



भाकृअनुप - राश्ट्रीय चावल अनुसंधान संस्थान कटक-753006
(ओडिशा), भारत
ICAR - NATIONAL RICE RESEARCH INSTITUTE CUTTACK
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F.No. 53-82/2015/Tech.

Dated 29.03.2017

TENDER CALL NOTICE NO. 21/CS/TECH

EXPRESSION OF INTEREST FOR CANTEEN SERVICE AT ICAR-NRRI, CUTTACK

On behalf of ICAR, the Director, National Rice Research Institute, Cuttack-753006, Odisha invites the sealed Tenders through Registered Post/Speed post/ Courier Services or must be dropped in tender Box available in Store Purchase Section from the experienced contractors for canteen services for running Institute Canteen in NRRI Campus for providing food (Tea, Snacks, Lunch & Dinner etc. to the staff, research scholars and visitors to the NRRI including Trainees of various training programmes of NRRI, Cuttack for a period one year from the date of award of contract subject to continuous satisfactory performance which can either be curtailed or extended depending upon the performances. The highest bidder of license fee/ rent will be selected for Canteen Service. The selected firm/agency has to deposit security money of Rs. 20,000/- (Rupees Twenty thousand only) in the shape of D.D. with the NRRI in favour of "The Director, NRRI, Cuttack" payable at S.B.I., Nayabazar Branch, Cuttack (Code No.2094). After deposition of security money, office will issue the work order. Last date for receipt of Tenders in Office: **21.04.2017 upto 3.00 P.M.** For further details and terms and conditions visit our website www.crric.nic.in.

Asst.Administrative Officer (Tech)

TENDER INFORMATION

- A. Tenders should be sent through Speed Post/Reg. Post/ Courier services or must be dropped in tender box at NRRI, Cuttack)
- B. Tenders (Single Bid: Technical and Financial) to be opened: **21.04.2017 at 3.30 P.M.**
- C. The Tender documents are available at institute website: **www.crrri.nic.in** and CPP Portal **www.eprocure.gov.in** and can be downloaded from these sites.
- D. Corrigendum, if any for change or correction in the tender document by the Institute, may kindly be seen on our website/CPP Portal only.

Note

1. Each tender form should also be accompanied with demand draft/bankers cheque/Bank Guarantee/ FDR for an amount of Rs. 2,000/- as EMD in in favour of “The Director, NRRI, Cuttack” payable at S.B.I., Nayabazar Branch, Cuttack (Code No.2094). Tender without EMD will not be accepted.
2. The amount of EMD will be refunded as soon as possible to the unsuccessful tenderers/vendor. The Govt. Stores who are declared exempted from depositing EMD are required to submit documentary evidence to prove that they are exempted from depositing earnest money by the Govt. In the absence of Earnest/Documentary evidence tender shall not be considered.

Assistant Administrative Officer (Technical)
ICAR-National Rice Research Institute, Cuttack

PRE-QUALIFICATION CRITERIA :

1. The firm should have at least three to four years of relevant experience of running a similar establishments in a research/educational institute or private organization having a clientele of over two hundred Nos.
2. The firm should be financially sound.
3. The intending firm should have executed a single contract of Rs.5.00 lakh per annum or more during the last two financial years.
4. The firm should be registered with the appropriate authority to run a private canteen and should have valid trade license, PAN, Service Tax Registration, VAT, TIN with appropriate authority to run the canteen.
5. Final selection of the bidder will be made based on the price quoted by the firms and considering their credentials of EOI.
6. It is not binding on the Director, NRRI, Cuttack to accept the lowest or any tender and reserve the right to accept any tender or to reject any tender or all tenders without assigning any reasons whatsoever.

