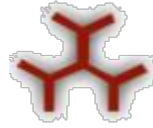


**NATIONAL INSTITUTE OF IMMUNOLOGY (NII),  
NEW DELHI**

**TENDER DOCUMENT FOR  
RUNNING CANTEEN/CAFETERIA/CATERING  
SERVICES PREFERABLY**

**NATIONAL INSTITUTE OF IMMUNOLOGY  
ARUNA ASAF ALI MARG, NEW DELHI-110067  
Ph.: +91-011-26717121-45 & 26717010-19  
Email: [admin1@nii.ac.in](mailto:admin1@nii.ac.in)  
Website: - [WWW.NII.RES.IN](http://WWW.NII.RES.IN)**



**NATIONAL INSTITUTE OF IMMUNOLOGY  
AURNA ASAF ALI MARG,  
New DELHI - 110 067**

**No. Admn (GA)/3.2.2.5 (1.1)**

**Dated:- 4.6.2025**

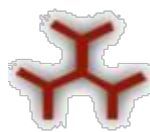
**TENDER NOTICE FOR RUNNING CANTEEN/CAFETERIA SERVICES/CATERING  
SERVICES PREFERABLY**

Director, National Institute of Immunology, New Delhi, invites sealed tenders from reputed Caterers/Agencies having experience in running canteen/cafeteria/Catering Services, **preferably in any Govt. Department/Autonomous Institutes/Educational Institute located in the National Capital Region of Delhi to cater to the needs of employees and Research Scholars for providing tea/ coffee/ snack/ cold drink/ breakfast/ lunch/ dinner, etc., for about 500 persons** working in the Institute.

Tender documents can be downloaded from the Institute's website ([www.nii.res.in](http://www.nii.res.in)) or CPPP portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). Complete tender documents can be submitted by 25.6.2025 (**upto 10:30 Hrs**) and it will be opened on the **same day at 11:00 Hrs**. Please note that the downloaded tender document is subject to verification with the original document given on the NII website.

Director, NII reserves the right to accept/ reject any or all the tenders without assigning any reason thereof.

**Senior Manager, NII**



**NATIONAL INSTITUTE OF IMMUNOLOGY**  
**'Notice Inviting Tender'**

**No. Admn (GA)/3.2.2.5 (1.1)**

Director, National Institute of Immunology (NII), invites sealed tenders in '**QCBS' (Quality & Cost Based System)** means a competitive method of combining quality and cost of services in the selection of a firm taking into consideration for '**Running Canteen/Cafeteria/Catering Services preferably**' from reputed Caterers/Agencies fulfilling the 'pre-qualification criteria', and 'General Terms and Conditions' mentioned in the NIT.

1.	<b>EMD Amount</b>	<b>Rs. 35,000/- (Rupees Thirty-five thousand only)</b> <b>1. To be paid through DD/PO: -</b> In favour of the Director, National Institute of Immunology, payable at New Delhi- 110067 <b>2. Also, RTGS/NEFT. NII, New Delhi Bank details are under:</b> Beneficiary Name: National Institute of Immunology, New Delhi Bank Name: CANARA BANK Branch Address: Jit Singh Marg, New Delhi-110067 Bank Account No: 1484101001636 IFSC Code: CNRB0001484 <b>(This is mandatory that the UTR Number (in case of RTGS/NEFT) is provided in the technical</b>
2.	Estimated Annual Sales	<b>Rs 8.00 lakh (Approx.)</b>
3.	Performance Security	<b>Rs 50,000/- (Fifty thousand)</b>
4.	Last date for receipt of queries	<b>24.6.2025</b>
5.	Date of pre-bid meeting <optional>	<b>NIL</b>
6.	Last Date and Time for the receipt of Bids	<b>25.6.2025 Up to 10.30 Hrs. on</b>
7.	Opening of Technical Bid	<b>25.6.2025; 11:00 Hrs. on</b>
8.	Place of Bid Submission	<b>Tender Box (<u>located at reception</u>)</b> National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067
9.	Address of Communication	<b>Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067</b>
10.	Contact Phone Numbers	011-26703505 & 26703793
11.	E-mail Address	Admin1@nii.ac.in

**\*Tender document can be downloaded (from 5.6.2025 to 24.6.2025) from NII Website  
([www.nii.res.in/others/tenders](http://www.nii.res.in/others/tenders)) or from CPPP portal ([www.eprocure.gov.in](http://www.eprocure.gov.in))**

## **STANDARD TERMS AND CONDITIONS (STC)**

### **TENDER FOR RUNNING CANTEEN/CAFETERIA/CATERING SERVICES IN THE NATIONAL INSTITUTE OF IMMUNOLOGY, ARUNA ASAF ALI MARG, NEW DELHI- 110067**

#### **1. Scope of Work**

Preparation, processing, cooking, and serving of prepared & cooked food items, packaged food items, and beverages to the students, faculty, administrative & Technical staff (Total 500 approx.) in the National Institute of Immunology (NII Campus)., New Delhi

#### **2. Eligible Bidders**

- (i) The Bidder should have experience in running a cafeteria/canteen/mess/catering services (excluding beverage and snacks services) in Government departments/Institutions/Organizations/companies/Govt. Guest houses/reputed Govt. educational Institutions, each having not less than 250 persons at a single location in Delhi/ NCR on a daily basis on its dining strength per day for a continuous minimum period of at least one (01) year as on 31.05.2025.
- (ii) The documents submitted by the Bidder/Tenderer are genuine and undisputable, and in the event of its coming to notice later that the documents are not genuine, Bidder/Tenderer shall be liable for criminal action and such compensation payable to NII as may be decided by the Institute.
- (iii) The Bidder/Tenderer will not withdraw their tender after the opening of the Technical Bid, and if done so, their EMD may be forfeited.
- (iv) The Bidder has not been blacklisted by any of the Government Department/ Government Institutions etc. during the last three years.
- (v) The Bidder's average annual financial turnover (gross) in catering services during the last three years should not be less than Rs. 8.00 lakh each year.
- (vi) Bidder should have a valid Registration with the Food Safety and Standards Authority of India (FSSAI).
- (vii) The bidder should be registered with the E.S.I. and E.P.F. department **(if the bidder has crossed the minimum no. of employees required for compliance with ESI or EPF-copy of registration to be attached)**
- (viii) The Bidder's performance for each work should be certified by the concerned organization. The certificate should also indicate compliance with statutory requirements. All documents submitted by the Bidder, feedback received from

the previous/present clients, and on-the-spot assessment of the NII Tender Evaluation Committee will be evaluated for technical qualifications.

