

सीएसआईआर- उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)
जोरहाट: JORHAT: असम:ASSAM



Web: www.neist.res.in E-mail: ao@neist.res.in



NOTICE INVITING TENDER

Director, CSIR-NEIST, Jorhat invites Tenders from reputed and experienced agencies for providing Catering Services for National Symposium on Crosstalk Between Animal Research & Alternatives (NSARA) at CSIR-North East Institute of Science & Technology (NEIST), Jorhat during the period from (08th Sep-09th Sep, 2023).

Sl. No.	NIT No.	Description	EMD
1	D-15013/17/23-Gen	Providing Catering Services for NSARA at CSIR-North East Institute of Science & Technology (NEIST), Jorhat (Assam).	Rs.20,000/-
Date and Time for Issue/Publishing			01.09.2023 at 5 P.M
Document download/Start Date and Time			01.09.2023 at 5 P.M
Bid submission End Date and Time			04.09.2023 at 5 P.M
Date and Time for opening of Bids			05.09.2023 at 11 A.M

Notice with link is also available on CSIR-NEIST website <https://www.neist.res.in>. (CSIR-NEIST Website).

In this regard you are therefore requested provide the quotation as per the items mentioned in the Annexure-II latest by 04.09.2023 at 5 P.M in sealed envelope.

You are also requested to provide the GST and PAN No.

Director, CSIR-NEIST, Jorhat reserves the right to accept or reject any offer without assigning any reasons.

Sd/-
Administrative Office

INFORMATION FOR BIDDER

1. Sealed quotation as per Annexure-I along with Bid Forwarding Letter as per Annexure –II and copy of this tender document, duly signed and stamped by the bidder should be submitted to “The Director, CSIR-NEIST, Jorhat-785006 (Assam)” either by speed post/Hand/courier only so as to reach this Institute by/before 04.09.2023. The price offers should be completely sealed and super-scribed as “Tender for short-term Catering Services at CSIR-NEIST; Tender No.D-15013/17/23-Gen Date: 01.09.2023.
2. Tenders/bidders are requested to visit website regularly. Any changes/ modifications in tender enquiry will be intimated by corrigendum through this website only. The interested parties should submit the lowest rates with discounts, if any for the Catering Requirements at mentioned
3. The price quoted by the bidder should be inclusive of all cost on Food Order Rate NEIST Jorhat. No extra cost will be paid by the Institute. **GST should be shown separately in the price offer.**
4. The format of financial bid is attached as Annexure-II. The bidders are requested to quote their price as per the format given at in the end of this tender document.
5. Taking protective measures to protect to property and persons and prevent accidents shall be the Service Provider's responsibility during the contract period.

Service Delivery:- From 08.09.2023 to 09.09.2023. (Meals, Menu, Nos. of Persons, Timing) are enclosed in Annexure-II.

Note: Any change in above period will be informed to service provider.

2. SERVICE DETAILS AND STANDARDS

- i. The service includes all serving staff, utensils, crockery, packaging, dispensers, hot/ cold buffet chafers, tablecloth, mats, glass wear and all other equipment required for serving the desired quality of food.
 - ii. Service Provider shall possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt./ Central Govt., PAN, and copy of GST registration certificate from appropriate authority.
 - iii. The food items supplied should be as per Government standards. If at any point of the time any penalty is imposed by the Government Authority i.e. by Food Inspector of food Department, the same shall be borne by the Service Provider.
- The service provider shall serve the food in healthy, eco-friendly packaging, also label all serving/ menu items with their name and/ or corresponding dietary restrictions (Vegetarian, non-vegetarian etc.)
 - The quality of the raw materials to be used for preparation of food should be highest standard, fresh & of reputed brand.
 - The crockery used shall be clean, not old, faulty (cracked, scratched). The packaged food packets should not leak, and the cloth and paper napkins provided should be clean.

