

**TENDER FOR PROVIDING DIETS SERVICES TO TRAINEES OF
PANCHAYATI RAJ INSTITUTIONS**

Tender No. _____

DOCUMENT STATING TERMS & CONDITIONS
FOR
PROVIDING DIETS SERVICES TO TRAINEES

At

1. Haryana Institute of Rural Development, Nilokheri (Karnal).
2. Rajiv Gandhi State Institute of Panchayati Raj and Community Development, Nilokheri (Karnal).
3. Youth Hostel, Pipli (Kurukshetra).

Tender for providing DIETS services to trainees of Panchayati Raj Institutions

Tender Enquiry No. _____

Dated : _____

(FOR OFFICE USE ONLY)

This Tender Form is sold to

M/s

_____ on _____ for support services

Against Tender Enquiry No. _____

Vide Receipt No. _____

Dated: _____

Signature and stamp of issuing authority

Cost of tender set (also applicable for downloaded tender): Rs. 1,000/- payable only by Demand Draft/Bankers Cheque/Pay Order(Non-Refundable) in favour of the **DIRECTOR, HARYANA INSTITUTE OF RURAL DEVELOPMENT NILOKHERI.**

BID DOCUMENT

FOR

**PROVIDING DIETS TO TRAINEES OF PANCHAYATI
RAJ INSTITUTIONS**

At

1. Haryana Institute of Rural Development, Nilokheri (Karnal).
2. Rajiv Gandhi State Institute of Panchayati Raj and Community Development, Nilokheri (Karnal).
3. Youth Hostel, Pipli (Kurukshetra).

HARYANA INSTITUTE OF RURAL DEVELOPMENT, NILOKHERI

SHORT TERM TENDER NOTICE INVITING TENDER

Director, Haryana Institute of Rural Development, Nilokheri (Karnal)-132117 invites "sealed tenders" for **providing diets to TRAINEES OF ELECTED REPRESENTATIVES OF PANCHAYATI RAJ INSTITUTIONS** at the venues mentioned below. Eligible Caterers/Firms/Societies etc. are requested to submit their offers in sealed envelopes on terms and conditions given in the prescribed Tender Document:-

| Sr. No. | Venue | Description | Approx. Cost | Earnest Money Deposit (in Indian Rupees) | Last Date of Submission of Bids. |
|---------|------------------------------------|---|--------------|--|----------------------------------|
| 1. | HIRD, Nilokheri, | Breakfast, Lunch and Dinner during training as per menu | 6.20 Lacs | 62500 | 11.04.2016 at 1300 Hours |
| 2 | RGSIPR&CD, Nilokheri, | | 12.40 Lacs | 125000 | |
| 3 | Youth Hostel, Pipli (Kuruksheetra) | | 6.20 Lacs | 62500 | |

Any person/firm/society can submit their tender for all venues or one venue or multiple venue. The last date for receipt of Tender Form is **11.04.2016** at **1400 Hrs.** and will be opened on **11.04.2016** at **1500 Hrs.** In the presence of Tenderers or their representatives who choose to be present. Tender form without earnest money will not be entertained.

The interested parties may apply to the Director, Haryana Institute of Rural Development, Nilokheri (Karnal) on or before **11.04.2016** by **1400 Hrs.** on the prescribed Tender Form along with earnest money by way of Bank Draft in favour of the Director, Haryana Institute of Rural Development, Nilokheri (Karnal). Cheque/Cash will not be accepted in any case.

The prescribed Tender Form along with terms and conditions can be downloaded from the institute's website www.hirdnilokheri.com or can be obtained from H.I.R.D. Office on payment of Rs.1,000/- (Non Refundable) in shape of Bank Draft on or before **11.04.2016**. The parties who download the tender form from website shall enclose Bank Draft of Rs.1,000/- (Non Refundable) towards cost of tender form in favour of the Director, Haryana Institute of Rural Development, Nilokheri (Karnal). The Undersigned reserves the right to accept or reject/cancel any or all the tenders without assigning any reason thereof.