- (ix) NII will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the tender documents have been properly signed, and whether the bids are generally in order.
- (x) The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the NII", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- (xi) The Bidder should be in Delhi NCR.

### 3. Earnest Money Deposit (EMD):

- (i) **EMD (if applicable):** The Tenderer should submit an EMD amount of **Rs 35000/- (Rs Thirty-five thousand only)** through DD/PO/RTGS/NEFT. The Technical Bid without EMD would be considered UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Tenderers after the award of the contract
- (ii) **The firms registered with MSME/National Small Industries Corporation (NSIC) for these items (eligible for Services category) are exempted from depositing bid security. However, a valid registration certificate with the tender in a sealed envelope superscripted as "BID SECURITY DEPOSIT".**
- (iii) **Refund of EMD:** The EMD will be returned to unsuccessful tenderers only after the Tenders are finalized. In the case of a successful Tenderer, it will be retained till the successful and complete contract period.
- (iv) The successful Bidder's EMD will be forfeited without prejudice to other rights of NII if it fails to furnish the required performance security within the specified period.
- (v) No interest will accrue in the EMD/ performance security deposit.
- (vi) EMD of the successful bidder shall also be liable to be forfeited if the Contractor does not fulfill the following conditions:
  - a. An agreement is not signed in the prescribed form within fifteen days of receipt of the Letter of Award of the Contract.
  - b. The Contractor does not commence Cafeteria services within twenty-one days from the date of the award of the contract.

### 4. Preparation and Submission of Tender:

- (i) The bid in QCBS is required to be submitted in **two parts**. One part is the **'Technical Bid'** and the second part is the **'Financial/Price Bid'**.
- (ii) The Bidder shall submit the bids in two separate envelopes. One envelope shall contain the Technical Bid, and the other shall contain the Financial/Price Bid.
- (iii) The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or person duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialized by the person or person signing the bid.
- (iv) Any interlineations, erasures, or overwriting shall be valid only if the person signing the bid initials them.

- (v) Authorization letter for the person signing the tender document by the company and his signature with status in the firm should have been duly attested by the owner/partner/Director of the tendering company also (in case the tender document is not signed by authorized person/Owner/Partner/Director, the same will be rejected).
- (vi) Documentary evidence establishes that the bidder is eligible to bid and is qualified to fulfil the contract, if its bid is accepted as per the qualification requirements/criteria.
- (vii) The tender can be submitted **before 10.30 am on 25.6.2025**. The Technical bid will be opened at **11:00 am on 25.6.2025** in the presence of intending Bidders, if any. The Financial bid will be opened after evaluation of the technical bids, and only such Bidders, whose bids qualify in technical evaluation, shall be called for the opening of their financial bids.

## 5. Technical Bid:

- (i) 'Technical Bid' prepared & filled in by the Bidder shall include the following (without indicating the price in the 'Bid Form'):
  - Check the list in **Form-1**
  - Details to be filled with by the Firm in the attached **Form-2**
  - EMD as Specified in the 'Invitation to Bid';
  - Quotations should preferably be typewritten, and any corrections or overwriting should be initialed. Rates to be indicated both in words and figures
  - Notarized Affidavit in an e-stamp paper of Rs. 50/- in '**Annexure-A**';
  - Bank details regarding the electronic fund transfer/RTGS in '**Annexure-B**'
  - Performance Certificate in '**Annexure-C**'
  - Authorization letter for the person signing the tender document by the firm and his signature with status in the firm should have been duly attested by the owner/partner/Director of the tendering firm also (in case the tender document is not signed by authorized person/Owner/Partner/Director, the same will be rejected).
  - Registration Certificate from the Food Safety and Standards Authority of India (FSSAI)
  - Proof of running a cafeteria/canteen (Copies of at least one work order received from Govt. depts. / PSUs/ Institutes/University during each of the last year should be enclosed).
  - **Copies of IT Returns for the last three financial years (2021-22, 2022-23 & 2023-24)**
  - **Proof of GST No.**
  - **Proof of PAN Card in respect of the Firm or Proprietor, as the case may be.**

## 6. Financial Bid:

- (i) The Financial Bid should be submitted in the form given in Annexures.
- (ii) The consolidated price quoted shall be firm & final and inclusive of all taxes, duties, GST, etc., as applicable. No extra charge shall be payable on this account.
- (iii) The rates will be valid for a period of one year, computed from the date of the award of the contract.

- (iv) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of the errors as above, his Bid will be rejected and the amount of the Bid Guarantee forfeited.
- (v) The Bidder should ensure that the prices furnished in various price schedules are consistent with each other. In the case of any inconsistency in the prices furnished in the specified price schedules to be identified in the Bid Form for this purpose, NII shall be entitled to consider the highest price for the purpose of evaluation and for the purpose of award of Contract, use the lowest of the prices in these schedules.
- (vi) Prices quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to variation on any account. **A bid submitted with an adjustable price quotation will be treated as non-responsive and shall be rejected.**
- (vii) Rates should be written in figures and words clearly for each item.
  - Price Bid (for list-1,2, 3 & 4 of food items and beverages) in '**Annexure- E, F, G & H**'
  - The part-1 price list will be given 70% weightage for evaluating bids, whereas part-II, III & IV price lists will be given 30% weightage.

## 7. Sealing and Marking of Bids

- (i) The bidder shall seal the Technical Bid and the Financial/Price Bid in two separate envelopes, duly marked as "Technical Bid" and "Financial/Price Bid" respectively, with the name of the firm. Both envelopes shall then be sealed in one outer (main) envelope.
- (ii) **The inner and outer envelopes shall:**
  - **Be addressed to the Authorized Official (On behalf of the Director, NII) at the following address:**

**Senior Manager  
National Institute of Immunology  
Aruna Asaf Ali Marg  
New Delhi-110067 (INDIA)**
  - **Bear the tender Name /Reference No./Last date for submission of Tender/Date of Opening of Tender/Firm's name & address and a statement "Do not open before Time hrs. (IST) on Date." As per the NIT details.**
- (iii) If the outer envelope is not sealed and marked as required, the Institute (NII) will assume no responsibility for the bid's misplacement or premature opening.
- (iv) Fax or e-mail bids will be rejected.