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APPLICATION FOR CANTEEN SERVICES

Sl. No.	Description	Information
1.	Name of the firm	
	Complete Address	
2.	Contact person/Representative of firm.	
3.	License No.	
	PAN No.	
	Service Tax No.	
	VAT/TIN No.	
	ESI/PF No.	
	(enclose copies of above)	
4.	Proof of payment of income tax and service tax of last three years (copies to be enclosed.)	
5.	No. of Mess/Dinning facilities run in higher Education institutions of central government (list to be enclosed with name of the institution Duration, nos. of students etc)	
6.	No. of Mess/Dinning facilities run in the other (list to be enclosed with name of the organization, duration etc)	

7.	Whether Quality Certification obtained for any of the Mess/Dinning facilities provided (copies to be enclosed)	
8.	Annual Turnover Per annum (in lacs) (Authenticated copy of audited Statement of accounts for the last three Financial years to be enclosed.)	
9.	No. of employee : Regular/temporary (details to be enclosed)	
10.	Litigations, if any, connected with Mess/ Food Work.	Yes/No (if yes, details to be furnished)
11.	Any other information the applicant wishes to Provide in support of their credentials. (If yes, details to be furnished.)	
12.	Amount Quoted per year.	

Date :

Signature with seal.

TERMS AND CONDITION FOR THE CONTRACT OF CANTEEN SERVICE

1. **Validity of Bid:-**The bid will be valid for 180 days from the date of opening of tender.
2. **Earnest Money Deposit:-**
 - (a) The tender should be accompanied with Earnest Money of Rs. 2,000/- (Rupees Two Thousand Only) in the form of **Demand Draft** from any commercial Bank in favour of Director, NRRI, Cuttack- 753 006 payable at SBI, Nayabazar (code No. 2094).
 - (b) The Earnest Money Deposit (E.M.D.) of the successful tenderer shall be liable to be forfeited if the contractor fails to sign an agreement in the prescribed form and fails to commence the Canteen Services within 30 (Thirty) days after receipt of the letter awarding the contract.
 - (c) If any tenderer withdraw or alters the terms of the tender during bid validity period, the Earnest Money Deposit shall be forfeited.
3. **Security Deposit:-**An amount of Rs.20,000.00 (Rupees twenty thousand Only) as a Security Deposit in the form of Demand Draft from any commercial bank in the favour of Director, , NRRI, Cuttack- 753 006 payable at SBI, Nayabazar (code No. 2094) is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non deposition of the same, E.M.D. will be forfeited. No interest on Security Deposit and Earnest Money Deposit shall be paid by the Institute to the tenderer.
4. **Agreement:-**The successful bidder will have to execute an agreement of the contract on non-judicial stamp paper of Rs. 100/- before undertaking the awarded contract.
5. **Period of Contract:-**The contract for running Canteen at NRRI premises, Cuttack will initially be for a period of one year which can be extended on yearly basis on satisfactory performance of the agency on mutual consent for the maximum period of 2 years.
6. **Enhancement of quoted price:-**After the expiry of one year period of the initial award of the contract, the Contractor has to pay 10% increase of quoted monthly charges every year for the extended period.
7. **Space for canteen:-**The contractor shall confine its operations for running the Canteen in the space earmarked to it. The contractor will have no ownership rights on the premises of the NRRI and will not use the NRRI premises as office address.
8. **Approved rates: -** The contractor will not increase the rates of serving items during the period of contract without prior permission of Competent Authority. Any addition to the serving items as per list and its rate will only be decided / fixed by the Director, NRRI, Cuttack in consultation with Canteen Committee and also the contractor will display the approved rates of all the eatable items to be sold by him in the canteen. The rates for different items shall be as per list enclosed at **Schedule I**.

