

**HARYANA INSTITUTE OF RURAL DEVELOPMENT
NILOKHERI**

Notice for Opening of Tender for Catering

As per the earlier notice, the Tender of Catering will be opened on 10/05/2018 at 15:00 hrs.

Due to Administrative reasons, now the Tender of Catering will be opened on 21/05/2018 at 1500 hrs.

The date of receipt/submission of Tender of catering will be 10/05/2018 at 1300 hrs.

Director
HIRD, Nilokheri

**HARYANA INSTITUTE OF RURAL DEVELOPMENT
NILOKHERI**

CORRIGENDUM

TENDER NOTICE FOR CATERING

Reference the advertisement published in the Newspaper regarding Tender Notice for Catering on dated 24th April, 2018. Point 1.1 may be read as under:

- 1.1 The tenderer must be in a business of catering in reputed Organizations/Educational Institutes for providing food to minimum 5000 persons per day for minimum 2-3 days continuously in the past 01 year and should provide satisfactory work completion certificate for the same.

The remaining terms and conditions given in the Tender Notice shall remain the same.

Director
HIRD, Nilokheri

HARYANA INSTITUTE OF RURAL DEVELOPMENT NILOKHERI

TENDER NOTICE FOR CATERING

Haryana Institute of Rural Development, Nilokheri is organizing Five-Days Training Programmes at 22 District/Block Headquarters in Haryana State for GRAVIT Volunteers under GRAVIT Scheme. There will be approximate 5000 Volunteers (approximately 80 volunteers per batch).

Sealed tenders are invited from reputed Caterers/Firms/Societies etc. to provide them breakfast, lunch and two times tea with snacks at 22 District/Block Headquarters in Haryana on the terms and conditions given in the prescribed Tender Document.

The last date for receipt of Tender Form is 10-05-2018 at 1300 hrs and will be opened on 10-05-2018 at 1500 hrs. In the presence of bidders or their representatives duly authorized by the tenderer. Tender form without earnest money will not be entertained.

The prescribed Tender Form comprising of terms and conditions can be downloaded from the Institute's website www.hirdnilokheri.com or can be obtained from HIRD office on payment of Rs. 2,000/- (Non refundable) in shape of Bank draft on any working day on or before 10-05-2018 at 1300 hrs. The undersigned reserves the right to accept or reject/cancel any or all the tenders without assigning any reason thereof.

Sd/-
Director
HIRD, Nilokheri

HARYANA INSTITUTE OF RURAL DEVELOPMENT NILOKHERI

TENDER NOTICE FOR CATERING

Sealed Tenders are invited on the prescribed tender form from the eligible Caterers/
Firms/ Societies etc. for the works detailed as below:

Sr. No.	Description	No. of Volunteers	No. of days per Training	Rate per participant per day	Approx. Cost	Earnest Money
1.	Providing Breakfast, Lunch and two times tea with snacks at District/ Block Headquarters in Haryana.	5000 Nos.	05 days	Rs. 200/-	50,00,000/-	2,50,000/-

The Tender Form along with terms and conditions can be downloaded from the Institute's website www.hirdnilokheri.com or can be obtained from HIRD office on payment of Rs. 2,000/- (Non refundable) in shape of Bank draft on any working day on or before 10-05-2018 upto 1300 hrs. The parties who downloaded the Tender Form from website shall enclose a Demand Draft of Rs. 2000/- in favour of Director, HIRD payable at Nilokheri.

Sd/-
Director
HIRD, Nilokheri

IMPORTANT DATES

Date for submission of Tender : 10/05/2018 upto 1300 hrs
Date of Opening of Tender : 10/05/2018 upto 1500 hrs

IMPORTANT NOTE

1. Tenderer will have to fulfill the Qualifying Criteria as under:
 - 1.1 The tenderer must be in a business of catering in reputed Organizations/Educational Institutes for providing food to minimum 5000 persons per day for minimum five days continuously in the past 01 year and should provide satisfactory work completion certificate for the same.
 - 1.2 The tenderer should have all the necessary valid registrations of the agencies under Government Rules such as the Service Tax, GST, PF Account, FSSAI etc.
 - 1.3 The tenderer should give details of at least one establishment where the tenderer has catering/catered contract for such big or related event.
2. The tenderer should invariably submit his tender in two sealed covers separately namely:
 - a. Tender Form cover
 - b. Financial Bid cover

2.1 TENDER FORM COVER

- i) Tender form cover should contain attested copies of PAN, GST, CST Registration Certificate, FSSAI and other certified documents as applicable.
- ii) The tenderer should furnish the details of nature of their firm, name and address.
- iii) The tenderer should furnish the details of names and addresses of the Partner/Proprietors and also other details, if any, also specified details or documents requested in Tender.

In absence of these information/documents, tender is liable to be rejected.

2.2 FINANCIAL BID COVER

- i) Financial Bid cover should contain only rates/prices of items with taxes duly filled in and signed, otherwise the tender is liable to be rejected.
- ii) In case the tenderer fails to provide taxation details in financial bid, offer will be considered as inclusive of all taxes.

