

Indian Association for the Cultivation of Science
(Deemed to be University under de novo category under section 3 of the University Grants
Commission (UGC) Act, 1956, vide notification No.F.9-7/2017-U.3 (A) of the Central
Government)

2A & B, Raja S.C. Mullick Road, Jadavpur, Kolkata – 700032
Phone: (+91) (033) 2473 4971/3372/3073 Fax (+91) (33) 2473 2805
E-mail: registrar@iacs.res.in
Website: www.iacs.res.in

NOTICE INVITING TENDER
FOR HOUSE KEEPING OF GUEST HOUSES AND CATERING SERVICE IN
THE CANTEEN WITHIN THE CAMPUS OF THE ASSOCIATION.

NIT No. : IACS/Admn/2019-20/Outsourced Canteen/97

Date: - 10/01/2020

1. Sealed tenders are invited under Two Bid System i.e. Technical bid and Financial bid from reputed, experienced and financially sound Companies/ Firms/Agencies for providing day to day Maintenance and Housekeeping of M N Saha Guest House, Asutosh Mookerjee Guest House and Catering Service in the Canteen within the Campus of the **Indian Association for the Cultivation of Science (IACS here in termed as ‘Association’)**. Engagement of the deployed employee will be co-terminus with the contract offered. There will not be implicit/explicit claim of the absorption on termination of the contract.
2. The period of contract under the scope of work shall be for 12+12 months, which can be further extended by mutual agreement on yearly basis depending on the satisfactory performance of the Agency and at the discretion of IACS.
3. Complete Tender Documents can be downloaded from the website of this office i.e **www.iacs.res.in** linked to the CPP Portal. The tender document contain the followings:

ANNEXURE-I	SCOPE OF WORK ALONGWITH TERMS AND CONDITIONS AND RELATED DETAILS
ANNEXURE-II & III	TECHNICAL BID
ANNEXURE-IV	FINANCIAL BID

4. Tender Document Fee: Rs. 526/- (Non refundable) Rs.500 plus GST Rs.26/- in the form of DD in favour of “**Indian Association for the Cultivation of Science**” payable at Kolkata, to be kept in the envelope of Technical Bid. Quotation received without Tender fee will be summarily rejected.

5. IACS reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses along with documents at the prescribed address will be the responsibility of the responding agency solely.

6. The Agency shall furnish an Earnest Money deposit (EMD) in favour of “**Indian Association for the Cultivation of Science**” issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs. 30000/- (Rupees Thirty thousand only) at the time of submission of proposal. The EMD in a separate envelop should be submitted with the Technical Bid.

7. Interested Agencies may fill in the tender forms and send in two separate covers – one with “Technical bid – Envelope A” containing Annexure I,II & III and other supporting documents, and the other with “Financial bid – Envelope B” containing Annexure IV. Both sealed Envelopes A and B will be put in another/ Big cover and should be marked as “TENDER FOR HOUSE KEEPING OF GUEST HOUSES AND CATERING SERVICE IN THE GUEST HOUSE / CANTEEN WITHIN THE CAMPUS OF THE ASSOCIATION "and addressed to the **Registrar, Indian Association for the Cultivation of Science (IACS), 2A & B, Raja S.C. Mullick Road, Jadavpur, Kolkata – 700032.**

8. IMPORTANT DETAILS / DATE SHEET

Tender No.	NIT No. : IACS/Admn/2019-20/Outsourced Canteen/97 Date: - 10/01/2020
Name of organization	Indian Association for the Cultivation of Science
Details of Contact Person for clarifications/ queries	Ms. Suchismita Mallick, (M) 8017136012
Date and time of Issue/Publishing	10/01/2020
Cost of Tender Document	Rs. 526/-(Rs.Five Hundred + GST Rs.26)
Earnest Money Deposit (EMD)	30000/-
Interest free Performance Security Deposit	Rs. 2,00,000/- in the form of Bank Draft of any Nationalised Bank.

Document Download/Sale End Date & Time	10/01/2020
Bid Submission Date and Time	21/01/2020 up to 3.00 PM
Pre Bid Meeting Date and Time	16/01/2020
Address where the Tenders are to be submitted	In the room of the Registrar IACS
Date, Time and venue for Opening of Technical Bids in the presence of the intending bidders/their authorized bidders	21/01/2020 at 04.00 P.M at C V Raman hall.
Financial Bids of Technically qualified bidders will be opened only. The date & time of opening of Financial Bids – Will be displayed online.	
Bid validity	180 days from the closing date of bid submission

9. Interested bidders may visit the campus during up to the date 16/01/2020 between 11.30 AM to 4.00 PM excepting Saturday, Sunday and Government Holidays.
10. In case the tender opening day is declared as a holiday by the Government, then the tender will be opened at the same time / place on the next working day.
11. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.