The detailed advisement & all subsequent updates, Amendments, Corrigendum's etc. related to this tender will appear in the news papers as well as on the institute's website www.hirdnilokheri.com

**Director
HIRD, Nilokheri**

HARYANA INSTITUTE OF RURAL DEVELOPMENT NILOKHERI

INVITATION FOR BIDS (IFB) – DETAILED

Director, Haryana Institute of Rural Development, Nilokheri (Karnal) invites “sealed tenders” for **providing diets to TRAINEES OF PANCHAYATI RAJ INSTITUTIONS** at the HIRD, Nilokheri, RGSIPR&CD, Nilokheri and Youth Hostel, Pipli (Kurukshetra). Eligible Caterers/Firms/Societies are requested to submit their offers in sealed envelopes on terms and conditions given in the prescribed Tender Document. The objectives of estimated as mentioned below per day per person diet:-

| Sr. No. | Name of the premises | Tentative no. of participants per day |
|---------|---|---------------------------------------|
| 1. | Haryana Institute of Rural Development, Nilokheri | 40 |
| 2. | Rajiv Gandhi State Institute of Panchayati Raj and Community Development, Nilokheri | 80 |
| 3. | Youth Hostel, Pipli (Kurukshetra) | 40 |

Tenders for PROVIDING DIETS TO TRAINEES OF PANCHAYATI RAJ INSTITUTIONS are invited from the prospective bidders, who are fulfilling the minimum eligibility criteria.

The main objective of the out sourced KITCHEN service is to

Provide hygienic and dietary meals/food to TRAINEES OF PANCHAYATI RAJ INSTITUTIONS as per diet plan for the day, five days in a week round the year as directed by the designated authority. The **diet plan for solid diet** for TRAINEES OF PANCHAYATI RAJ INSTITUTIONS required on daily basis shall be as **per** annexure VI of the bid document.

Space and Infrastructure:

Space and furniture will be provided by the Institutions mentioned in IFB Detail at Page No. 4 at serial no. 1 to 2 only. Space will be provided but no infrastructure will be provided by the authorities at Youth Hostel, Pipli (Kurukshetra). All Food Items, Services and utensils will have to be arranged by the successful bidder at all sites.

Authorised Signatory

The schedule for sale, receipt and opening of Tenders shall be as per following time schedule.

TIME SCHEDULE

| Activity | Date | Time | Venue |
|----------------------------------|--------------------------------|---|--|
| Issuance of tender document | From the date of advertisement | From 1000 hrs to 1500 hrs. On any of the working day. | At office of Director, Haryana Institute of Rural Development, Nilokheri and can be downloaded from institute's website www.hirdnilokheri.com |
| Last date of receiving tenders | 11.04.2016 | At 1400 Hours | At office of Director, Haryana Institute of Rural Development, Nilokheri. |
| Opening of Techno-commercial bid | 11.04.2016 | At 1500 Hours | At office of Director, Haryana Institute of Rural Development, Nilokheri. |

Minimum Eligibility Requirement for the bidders

- 1) Bidder must have successfully operated the DIETS services for Institutions at least four months as on last day of the month previous to one in which tenders have been invited. The certificate to this effect from the client must be furnished by the bidder.
- 2) The bidder must have attained a minimum average annual turnover of **5.00 (Five Lakhs)** in last three successive years. Bidders must submit the audited balance sheets for the same in support.

Director
Haryana Institute of Rural Development,
Nilokheri (Karnal).

HARYANA INSTITUTE OF RURAL DEVELOPMENT, NILOKHERI

INSTRUCTIONS TO BIDDERS

A. General

1.0 Description of the Work:

Scope of work

The scope of work for providing DIETS services, meeting the objectives providing diets to trainees of Panchayati Raj Institutions for Director, Haryana Institute of Rural Development, Nilokheri shall comprise of Provide hygienic and dietary meals/food to trainees as per dietary plan for the day, five days in a week round the year as directed by the designated authority **for a period of 4-5 months, which is extendable subject to satisfactory performance & scope of works.** The scope of work also includes, obtaining necessary approval required from local municipal authorities/government state/central authorities, pollution control etc., payment of license/permit fee, applicable all taxes including service tax on renting of immovable property and catering services and all others local Statutory requirements if any, apart from quality control measure on regular basis.

1.1 In these documents wherever the word Tender/Tenderer/Tendering has been used, the same may be considered synonymous with Bid/Bidder/Bidding.

1.2 Wherever H.I.R.D. mentioned in the document should be read as Haryana Institute of Rural Development, Nilokheri and wherever Director mentioned, be read as Director, Haryana Institute of Rural Development, Nilokheri.

2.0 Information to be submitted in addition

2.1 Bids submitted shall include the following information along with the bids.

- (a) Copies of documents defining the legal status, place of registration and principal place of business of the company or firm as the case may be.
- (b) Documents in support of minimum Eligibility Requirement required for the work as per Invitation for bids.