- i. The eatables served by the Service Provider to the guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc.
 - ii. Vegetarian and Non-Vegetarian dishes shall be prepared and served separately.
 - iii. Milk products such as curd, yoghurt, cheese etc. shall be of good quality and must be prepared and served fresh, if applicable. All the items being used shall be stored properly and served before their expiry date.
- Non-vegetarian dishes shall be prepared from fresh and good quality chicken, mutton, fish or other sea foods as desired and the same shall be purchased from the standard authorized shop.
 - The non-vegetarian items shall be washed and marinated properly before cooking. The pieces on non-vegetarian items shall not be too small or too big, un-necessary shreds and small bone pieces shall be removed.
 - The deployed catering staff, should be adequate as per requirements, trained, presentable, well dressed, well-mannered and well experienced to ensure timely, efficient and prompt service for both dining and buffet services.
 - Service Provider shall adhere to the timeline given for serving/ buffet arrangements on designated premise.
 - In case of non-availability of specifically demanded food item; the Service Provider shall communicate the same at least 1 day prior to the date of food delivery/event.

3. LIMITATIONS OF SERVICE DELIVERY (IF ANY)

- i. The Service Provider will provide catering services as per the package and add-ons (if any) selected by the NEIST, Jorhat.
- ii. The NEIST Jorhat will have option to replace the item/ dishes, however replacement of the dishes will be in same category (veg dish to veg dish, dessert to dessert and so on), also quantity and number of items/ dishes will be same as per package and add-ons (if any) selected.

General Instructions to the bidders:

1. Earnest Money Deposit of Rs. (Rs.20,000/-) along with the bid by e-payment or in the form of A/c payee Demand Draft, before tender submission end time or put it in the tender box kept on the Security Gate of CSIR-NEIST, Jorhat-785006. Also a copy of the same may be attached with the tender and which will be refunded to the unsuccessful tenderer but without receipt of BID Security in original in time, the tender will not be accepted. **CSIR-NEIST will not be responsible for any postal delay.**
2. The bidder must have prior experience of carrying out the Catering Services in Central Govt. /Autonomous Bodies/PSUs/States Government on at least 3 occasions during the last 3 years. Relevant documents/certificates shall be submitted along with the bid in providing in house multi-cuisine catering to those organizations.
3. The tenderer bidder may be a proprietor firm, partnership firm limited company, Corporate Body legally constituted engaged in catering services, who should have required licences issued by Food & Safety & Standard Authority of India (FSSAI copy to be attached).The bidder should be registered and should have the necessary licenses and permissions under the provisions of various labour law enactments like the Contract Labour (Regulation and Abolition) Act, 1970 for running the catering services/business.
4. The Contractors/Bidders should certify that there is no legal dispute against him in any court of law in relation to the service and the Contractors or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.
5. Income Tax statement of last three years (2020-21, 2021-22 & 2022-23).
6. GST Registration Certificate.
7. PAN No. of the agency, firm

8. Copy of Income-tax return of 3 years (as on 31st March, 2023)
9. Certificate regarding non- blacklisting by Central Govt. / Autonomous bodies/ State Govt. / PSUs. etc.
10. The Agency shall maintain good standard of food quality, services as indicated.
11. CSIR-NEIST shall pay the agreed amount on production of bill & statutory charges of any kind shall be payable except as under the contract.
12. The tenderer should read terms & conditions thoroughly before its submission and sign on each page. There should be no cutting/ overwriting. The rate should be filled up properly.
13. The duration of contract is from **8th Sep, 2023 (Morning) to 9th Sep, 2022 (Night)**.
14. The bidder shall submit the information regarding his/her agency/ firm in the format enclosed as Annexure-III.
15. The Caterer will sign an undertaking regarding quality of the food staff provided by him and in case of any quality related issues or contamination issue, a penalty upto 20% of the bill value will be deducted from the bill depending upon seriousness of the contamination.
16. No plastic glasses/bottles will be used/ provided by the caterer during this period.
17. Requirements of quantity may increase/decrease depending on number of person. Accordingly, Requisition/requirements of the order may increase/decrease depending on number of person.

Selection Criteria:

- The firm which quotes the lowest overall rate (inclusive of all taxes & based on rationality) shall be awarded the contract. In case 2 firms quote the same rates, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final.