Acting Registrar

ANNEXURE - I

SCOPE OF WORK

To provide services related to day to day Catering, Maintenance and Housekeeping of M N Saha Guest House, Asutosh Mookerjee Guest House and services related to canteen catering to 400 persons by providing manpower (Skilled/Semi-Skilled/ Unskilled) to help cook and serve food in the canteen and guest house to assist in maintenance of cleanliness and upkeep of the canteen on all working days from 8.00 A.M. to 9.00 P.M for the period of contract.

Details of scope of work are as follows:

1. Day To Day Maintenance and House Keeping of M N Saha Guest House, Asutosh Mookerjee Guest House

Front office management including reception, front office desk, record keeping, collection and deposit of revenues, liaison with Guest House In-Charge for maintenance, bookings and communications etc.

Front Office Services:

i) Reception

- (a) The reception desk shall receive the guests and offer them the required assistance immediately on their arrival. They will also be responsible for ensuring proper filling up of all forms and register related to the guest check-in and check-out. The waiters shall carry the luggage to the allotted room and assist the guest until they settle down comfortably.
- (b) The person on the reception desk / any other person deployed by the Contractor should also manage the Tea/ Coffee Vending Machine and any other facility that may be setup from time to time. The person deployed by the Contractor in the guest houses must be polite and efficient to manage the guests.

ii) Booking

The Guest House In-charge shall allot the accommodation and inform the front office in writing before the arrival of the guests. No request for accommodation shall be directly entertained by the Contractor without the consent of the Guest House In-Charge. In emergency cases or if the Guest has arrived at the Guest House without prior intimation, verbal permission shall be obtained from the Guest House In-charge and be followed up by a written confirmation. The Contractor shall offer all assistance to Guest House In-charge in organizing his bookings.

iii) Communication

All communications including telephone/written inquiries, fax messages etc. in regard to the booking, shall be received and managed by the Front Office.

iv) Collection of Bills

The front office shall prepare the bills in computerized format as provided by IACS in respect of room rent, receive the payments and deposit the same with the Accounts Section every week under direction from the Guest House In-Charge.

The front office shall also prepare and maintain bills for facilities like Tea/ Coffee and food supplied to the boarders.

v) Hospitality

The front office shall attend to the calls from the guests occupying the rooms and offer required assistance at all times. It shall regulate the visitor's phone calls, and attend to any complaints made by the Guest House etc. It shall also address such complaint in co-ordination with the Guest House In-charge.

vi) Record Keeping

The front office shall maintain all records as desired by the Centre from time to time.

vii) Linen

The front office shall be responsible for safe custody, issue and use of the linen supplied by IACS and organize its laundry as per requirement.

vii) Administration

The front office shall be generally responsible for enforcement of discipline as per the guidelines issued by IACS and for preventing the misuse of the Guest House and its premises by the guests as well as the Contractor's employees.

viii) Liaison

The front office shall maintain close coordination with the Guest House In-charge and his authorized representative and manage the Guest House in consultation with him.

The Contractor shall supply the following articles for use in the Guest House:

For Rooms Small size bath soap, toilet paper, paper napkins, Deodorant, Naphthalene balls, Phenyl, Detergent and Acid, Cloth Dusters, Mosquito repellent, mop sticks and any other item that may be required.

For Housekeeping Brooms, cloth soap, buckets for collection of garbage, belcha, phenyl, detergent, acid, naphthalene balls, insecticide, DDT, Cloth Duster, mop sticks and any other item that may be required.

IACS shall provide the inventory list of the Guest House to the Contractor at the time of execution of the work order. The Inventory list may change from time to time and the Contractor will be accordingly informed by the Institute about the same.

2. Catering Service including running of the Canteen

This comprises of providing tea/ coffee/ snacks/ lunch/ dinner etc. to the staff and other members of IACS and also the following:

- (i) To provide bed tea, breakfast, lunch, evening tea/ snacks and dinner at the rates specified in the schedule of rates in the Guest Houses.
- (ii) To arrange tea / snacks / lunch / dinner etc. for meetings, conferences or IACS's programs etc. on approval of the Competent Authority of IACS.
- (iii) Day to day sweeping of floors of the rooms/dining room with broom followed by wet mopping with phenyl.
- (iv) Day to day cleaning of the kitchen.
- (v) Day to day cleaning of the cooking utensils.
- (vi)** The contractor will be required to pay IACS an amount of Rs. 12000/- (Rs. Twelve thousand only) plus applicable GST, if any, per month towards usage charge for water, Kitchen equipments/ furniture and the rent of the assigned space, Further the Contractor will also required to pay the electricity bills on the actual of space identified for the Canteen.
- (vii) Kitchen equipments/ furniture, which will be provided by the IACS-to the contractor, should be ensured of proper handling of the equipments and those inventories will have to be handed over in original condition at the end of the contract.

