

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT  
(NIPCCD)  
Regional Centre, Mohali  
S.A.S. Nagar, Sector 79, Mohali-140308, Punjab**

Form No.....

**TENDER FORM**  
For Providing Catering services in the Institute' Hostel and Its Canteen

**Issued to**

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## **National Institute of Public Cooperation & Child Development**

Regional Centre, S.A.S. Nagar, Sector 79, Mohali, Punjab

### **Tender Notice for Catering Service in the Institute's Hostel and its Canteen**

National Institute of Public Cooperation and Child Development popularly known as NIPCCD is a premier Institute under the aegis of Ministry of Women and Child Development, Government of India. The Institute promotes voluntary action through research, training and consultancy in the area of women and child development, NIPCCD is an interface between the Government Departments including Police and civil societies working for the cause of social, economic and cultural empowerment of women.

'Sealed Tenders' are invited under two bids system by National Institute of Public Cooperation & Child Development (NIPCCD) to provide **Catering Service in the Institute's Hostel and its Canteen**. The tender form including the specifications, terms and conditions of the contract etc. may be obtained on request on deposit of Rs. 100/- (Rupees One Hundred only) cash with Administration Section of the Institute during any working day from 10.00 a.m. to 4.00 p.m. **The bidders may also download the Tender form from the Institute's website [www.nipccd.nic.in](http://www.nipccd.nic.in) and submit the same alongwith a demand draft of Rs. 100/- drawn in favour of NIPCCD REGIONAL CENTRE MOHALI, payable at Mohali.** The tender should be accompanied by earnest money of Rs. 15,000/- (Rupees Ten Thousand only) by A/c payee demand draft in favour of **NIPCCD REGIONAL CENTRE MOHALI**, on a Nationalized Bank, failing which the tender will not be considered valid. The successful bidder has to deposit Rs. 50,000/- as performance security money in additional to earnest money with the Institute. The sealed tenders duly super scribed "**Tender for Catering service in the Institute's Hostel and its canteen**" should be dropped in the Tender Box kept in Administration Section of the Institute at the address mentioned above not later than by **1:30 p.m. on 23/10/2020**. Tender will be opened at **4:00 p.m.** on the same day in the presence of representative of the tenderers, if any Regional Director, NIPCCD Mohali will have the right to reject or accept any or all tenders without assigning any reasons (s) thereof. Even on the day of opening the tenders. The tender form with terms and conditions available at Annexure-I, II & III.

## **Tender form for Providing Catering in the Institute's Hostel and its Canteen**

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### INSTRUCTION OF BIDDERS

National Institute of Public Cooperation and Child Development, hereinafter referred as NIPCCD intends to identify a firm for providing catering services in its hostel and office canteen both located at S.A.S Nagar, Sector 79, Mohali, Punjab.

1. Bidders must be registered with appropriate authorities to provide above mentioned Services.
2. Bidders would need to describe their capabilities and strength with their bid which would include a good track record, suitable infrastructure and demonstrated capability to undertake the above mentioned services
3. Bidders should attach its last three year's balance sheets duly certified by a Chartered Accountant along with a copy of Income Tax Returns and a copy of PAN Card.
4. Minimum turnover of at least Rs. 20,00,000/- (Rupees Twenty Lakh only) annually of the bidder, as evidence by the certified accounts in the last three financial years is essential. The turnover should be specific to the above mentioned services.
5. Bidders should have adequate trained experienced manpower to cook, to serve and to supervise the services besides good quality utensils, crockery and equipment's.
6. Tenders should be accompanied by earnest money of **Rs. 15,000/-** by A/c payee bank demand draft in favor of NIPCCD Regional Centre Mohali and payable at Mohali failing which tender shall not be considered. The bidders should submit their complete bids in two separate sealed envelope as technical and financial bid i.e. Envelop sealed and super-scribed " Tender for Providing Catering and Canteen Services" This should be dropped in the Tender Box kept in the Administration Section not later than **1:30 p.m. on 23/10/2020**. Bids received after the prescribed date and time shall not be considered.

***Envelope-I*** (Sealed) should be marked as "Technical Bid" and should complete and duly filled in, with supporting documents, as per **Annexure-II** along with the **earnest money**.

***Envelope-2*** (Sealed) should be marked as "Financial Bid" and should contain duly filled in the complete as per **Annexure-III**.

