for service of various items.
5. Canteen Service and Room Service
6. Handling, Upkeep and Polishing of cutlery and crockery
7. How to use service cloth, carrying of plates, clearing of plates and cutlery
8. GETTING THE CANTEEN READY (Cleaning and setting up)
9. Service of hot and cold drinks
10. Service of food items
11. Taking orders and settling bill
12. Closing the canteen
13. Occupational Health and Safety Hazards
14. Communication skill and customer dealing
15. Arrangement of small parties
16. Laying of Buffet
17. Dining Etiquette's and manners
18. Knowledge of different beverages
19. Knowledge of cutlery crockery and glassware House Keeping
20. Knowledge of House Keeping equipment
22. Care and maintenance of equipment
23. Care and maintenance of floor and wood surface
24. Knowledge of cleaning material
25. Environmental Hygiene, Energy Conservation
26. Disposal of waste material (wet, dry degradable and non-degradable)

Requirement to be followed for maintaining Hygiene and Cleanliness

The Vendor must abide to the Hygiene & Cleanliness for Food Vendors/Suppliers as specified in the document below:

- a) The following standards apply to good practices which are universally accepted and based on recommended international code of practice- 'general principle of food Hygiene (Rome 1988) and guidelines for the application of the hazard analysis critical control point (HACCP)system.
- b) CSIR-NBRI shall have the rights to inspect vendor / supplier sites for food safety and hygiene at any point of time
- c) Base kitchen/ Live counters must have Food license in the name of vendor; vendor should comply with all applicable statutory requirements
- d) Purchase:
 - The production of high quality safe food can only be achieved when Raw ingredients are free from contamination/adulteration.
 - The first measure to prevent hazards is to buy from reputable suppliers, wherever available good quality branded raw material must be used
 - All the Raw material brought has to be branded either by 'FPO' or 'Agmark' or FSSAI
 - All the raw material should be free from adulteration - CSIR-NBRI has the right to collect samples to check on quality/adulteration.
 - Vegetables & fruits : All fresh raw material has to be brought from branded wholesaler like Le Marche', Auchan, More, Big Bazaar, METRO, WALMART/ Heritage/Hyper city/ Reliance Super Martetc
 - Groceries and Spices: all Groceries should be Branded with 'FPO' or 'Agmark' or FSSAI with manufacturing and best before date
 - Oil and sauces/Juices: all Oil, Sauces, Juices should be branded with 'FPO' or 'Agmark' or FSSAI with manufacturing and best before date. Hydrogenated Vegetable Oils like Vanaspati/Dalda etc. are not accepted. Re-use of oil is not acceptable due to generation of trans fats. Sun Flower Oil must be used.
- e) **Transportation:**
 - Vehicle used for transportation should be completely covered from all sides with a locking facility
 - All containers used for transportation should be of food grade virgin Plastic/PTFE/stainless steel/thermo box with refrigeration system. It has to be properly covered with secured air tight lid (clean wrap cover would not be allowed)
 - Containers should have lining either with butter paper or brown plain paper- newspaper, staplers, pins, glassware, plastic poly bags- are not allowed

- Vehicles should be cleaned thoroughly after every delivery of food with hot water and antibacterial soap solution.
- Covered and lockable containers should be used for transportation of Snacks and Bakery items.
- Proper temperature (as specified by the food supplier/ food Standards) has to be maintained during transportation
- While loading and unloading food handling staff should wear disposable plastic/latex hand gloves and head caps. These are to be discarded after every consignment

f) **Stock Storage:**

- Storage of expired items is strictly prohibited at the site and at base kitchen. All material stored should have a label of “best before” date
- Storage of chemicals solvents, oils, should be kept separate from Food material
- All Material and food stored at the cafeteria/ counters should strictly be stored in labeled containers and as per FIFO (First In First Out) method to be used for storage and use
- All storage has to be kept closed (In a sealed/securely covered container)at all point of time. Including cut vegetables, prepared / cooked food to avoid foreign particles, pests or cross contamination
- Each material (raw or cooked) to be stored with proper lid and label in Chrome/Nickel Plated Mild steel or Stainless Steel or food grade plastic containers (no storage would be allowed in cardboard carton boxes etc.)
- Storage Bain Marie / counter should be with temperature display and in working condition. (hot or cold as per food requirement
- Check refrigerated goods daily for quality and “use by” dates.
- Do not store canned goods longer than the recommended date.
- All refrigerated storage areas temperatures to be maintained as per standards given below:
 - γ Vegetables - 0°C to5°C
 - γ Dairy - 0°C to5°C
- Refrigerators will be thoroughly clean on a weekly basis using a suitable disinfection process on internal surfaces.