9. **Credit Facility:** - The contractor will serve the food items during the various official meetings, as and when required on the rates approved by the Institute on bill basis subject to written order only. The credit bills will be raised to the respective Divisions/Sections for its early payment. No responsibility will be taken by the NRRI for credit sales to staff, research scholars, visitors and others.
9. **Payment of License fee:** - The contractor has to deposit the monthly charges so offered as license fees for running the canteen in the Administrative Unit (DDO) of institute in the first week of every month.
10. **Crockery:**-The contractor will be provided the crockery, cutlery, kitchen utensils, Gas stove, cylinder, Refrigerator etc. The crockery should be properly cleaned and used in good conditions & will keep the kitchen, dining hall always in a neat & clean conditions. Eatables will be prepared under hygienic conditions. Any loss or damage by the Contractor in this regard will be assessed and recovered from the security amount. For Handing over/Taking over the furniture, crockery and utensils etc, as available, the contractor will contact I/c Estate Manager of this Institute for the needful.
11. **Inspection:**-The Canteen Management Committee will have right to inspect the facilities maintained and food items sold/ served by the vendor in presence of representative of the agency/contractor. Inspection report of such inspection shall be shared for taking appropriate remedial measure.
12. **Complaints:**-The NRRI and the contractor will address general complaints, if any, received from the public regarding operations of the Canteen. A suggestion box will be installed in the Canteen. Contractor will attend to the suggestions in consultation with the Management Committee
13. **Food quality standard:**-For the preparation of eatables only healthy cooking oil "Agmark" will be used. The quality of the food items prepared and served by the contractor in the Canteen shall confirm to the standards as prescribed. Further contractor shall also ensure the following:-
 - i. All fruits and vegetables and other ingredients shall be of standard quality.
 - ii. Chipped crockery/ stained cutlery shall not be used.
 - iii. Any other item which is banned by the Government of India/ Government of Odisha/ Food Standard & Safety/ Deptt./ Authority/ Statutory Authority will not be used/sold at canteen.
14. **Water Charges:**-Water will be supplied free of charges for cleaning utensils, cooking of food and keeping the premises clean and tidy.
15. **Electricity Charges:**-Electricity will only be supplied free of charges in Dining hall, Kitchen and for fridge, water cooler, Hot case etc., **Electricity should not be used for cooking purpose.**
16. **Infrastructure Facility:**-The NRRI will provide infrastructure facilities including Water Cooler and necessary furniture, free of cost and the same shall be cleaned daily and

should be maintained in the good condition by the Contractor during the contract and the same will be returned to this office in workable condition at the time of the completion of contract.

18. **Unlawful activities:**-No unlawful activities will be run by the contractor or his worker in the canteen and in the Institute premises. Drinking of alcohol etc. and smoking will not be allowed by the contractor in the Canteen. Narcotics, etc. will not be sold by the contractor.
19. **Deployment of Staff:**-The contractor shall ensure deployment of sufficient staff and replenishment of their strength for the smooth functioning of the Canteen as well as for serving of food items in the Canteen. The contractor shall provide proper uniform to its staff for identification.
20. **Canteen Timings:** An authorized executive of the contractor shall be present for managing the catering services at all times during the operational timings from 8.30 A.M. to 5.00 P.M. in the Institute Canteen, unless services are required by Director, NRRI beyond that time for which information will be provided in advance. Night stay in the Canteen premises of the staff/ workers deputed by the vendor is not allowed. Only a few labours (2 or 3) may stay in the late evening, if required, for seminars, meetings and other official activities etc. by seeking permission from NRRI authority.
21. **Statutory Obligations:-**
 - (a) The vendor will be responsible to observe the provisions of the labour law and food laws as applicable and in force. The NRRI will not entertain any representation or bear any liability in this regard. The contractor/ vendor shall indemnify and keep indemnified NRRI/ ICAR against all suits/ libel of whatsoever in nature. The Contractor / vendor shall comply with all the statutory obligations in force without any liability being carried over on NRRI/ ICAR.
 - (b) Contractor will bear the cost for a comprehensive general liability insurance covering injury to or death of any person(s) occurring in the areas of operation whether caused by negligence on the part of contractor or not throughout the term of the contract. In case of failure of the contractor / vendor to perform their obligations/ duties under the agreement including obtaining insurance policy, NRRI shall not be responsible for any consequence due to fault of the contractor / vendor in this regard.
 - (c) The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws, EPF & ESI remittance or any other prevalent laws both of Central & State Enactments.
 - (d) The Contractor shall not engage any minor as per the Child Labour Act, 1986 at

the canteen.