A. GENERAL CONDITIONS OF THE CONTRACT

- 1) The Contractor will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by IACS from time to time.
- 2) The Contractor shall employ only adult, trained, efficient and responsible staff with good health and sound mind from lawfully accepted Indian citizen for general maintenance and housekeeping services. He shall also nominate qualified and experienced manager / supervisor acceptable to IACS to take orders/instructions from Guest House In-charge and the guests.
- 3) The Contractor should provide I-cards to its staff. Any change of staff, the Guest House In-Charge should be informed in advance to the Association.
- 4) The Contractor shall provide all staff with uniforms as per their job assignments and they shall wear it compulsorily while on duty. The colour and style of uniform shall be fixed by the Contractor, with concurrence of IACS.
- 5) IACS will not be responsible for any issue related to the manpower/staff of the Contractor.
- 6) The Contractor shall make an arrangement of the following newspapers/ magazines etc. in the Guest House Lobby at his own cost.
 1. The Times of India(English)
 2. Sanmarg (Hindi)
 3. Ananda Bazar Patrika (Bengali)
 4. Science Reporter
 5. Current Science
 6. Sports World
- 7) In case the furniture/furnishing/fixtures/linen of the Guest House is damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the Guest House In-Charge. In such a case, the Contractor will be liable to replace the item at his own cost or IACS shall have the right to recover the loss from the contractor. The decision of IACS in this matter will be final.
- 8) The Guest Houses are the property of IACS and the Contractor is only permitted to manage the premises as long the Contract remains valid. Whenever the contract is terminated or the contract is concluded and IACS decides that the Contractor should not be allowed to run the service, IACS will be entitled to restrain the Contractor from entering the campus.
- 9) The staff of the Contractor engaged in IACS will be required to maintain registers which are necessary for this purpose in the format as prescribed by IACS.

- 10) IACS will fix room rents for various categories of guests from time to time. Rent from the Guest will be collected by the Contractor as per these rates. Bill book as specified and provided by IACS / Computerized Billing as implemented by IACS shall be maintained by the Contractor. He will also be required to furnish daily occupancy statement to Guest House In-charge or as may be decided by the IACS.
- 11) The Contractor will arrange to serve breakfast, lunch, snacks and dinner in the dining hall as per timings fixed by IACS. Tea and snacks should be available in the dining hall during morning hours (after Breakfast-before lunch) and during evening hours (after lunch-before dinner). It will be the responsibility of the Contractor to get the food bills signed by the Boarder/Guest.
- 12) Timings: The catering services should be available from 6:00 hrs. to 22:30 hrs every day. The timings are subject to change, with prior approval of the Competent Authority.
- 13) The Contractor must ensure categorically that all cooking materials for example, vegetables, eggs, fish, milk, meat, fruits etc. must be fresh for the preparation of every meal (breakfast, lunch, snacks and dinner) and this should be adhered to strictly. In no situation, the leftover food of one meal should be served in the next meal.
- 14) Good quality oil (Mustard, Sunflower, Soybean, rice (cholesterol-free)) and spices of standard brand should be used in preparation of food items. Food served should be fresh and tasty. However, used oil for frying in one item should not be used further.
- 15) Cleanliness for catering services:
 - (i) Every morning the cooking area, kitchen, storage areas and the entire Dining Room (after the breakfast timing) should thoroughly washed and cleaned by the Contractor's staff.
 - (ii) Every meal should be served on carefully cleaned and dry plates, glasses, bowls, spoons, forks etc.
 - (iii) The Contractor shall keep the kitchen and dining hall always in hygienic order and shall immediately make arrangements to dispose of the leftover materials. Contractor's employees shall be prohibited from bathing and washing clothes inside the kitchen.
- 16) The Contractor should ensure that Vegetarian and Non-Vegetarian food items are not mixed up in any case and are separately and adequately served to the satisfaction and requirement of the Guests.
- 17) The Contractor shall be solely responsible for the behaviour of his staff. He should ensure that his staff employed in the dining hall do not engage in any altercation / quarrel with users of the facility. In case of any dispute, the Contractor can approach the In-charge only in writing.
- 18) It is the duty of the Contractor's staff to switch off and on all lights/fans/ Air Conditioners/pest control machines/electronic signboards in exact times in the hall when it is not required.
- 19) The Contractor shall be liable for any breakage/damage/loss caused to the items supplied by IACS for the job and will be liable to replace the item at his own cost or IACS shall have the right to recover the loss from the contractor. The decision of IACS in this matter will be final.