## 8. Validity:

The bids shall be valid for a period of 90 days from the date of opening of the tender. NII may request an extension for another period of 60 days, without any modifications and without giving any reasons thereof.

## 9. Criterion for Evaluation of Tenders:

- (i) The Bids submitted by the Bidders that do not meet the qualifying requirements as per Clause 2.0 (STC) will be treated as non-responsive and will be rejected.
- (ii) The evaluation of the tenders will be made first based on technical information furnished in form-1 & 2, which is an eliminatory round, and then based on commercial information furnished in Annexure E, F& G. Any inferences drawn by the Bidders or their representatives during the opening of the technical bid will be their own view and NII will not be responsible/ required to abide by the same.
- (iii) It shall be noted that the required documents submitted along with the technical bid will be perused/examined, and in case of any deficiency, the bid will be rejected.
- (iv) **To assess the agency's capability and to ensure food quality, the selection of the bidder will be based on the Quality & Cost Based System (QCBS). The bidder will be given marks based on the bidder's technical and financial evaluation. For evaluation purposes, the technical score (TS) will be given 70% weightage, and the financial score (FS) shall be given 30% weightage.**

**Scoring Formula:       $\text{Final Score} = \text{TS} \times 70\% + \text{FS} \times 30\%$**

**The firm obtaining the highest total score as per the above scoring formula may be considered for the award of the work at their quoted cost.**

- (v) **The details given by the applicants in the Technical Bid documents will be evaluated by a scoring method. Maximum technical marks shall be 100. The overall technical scores (TS) for the various criteria for the purpose of this evaluation shall be as per Annexure-D.**
- (vi) The initial criteria prescribed in Para 2 above, in respect of years of operation in the business, experience of a similar class of work completed, and financial turnover, will first be scrutinized, and the applicant's eligibility for the work will be determined.
- (vii) NII shall obtain feedback from the previous/present clients of the Bidder and depute its evaluation committee to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the quality of food and services provided by the Bidder, which will form the basis for evaluation of technical bids. The decision of the Institute in this regard will be final and binding on all Bidders.



- (viii) As part of the process to evaluate the technical bids, the Tender Evaluation Committee may invite the Bidders for interaction before it.
- (ix) At the time of the opening of financial bids, the price of each bidder shall be read out on the spot. However, it shall be clearly stated that the final financial bid prices will be arrived at after detailed scrutiny/ correction of arithmetical errors in the financial bid, if any.
- (x) The bidder is required to quote prices for all the items listed in the financial bid—list 1, 2, 3 & 4 in the Annexure-E, F, G & H.
- (xi) Merely becoming the lowest bidder, prior to financial bid scrutiny, will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder shall be decided only after following the due procedure by the Tender Evaluation Committee.

#### **10. Right of Acceptance and Other Provisions:**

- (i) The acceptance of the tender rests with NII. The Institute is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
- (ii) NII reserves the right to change any condition of the tender before the opening of the Technical Bids. NII also reserves the right to relax any terms & conditions of this tender document to safeguard its interest.
- (iii) The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as a disqualification, and such a tender will not be considered for further evaluation.
- (iv) The Competent Authority reserves the right to award any or part or full contract to any successful Contractor(s) at its discretion and this will be binding on the bidders.
- (v) The Bidders will be bound by the details furnished by him/ her to the NII, while submitting the tender or at the subsequent stage. In case any of such documents furnished by the Bidder is found to be fictitious at any stage, it would be deemed to be a breach of the terms of the contract, making him/ her liable for legal action, besides termination of the contract.
- (vi) NII reserves the right to blacklist a defaulting Contractor.
- (vii) Any inquiry after submission of the tender will not be entertained.
- (viii) Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvas for the award of tender will prejudice the Firm's quotation.
- (ix) NII reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- (x) The tender document is valid for a period of six months from the date of issue. If Work order is not issued within this period, the process will have to start afresh.

- (xi) In case of failure to comply with the provisions of the terms and conditions mentioned in the tender, by the Contractor that has been awarded the contract, the Competent Authority reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting Contractor, which has been awarded the initial contract and this will be binding on the bidders.
- (xii) NII may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings etc.
- (xiii) The performance of the cafeteria will be reviewed jointly by a “Cafeteria Committee” constituted by NII regularly. The Contractor will address the general complaints received from the Committee members, staff, and students of NII regarding the operation and services provided by the cafeteria.

#### **11. Description of work**

- (i) The Contractor shall be responsible for engaging an adequate number of trained/ semi-trained manpower required for providing good Cafeteria services in the NII campus.
- (ii) The Contractor will be required to provide services in the cafeteria premises and in various Labs of the Institute.
- (iii) The employees of the Contractor should possess good health and be free from any diseases, especially contagious and frequently recurring diseases.
- (iv) The Contractor will get all his workers medically certified from an approved Registered Medical Practitioner recognized by the Indian Medical Council, to be free from communicable contagious diseases in addition to general fitness, and to the satisfaction of the NII appointed Doctor. The contractor will also furnish a certificate of medical fitness quarterly in respect of the personnel engaged as cook, waiter etc or they work in the kitchen.
- (v) The Contractor will, prior to the commencement of the operation of the contract, make available to NII the particulars of all the employees who will be deployed at the NII's premises for running the cafeteria. Such particulars, inter alia, should include age/ date of birth, permanent address, police verification report, and profile of the health status of the employees.
- (vi) The revision in the quoted rates after two years to the extent of a maximum of 10% on a yearly basis can be considered with negotiations and mutual consent to compensate for inflationary effects, subject to the extension of the contract.
- (vii) The Bidder is advised to visit the site of the existing canteen & Cafeteria of NII and its surroundings and obtain for himself/herself all the information that may be necessary for preparing the bid and entering a contract for the execution of the works. The cost of visiting the site shall be Bidder's own cost.
- (viii) The contractor shall provide sufficient sets of Uniforms and a pair of shoes to his employees and shall ensure that they always wear them and maintain them properly.