- (e) The Contractor shall abide by all laws of the land including labour laws, tax deduction liabilities, and welfare measures of its employees and shall possess / obtain all necessary licenses for running a canteen.

22. **Menu:-**The schedules issued with the form of tender listing the menu etc. for Canteen services to be rendered, must not be altered by the tenderer. **(As per schedule-I)**

23. **Sole Proprietor/partnership/Company:-**

(A) Individual signing the tender or other documents connected with the tender must specify whether he signs as :

- i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
- ii. A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.

24. **Detail of Worker:-**The contractor will have to provide a list of workers who will be working in NRRI Canteen and provide complete details about them. The contractor will also make police verification and medical report of all his/her workers working within NRRI Canteen.

25. **Identity and Uniform:-**The contractor will ensure neat and clean dress/clothes and aprons used by his/her employees handing food at all times. Every employee so appointed by the contractor shall wear the prescribed uniform. The said uniform shall be provided by the Contractor at his own cost. The canteen workers will bear the Identity Card issued by NRRI, Cuttack during the working hours.

26. **Restriction on Sale:-**Breakfast/Lunch should not be supplied outside the NRRI by the contractor. However, it will be permissible for seminars, meetings, training, student/ staff's parties etc. being held in the campus.

27. **Loss to NRRI Property:-**The contractor will ensure that his/her employees do not loiter around in the campus. In case of any loss of NRRI caused by the employees of the contractor, the contractor will be responsible to make good the loss so sustained.

28. **Hygiene (a)** The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate numbers of dustbins will be provided by the contractor and shall ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the canteen. The contractor will ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and head gear. The Contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.

(b)The raw materials used for cooking can be checked by NRRI officials at any time and if substandard/unauthorized materials are found, the contractor will be penalized at the discretion of NRRI and contractor will have to abide by it.

29. **Safety Measures:**-The Contractor should take all safety measures while running Canteen. The Fire Extinguisher, First-Aid box for the persons deployed to work in canteen will be provided by the institute.

30. **Legal Right:**-No legal right shall vest in the contractor's workers to claim employment or otherwise absorption neither in NRRI nor the contractor's workers shall have any right whatsoever to claim the benefit and / or emoluments that may be permissible or paid to the employees of NRRI. The person engaged by the firm will not be an employee of NRRI/ICAR and there will be no employer-employee relationship between the NRRI/ICAR and the personnel so engaged by the contractor. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to its workers before deputing them to work at NRRI.

31. **Sub-letting:**-The contractor shall not engage the services of any sub contractor or transfer the contract to any other person. If, it is found at any time that the contractor is unable to provide the canteen services and has sub contracted to any other party, the NRRI has right to terminate the contract and to forfeit all security deposits by giving one months notice.

32. **Notice from contractor side:**-The contractor will give three months advance notice for terminating the contract failing which the security deposit will be forfeited.

33. **Termination of Contract:**- (a)Without prejudice to right under any other Clause of the contract, the Director, NRRI may in the event of any breach of the conditions on the part of the Contractor cancel the Contract and charge the Contractor with any loss arising from such cancellation.

(b) Decision of Director, NRRI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NRRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.

(c)The Director, NRRI reserves the right to cancel contract at any time or before the contract agreement by giving one month notice without assigning any reasons thereof.

35. **Legal Jurisdiction:**-All Legal disputes arising under this contract shall be subject to jurisdiction of Cuttack only.