3.0 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Bids and "H.I.R.D." will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

Site Visit

4.0 The Bidder and any of his authorized personnel or agents will be granted permission by the H.I.R.D. to enter upon the Site for the purpose of such inspection, but only upon the express condition that the Bidder, his personnel or agents will release and indemnify the employer and Employer's Personnel and agents from and against all liability in respect thereof and will be responsible for personnel injury (Whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expense however caused, which, but for the exercise of such permission would not have arisen

B. Bid Documents

5.0 Content of Bid Documents

5.1 The Bid Documents comprise the following:

- a. Invitation for bids for PROVIDING DIETS to Trainees of Panchayati Raj Institutions.
- b. Notice inviting tender
- c. Invitation for bids (IFB) Detailed.
- d. Instruction to Bidders.
- e. Terms and Conditions of Contract.
- f. Tender form-cum-Financial Bid
- g. Overview of providing diet services
- h. Detail of seasonal vegetables and pulses.
- i. Format for proposed minimum manpower.
- j. Typical diet plan for trainees for Panchayati Raj Institutions.
- k. Bills of quantity for providing diet services.
- l. Declaration Form.

5.2 The Bidder is expected to examine carefully all instructions, conditions, forms, terms, specifications and sites in the Bid documents. Failure to comply with the requirements of the Bid Documents will be at the Bidder's own risk. Bids, which are not substantially responsive to the requirements of the Bid documents, will be rejected. **Bidders are requested to clear their queries before submission of bids and submit bids without conditions. Clarification on Bid Documents**

6.0 Any interested Bidder requiring any clarifications on the Bid documents may notify the H.I.R.D. in writing or by e-mail at the H.I.R.D.'s mailing address indicated in the Bid documents. A meeting of the prospective Bidders shall be held at which the H.I.R.D. will respond to any request for clarification which he receives within **7(seven) days** of the first date of the issue of the Tenders. The H.I.R.D.'s response (including an explanation of the query but without identifying the source of the inquiry) can be seen at institute's website www.hirdnilokheri.com.

7.0 Amendment of Bid Documents

At any time prior to the dead line for submission of Bids, the Employer may for any reason, whether at his own initiative or in response to a clarification requested by the prospective Bidder, modify the Bid documents by amendment.

C. Preparation of Bids

8.0 Language of Bid

8.1 The Bid prepared by the Bidders and all correspondence and documents relating to the Bid exchanged by the Bidder and the Employer shall be written in the English/Hindi Language.

9.0 Documents comprising the Bid

9.1 The Bid to be prepared by the Bidder shall comprise of the following: the Bid document and Appendix thereto, the earnest money, the cost of tender form, the Bill of Quantities; the Schedules of Supplementary information, and any other materials required to be completed and submitted in accordance with the instructions to Bidders embodied in these Bid documents. The Forms, Bill of Quantities and Schedules provided in these Bid documents shall be used without exception.

9.2 All documents issued for the purpose of Bidding as described in Clause 5.1 and amendments issued in accordance with Clause 7, shall be deemed incorporated in the Bid.

10.0 Bid Prices

10.1 The Bidder shall fill the rates against each item of Bill of Quantities both in words and figures in the blank spaces provided in the respective columns. Item for which no rate or price is entered by the bidder will not be paid for by H.I.R.D. and its price shall be deemed to be included and covered in the others rates and prices in the bill of quantities. The quantity of execution of such item shall be as per requirement and as such there will be no limit. Correction, if any, shall be made by crossing out, initialling, dating, stamping and rewriting.

10.2 All duties, taxes (including service tax on kitchen services/providing diets and renting of immovable property), cess, licensee / permit fee etc for such establishment and other levies payable by the Bidder under the Contract to local municipal authorities, state / central government including Contractors profit and over heads etc. or for any other cost shall be included in the rates and prices and the total amount of Bid submitted by the Bidder. Any other tax shall be the paid by the bidder directly to the concerned authorities.

10.3 The rates and prices quoted by the Bidder shall be fixed for all the items complete in all respect for the duration of the Contract.

10.4 The Bidder shall fill his most competitive rates in the first instance as no negotiations shall be made after opening of the Tenders.

10.5 The negotiation can be made if needed.

10.6 Conditional Tender will not be entertained/accepted.

Earnest Money

11.0 The Earnest Money shall be in the form of a Demand Draft/Pay Order in favour of the Director, Haryana Institute of Rural Development, Nilokheri from any Nationalised/Scheduled bank. No interest shall be paid on the earnest money.

11.1 Any Bid not accompanied by an acceptable Earnest money will be Straightaway rejected.

- 11.2** The Earnest Money of unsuccessful Bidders will be returned within a week after finalisation of tender.