- 20) In case IACS suffers any kind of loss of any nature on account of Contractor or his employees, IACS shall recover such losses etc. from the Contractor as per actual.
- 21) The Contractor will purchase and provide the raw materials for various items of good quality for catering services at his own cost.
- 22) The In-Charge or any other person authorized by the Competent Authority will have the right to inspect the kitchen or the place where meals, snacks etc. are prepared and will also have the right to inspect the raw materials to be used for the aforesaid purpose.
- 23) The charges for the food supplied to the staff / students / personnel of contractual service agencies / guests will be collected by the Contractor from them.

In case of official guest(s), the Contractor shall prepare the Bill and get it duly countersigned by the authorized representative of IACS. Any bill not duly countersigned by the Guest will be liable to be rejected.

For official meetings / seminars lunch and dinner, the bills should be countersigned by the authorized person on behalf of IACS who would be placing the order.

For tea and snacks served in various meetings held in IACS, the Contractor should attach the relevant requisition made by the person on behalf of the IACS with the bill.

- 24) The Contractor shall abide by the applicable rules and regulations relating to the sale of food, drinks etc. and shall obtain the necessary license, from the competent authority whenever required
- 25) Supply of total number of personnel from lawfully accepted Indian citizen for providing round the clock general maintenance and housekeeping of the Guest House and for providing catering services as mentioned herein under:

Sl. No.	Type of the Post	Nos. of People
1.	Skilled	____ Nos.
2.	Semi Skilled	____ Nos.
3.	Unskilled	__ ____Nos.
Total		__ ____Nos.

Each staff is entitled to get one weekly holiday as per Shop & Establishment Act. Alternative arrangement should be made by the Contractor on such weekly holidays so that the service remains uninterrupted.

- 26) The Service Provider shall fulfil all statutory requirements, including paying minimum wages to his workers and other statutory benefits and proper account of all the payments being made. The service provider shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the department against all such liabilities, which may likely to arise out of his failure to fulfil such statutory obligations.

- 27) The Contractor shall at his own expenses, take Workman's Compensation Insurance and he shall also obtain from his underwriter of such insurance a waiver of subrogation in favour of IACS. The Contractor shall further at his own expense, register claims and pursue realization of all insurance claims. He shall produce proof of such insurance within a reasonable time from the date of issue of letter of acceptance of BID.
- 28) The Contractor shall obtain specified license from Regional Labour Commissioner, West Bengal, within a reasonable time period after issue of letter of acceptance of BID for employment of labour in excess of the specified number.
- 29) The Contractor shall not appoint any Sub-Contractor for the work assigned to him without the written permission of IACS.
- 30) The Contractor shall make his own arrangements for transportation of his employees.
- 31) The Contractor will be required to submit details like identity proof, photograph, name, father's name, address, contact number, educational qualifications and experience of the staff engaged by him in IACS to the respective In-charges at the time of commencement of the contract. Any replacement of staff by the Contractor should be immediately informed to the respective In-charges
- 32) The Contractor shall be responsible for the discipline and good conduct and behaviour of all the persons engaged by it and / or working on its account and the Contractor shall be liable to make good any losses or damages caused by such persons either to the property and goods of the Centre or personnel of IACS.
- 33) Smoking and consumption of alcohol or any kind of addiction within the entire area of Guest House and IACS is strictly prohibited. Violations of this rule shall be prosecuted as per law and discharged immediately.
- 34) The Contractor shall deposit all Cheques / DDs / Cash received by him from the Guests to the IACS Accounts Section on the subsequent date of collection with endorsement of the respective In-charges.

B. CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT

- 1) The Contractor on or after award of the work shall name and depute a qualified manager having sufficient experience in carrying out work of similar nature, to whom the establishment shall be made over and the instruction of works shall be given. The Contractor shall also provide to the satisfaction of the Guest House In-charge sufficient and qualified staff to superintend the execution of the works, including those specifically qualified and experienced to supervise the types of work comprised in the contract in such manner as will ensure work of high standard commensurate with the reputation of IACS.
- 2) If and whenever any of the Contractor's employee shall in opinion of the Guest House In-charge, be held/suspected guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that in the opinion of the Guest House In-charge, it is undesirable for administrative or any other reason for such person / persons to be employed in the works, the Contractor if so

directed by the Guest House In-charge, shall remove such person / persons from IACS Campus. Any person / persons so removed from the works shall not again be employed in connection with the works without written permission of the Guest House In-charge.