- (ix) The Contractor shall be personally responsible for the conduct and behavior of his/ her staff and any loss or damage to NII's movable or immovable property due to the conduct of the staff shall be made good by the Contractor. If it is found that the conduct or efficiency of any person employed by him/ her is unsatisfactory, the Contractor shall have to remove the person concerned and engage a new person within 48 hours of intimation by NII. The decision of the NII's designated officer in this regard shall be final and binding on the Contractor.
- (x) The Contractor shall keep the cafeteria and its surrounding areas clean and adhere to good sanitation standards every day after the services are over. The cleaning includes cleaning of utensils, kitchen, dining hall/ area, floor, counter, benches, tables, chairs, etc. NII management will have 24-hour access to inspect the cafeteria premises at any time to ensure the cleanliness and hygienic conditions of the cafeteria's kitchen and dining hall premises.
- (xi) NII reserves the right to appoint officers/ officials to inspect the quality of raw material, food, and other items prepared and sold in the cafeteria. Any defect(s) pointed out by such officers/ officials during their visits shall be properly attended to by the Contractor, and remedial measures taken immediately.
- (xii) The Contractor shall sell all items at the rates mentioned in the financial bid, and no changes, whatsoever, shall be made without prior written approval of the NII. Packaged food items/ beverages shall not be sold at rates more than the MRP. The rate list will be displayed at an appropriate place in the cafeteria for the customers to see.
- (xiii) If the Contractor fails to carry out the work as per the terms and conditions agreed upon, he/ she is liable for forfeiture of EMD/ Security Deposit in addition to the penalty.
- (xiv) The workers employed by the Contractor shall wear a uniform and a name badge, which is provided by the Contractor, and he/ she shall be responsible for the discipline of his/ her workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the NII and shall not act detrimentally to the interest of the Institute. The workers shall have to follow the security regulations as directed by the Security and Administration of the Institute. Workers shall not form a union or carry out trade union activities on the campus.
- (xv) No accommodation will be provided on the campus for the workers, and the Contractor shall make its own arrangements.
- (xvi) The NII shall provide chairs and tables, fly catchers, an exhaust fan, air coolers, and a water cooler/ dispenser for the dining hall of the cafeteria. Other furniture and equipment, if there is any, required for satisfactory performance of the contract will be provided by the Institute. The maintenance (excluding repairs, etc., due to normal wear and tear) and upkeep of the above equipment and installations shall be the responsibility of the Contractor.
- (xvii) The Contractor shall arrange to bring own kitchen equipment, cutlery, crockery, utensils, LPG commercial gas cylinders, burners, stoves, mixer, grinder, cutter, deep freezer, refrigerator, microwave ovens, food warmers, tea kettles, hot plates, display counter, cash/ billing machine, fly trappers, cleaning material and tools, raw material storage units/ cupboards, table linen and any other item/

equipment that they may deem necessary for proper and efficient functioning of the Cafeteria, in addition to what is provided for by NII.

- (xviii) It will be the responsibility of the Contractor to store the stock of materials purchased by it in a neat, tidy, and hygienic manner. The Contractor hereby agrees and undertakes not to use the articles purchased for any purpose other than to meet the requirements of the NII and/or its employees and students. NII will not be responsible for any loss or damage done or caused to the Contractor's stock, materials, etc, while they are stored within the Institute premises.
- (xix) The Contractor should have sufficient equipment & crockery, and other items normally required to cater to at least 200 - 300 persons at a given time. He should have sufficient utensils, crockery, and other infrastructure to provide the service and for Buffet Lunch/ High Tea, as and when required. The Contractor will provide a good quality tablecloth/ table linen approved by NII and flowers in case of Sit-Down Lunch/ Dinner at his own cost. The Contractor shall replace the tablecloth/ table linen/flowers every day.
- (xx) The LPG (commercial) fuel for cooking purposes must be arranged by the Contractor.
- (xxi) The Contractor shall not make or cook any meals in the premises of the NII for supply to any person outside the NII.
- (xxii) The Contractor shall not make any alterations or additions to the accommodation provided in the Institute for cooking and catering purposes. The Contractor shall not occupy any other area for any purpose that has not been allotted by the Institute.
- (xxiii) The food has to be prepared in clean, hygienic, and safe conditions as per the menu.
- (xxiv) At least two sweets and three salty snacks (samosa, vada, pakora, etc.) will be prepared daily, other than the food items prepared for breakfast and lunch. (The list of items to be provided is enclosed as Annexure-I). However, this list is subject to modification by the NII from time to time.
- (xxv) The Contractor will ensure that all vegetables, fruits, spices, and other ingredients used to prepare food are of standard quality. All items of food and raw materials purchased for food will have to conform to the standards prescribed under the Prevention of Food Adulteration Act, and/or any other Act applicable, and as far as possible shall have the standards/ branded bearing the mark "Agmark", ISI as applicable.
- (xxvi) The kitchen, dining hall, hand wash area, dish wash area, etc., will be washed with water and Soap solution and mopped after every meal (breakfast, lunch, and dinner) and will be disinfected once a week or as and when required. Tables will be cleaned after a customer has finished his/ her food.
- (xxvii) The Contractor shall arrange for the disposal of the garbage collected from the kitchen, dining halls, dish wash area, etc., every morning in closed bins by the separation of biodegradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- (xxviii) High quality of hygiene, sanitation, and safety will be maintained in the kitchen and dining halls. All the surrounding areas of the mess premises should be cleaned and washed daily.

- (xxix) After every meal, all the plates, cups, Katori's, water glass, spoons, forks, knives, etc., are to be cleaned in soap solution and water and dried. All the vessels used for cooking should also be washed in a soap solution and hot water before they are made available for use for cooking the next meal. The cleaning material supplied should be of approved quality.
- (xxx) The cafeteria shall remain open from 08:00 a.m. to 8.30 p.m. from Monday to Saturday. However, skeleton services will be provided beyond office hours up to 10:00 p.m. on these days.
- (xxxi) Depending on the exigencies, the Contractor may be required to keep the cafeteria open or closed as per the requirements of NII.
- (xxxii) A complaint book shall be kept in the cafeteria to record any complaints or suggestions from any user of the Institute and will be produced for inspection. The decision taken by the Competent Authority of NII for the disposal of all these complaints/ suggestions shall be final.
- (xxxiii) Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, or equipment provided by the NII are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the Contractor, failing which the same will be got done by NII at the contractor's risk and cost. In this regard, the decision of the designated officer of NII shall be final and binding on the Contractor.
- (xxxiv) All work shall be carried out with due regard to the convenience of NII. The orders of the authority concerned shall be strictly observed.
- (xxxv) Whenever required, the Contractor will deploy adequate manpower for work during late hours and on Saturdays/ Sundays, including other holidays, according to the requirements of NII.
- (xxxvi) Storing/ supply/ sale and consumption of drugs, alcoholic drinks, cigarettes, or any other items of intoxication are strictly prohibited in the NII's campus. Any breach of such restrictions by the Contractor or his/ her staff will attract deterrent action against the Contractor as per statutory norms.
- (xxxvii) The Contractor shall ensure that either he/ she himself/ herself or his/ her representative is available for proper administration and supervision of the cafeteria to the entire satisfaction of NII.
- (xxxviii) The Contractor shall not use the cafeteria premises for any other activity except for the purpose for which it has been provided.