Format and Signing of Bid

The Tender shall be filled & signed only by the individual / firm/ corporation/ in whose name the Tender have been issued. The Bid shall be typed or written in indelible ink and duly signed by a person or persons duly authorised to being the Bidder to the Contract. Proof of authorization shall be furnished in the form of written Power of Attorney, which shall accompany the Bid.

- 12.0** All pages of Bid shall be initialled and stamped by the person signing the Bid Where entries or amendments have been made.
- 12.1 The complete Bid shall be without alterations interlining and erasures except those to accord with instruction issued by H.I.R.D. or as necessary to correct errors made by the Bidder in which case such correction shall be initialled by person signing the Bid.

Submission of Bid

- 13 The Bid shall be submitted in accordance with the procedure detailed herein. Specified documents shall be enclosed in the envelope of appropriate size each of which shall be sealed.
- 13.1** Documents in an envelope shall contain Earnest Money.
- 13.2 Original bid documents (All Pages) duly filled up, signed and stamped in all Respect and as indicated in clause 2.1.
- 13.3 The Bidder shall seal the Bid.
- 13.4 The envelope shall address to:
 Director, Haryana Institute of Rural Development, Nilokheri
 On the envelop clearly written "Tender for providing diets to trainees of Panchayati Raj Institutions".

14 Late Bids

- 14.1** Any Bid received by the H.I.R.D. after the prescribed deadline for submission will liable to be rejected and will be returned unopened to the Bidder.

15.0 Modification and Withdrawal of Bid

- 15.1** The Bidder may modify or withdraw his Bid after Bid submission, provided that modification or notice of withdrawal is received in writing by the authority prior to the prescribed deadline for submission of Bids.
- 15.2** The Bidder's modification or notice of withdrawal shall be prepared, sealed, marked and despatched in accordance with the provisions for the submission of Bids. Notice of withdrawal should be in writing.

E. Bid Opening and Evaluation

16.0 Bid Opening

- 16.1 Bids shall then be opened in the office of Director, Haryana Institute of Rural Development, Nilokheri at the prescribed time and date for Bid submission in presence of the Bidders.
- 16.2 The authorities will examine the Bids to determine whether they are complete, whether the requisite earnest money and cost of tender form have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order.
- 16.3 Only Bidders price as quoted in the tender form will be read out.

17.0 Clarification of Bids

- 17.1 To assist in the examination, evaluation and comparison of Bids, the authority may ask Bidders individually for clarification of their Bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered by the authority during the evaluation of the Bids in accordance.

F. Award of Contract

18.0 Award Criteria

- 18.1 The authority of Haryana Institute of Rural Development, Nilokheri will Award the Contract to the Bidder whose Bid has been determined to be eligible and to be substantially responsive to the Bid documents and who has offered the lowest evaluated Bid of the Bill of Quantities, provided further that the Bidder has the capability and resources effectively to carry out the services of providing diets to trainees of Panchayati Raj Institutions shall be awarded for a period of 4-5 months. However Authority of Haryana Institute of Rural Development, Nilokheri reserves the right to cancel full / part of the contract during any / balance period of as provided in the contract on completion / termination of contract the bidder shall remove the equipment so installed peacefully and vacate the premises.
- 18.2 Director, Haryana Institute of Rural Development, Nilokheri have right to accept any Bid, to reject any or all Bids without assigning any reason.
- 18.3 **Signing of Agreement**
Upon the receipt of the Award by the successful Bidder, **the successful Bidder shall fill the Agreement in accordance with form of Agreement included in the Bid documents and submit the same to the authority within a week of the date of receipt of Award.**
- 18.4 Failure of the successful Bidder to lodge the required Earnest money by way of Demand draft shall constitute sufficient grounds for the annulment of the Award and forfeiture of the Earnest Money, in which event the H.I.R.D. shall call for new Bids.

19.0 Supply and Delivery

19.1 Meals shall be supplied at the training venue strictly as per the supply order of H.I.R.D. All the bills would be raised in the name of Director, HIRD, Nilokheri. Bills should be verified by the Incharge of the Institute in case of RGSIPR&CD, Nilokheri and Bhiwani and in other cases by the concerned Course Coordinators and Faculty in charge. The bills shall be raised to the concerned department where the training has been held.

20.0 PAYMENT TERMS

20.1 The Payment of meal shall be subject to the supply of meals of quality as per menu and in terms of quantity.

20.2 The payment of bill will be given to the tenderer on the basis of actual participants/ attendance.

21.0 LEGAL PROCEEDINGS

21.1 In case any legal proceedings arise between the tenderer and the H.I.R.D., the court situated at Karnal shall have the jurisdiction to entertain such dispute and no other court shall have jurisdiction to entertain dispute arising between tenderer and H.I.R.D.