ANNEXURE -I**PROFORMA FOR TECHNICAL BID**

Sl. No.	Details of Bidder:	Page No
1	Name and full address of the Agency Nature of the concern: (i.e. Sole Proprietor/Partnership of the Agency)	
2	Copy of PAN	
3	Full address of Operating/ Branch Office in Jorhat Telephone No/Mobile No, E-mail ID and name of the contract person	
4	Copy of Registration certificate/license of the parties/ Agency issued by the appropriate authority	
5	Banker of parties/ Agency with full address Bank Account No.	
6	Copy of Valid Goods & Service Tax registration certificate	
7	Details of EMD (Copy enclosed)	
8	The agency should submit a copy of having annual turnover of Rs. 15 lakh (which is certified to be CA) and supported by the annual Income Tax Return of the preceding last 3 financial year (2020-21, 2021-22 and 2022-23).	
9	Three years of experience in this field, with Reference, Certificates	
10	FSSAI Certificate	
11	Copy of not blacklisting	

FINANCIAL BID

DAY 1	TIME (HRS)	DESCRIPTION	Nos of Persons	Rate in Rs.
8/9/2023	11.00-11.30	Hi-TEA (PACKETS)/SERVICE	300	
		Tea (Milk and red)		
		Bakery Biscuit (Cookies)		
		Spring Roll, Veg		
		Dhokla		
		Sweets		
		Banana/ Papaya		
		Fruit Juice		
	13.00-14.00	LUNCH-ASSAMESE TRADITIONAL	300	
		Mung Sprouts and Green Salad		
		Papad		
		Pudina Chutney/Pickle		
		Bagan/Potol Fry		
		Plain rice		
		Amita Khar with Black Chana		
		Allu/ Kacha Pitika		
		Masur Dal		
		Dhokia Sag with Small Potato		
		Kol Pochala Bhaji		
		Koldeel with Soyabean		
		Labra Sabji		
		Tomato Bor Tenga		
	Curd and Rasogolla			
	17.00-17.30	TEA	300	
		Tea (Milk and Red)		
		Bakery Biscuit (Cookies)		
		Samosa/ Kachori		
	19.00-20.00	PRE-DINNER	100	
		Hot and Sour Soup		
		French Fry		
		Crispy Chilli Babycorn		
		Chicken Tikka		
	20.00-21.00	DINNER	300	
Salad				
Pickles				
Green/ Pineapple Chutney				
Papad				
Jeera Rice				
Basanti Pulao				
Rumali Roti				
Dal Makhani				

		Kashmiri Aloo Dum		
		Dhokar Dalna		
		Kadahi Paneer		
		Doi Pona (Fish)/ Baked Fish Sorso Till etc.		
		Mutton Kosha		
		Mung Halwa		
		Jalebi		
DAY 2	TIME (HRS)	DESCRIPTION	Nos of Persons	Rate in Rs.
09.09.2023	7.30-8.30	BREAKFAST	200	
		Bread, Butter and Jam		
		Cornflakes and Milk		
		Boiled Egg		
		Puri Sabji		
		Banana/ Papaya		
		Tea (Milk and Red)/ Coffee		
		Fruit Juice		
	10.30-11.00	TEA	200	
		Tea (Milk and Red)		
		Bakery Biscuit (cookies)		
	13.00-14.00	LUNCH	250	
		Mung Sprouts Salad		
		Papad		
		Chutney and Pickle		
		Plain Rice		
		Tawa Roti		
		Veg Dewani Handi		
		Dal Fry		
		Paneer Butter Masala		
		Local Fish Tenga		
		Rasgulla with Curd		
	16.30-17.00	TEA	300	
		Tea (Milk and Red)		
		Bakery Biscuit (cookies)		
Samosa/Kachari				
19.00-21.00	DINNER	250		
	Salad			
	Chutney and Pickle			
	Papad			
	Sorted Pakodas			
	Jeera Rice			
	Veg Pulao			
	Rumali Roti			
	Dal Pancharatna			
	Navratna Korma			
	Mattar Panner			
	Seasam Chicken			
	Baked Rosogolla/ Gulab Jamun			

** All Disposable Plates/ Glasses/ Spoons should be Biodegradable environmental friendly materials.

** There must be four numbers of Buffet Sets installed for Lunch/ Dinner.

** All Service provider must be in uniform.

** The number of persons /Packs is subject to vary by 10-20%. The actual number shall be informed to the vendor well in advance and payment shall be made on actual consumption.