- 3) The Contractor shall be responsible for proper behaviour of all the staff, employed directly or indirectly by him.
- 4) All Contractors' personnel entering upon IACS premises shall be properly identified by badges of a type acceptable to IACS which must be worn by them at all times during duty hours and abide by the security and other norms of the Institute.

C. INITIAL PERIOD OF CONTRACT: 12+12 (twelve) months.

D. MOBILISATION PERIOD: IACS will provide the contractor a maximum of 15 days for mobilization of resources on his part after the Award of Contract. Contractor has to commence operation on or from the 16th day of the Award of Contract. Failure to do so, shall attract a penalty of Rs. 5000/- per day. In case the Contractor is not able to commence operation even after 30 days of Award of Contract, the contract will be terminated and the EMD will be forfeited and the company will be blacklisted.

E. PAYMENT OF CONTRACTOR'S BILL

1) Payment due to the Contractor in accordance with table no. 3 & 4 of page No. 22 shall be raised by the Contractor to the Institute within 15th day of every month for the admissible expenses only. The Contractor shall submit the bill to the Accounts Section with supporting valid documents/papers duly verified by the officials delegated by the Administration through Amenities Committee. However, the payment shall be made to the Contractor within 3 weeks of the submission of bill after completion of all the obligations under the contract.

2) The successful bidder shall execute a Interest free Security Deposit to the tune of Rs. 2,00,000/- in the form of Bank Draft of a Nationalised Bank. Refund of Security Deposit may be released by the Administration through proper channel.

F. ACCIDENT OR INJURY TO WORKMEN

The Association shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract save and except an accident injury resulting from any act or default of the Centre. The Contractor shall indemnify and keep indemnified the Association against all such damage and compensation whatsoever in respect or in relation thereto.

G. DAMAGE TO PROPERTY

The Contractor shall be responsible for making good to the satisfaction of the Guest House In-charge any loss or any damage to all structures and properties within the Guest House premises. If such loss or damage is due to fault and/or the negligence or willful acts or omission of the Contractor, his employees, agents, representatives, he shall make good the loss as assessed by the Guest House In-charge.

The Contractor shall be the custodian of the building and the premises of the Guest House and Dining Area, including all installations, furniture, furnishing equipments, linen, utensils, gadgets and all other things supplied by IACS as part of the establishment. It is the responsibility of the Contractor to ensure that the establishment is not misused or carelessly handled by his workers and / or the guests / users. The responsibility to keep the services and the establishment in good condition shall lie on the Contractor. For this purpose the Contractor shall have to maintain close liaison with the Guest House In-Charge to seek support and advice in this matter.

H. COMPLETION OF CONTRACT

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond 1+1 (one plus one) year by mutual consent.

I. CONTRACTOR TO PAY DIFFERENCE OF COST FOR FAILURE TO RENDER THE SERVICE

In the event of the Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily IACS shall make alternative arrangement to do it and the differences of cost incurred by IACS thereby shall be recovered from the Contractor's unpaid bills and Security Deposit.

J. SUSPENSION/ CANCELLATION AND TERMINATION OF THE AGREEMENT

a) Notwithstanding anything contained hereinbefore to the contrary, IACS shall have full power and authority to terminate this Agreement without assigning any reason by giving 90 (thirty) days clear notice in writing and in such case the Contractor shall have no claim for any loss and damage against IACS. If the Contractor abandons his service for which he/she is committed to IACS, all his/ her dues e.g. EMD, Security Deposit, etc. will be forfeited by IACS. The notice period required for termination of Contract from either side is 90 days.

b) IACS reserves the exclusive right to suspend, cancel, terminate this Agreement at any time if it has sufficient reason to believe that the Contractor has failed to perform or observe or fulfil any of the terms and conditions hereinbefore contained and/or liable and responsible for any loss or damage suffered by IACS. Any loss or damage will be recovered from EMD, Security Deposit or Bills or any other means as the Competent Authority thinks fit.

c) On termination of the Agreement, the Contractor must immediately, i.e.,

within 24 hours withdraw its men and materials from IACS and the Contractor shall have no right to claim any demurrage/ compensation from IACS for the loss of job of its employees or whatsoever in as much as it is for the Contractor to deploy its men in such other sites or places and the said employees are under complete administration, supervision and control of the Contractor.

d) Both the parties may suspend / cancel / terminate the agreement by giving 90 (ninety) days clear notice in writing.