## **12. Period of Contract**

- (i) The contract for Cafeteria services shall remain valid initially for a period of one year. However, in order to evaluate the performance and services of the Contractor, the contract will have a probationary period of six months. The contract period may be extended only if the services and quality of items served by the Contractor are found satisfactory during the period.
- (ii) In case the performance and services of the Contractor are not found satisfactory during the probationary period of six months, NII reserves the right to cancel the contract and award the work to the other Bidder.

- (iii) The contract period is subject to renewal by the NII on satisfactory performance on mutually agreed terms and conditions for a further period of two years at a time or till such time as mutually agreed to.

### **13. Performance Security**

- (i) Performance Security Deposit (PSD) of Rs. Fifty Thousand (Rs . 50,000/-) will have to be deposited within 15 days on receipt of notification of the award of the contract to ensure due performance.
- (ii) PSD shall be in the form of a Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee payable to “Director, National Institute of Immunology, Delhi”. PSD, renewed from time to time, will be retained by NII for the entire period of the contract, and on termination of the contract, shall be refunded to the Contractor without interest.
- (iii) In case the Performance Security is submitted in the form of a Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the contract. EMD will be refunded to the successful Bidder on receipt of performance security.
- (iv) PSD will be released after all contractual obligations by the Contractor are over. If the contract is terminated by the Contractor without giving stipulated period of notice or he/ she fails to observe the terms & conditions mentioned in the Tender, Letter of Award for the Contract and Agreement signed by the Contractor with NII; the Performance Security Deposit will be forfeited without prejudice to the NII Management’s right to proceed against the Contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.
- (v) NII reserves the right to ask for a performance guarantee extension if contractual obligations are not fulfilled.

### **14. Time schedule for commencing Cafeteria operations after the award of work**

The cafeteria should start operating within 15 (fifteen) days from the date of the contract awarded. NII will impose a penalty as per the terms and conditions of this tender document in case of any delay.

### **15. License Fee, Electricity and Water Charges**

The Contractor will be charged a flat rate of Rs. 10,000/- p.m. (Electricity charges Rs. 7,500/- and Water charges = Rs . 2,500/-) towards electricity and water charges. They will not use electricity for cooking purposes.

### **16. Payment**

- (i) The payment in respect of official hospitality bills of the NII submitted in duplicate by the Contractor shall be released on receipt basis subject to



- fulfilment of obligations by the Contractor imposed under various laws, rules & regulations etc applicable from time to time and after scrutiny of authorization for supply at the prices and the quantity offered by the Contractor. Any supply of food items without proper authorization by the designated authority of NII will not be paid for. Tax, as applicable at the prevailing rates, will be deducted at source.
- (ii) In the event there is any query, objection, delay, or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the NII for late payment.
  - (iii) Payment shall be made through NEFT/ RTGS transfer only.

#### **17. Termination of the Contract**

- (i) The Contract can be terminated by either party, i.e., NII or the Contractor, after giving two months' notice to the other party, extendable by mutual agreement till alternate arrangements are made. However, NII reserves the right to terminate the contract without giving any notice in case the Contractor commits a breach of any of the terms of the contract. NII's decision in such a situation shall be final and shall be acceptable to the Contractor without any objection or resistance.
- (ii) On termination of the contract, the Contractor will hand over all the equipment/ furniture/ articles, etc., supplied by NII, in good working condition, back to NII.
- (iii) If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of six months from the date of taking over charge of the cafeteria services, NII reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

#### **18. Penalty**

- (i) Subject to the provisions of the tender, any breach of contractual obligations towards the delivery of food items and the performance of services shall render the Contractor liable to any or all of the following sanctions:
  - (a) Imposition of liquidated damages.
  - (b) Forfeiture of its performance security.
  - (c) Termination of the contract for default.
  - (d) Blacklisting the Contractor.
- (ii) NII reserves the right to impose a penalty of Rs 2000/- or up to 10% of the total value of the order, whichever is more, on the Contractor for delay in supplies/ unsatisfactory performance/ unacceptable quality/ adulteration or poor services, willfully or otherwise by the Contractor or his/her staff.

- (iii) If NII is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/ her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the NII will be at liberty to take appropriate necessary steps as deemed fit.
- (iv) In the event the requirement is urgent, and the Contractor is unable to replace any or all of the rejected material, NII shall be free to procure the same from any other supplier or suppliers and recover the cost of such material from the bill of the Contractor without prejudice to the other rights of the NII under the Agreement. In such cases also, a penalty of Rs 2000/- or up to 10% of the total value of the order may be imposed.

**19. Statutory Obligations:**

- (i) The Contractor shall obtain license under the Contract Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the Contract Labour Act) and all other requisite licenses at his own cost from the appropriate authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Contract Labour Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by an authority from time to time, it being clearly understood and agreed that the entire responsibility for compliance thereof shall always be of the Contractor. The Contractor shall be fully responsible for any compensation, etc., in case of any injury/ casualty, or mishap to any employees of the Cafeteria during Cafeteria working hours.
- (ii) The Contractor shall be responsible for the timely payment of wages to his/ her workers as per the Minimum Wages Act of the GNCT of Delhi. A monthly proof of the same shall be submitted by him/ her to the officer authorized by NII for verification.
- (iii) The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity on the Institute campus.
- (iv) Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any person below the age of 18 years.
- (v) Food license for catering/ Cafeteria services in Delhi, issued by the appropriate authority of Delhi State, i.e., a License under the FSS Act, 2006, should be obtained.
- (vi) The Contractor shall fulfil all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, MWA, etc., and proper account of payments, including minimum wages, being paid to the workers. The Contractor shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the Institute against all such



liabilities that may arise out of the Contractor's failure to fulfil such statutory obligations.