Date:

Place:

Signature of the Tenderer with Seal

TERMS AND CONDITIONS FOR PROVIDING DIETS TO TRAINEES OF PANCHAYATI RAJ INSTITUTIONS

At

1. Haryana Institute of Rural Development, Nilokheri (Karnal).
2. Rajiv Gandhi State Institute of Panchayati Raj and Community Development, Nilokheri (Karnal).
3. Regional Institute of Panchayati Raj and Community Development, Bhiwani
4. Youth Hostel, Pipli (Kurukshetra).

TERMS & CONDITIONS

- 1.1.1 The bidder shall make available services of diets to trainees of Panchayati Raj Institutions, ready to eat cooked food and hot beverage at the required time and place for agreed purpose in the Panchayati Raj Institutions as economically as possible, having regard to the need to conserve the time of users at **Haryana Institute of Rural Development, Nilokheri**.
- 1.1.2 The agreement shall be valid initially for a period of **4-5 months** from the date of agreement of providing Diets to **TRAINEES OF PANCHAYATI RAJ INSTITUTIONS**, and it could be terminated at any time without giving any notice., Periodical inspection for performance and observance of terms & conditions including quality of services provided shall be carried out as decided by a committee appointed by the Haryana Institute of Rural Development, Nilokheri.
- 1.1.3 The licensee shall not sub let or sell or transfer any proprietary right or entrust any other third party to run the KITCHEN.
- 1.1.4 **The bidder shall be responsible for meeting the requirements prescribed by local/relevant authorities applicable for such services.** The guidelines for food safety applicable to medium to small food establishment published by Food safety & standard authority of India shall be observed as minimum standard.
- 1.1.5 The bidder shall ensure quality and standards of the services under the contract to be maintained and evaluated on regular interval as per check list published by Food safety & standard authority of India as minimum standard. Bidders are advised to go through the same before submission of Bid.
- 1.1.6 : Basic Requirements:
 - a) **Adequacy & training:** The bidder shall employ adequate, qualified & well trained staff. All workers will be immunized by the firm before employment & during the course of employment as & when needed.
 - b) **Medical examination of staff:** The bidder shall employ only those persons for providing DIETS services who are found healthy after health check up. Expenses, if any incurred by **Haryana Institute of Rural Development, Nilokheri** for the medical examination of such employees, shall be borne and paid by the bidder.

Cleanliness

It shall be the responsibility of the bidder to employ adequate number of cleaners/ attendants and provide them with adequate and necessary UTENCILS scrupulously clean and in a sanitary condition to the satisfaction of the institute authorities.

1. Security and safety

H.I.R.D. shall not be held responsible for any loss or damage due to any reasons whatsoever to the loss any type of utensils for servicing the diets to trainees by the bidder.

1.1 SUPERVISION & QUALITY CONTROL

- A. The authority shall have the right to terminate the contract in case the services rendered by the bidder, are not of the requisite standard as per procedure laid out in bid document.
- B. The authorities will have unfettered right to inspect the premise, process of KITCHEN, finished product at anytime and the bidder will cooperate with the authorities for supply of cooked diets from his base kitchen, the authority will have unfettered right to inspect the base kitchen unhindered periodically.
- C. Designated officer/Officials of Institute will have unfettered right to enter the KITCHEN premise at any time in order to inspect and execute, any Structural additions and alterations or repairs to the said KITCHEN premises

1.2 The poor quality services Detected by way of inspection / sign of unhygienic food etc will be of serious concern and bidder will be required to perform the services again at no extra cost. The decision of designated authority on condition of acceptability providing diets services to TRAINEES OF PANCHAYATI RAJ INSTITUTIONS shall be final and binding upon the bidder.

1.3 The licensee will manage the disposal of Waste as per government norms and all the requisite dust bins and polythene bags etc. will be arranged by the Licensee at their own cost.

2 Accounting Procedure and settlement of dues / payments.

2.1 The licensee will maintain a **log book** separately indicating providing diets to **TRAINEES OF PANCHAYATI RAJ INSTITUTIONS** with quantity under the contract in providing daily meals and beverages etc to trainees. The log book shall be kept in the custody of designated authority. The services so provided on day to day basis shall against indent from the designated authority. **Institutes do not guarantee the number of daily meals required** for its trainees. The bidders are required to assess the business / work load by them self and quote based on their own assessment on the unit rate of the item for actual requirements.