SCHEDULE-I

SCHEDULE OF QUANTITIES/ ITEMS ALONGWITH RATES TO BE SERVED IN NRRI CANTEEN, CUTTACK – 753 006

Sl. No.	Name of Item	Weight/Volume	Rate (Rs.)
1.	2	3	4
BEVERAGES			
1.	Tea	100 ml/cup	8.00
2.	Coffee	100 ml/cup	8.00
3.	Milk (Sweet)	200ml/glass	10.00
4.	Curd (Dhai)	100gm	8.00
5.	Soft drinks & other branded beverages		As per MRP
6.	Ice cream		As per MRP
SNACKS			
1.	Vada per plate (two pieces) with curry	50 gm /piece	10.00
2.	Idli plate (three pieces) with curry	50 gm/piece	12.00
3.	Samosa with sauce/ chutney	60 gm/piece	5.00
4.	Upama with ghuguni	100 gm/plate	10.00
5.	Poori plate (four pieces) with curry	100 gm/plate	20.00
6.	Besan Pakoda with sauce/ chutney	100 gm/plate	15.00
7.	Aloo chop with sauce/ chutney	50 gm/piece	4.00
8.	Dahi vada (2 pieces)	2 pieces/plate	10.00
9.	Vegetable chop	60gm/piece	7.00
10.	Bread pakoda (2 pieces) with sauce/ chutney	2 pieces/plate	10.00
11.	Boiled egg	Per Egg	6.00
12.	Masala Dosa (with Sambar & chutney)	200 gm/plate	25.00
13.	Halwa	200gm	10.00
14.	Sandwich (Veg)	2 pieces	10.00
15	Omlet	Single egg	8.00
		Double	15.00
16.	Paratha with ghuguni	2 pieces/ plate	20.00
17.	Chakuli with ghuguni	3 pieces/ plate	20.00
18.	Bread (2 pieces) with butter	Per plate	15.00
SWEETS			
1.	Burfi Khoya (plain)	30 gm/piece	5.00
2.	Rasogulla	40 gm/piece	5.00
3.	Gulab Jamun	40 gm/piece	5.00
4.	Jalebi	100 gm/plate	5.00
5.	Laddu Bundi/ Besan	50 gm/piece	5.00

LUNCH			
1.	Vegetarian Meal (Thali) Full plate rice (fine quality) Vegetable (curry)- one Vegetable (fry)- One Dal/ dalma - one Raita/ curd Salad+ pickles	Full meal	50.00
2.	Vegetarian Meal (Thali) Shahi/Matar/Palak Paneer (curry)- one Full plate rice (fine quality) Da/ dalma - one Vegetable (fry)- One Raita/ curd Salad+ pickles	Full meal	75.00
3.	Non-Vegetarian Meal (Thali) Fish (curry) – 2 pieces Full plate rice (fine quality) Vegetable dry –One Dal – One Curd/Raita –One Salad + Pickle	Full meal	75.00
4.	Non-Vegetarian (Thali) Egg (curry) – 2 pieces Full plate rice (fine quality) Vegetable dry –One Dal – One Curd/Raita –One Salad + Pickle	Full meal	80.00
5.	Non-Vegetarian Meal (Thali) Chicken (curry) – 4 pieces Full plate rice (fine quality) Vegetable dry –One Dal – One Curd/Raita –One Salad + Pickle	Full meal	80.00
6.	Non-Vegetarian (Thali) Mutton (curry) – 4 pieces Full plate rice Vegetable dry –One Dal - One Curd/Raita -One Salad + Pickle	Full meal	120.00
7.	Rice	100 gm/plate	3.00
8.	Curry (Special)	200 gm/plate	6.00
9.	Bhaji/Raita	100 gm/plate	5.00

10.	Roti (Phulka)	Per piece	3.00
11.	Fish fry	Per piece	12.00
12	Veg Biryani in Basmati rice and raita	300gm/ plate	40.00
NON-VEG			
1.	Fish Curry	1 piece	15.00
2.	Egg curry	1 egg	10.00
3.	Chicken curry	½ plate (4 pcs)	50.00
4.	Mutton curry	½ plate (4 pcs)	80.00

Assistant Administrative Officer (Technical)
ICAR-National Rice Research Institute, Cuttack