- (vii) In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, or suit initiated against the NII by any individual, agency, or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the NII. As a result of the acts of the Contractor, if the NII is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the NII or the NII reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the NII.
- (viii) The Contractor shall ensure compliance with all laws relating to cleanliness, sanitary, hygienic, and health conditions and other laws in force from time to time with regard to the environment around the cooking place, dining hall, and surrounding areas.
- (ix) The Contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by the concerned local authorities, to the satisfaction of NII.
- (x) The Contractor shall at all times keep indemnified the principal employer, namely, National Institute of Immunology, New Delhi and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- (xi) All employees engaged by the Contractor shall be comprehensively insured for accidents and injuries by the Contractor at his/ her cost.
- (xii) The Contractor shall ensure the police verification of all the persons before deploying them at the allotted premises.
- (xiii) In the event of MCD, Health Department or any other government/ statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/ up to the mark for human consumption, the Contractor shall be fully responsible for any fine/ penalty imposed or legal recourse taken by such authorities.
- (xiv) The workers employed by the Contractor shall be directly under the supervision, control, and employment of the Contractor, and they shall have no connection whatsoever with NII. The NII shall have no obligation to

control/ supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against NII for employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Cafeteria Contractor, against any temporary or permanent posts in NII. In case of any untoward incident/ fire/ death/ injury of any employee of the Cafeteria, NII will not be liable to pay any damages.

**20. Breach of Terms and Conditions:**

NII may terminate the contract without any notice in case the Contractor commits a breach of any of the terms of the contract. NII's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

**21. Subletting of Work**

The Contractor shall not appoint any sub-contractor to carry out their obligations under the contract. Subcontracting will lead to the immediate termination of the contract. The Contractor shall also not sublet/ assign or otherwise part with the possession of the premises, which is the absolute property of NII, to any other party.

**22. Right to Call upon Information Regarding the Status of Work**

NII has the right to call for information regarding the status of the supply of the items at any point in time.

**23. Agreement**

The successful Bidder shall sign the agreement given at Annexure VI on a stamp paper of the appropriate denomination and submit the same to the Senior Manager, National Institute of Immunology, New Delhi, within 15 days of the receipt of notification of award of contract.

**24. Force Majeure**

- (i) NII may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- (ii) Force Majeure is defined as an event of force that cannot reasonably be anticipated, such as natural disasters, acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion, and strikes at the successful bidder's premises, etc.
- (iii) If a Force Majeure situation arises, the Contractor shall promptly notify NII in writing of such conditions and the cause thereof within fourteen days of the occurrence of such event. Unless otherwise directed by NII in writing,

the Contractor shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**25. Arbitration**

- (i) If a dispute or difference of any kind arises between the NII and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.
- (ii) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Director, NII, New Delhi, as per the provisions of the Indian Arbitration and Conciliation Act, 1996, and the rules framed thereunder. His/her decision will be final & binding on both parties. The venue of arbitration shall be Delhi, India.
- (iii) All legal disputes shall be subject to the jurisdiction of the Delhi courts only.

**Senior Manager, NII**

**CHECKLIST**

Name of Tenderer:

Name of Manufacturer:

SI No.	Activity	Yes/ No/ NA	Page No. in the TE document	Remarks, if any
1. a.	Have you enclosed EMD of the required amount? <b>(With The Technical Bid Envelope)</b>			
2. a.	Have you enclosed the duly filled & signed Tender Form?			
b.	Have you enclosed a Power of Attorney in favour of the signatory?			
5.	Have you submitted prices of goods in the Price Schedule?			
6.	Have you kept the validity of 90 days from the Tender Opening date?			
7.	Have you furnished? <ul style="list-style-type: none"> <li>▪ Copies of IT Returns for the last three financial years (2021-22, 2022-23 &amp; 2023-24)</li> <li>▪ Proof of GST No.,</li> <li>▪ Proof of PAN Card in respect of the Firm or Proprietor, as the case may be.</li> </ul>			
8.	Have you intimated the name and full address of your Banker (s) along with your Bank Account Number			
9.	Have you enclosed all other declarations, documents required to be submitted as per the Tender, including Annexure-‘A, B, C, D, E, F, G & H, in compliance?			
10.	Have you enclosed all other declarations; documents required to be submitted as per the Tender			
11.	In the Two 01:30 PM to 01:55 PM Bid system, Single combined offer has not been submitted OR ‘Price Bid’ has not been enclosed in the Envelope marked ‘Technical Bid’			

**N.B.**

- 1. All pages of the Tender should be page numbered and indexed.**
- 2. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable (NA), it may be filled up as NA.**

3. It is the responsibility of tenderer to go through the tender document to ensure furnishing all required documents in addition to above, if any.

\_\_\_\_\_  
(Signature with date)

\_\_\_\_\_  
(Full name, designation & address of the person duly authorised sign on behalf of  
the Tenderer)  
For and on behalf of

\_\_\_\_\_  
\_\_\_\_\_  
(Name, address and stamp of the tendering firm)

**“DETAILS TO BE FILLED BY FIRM”**

<b>Tender Enquiry Ref No.</b>		<b>Dated:</b>
1	<b>Name of the Firm/Agency</b>	
	<b>Complete Correspondence Address</b>	
	<b>Write status whether Firm/ Agency</b>	
	<b>Phone</b>	
	<b>Fax</b>	
	<b>e-mail ID</b>	
	<b>CONTACT PERSON (Name &amp; Designation)</b>	
	<b>CONTACT PERSON NO. (MOB.)</b>	
2	<b>Status of the Firm</b>	
3	<b>Registration with MSME</b>	
4	<b>Details of your Bank for payment transfer through RTGS/NEFT</b>	To furnish below
	Contact person name of Firm with Phone, Fax No. & Email ID	
	Name of Bank & Branch	
	Bank address and contact number	
	9-digit code number of Bank and Branch	
	IFSC code of the Bank branch for fund transfer via RTGS	
	Type of Bank Account (Saving, Current or Cash Credit Account)	

	Complete Bank Account number as printed in cheque book	
5	<b>GST registration No. &amp; Date</b> (copy of registration to be enclosed with Technical Bid)	
6	<b>PAN No.</b> (copy of PAN to be enclosed with the Technical Bid)	
7	<b>Remarks, if any</b>	

(Signature with date)

\_\_\_\_\_

(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)  
For and on behalf of

\_\_\_\_\_  
\_\_\_\_\_

(Name, address and stamp of the tendering firm)

**(NOTARIZED AFFIDAVIT)**

**Each Tenderer/Bidder has to submit an affidavit, in a e-stamp paper of Rs. 50/- (duly notarized) to the effect that the he/she/they undertake that:**

- (i) The documents submitted by the Bidder/Tenderer are genuine and undisputable and in the event of its coming to notice at later date that the documents are not genuine, Bidder/Tenderer shall be liable for criminal action and such compensation payable to NII as may be decided by the Institute.
- (ii) The Bidder/Tenderer will not withdraw his/her/their tender after opening of Technical Bid and if done so; his/her/their EMD may be forfeited.
- (iii) The Bidder has not been blacklisted by any of the Government Department/ Government Institutions etc. during last three years.
- (iv) There is no complaint against the Bidder/Tenderer such as “*Maintained proper hygiene and sanitation, non-supply of fresh items, behavior of the deployed manpower, non-submission of required documents/performance bank guarantee and refusal of supply etc.* and for which ‘no punishment of any type’ has been given/awarded by any of the Govt. Depts. /Govt. Institutions etc.