K. ARBITRATION

1) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before and after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out or relating to the contract or breach thereof, shall be referred to Sole Arbitrator to be appointed by the Competent Authority of IACS at the time of dispute.

2) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause.

3) It is a term of the contract that the cost of arbitration will be borne by the parties themselves.

4) The venue of the arbitration shall be at KOLKATA.

5) Subject to as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modification or re-enactment thereof rules make there under and for the time being in force shall apply to the arbitration proceedings under this clause.

L. JURISDICTION

The contract shall be governed by and constructed according to the law in force in India. The Contract shall be subject to the jurisdiction of the courts situated at Kolkata for the purpose of actions and any proceedings arising out of the contract and the courts at Kolkata only will have the jurisdiction to hear and decide such actions and proceedings.

M.DEDUCTION OF STATUTORY TAX AT SOURCE

All payments will be subject to deduction of Income Tax or other tax at source as per Income Tax Act, GST rule/Act and other statutory act respectively may be necessary to deduct.

N. CRITERIA FOR ELIGIBILITY

(a) The bidder must have 5 years experience in managing guest houses and canteen of reputed govt. organizations / PSUs / reputed Academic institutions and must be able to deploy experienced personnel having fulfilled all the statutory licensing and registration requirements.

(b) The average annual turnover of the bidder shall be minimum of Rs. 20 lakh

(Rupees Twenty lakh only) per annum during the last three years ending 31-3-2019.

(c) The bidder should possess valid trade license and FSSAI registration and any other license related to maintenance & housekeeping work and valid labour contract license with the Government and also should have registration with EPF, ESI GST, Profession Tax, PAN etc. and also with the Labour Commissioner.

(d) The bidder must have provided minimum 25 (twenty five) personnel to an organization at a time at present or in recent past i.e. in 3 (three) years.

(e) The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.

ANNEXURE-II

Technical Bid

TENDER FOR HOUSE KEEPING OF GUEST HOUSES AND CATERING SERVICE IN THE CANTEEN WITHIN THE CAMPUS OF THE ASSOCIATION

From:-

To
The Registrar,
Indian Association for the Cultivation of Science (IACS)
2A & 2B, Raja S.C. Mullick Road, Jadavpur
Kolkata – 700032

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions of the contract for providing HOUSE KEEPING OF GUEST HOUSES AND CATERING SERVICE IN THE CANTEEN WITHIN THE CAMPUS OF THE ASSOCIATION and agree to provide the services as detailed in ANNEXURE-I or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure IV to this TENDER and I / we agree to hold this offer open till 12 months from the date of entering a job contract with IACS. I / we shall be bound by a communication of acceptance despatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. Every page so attached with this TENDER bears my signature and the official seal.
4. The Bid shall be valid for 180 days from the closing date of bid submission

Signature & Seal of Applicant with date &
address Name & Signature of witness &
Address

ANNEXURE –III –TECHNICAL DETAILS (Technical Bid)

PROFORMA FOR TECHNICAL BID

**(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/AGENCY UNDER
SIGNATURES OF THE AUTHORISED SIGNATORY)**

**“TENDER FOR HOUSE KEEPING OF GUEST HOUSES AND CATERING
SERVICE IN THE CANTEEN WITHIN THE CAMPUS OF THE
ASSOCIATION”**

1.a) Name & Address of the Tendering Organization/ Agency with phone number, fax no, e-mail etc.					
1.b) Status of the firm (Proprietary/ Partnership/Company)					
2. Name & Designation of contact person with telephone/ mobile no.					
3. Experience in the work of providing Housekeeping and Catering Services. To attach work order/certificates/ testimonials in regard particulars of experience for the last 3 years along with certificates from the agency where the job was carried out in the following format					
3.a) Average annual Turnover in Rs					
	Name of the organisation with complete address and telephone numbers to whom service provided	Period		Contracted Amount (Rs. per month)	Reason for termination

4.a) Is the establishment registered with the Government ; please give details with document/ evidence b) Do you have labour license. Please provide License No. and attach copy	
5. EPF Registration No.(Copy to be enclosed) ESI Registration No. .(Copy to be enclosed)	
6. PAN No. (Copy to be enclosed)	
7. Trade License No. (Please attach copy)	
8. GST Registration No. (Please attach copy)	
9. FSSAI Registration No. (Please attach copy)	
10. Please attach Income Tax Return for the last three years	
11. Please attach Statement of Accounts of the company duly certified by Chartered Accountant for the last three years	
13. Details of EMD (Rs. 30000/-) with Demand Draft No. and date with Name of issuing bank	
14.Whether the firm is blacklisted by any organization .(If no, a certificate is to be attached)	