3. No correspondence will be entertained after opening of tenders.
4. Vague and conditional offer shall not be considered.
5. The tenderer will have to fill up the tender in two documents separately i.e. Tender Form and Financial Bid.
6. Tender should be submitted in the sealed cover and superscribed as "Tender for Catering Services.
7. For above exercise, the tender shall give details of existing contract mentioned in the Present/Existing list of clients.
8. The Catering tender will have to follow instructions of the Director, HIRD, Nilokheri related to Menu, Meal Frequency, Food Quality, Cleanliness, Health and Hygiene services.
9. The tenderer has to supply food as per given in the Menu in the Tender.
10. The garbage/sewage disposal has to be facilitated by the caterer as per directions of the Dharamshala.
11. The quality and quantity of food will be inspected item wise by Director, HIRD, Nilokheri or his authorized representative/officials of the Institute and the tenderer shall not deny access to such inspections.

General Terms and Conditions

1. Any conditional offers made by the tenderer or any alternations/corrections made in the priced tender form shall not be considered. Similarly incomplete and unsigned tender documents are liable to be rejected.
2. The Director, HIRD, Nilokheri reserves the right to accept/reject/cancel/postpone any tender without assigning any reason thereof.
3. The tenderer must be attached with self certified Xerox copies of (a) Registration of Agency (b) List of clients of organization of repute of the tender, etc. The tenderer shall have to produce the original papers of the above documents at the time of opening of the tender for verification and also whenever it is demanded by the representative of the Institute.
4. Individual signing the tender or the document connected with the tender must specify whether he signed as:
 - i) A sole proprietor of the concern or constituted attorney or authority letter of such sole proprietor.
 - ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the

partnership agreement or by a power of attorney duly executed by the partners of the firms on form of authority letter.

5. In case of (ii) a copy of the partnership agreement or general power of attorney on an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
6. The catering tender shall ensure high standard of cleanliness, hygiene and sanitation while delivering/serving food items.
7. The tenderer shall ensure that the food is stored and handled properly and no stale food is served. In case of any food poisoning, the tenderer shall be held solely responsible and will be penalized besides legal action by the Competent Authority and/or law of the land.
8. The supplied food will be checked/sampled by authorized official of Health Department at any time and if substandard/unauthorized material is found, the tenderer shall be penalized at the discretion of authorities and tenderer shall have to abide by it.
9. The Director, HIRD, Nilokheri reserves the right to accept or reject any or all the offers either duly or party without assigning any reason thereof, and is not bound to accept the lowest bid.
10. The catering staff engaged by the Tenderer shall: (a) show professional courteous behaviour, (b) staff must wear neat and clean head gears, work clothes, aprons, gloves etc. (c) catering staff will not smoke or take alcoholic drink on the campus/venue and nor they are allowed to chew any tobacco items etc.
11. As regards quality of perishable & nonperishable material and preparation, the tenderer shall ensure that food ingredients, additives and material must be of best quality available in the market.
12. The Tenderer shall ensure that the staff engaged by him observes safety precautions and security regulations at the venue.
13. Any attempt of negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
14. If selected, the organization cannot withdraw/refuse to execute, if so the selected organization has to pay for the expenses incurred to organize alternate arrangements.

Financial Terms and Conditions

1. The payment of bills shall be released within 15 working days after scrutiny of authorization of supply and the prices claimed by tenderer. Any supply of food items without proper authorization by the designated authority shall not be paid for.
2. Income tax, GST etc as per prevalent laws shall be deducted at source while making payment to the Tenderer bills.

Arbitration

Interpretation of any of the tender condition will be made by the Director, HIRD, Nilokheri and in case of any dispute between the Director, HIRD, Nilokheri and the tenderer, the decision of the Director, HIRD, Nilokheri will be binding to the Tenderer.

Jurisdiction

In case any legal proceedings arise between the tenderer and the HIRD, 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 HIRD.

(To be submitted by the responder on the responder's letterhead)

UNDERTAKING

I/We (Name of Tenderer)

Proprietor/Partner hereby undertakes to comply with all the terms and conditions as stated here above and abide all terms and conditions stated in the tender enquiry. I/we hereby undertake that the information forwarded above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to be suppressed by me.

Signature

Name

Designation & Stamp of the Partner

TENDER FORM

Providing Breakfast, Lunch and two times tea with snacks at District/Block Headquarters in Haryana

Sr. No.	Particulars	Details
1.	Name of the Caterers/Firms/ Societies/ Partner etc.	
2.	Registration No. and Date	
3.	Complete Address	
4.	Telephone/Fax/Mobile	
5.	Email Address	
6.	i. TAN	
	ii. PAN	
	iii. GSTIN	
	iv. Service Tax Number	
7.	Details of Earnest Money	Bank Draft No.: Date: of Rs. 2.50 Lacs Issued by: (Name of Bank and Branch)
8.	Details of Cost of Tender Form	Bank Draft No.: Date: of Rs. 2000/- Issued by: (Name of Bank and Branch)

I/We have carefully read and understood the terms and conditions of the Tender Document.