g) **Base kitchen/Live kitchen at cafeteria/Food preparation:**

- Use only potable water for food preparation & cleaning of raw food materials. RO water is preferred
- Use food grade stainless steel clean utensils for food preparation
- Food preparation area to be segregated for raw/uncooked food processing and cooked food processing
- Clean work surfaces before and after using it with a food grade cleanser
- Proper drainage and exhaust system to be designed and available. Drainage should not be blocked at any point of time.
- Proper exhaust has to be provided with required suction to take away all steam/ vapors being generated (detector points would not be removed/changed/closed)

- Provide separate sinks for each preparation purpose, i.e. vegetables, etc.
- Do not use the above sinks for personal hygiene uses, e.g. hand washing. Clean sink thoroughly after every use.
- Wooden chopping boards should not be used in the kitchen, only Teflon boards should be used.
- Provide hand-washing facilities readily accessible positions throughout food handling area with bactericidal hand soap hand drying and paper towels.
- No usage of glassware should be done in the food preparation & storage area. Borosilicate glass ("Corning/ Borosil") may only be used in micro-wave ovens if available.
- Check cleanliness of equipment utensils and uniforms of kitchen staff on a daily basis.
- All stove knobs /gas piping, cylinder regulators/ pressure gauges should be checked every six months by an expert from Cylinder supplier
- In case of LPG cylinders used (not more than 5 cylinders to be online at a time, and there has to be proper Gas bank with leak detection and pressure gauges with proper Govt approvals to be allowed.

h) Staff /Food handler Hygiene:

- All staff who handles food preparation must take every precaution of personal cleanliness.
- All food handling staff to be provided with uniforms, Aprons, caps (to cover hair completely), sneeze guards, shoes which are laundered/cleaned on a daily basis and only specific to kitchen usage (for ladies, sarees should be avoided at base kitchen/live kitchen)
- Adequate spare caps & coats should be available for non-food handlers entering the food preparation area.
- Hands and arms must be washed with soap thoroughly before starting work, on returning to work after each break, after coming back from washroom, after handling food waste food and chemical, after smoking. Availability of hand sanitizer/ KMnO₄ (Potassium Permanganate) solution should be there for base kitchen/ live counter
- Nails must be kept short and scrupulously clean not bitten, beards must be shaved, no ornaments allowed/watches allowed
- All food to be handled with proper ladles/forceps/gloves at all point of time
- No spitting and chewing of tobacco is allowed near preparation/serving area.
- Use of posters in food preparation area to highlight needs of hygiene.
- All Food handlers should go under through medical test on a 6 months basis- Report has to be submitted to CSIR-NALCWC
- If Food handler is found infected- he/she has to be taken out of the system till they are treated and FRESH MEDICALLY FIT CERTIFICATE/REPORT has to be submitted
- If the food handler is injured or has an open wound, he/she has to be immediately removed from the system and treated. NO FOOD VENDOR WITH OPEN WOUND WILL SERVEEMPLOYEES.
- All staff members should be provided with hygiene training on the job as well as off the job.

i) **Cleanliness & Pest control and Waste Management:**

- All food counter/ base kitchen/ live kitchen/counters/tuck shops/cafeteria/storage areas/ dishwashing areas has to be thoroughly cleaned and sanitized post each meal (lunch/dinner) including cafeteria
- Pest control has to be done every weekend and complete steam cleaning has to be done at cafeteria
- Food/biodegradable waste and dry waste has to be segregated at source and removed/recycled on a daily basis. Proper labeling has to be done
- Only fresh stock would be allowed to be stored in the premises
- All Drainage points has to be free from blockage at each point of time, all waterleakages have to be immediately repaired.