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. . In case of any information/documents found to be false, fake or incorrect, IACS is free to take action against my/our agency as deemed fit by them. I/we,_____do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of the Authorised person with seal)

Name and seal of the bidder

ANNE AXURE –IV - FINANCIAL DETAILS /PROFORMA FOR FINANCIAL BID

**(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER
SIGNATURES OF THE AUTHORISED PERSON)**

**“TENDER FOR HOUSE KEEPING OF GUEST HOUSES AND CATERING
SERVICE IN THE CANTEEN WITHIN THE CAMPUS OF THE
ASSOCIATION”**

1) Rates of regular food served

Sl.	Name of Items	Rates(Rs)
	BREAKFAST	
1a	Tea (Black Tea in Cup)	5.00
1b	Milk Tea in Cup	7.00
2	Coffee	10.00
3	Luchi (4 pcs.) & Veg curry	18.00
4	Aloo paratha (1 pc.)	10.00
5	Boiled egg	8.00
6	Egg Omelette	10.00
7	Egg Poach	10.00
8	Bread Butter / Jam (2 pcs)	12.00
9	Plain Bread (2 pcs.)	8.00
10	Milk 1 glass (200 ml)	12.00
11	Egg Sandwich	20.00
12	Veg. Sandwich	15.00
13	Maggi (small)	MRP+3.00
14	Banana	MRP or 7.00
15	Ghugni	15.00
	LUNCH/DINNER	
16a	Boiled Rice (150 gm-full plate) with 1 piece green chilli, 1	16.00

	piece onion, 1 piece lemon	
16b	Boiled Rice(100 gm-half plate) with 1 piece green chilli, 1 piece onion, 1 piece lemon	12.00
16c	Additional Boiled Rice(100 gm-half plate)	12.00
16d	Special Rice (Basmati) 150 gm-full plate 1 piece green chilli, 1 piece onion, 1 piece lemon	25.00
17a	Special Rice (Basmati) 100 gm-half plate 1 piece green chilli, 1 piece onion, 1 piece lemon	20.00
17b	Additional Special Rice (Basmati) 100 gm-half plate	20.00
18	Roti (1 pcs.)	3.00
19	Dal/special dal	10.00/20.00
20	Bhaja	10.00
21	Fish 1 piece (Minimum 75 gm)	35.00
22	Veg Curry/special veg curry	15.00-18.00/28.00
23	Egg curry	15.00
24	Chicken curry (Minimum 100 gm)	35.00
25	Packed Curd (MRP)	MRP
26	Egg Omelette/Poch	10.00
27	Green Salad	MRP
28	Veg Thali (Rice 150 gm, Dal, , Bhaja, Veg Curry, Packed Curd, 1 piece green chilli, 1 piece onion, 1 piece lemon, Chatney, Papad)	65.00
29	Egg Thali (Rice 150 gm, Dal, , Bhaja, Egg Curry, Packed Curd, 1 piece green chilli, 1 piece onion, 1 piece lemon, Chatney, Papad)	65.00
30	Fish Thali (Rice 150 gm, Dal, , Bhaja, Fish Curry (1 Pc Minimum 75 grams, Packed Curd, 1 piece green chilli, 1 piece onion, 1 piece lemon, Chatney, Papad)	80.00
31	Fish Thali (Rice 150 gm, Dal, , Bhaja, Chicken Curry (Minimum 100 grams, Packed Curd, 1 piece green chilli, 1 piece onion, 1 piece lemon, Chatney, Papad)	80.00
* KEEPING FISH, CHICKEN/MUTTON & EGG CURRY IS MANDATORY EVERYDAY. VARIATION OF FISH TYPES IS PREFERRED. OPTIONAL VEG/NON-VEG MENU		
28	Chowmin (1/2 plate)	15.00

29	Chowmin (Full plate)	30.00
30	Mixed Fried Rice	60.00
31	Chilly Chicken (2 Piece)	40.00
32	Mutton (2 Piece/100 gm)	80.00
33	Biriyani (Veg / Non-Veg)	50.00/80.00
34	Khichuri	30.00
35	Curd Rice	40.00
36	Moglai	45.00
37	Lemon Rice	30.00
38	Polao	50.00
	DESSERT DISH	
39	Sweets at market price	MRP
40	Ice-cream at market price	MRP
41	Cold drinks at market price	MRP
	EVENING SNACKS	
42	Aloo chop/ Beguni (1 pcs.)	8.00
43	Samosa (1 pcs.)	8.00
44	Veg Chop (1 pcs.)	8.00
45	Veg Ball (4 pcs.)	15.00
46	Bread pakora (1 pcs.)	17.00
47	Egg chop (1 pc.)	12.00
48	Paneer Cutlet (1 pc.)	35.00
49	Fish Fry (1 pc. vetki)/ Fish Fry (1 pc. non-vetki)	100.00/50.00
50	Fish Roll (vetki)/ Fish Roll (non-vetki)	100.00/50.00
51	Veg Tardka	25.00
52	Egg Tardka	30.00
53	Ghugni	15.00
54	Paw Bhaji	30.00
55	Idly (2 pcs.)	24.00