2.2 After the end of the every month the licensee will submit the bill on monthly basis as per log book as per approved rates. The payment will be made after the satisfaction of claim. In case any deduction on account of Income Tax or Service Tax is applicable, it shall be deducted from the payment of the bills if applicable.

- i) The successful bidders shall provide for all required utensils, crockery of approved make and specification required for the providing diets service.
- ii) The food shall be served in containers which are food grade either re-useable or disposable type as per industry standard prescribed for such services. The bidder shall obtain prior approval for such containers for cooking and serving purpose.
- iii) The licensee shall be responsible for payment of all applicable taxes (including service tax on renting of immovable property and kitchen services / permit / licensee fee payable to state / central govt / Municipal authority for running of such establishment at Haryana Institute of Rural Development, Nilokheri.

2.3 The Haryana Institute of Rural Development, Nilokheri without prejudice to any other contractual rights and remedies available to it, may by written notice of default sent to the Licensee, can terminate the contract in whole or in part, if the Licensee fails to deliver any or all of the goods and services as stated in the Contract Agreement or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extensions thereof granted by the Haryana Institute of Rural Development, Nilokheri.

2.4 Unless otherwise instructed by the Haryana Institute of Rural Development, Nilokheri, the Licensee shall continue to perform the contract to the extent not terminated.

3.0 Termination for insolvency

3.1 If the Licensee becomes bankrupt or otherwise insolvent, the Haryana Institute of Rural Development, Nilokheri reserves the right to terminate the contract at any time, by serving written notice to the Licensee, without any compensation, whatsoever, to the Licensee, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Haryana Institute of Rural Development, Nilokheri.

3.2 Dispute Resolution Clause

3.3 If dispute or differences of any kind shall arise between the Haryana Institute of Rural Development, Nilokheri and the Licensee in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

4.0 **Venue of Arbitration:** The venue of arbitration shall be the place from where the contract has been issued i.e., Karnal, India.

4.1 In case the day up to which the tender is to be submitted falls on / subsequently declared a holiday or closed day for the Haryana Institute of Rural Development, Nilokheri, the tender submission date shall automatically be extended up to the next working day.

ANNEXURE -1

TENDER FORM-CUM-FINANCIAL BID**PROVIDING DIETS TO TRAINEES OF PANCHAYATI RAJ INSTITUTIONS**

AT

1. Haryana Institute of Rural Development, Nilokheri (Karnal).
2. Rajiv Gandhi State Institute of Panchayati Raj and Community Development, Nilokheri (Karnal).
3. Youth Hostel, Pipli (Kurukshetra).

| Sr. No. | Particulars | Detail |
|----------------|-------------------------------------|---|
| 1 | Name of the Caterers/Firm/Suppliers | |
| 2 | Registration No. and Date | |
| 3 | Complete Address | |
| 4 | Telephone/Fax/Mobile | |
| 5 | E-Mail | |
| 6 | i T.A.N. | |
| | ii P.A.N. | |
| | iii T.I.N. | |
| | iv Service Tax Number | |
| 7 | Details of Earnest Money | Bank Draft No. _____ Date _____ of Rs. 5.00 Lacs issued by _____ (Name of Bank & Branch) |
| 8 | Details of Cost of Tender Form | Bank Draft No. _____ Date _____ of Rs.3,000/- issued by _____ (Name of Bank & Branch) |

I, we have carefully read and understood the terms and conditions of the Tender Document.

Date:

Signature of the Tenderer with seal

Place:

ANNEXURE- II

OVERVIEW OF PROVIDING DIETS SERVICES

1. All utensils and Kitchen equipments will be arranged by the Licensee. All serving and cooking utensils to be of Food grade and the Licensee shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies & insects.
2. The Licensee should assess the volume of business by himself. The authority will not guarantee any minimum business for the providing diets.
3. Tenderer will have to maintain standard of service and clean environment at a high level.
4. Only supply of cooked diet /ready-made food items and soft drinks will be allowed.
5. The Batch size of the participants can be increased or decreased, which will be intimated in advance.
6. Any damage to Institute property/ fixtures will have to be rectified/ replaced by the Licensee.
7. The Licensee will have to present himself before the Director, Haryana Institute of Rural Development, Nilokheri as and when required.
8. The Licensee will not deploy any manpower below 18 year of age.
9. All the workers/ employees will have to be medically examined initially at the time of 1st time food. Only medically fit personnel shall be allowed to supply the cooked diet. All the workers will wear clean uniforms with nameplates at the part of Licensee.
10. For any breach of the terms & conditions of the contract on the part of the Tenderer, the Director, Haryana Institute of Rural Development, Nilokheri reserves the right to impose penalty as deemed fit subject to maximum of Rs. 500/- per day and forfeit the earnest money.
- 10 **In no case**, Director Haryana Institute of Rural Development, Nilokheri will be responsible for any License fee /MCD fitness requirement etc., The Licensee will be bound to pay necessary License fee according to the rates prescribed by the municipal /NDMC/MCD for establishment of the Kitchen etc if any.
- 11. Disposal of waste material** shall be done by the Licensee in accordance with the prevalent rules and regulations.
- 12.** Director, Haryana Institute of Rural Development, Nilokheri or any person authorized will have the power to inspect the foodstuffs at any time, and if not found worth eating the same shall be discarded and the same would be sent to Laboratory etc. for testing.
13. If necessary, a Committees can be constituted by authorities who will periodically monitor quality of food, Hygienic conditions of workers in Kitchen & any violations of Terms & Conditions of Kitchen. The Licensee will have to maintain the standards up to satisfactions of committee and prescribed norms.
14. The tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions of the tender.
15. All pre-packed items shall of high quality and bear the date of manufacturing & date of expiry.
16. Any other item may be included later on with the approval of committee.

ANNEXURE- IV**Format for PROPOSED MINIMUM MANPOWER**

Providing Diets Services to trainees of Panchayati Raj Institutions

| 1 | 2 | 3 | 4 | 5 |
|----------------|--------------------|--|---|----------------------------|
| Sr. No. | Particulars | Minimum strength for RGSIPR&CD, Nilokheri | Minimum strength for HIRD, Nilokheri | Youth Hostel, Pipli |
| 1. | Supervisor | 01 | 01 | 01 |
| 2. | Server | 02 | 01 | 01 |
| 3. | Cook | 02 | 01 | 01 |
| 4. | Attendant | 02 | 01 | 01 |

Note: Bidder to fill up the number of minimum manpower proposed to be deployed.

Annexure VI

TYPICAL DIET PLAN FOR TRAINEES OF PANCHAYATI RAJ INSTITUTIONS
(SOLID DIET)

| Time | Menu | Household Measurement |
|---------------------------|--|-----------------------|
| 1st Day | | |
| 08.30-09:00 AM | Breakfast: - Butter Toast with Jam and Tea. | Buffet System. |
| 11:00-11:15AM | Tea Break:- Tea + Biscuit | |
| 01:30-2:00 PM | Lunch: - Mutter Paneer, Dry Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Gulab Jamun. | |
| 03:30-03:45 PM | Tea Break:- Tea + Biscuit | |
| 08:00-09:00 PM | Dinner: - Dal, Seasonal Vegetable, Chapatti Salad, Achar. | |
| 2nd day | | |
| 06.00-06:15 AM | Bed Tea. | Buffet System. |
| 08.30-09:00 AM | Breakfast: - Stuffed Prantha with Curd & Tea. | |
| 11:00-11:15AM | Tea Break:- Tea + Biscuit | |
| 01:30-2:00 PM | Lunch: - Rajmah, Dry Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Ice Cream. | |
| 03:30-03:45 PM | Tea Break:- Tea + Biscuit | |
| 08:00-09:00 PM | Dinner: - Dal, Seasonal Vegetable, Chapatti Salad, Achar. | |
| 3rd day | | |
| 06.00-06:15 AM | Bed Tea. | Buffet System. |
| 08.30-09:00 AM | Breakfast: - Poori, Chhole, Achaar & Tea. | |
| 11:00-11:15AM | Tea Break:- Tea + Biscuit | |
| 01:30-2:00 PM | Lunch: - Shahi Paneer, Dry Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Kheer. | |

| | | |
|---------------------------|---|----------------|
| 03:30-03:45 PM | Tea Break:- Tea + Biscuit | |
| 08:00-09:00 PM | Dinner: - Dal, Seasonal Vegetable, Chapatti, Salad, Achar. | |
| 4th day | | |
| 06.00-06:15 AM | Bed Tea. | Buffet System. |
| 08.30-09:00 AM | Breakfast: - Bread Bharwa Pakora/ Butter Toast & Tea. | |
| 11:00-11:15AM | Tea Break:- Tea + Biscuit | |
| 01:30-2:00 PM | Lunch: - Kari Pakora, Dry Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Milk Savinya Kheer. | |
| 03:30-03:45 PM | Tea Break:- Tea + Biscuit | |
| 08:00-09:00 PM | Dinner: - Dal, Seasonal Vegetable, Chapatti Salad, Achar. | |
| 5th Day | | |
| 06.00-06:15 AM | Bed Tea. | Buffet System. |
| 08.30-09:00 AM | Breakfast: - Stuffed Prantha with Curd & Tea. | |
| 11:00-11:15AM | Tea Break:- Tea + Biscuit | |
| 01:30-2:00 PM | Lunch:- Dal Makhni, Palak Paneer/ Kadai Paneer, Rice, Raita, Salad, Chapatti, Sweet Dish- Rasgulla | |
| 03:30-03:45 PM | Tea Break:- Tea + Biscuit | |

We also agree that your decision as to whether the Bidder has committed any breach or non observance of the terms and conditions of the said Tender shall be final and binding on us.