**(Signature with date)**

**(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)**  
**For and on behalf of**

**(Name, address and stamp of the tendering firm)**



**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date:     /     /

**The Director**  
**National Institute of Immunology**  
**Aruna Asaf Ali Marg, New Delhi-110067**

**Sub: Authorization for release of payment /dues from National Institute of Immunology,  
 New Delhi through Electronic Wire Transfer/RTGS Transfer.**

**1. Name & Address of the Company:**

City\_\_\_\_\_ Pin Code\_\_\_\_\_  
 E-Mail ID \_\_\_\_\_  
 Mob No: \_\_\_\_\_

**3. Particulars of Bank [for Company]**

Bank Name		Branch Name	
Branch Address			
Name of Beneficiary			
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11-digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Director, National Institute of Immunology, New Delhi responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through Wire transfer/NEFT/RTGS Transfer.

Place: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

**FORMAT FOR PERFORMANCE CERTIFICATION**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the Contract and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Awarded letter/Officer letter no. \_\_\_\_\_

a) Scope of Contract \_\_\_\_\_

b) Annual Contract Cost \_\_\_\_\_

c) Date of start \_\_\_\_\_

d) Duration period \_\_\_\_\_

e) Amount of compensation  
levied, if any \_\_\_\_\_

f) Performance Report (Tick the response)

(i) <b>Quality of Food -</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
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(ii) <b>Resourcefulness-</b>	<b>Good</b>	<b>Fair</b>	<b>Unsatisfactory</b>
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g) Compliance of all Statutory  
Requirements \_\_\_\_\_

(Signature of the Contract Running Authority)  
(Seal of the Organization)

Date

**Parameter for Technical Criteria (Total Allocated Marks = 100)**

<b>S. No.</b>	<b>Parameters</b>	<b>Marks allotted</b>	<b>Marks obtained</b>
1	<b>Experience</b> in providing services to Govt./PSU/Corporate, etc.	<b>20</b>	
2	<b>Man Power</b> (to employed at NII) (Please specify number and experience) Number of Manager: Cooks: At counter: Delivery in main campus: cleaning desks: Any other:	<b>10</b>	
3	<b>Uniform</b> (please specify)	<b>05</b>	
4	<b>Quality control</b> for Raw materials of vegetables, spices, Oil, butter, etc.,	<b>15</b>	
5	<b>Quality control</b> for Hygiene and disposal Includes medical certificate of staff and other statutory requirements	<b>10</b>	
6	<b>Covid-19 guidelines followed by Service Provider</b> Mask, Gloves, Sanitizer, Physical Distance	<b>05</b>	
7	<b>Equipment that would be brought by service provider</b> for services at NII (like Deep freezer, Refrigerator, Tandoor, Mixer, Microwave, etc)	<b>05</b>	
8	<b>Serving details</b> Number and quality of cups (disposable as well as crockery) Snacks serving plates, Lunch and dinner serving plate, water	<b>05</b>	
9	Feedback from the visit by NII committee to the location of canteen of service provider	<b>20</b>	
10	<b>Menu (variety)</b> Specify the Menu that would be served daily, Weekly on specified day and non-Veg items with timings	<b>05</b>	
	<b>Total</b>	<b>100</b>	

**Price Bid - ‘List -1’**

**LIST OF FOOD ITEMS AND BEVERAGE**

Please quote for all the items. Tenderers not quoting for all items are liable to be summarily rejected.

The quoted rates will be valid for one year.

Sl. no.	Name of Items (per unit)	Relative Weightage (in %)	Rate (Inclusive of GST/ Service Tax etc.) (In Rs. & paisa)
<b>A</b>	<b>HOT DRINKS</b>	----	
1.	Tea (readymade) regular -100 ml	70	
2.	Tea (readymade) special 100 ml	70	
3.	Tea (Dip) 150 ml	70	
4.	Tea (separate with milk, sugar etc.)	70	
5.	Coffee (plain) 150 ml	70	
6.	Lemon tea	70	
<b>B</b>	<b>LUNCH</b>	---	
7.	Chapati (75 gm) tandoori	70	
8.	Chapati (50 gm) tawa	70	
9.	Vegetable (seasonal) (100 gm)	70	
10.	Dal (fry) 100 gm	70	
11.	Raita (100 gm)	70	
12.	Alu parantha/ seasonal veg. parantha	70	
13.	Rice (boiled) 100 gm	70	
14.	Rice (Pulao) 100 gm	70	
15.	Kabuli/ kala chana/ rajma/ lobia (100 gms)	70	
16.	Chicken curry (2 pcs)	70	
17.	Egg curry (2 eggs)	70	
18.	Chana bhature (100/ 200 gms) + 2 Bhature	70	
19.	Pavbhaji (100 gm Bhaji with 2 pav)	70	
20.	Half fried egg with 2 bread slices	70	
21.	Chhole kulche	70	
22.	Egg Maggi noodles with 1 egg	70	
23.	Egg Maggi noodles with 2 eggs	70	