56	Dosa	38.00
57	Dahi Boda (2 pcs.)	40.00
58	Maggi	MRP+3
59	Muri Chanachur	12.00
60	Momo (2 Piece)	20.00
61	Roll (Egg/Chicken/Veg)	30.00/45.00/20.00
62	Chicken Pakora	12.00/piece
63	Luchi – Veg Curry	18.00
64	Fish Finger	20.00/piece
65	French Fry	12.00/plate

2) Rates for Buffet order For Guest House

Sl No	Item	Item no	Rate (Rs)
1	Breakfast	Tea (Black Tea)	
		Milk Tea	
		Coffee	
		Luchi (4 pcs.) & Veg curry	
		Aloo paratha (1 pc.)	
		Boiled egg	
		Egg Omelette	
		Egg Poach	
		Bread Butter / Jam (2 pcs)	

		Plain Bread (2 pcs.)	
		Milk 1 glass (200 ml)	
		Egg Sandwich	
		Veg. Sandwich	
		Maggi (small)	
		Banana	
		Ghugni	
		Fruit Juice	
		Cornflakes	
		Mineral Water Bottle (MRP) – 1 Bottle	
2	Lunch/Dinner	Veg meal (Special Rice, roti, dal, 2 sabjis, 1 bhaji, chatni, Papad, Curd, Sweets, green chilli, onion, lemon)	
3	Lunch/Dinner	Nonveg meal (Special Rice, roti, dal, 1 sabji, 1 bhaji, 1 fish dish, 1 chicken/mutton dish, curd, sweets, green chilli, onion, lemon)	
4	Additional Items	Special Mutton/ Chicken/Fish	
		Special Veg. curry	
		Dal (Special)	
		Fish Fry/ Fish Roll/ Fish Finger (4 pcs.)	
		Cold Drinks (MRP)	
		Mineral Water Bottle (MRP)	
TOTAL (2)			

3) Rates for other expense in Guest Houses per month

Sl. No.	Item	Rate
1	Newspapers (As specified in Page No.)	
2	Cleaning Materials As specified in Page No.)	
3	Dhobi Charges	
TOTAL (3)		

4) Rates for other expense per month (if applicable) :

Sl. No.	Item	Rate
1	Newspapers (As specified in Page No.)	
2	Cleaning Materials As specified in Page No.)	
3	Dhobi Charges	
TOTAL (4)		

Consumables is to be charged based on approx boarders

5) Rates for providing Manpower in Guest Houses – To Be Provided By The Vendor.

Evaluation (Marking System): Applicant shall be assigned different marks out of a total of 100 marks, as per the evaluation criteria specified as below:

Sr. No	Criteria	Marks	Max. Marks
(1)	(2)	(3)	(4)
1.	Experience of running and managing canteen services • More than 10 Years • 5-10 Years • 3-5 Years	15 Marks 12 Marks 10 Marks	15 Marks
2.	Average Annual Turnover during last 3 Financial Years • Above 40 Lakhs • 30-40 Lakhs • 20-30 Lakhs	15 Marks 12 Marks 10 Marks	15 Marks
3.	Client Status, Size of Contract & No. of Contracts		15 Marks
4.	Performance Rating by Tender • Excellent • Very Good • Good • Fair		20 Marks
5.	Pricing		20 Marks
6.	Numbers of workers to be engaged		10 Marks
7.	Recommendation		05 Marks
	Total		100 Marks

a) Based on the Final evaluation criteria, each Applicant will be given certain marks. The minimum qualifying marks is 70% (70 marks out of 100).

b) The Most responsive applicant, based on the above specified evaluation criteria, will be considered further for placement of contract after complete clarification/verification as decided by the department.

c) The tender committee will evaluate and cross-check the correctness of data provided by the Applicants by making necessary enquiries with the concerned agencies.

d) Further, without affecting the sanctity of the above criteria, the department reserves rights to relax any condition of eligibility criteria qualifying the proposal(s) based on merit of each case and if the situation so warrants in the interest of the department.

Lowest Bidder is to be determined by the Tender evaluation committee based on above criteria.

Signature of the Bidder with date

Name and seal of the Bidder