We undertake to pay the Consultant money so demanded by the Consultant notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceedings pending before any Court or Tribunal relating thereto, our liability under this present being absolute and equivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such a payment.

This guarantee shall continue to be in full force and effect for a **period of 4-5 months** from the date of submission of Bid. Notwithstanding the above limitations, we shall honour and discharge the claims preferred by you within thirty days of expiry of this guarantee.

We shall not revoke this guarantee during its currency except with your previous consent in writing. This guarantee shall not be affected by any change in Constitution of our bank or of the Bidder firm. Your neglect or forbearance in the enforcement of the payment of any money, the payment whereof is intended to be hereby secured or by giving of time for the payment hereto shall in no way relieve us our liability under this guarantee.

Dated thisday of

Yours faithfully, for

Signature & seal of the Bank (Authorised Signatory)

BILL OF QUANTITY (BOQ) FOR PROVIDING DIET SERVICES

for providing diets to the Trainees of Panchayati Raj Institutions

| Sr. No. | Particulars | Rate per person diet per day (in figure) | Rate per person diet per day (in words) | Signature of the Bidder |
|---------|---|---|--|-------------------------|
| | | (Rs.) | (Rs.) | (Rs.) |
| 1 | Rates for Institutions providing space and furniture :- 1. HARYANA INSTITUTE OF RURAL DEVELOPMENT NILOKHERI | | | |
| | 2. RAJIV GANDHI STATE INSTITUTE OF PANCHAYATI RAJ AND COMMUNITY DEVELOPMENT, NILOKHERI | | | |
| | 3. YOUTH HOSTEL, PIPLI (KURUKSHETRA) | | | |

A. The above rates are inclusive of

1. VAT
2. Service Tax

B. Bill will be raised on the basis of actual participants/attendance

Signature of bidder with seal

DECLARATION**Annexure-VII**

(To be attached with the Tender Form-cum-Financial Bid)

I/We_____ Prop./Partner of _____ hereby offer to supply the meal (Breakfast, Lunch, Dinner & two time tea with snacks as per Annexure-VI) to the trainees of Panchayati Raj Institutions during training in accordance with the general conditions of the Tender hereto annexed as apart from the condition as may be agreed to between the H.I.R.D. and successful tenderer, at the price given by me/us as per the terms in the schedule attached to the tender and within menu per day set forth in the said schedule.

I/We enclosed the Demand Draft No._____ Dated_____ for Rs. issued by the _____(Name of the Bank branch) being the earnest money deposit along with the Demand Draft No._____ Dated_____ for Rs. 1,000/- issued by the _____(Name of the Bank branch) being the cost of tender.

I/We have carefully read and understood the terms and conditions. I/We agree to hold this offer for a period up to _____from the date of placement of order. I/We further agree to comply with the terms and conditions of the contract that may be awarded to me/us on the basis of this offer and the event of my/our failing to do so during the period of contract, I/We agree to the forfeiture of earnest money of Rs.

I/We further declare that I/We have not been declared blacklisted by any Govt./Board/Corporation.

Date:

Place:

Signature of the Tenderer with Seal

HARYANA INSTITUTE OF RURAL DEVELOPMENT

An Autonomous Institute, Development and Panchayats Department, Haryana



Nilokheri (Karnal)-132117

Ph. No. 01745-246039, 245649 Fax: 01745-246049

Email: hirdnlk@gmail.com, hirdnlk-hry@nic.in, Website: www.hirdnilokheri.com



To

The Director General
Information, Public Relations and
Cultural Affair Haryana, SCO 23, Sector-7,
Madhaya Marg, Chandigarh

No.: HIRD/Advt./2016/

Dated:

Subject: Publication of Tender Notice.

Enclosed please find the Tender Notice for publication in **The Dainik Bhaskar (Hindi)** covering Haryana in minimum space at DAVP rates.

Necessary bills along with copy of Advertisement may be sent to this office for making payment.

Encl: As above

Director
HIRD, Nilokheri