Date:

Place:

(Signature of the Tenderer with Seal)

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. Any damage at venue property/ fixtures will have to be rectified/ replaced by the Licensee.
6. The Licensee will have to present himself before the Director, Haryana Institute of Rural Development, Nilokheri as and when required.
7. The Licensee will not deploy any manpower below 18 year of age.
8. All the workers/ employees will have to be medically examined initially at the time of Ist 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.
9. 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. 10,000/- 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 Committee 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.

FINANCIAL BID

**Providing Breakfast, Lunch and two times tea with snacks at
District/Block Headquarters in Haryana**

Name of Tenderer:

Dated:

Due on 10/05/2018 upto 1300 hrs

Rate schedule (with Serving Facility)

Note

1. The catering tenderer will provide food and beverages as per details given in Menu in the Tender form on the specified time. There should be sufficient serving staff to be arranged by the tenderer.
2. Clearly mention the rates and taxes.
3. Rate includes all the food items with serving staff.
4. The serving staff must be in uniform so that they can be identified easily.
5. The water, dining chairs, tables, Shamiana shall be provided by the tenderer.
6. The arrangements of buffet dishes, serving of food, crockery, cutlery, disposable cloth napkins, tissue paper and other such related arrangements should be on the part of caterer.
7. All food items shall be cooked in ISI marked, government approved refined oil.
8. The milk, curd, ice cream and other milk products shall be of Amul/Vita/Mother Dairy only or of equivalent branded quality.
9. Sealed dry ration should be used.
10. Vegetables used should be fresh.
11. Financial Bid sealed cover and Tender Form sealed cover should be separately and same should be clearly mentioned on the cover.

FINANCIAL BID PROFORMA

Sr. No.	Particulars	Rates for Providing Breakfast, Lunch and two times tea with snacks at district/block headquarters in Haryana for GRAVIT Volunteers (in figure)	Rates for Providing Breakfast, Lunch and two times tea with snacks at district/block headquarters in Haryana for GRAVIT Volunteers (in words)	Signature of the Bidder
1	Providing Breakfast, Lunch and two times tea with snacks at 22 District/ Block Headquarters in Haryana for GRAVIT Volunteers under GRAVIT Scheme.			

A. The above rates are inclusive of

1. GSTIN
2. Service Tax
3. FSSAI

Signature of Bidder with Seal

**TYPICAL DIET PLAN FOR GRAVIT VOLUNTEERS UNDER GRAVIT SCHEME
(SOLID DIET)**

Time	Menu	Household Measurement
1st Day		
08.00-09:00 AM	Breakfast: - Bread, Butter, Jam, Sandwitch and Tea	Buffet System.
11:00-11:30AM	High Tea Break:- Mix Pakora, Burfi, Biscuits and Tea	
01:30-2:30 PM	Lunch: - Sahi Paneer, Mix Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Ice Cream (Amul).	
03:45-04:00 PM	Tea Break:- Two types Biscuits and Tea	
2nd Day		
08.00-09:00 AM	Breakfast: - Aloo Puri, Aachar & Tea.	Buffet System.
11:00-11:30AM	High Tea Break:- Mix Pakora, Burfi, Biscuits and Tea	
01:30-2:30 PM	Lunch: - Matar Paneer, Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Gulab Jamun.	
03:45-04:00 PM	Tea Break:- Two types Biscuits and Tea	
3rd Day		
08.00-09:00 AM	Breakfast: - Bread, Butter, Jam, Sandwitch and Tea	Buffet System.
11:00-11:30AM	High Tea Break:- Mix Pakora, Burfi, Biscuits and Tea	
01:30-2:30 PM	Lunch: - Rajmah, Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Rasgulla.	
03:45-04:00 PM	Tea Break:- Two types Biscuits and Tea	
4th Day		
08.00-09:00 AM	Breakfast: - Aloo Puri, Aachar & Tea.	Buffet System.
11:00-11:30AM	High Tea Break:- Mix Pakora, Burfi, Biscuits and Tea	
01:30-2:30 PM	Lunch: - Cheese Tomato, Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Sweet Dish- Kheer.	
03:45-04:00 PM	Tea Break:- Two types Biscuits and Tea	

5th Day		
08.00-09:00 AM	Breakfast: - Bread, Butter, Jam, Sandwich and Tea	Buffet System.
11:00-11:30AM	High Tea Break:- Mix Pakora, Burfi, Biscuits and Tea	
01:30-2:30 PM	Lunch: - Shahi Paneer, Seasonal Vegetable, Rice, Raita, Salad, Chapatti, Papad, Sweet Dish- Ice Cream.	
03:45-04:00 PM	Tea Break:- Two types Biscuits and Tea	

DECLARATION

(To be attached with the Financial Bid)

I/We _____ Prop./Partner of _____ hereby offer to supply the Breakfast, Lunch, & two time tea with snacks to 5000 GRAVIT Volunteers (80 Volunteers per batch) under GRAVIT Scheme at District/Block Headquarters in Haryana. 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. 2,000/- 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 upto 31st March, 2019 at District/Block Headquarters in Haryana. 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. 2.50 Lacs.

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