**CSIR – NATIONAL BOTANICAL RESEARCH INSTITUTE
LUCKNOW – 226001**

Financial Quote (A)

Having understood the scope of work and agreeing to the terms and conditions, as specified in the tender document, I/we would provide catering services at CSIR-NBRI. I/we abide by the rates quoted for items in Annexure 'II' (Table C Only). Annexure II (Table A & B) is the services to be provided regularly on the NBRI canteens. Table 'C' is the special services to be provided on need basis on the request offered by the divisions.

Service charges @.....% payable (to be calculated on the Rates mentioned in Table C of Annexure II)	_____ %
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I/we hereby undertake to pay wages as per Minimum Wages Act and also remit all statutory payment associated with minimum wages such as ESI, EPF etc. to the appropriate authority.

Signature of Contractor with seal & date

AGREEMENT

This AGREEMENT made on this of between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at "Anusandhan Bhawan," Rafi Marg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

And

.....(hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for **providing Catering Service to CSIR-NBRI at Main Laboratory at Main Building, Garden Block and Guest House (Three canteens)** which is a constituent unit of CSIR (hereinafter referred to as CSIR-NBRI) and whereas the Contractor has offered to provide the services for the said job on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR. The contractor shall be solely liable for any violation of the provisions of the said Act any or any other Act.

WHEREAS CSIR-NBRI has agreed to award the contract of work of "**providing Catering Service to CSIR-NBRI at Main Laboratory at Main Building, Garden Block and Guest House (Three canteens)**" on service charges @ office letter no. dated (Description of the job hereinafter mentioned as work assigned details of which are given).

AND WHEREAS the contractor has furnished a security deposit of by way of Fixed Deposit Receipt No..... in the name of Director, NBRI, issued by Union Bank of India, Indira Nagar, Lucknow.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under.

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director, CSIR-NBRI, Lucknow or his nominee. Subsequently,

the Contractor shall review the work assigned from time to time and advise the Director, CSIR-NBRI, Lucknow for further streamlining their system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director, CSIR-NBRI, Lucknow or the officer designated by the Director in this respect from time to time.

3. That the Director, CSIR-NBRI, Lucknow or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such persons on the report of the NBRI/CSIR in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the NBRI/CSIR in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the Contractor shall carefully and diligently perform the task that has been assigned to him as mentioned in tender documents as deemed fit by him in consultation with the Lab.
2. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
3. That the contractor shall submit details of the names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the NBRI/CSIR for the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
4. That the contractor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
5. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the Statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965, The Minimum Wages Act 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or Statutes that may be applicable to them.
6. That the contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR indemnified from all acts of omission fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the CSIR shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury from the Contractor's monthly payments.
7. That the contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR/NBRI.

8. That the Contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the NBRI/CSIR and shall on demand furnish copies of wage register/muster roll, etc. to the CSIR-NBRI for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various Labour Laws, having regard to the duties of CSIR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
9. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR/NBRI in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.
10. The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.
11. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by NBRI/CSIR.
12. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the CSIR-NBRI and ensure that no such person shall create any disruption/hindrance/problem of any nature in CSIR-NBRI either explicitly or implicitly.
13. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by the institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
14. The security will be refunded to the Contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.
15. That the Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be primary responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

16. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

C. CSIR'S OBLIGATIONS

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid at the rates agreed under in price bid. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the office designated by CSIR-NBRI in this regard.
2. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR to the contractor.
3. That the CSIR/Lab./Instt. shall reimburse the amount of service tax, if any, paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.

D. PENALTIES/LIABILITES:

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
2. That if the Contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director of the Lab. in this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

E. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into forceThe contract is for a period of two years. However, initially the contract shall be for a period of one year with a provision to extend for subsequent year subject to satisfactory performance.
2. That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above.
 - b) By giving one month's notice by CSIR on account of :
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
 - ii) Assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the CSIR-NBRI, Lucknow.
 - c) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

F. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to **Delhi International Arbitration Centre (DIAC), Delhi, High Court. New Delhi.**
2. The award of the arbitrator shall be final and binding on the parties.
3. The Arbitrator may give interim award(s) and/or directions, as may be required.

- 4.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these present on the date, month and year first above written

For and on behalf
the Contractor _____

For and on behalf
Council of Scientific & Industrial Research
Anusandhan Bhawan, Rafi Marg,
New Delhi – 110001.

WITNESS

1. 1.
- 2.

WITNESS

- 2.

F&AO

For counter signature