24.	Dhokla	70	
25.	Vegetable Maggi	70	
26.	<b>Poori Bhaji</b> : comprising of 4 poori of 25 gm each + 100 gm bhaji	70	
27.	Veg choumein 200 gms	70	
28.	Fried rice (200 gm.)	70	
<b>C</b>	<b>Thali (Veg and non veg.)</b>		
29..	<b>Veg thali: Comprising of 1 dal, 1 vegetable, curd, boiled rice (100 gm each), 4 poori/ chapatti with achar, chatni and papad</b>	70	
30.	<b>Non-Veg Thali: Comprising of chicken/ mutton curry (2 pcs), boiled rice (100 gm) + 4 chapatis, curd (100 gm) with achar, chatni and papad</b>	70	
<b>D</b>	<b>SNACKS</b>	----	
31.	Samosa (50 gm) stuffed with alu + mutter	70	
32.	Bread pakora (100 gm)	70	
33.	Alu bonda (50 gm)	70	
34.	Kachori (50 gm) + bhaji	70	
35.	Vada with chutni (2 pcs of 70 gm each)	70	
36.	Vada with sambhar (2 pcs of 70 gm each + 100 gm sambhar)	70	
37.	Veg cutlet (50 gm) with sauce	70	
38.	Veg patty (100 gm)	70	
39.	Boiled egg (2 in number)	70	
40.	Omelette (one egg)	70	
41.	Omelette (2 eggs) + 2 slices of bread	70	
43.	Sandwich veg (2 pcs)	70	
44.	Butter toast (2 pcs of bread)	70	
45.	Butter slice (2 pcs)	70	
46.	Assorted pakoras 6 pcs/100 gm	70	
47.	Maggi Noodles plain	70	
48.	Plain dosa with sambhar	70	
49.	Masala dosa (200 gm) with sambhar	70	
50.	Rava masala dosa (200 gm) with sambhar	70	
51.	Idly (2 pcs) with sambhar	70	

**Note: - MRP items should not be evaluated**

**(Signature of the Tenderer)**

**Stamp/Seal**

**Dated:**

**Price Bid - ‘List -2’****LIST OF FOOD ITEMS AND BEVERAGE**

Please quote for all the items. Tenderers not quoting for all items are liable to be summarily rejected.

The quoted rates will be valid for one year

Sl. no.	Name of Items (per unit)	Relative Weightage (in %)	Rate (Inclusive of GST/ Service Tax etc.) (In Rs. & paisa)
<b>A</b>	<b>HOT DRINKS</b>	----	
1.	Coffee (Espresso) 150 ml	30	
2.	Milk with Horlicks	30	
3.	Milk with Bournvita	30	
<b>B</b>	<b>LUNCH</b>	---	
4.	Mutton curry (2 pcs)	30	
5.	Paneer patty	30	
6.	Paneer tikka	30	
7.	Paneer kulcha	30	
8.	Chhole kulche	30	
9.	Egg Maggi noodles with 1 egg	30	
10.	Egg Maggi noodles with 2 eggs	30	
11.	Fried idly	30	
12.	Paneer pakora/ gobi pakora (50 gm)	30	
13.	Veg Burger (with alu tikki, onion stuffed)	30	
14.	Spring Roll (5 Pcs)	30	
15.	Paneer Tikka (5 pcs)	30	
16.	Chicken Tikka (5 pcs)	30	

**Note: - MRP items should not be evaluated.**

**(Signature of the Tenderer)**

**Stamp/Seal**

**Dated:**

**Price Bid - ‘List -3’****LIST OF FOOD ITEMS AND BEVERAGE**

Please quote for all the items. Tenderers not quoting for all items are liable to be summarily rejected.

The quoted rates will be valid for one year

Sl. no.	Name of Items (per unit)	Relative Weightage (in %)	Rate (Inclusive of GST/ Service Tax etc.) (In Rs. & paisa)
<b>E</b>	<b>SWEETS</b>		
1.	Gulab jamun (2 pcs)	30	
2.	Ras gulla (2 pcs)	30	
3.	Jalebi (100 gm)	30	
4.	Ras malai (2 pcs)	30	
5.	Gajar halwa (100 gm)	30	
6.	Laddu besan (30 gm)	30	
7.	Kheer (100 gm)	30	
8.	Gujia (50 gm)	30	

Note: - MRP items should not be evaluated

(Signature of the Tenderer)

Stamp/Seal

Dated:

**Price Bid – ‘List-4’****Special Lunch/Dinner/High Tea for Official Meetings & Workshops etc.**

Please quote the rates for all the Items. Tenderers not quoting for all items are liable to be summarily rejected.

The quoted rates will be valid for the duration of the contract unless revised.

Sr. No.	Name of Food Item (Per Unit)		Relative Weight age in %	Rate (Inclusive of GST/Service Tax etc.)
<b>1</b>	<b>Buffet Lunch/Dinner (Veg. Menu)</b>	Upto 25 No's	<b>30</b>	
	i. Water (200ml Bottle/Glass)	26-50 No's		
	ii. Salad Achar/Chutni/Papad	51-75 No's		
	iii. Curd (Raita/Plain curd/Dahi Bhalla)	76-100 No's		
	iv. Rice (Jeera/Veg. Pulav/ Boiled)	101 and above No's		
	v. Paneer Item			
<b>1(b)</b>	<b>Cost of 2 veg snacks and beverages (cold drinks/juice) with the above menu (snacks cost may only be quoted)</b>		<b>30</b>	
<b>2</b>	<b>Buffet Lunch/Dinner(Non-Veg Menu)</b>	Upto 25 No's	<b>30</b>	
	<b><u>Chicken/Fish item</u></b>	26-50 No's		
	i. Water (200ml Bottle/Glass)	51-75 No's		
	ii. Salad Achar/Chutni/Papad	76-100 No's		
	iii. Curd (Raita/Plain curd/Dahi Bhalla)	101 and above No's		
	iv. Rice (Jeera/Veg. Pulav/ Boiled)			
	v. Paneer Item		<b>30</b>	
	vi. Vegetable of choice			
	vii. Dal of choice			
	viii. Tandoori Roti (Assorted)			
	ix. 2 Sweet items (Kheer / Gulab Jamun /Jalebi/Ice cream etc.)			
	(To be served in bone china crockery)			



2(b)	Cost of 2 non veg & 2 veg snacks plus beverages (cold drinks/juice) with above menu (snacks cost may only be quoted)		30	
3	<b>High Tea</b>  Tea/Coffee/Green Tea/Lemon Tea etc. with 2 variety cookies, wafers and one snacks (Samosa/bread pakora /veg pakaro/veg sandwich /veg. patties etc.)  (To be served in disposable plates/cups)	Upto 25 No's	30	
		26-50 No's		
		51-75 No's		
		75 - 100 No's		
		101 and above No's		

**Note: - MRP items should not be evaluated**

**(Signature of the Tenderer)**

**Stamp/Seal**

**Dated:**