7. The Envelopes containing Technical Bid and Financial Bid will be opened by a Committee constituted by the Regional Director on **23/10/ 2020 at 4:00 p.m.** in the presence of the bidders/ their representatives, if any. Thereafter, the committee will open the technical Bids (Envelop-D). The Technical Bids which are not accompanied by earnest money shall be out rightly rejected. The Technical Bids are not accompanied by required documents/certificates as specified in the tender form will be rejected without opening their financial bid. The bid received after the date and time prescribed in the tender notice will not be entertained.

8. Technical Bids found compete in all respect will be evaluated by an Evaluation Committee constituted by the institute. The Evaluation committee will evaluate the Technical Bids on a 100 marks criterion as given below.

S.No.	Particulars	Marks
i.	Past experience related to providing catering and canteen service in the institutions	25
ii.	Proven capability of providing catering and canteen services	35
iii.	Manpower available to cook, to serve and to supervise	15
iv.	Annual turnover during last three financial years	25
<b>Total Marks</b>		<b>100</b>

9. A minimum of 75 marks will have to be scored by a bidder to become eligible for consideration of its financial bid. Bidders scoring less than 75 marks will not be considered further.
10. The Financial Bids of only those bidders, who secure minimum 75 marks out of maximum 100 marks on evaluation of Technical Bids. Will be opened on a separate day in presence of bidders or their representatives, if any. The details regarding date, time, and venue of opening of the financial bids will be intimated to all eligible bidders. The Bidders whose Gross Weighted Rate calculated in following manner is found to be lowest will be awarded the contract subject to other terms and conditions of the tender.

Sl. no.	Particular	Weightage	Rate quoted by the bidder (Rs.) (For office use)	Weightage Rate $\frac{(3) \times (4)}{100}$ (For office use)
1	2	3	4	5
i.	Routine menu with normal/ packed lunch			
ii.	Special Lunch			
iii.	High Tea			
Gross Weight age Rate				

The Institute has a canteen for its own employees. The rates of the canteen items will be negotiable with the successful bidder.

11. The annual turnover of Catering Services was Rs. 20 Lakh approximately.
12. The tender will be valid for a period of 60 days from the date of opening of the same.
13. The successful bidder will be required to deposit performance security of Rs. 50,000/- (Rupees fifty Thousand only) in the form of a bank demand draft or Deposit at Call of a Nationalized Bank and payable at Mohali in favour of the NIPCCD REGIONAL CENTRE MOHALI within 10 working days of award of the contract. In case of Deposit at Call, it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.
14. Institute will have right to reject any or all Technical and/or Financial bid (s) without giving any reasons thereof.
15. Notwithstanding the above, Regional Director of the Institute will have a right to reject any or all Technical and/or Financial bid(s) without giving any reasons thereof.

**Annexure-I****TERMS AND CONDITIONS OF CONTRACT AT NIPCCD**

1. The successful bidder (hereinafter referred as contractor) will provide catering services in its hostel and office canteen services in its office and provide items out of the list given in the **'Schedule of Requirement'** – Annexure – I. The contractor will provide these services at the rates quoted by him in the Financial Bid approved by the Institute. The Institute will pay taxes, if any, as mentioned in the financial bid on making claim by the Contractor, at the rates prevailing on the date of providing their services. The Contractor will be bound to deposit all taxes claimed from the Institute in appropriate manner.
2. The successful bidder will be required to deposit performance security of Rs. 50,000/- (Rupees Fifty thousand) in the form of a bank demand draft or Deposit- at – Call of a Nationalized bank and payable at Mohali in favour of the Institute within 10 working days of award of the contract. In case of Deposit- at Call, it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor.
3. The contract will be initially for a period of one year. However, the Institute may further extend the contract on same terms and condition for a period of one year based on the satisfactory performance of the contractor and with mutual consent. The maximum period of extension shall however be restricted to two years. However, the contract may be terminated by either party on one month's notice. Thereafter, no further extension shall be considered.
4. **Disputes & Resolution:** In the event of any disagreements or question in providing services under the contract, the same shall be settled amicably. If the dispute or ambiguity persists as regards this contract, the same will be referred for arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitral tribunal shall consist of an arbitrator nominated by the Director NIPCCD and one arbitrator nominated by the arbitrators appointed by the two parties. In case of two arbitrators not agreeing to the third arbitrator, the presiding arbitrator shall be appointed by the Indian Council of Arbitration. The decision of the majority of arbitrators shall be final and binding upon the two parties.
5. The parties shall continue to perform their obligation under the contract during the arbitration proceedings. The cost of arbitration shall be shared by two parties equally, unless the award specifies otherwise.
6. **Governing Laws:** The contract shall be governed by the laws of India and the courts of Mohali shall alone have jurisdiction to decide any dispute remaining unsettled.
7. Notwithstanding the rates quoted for the prescribed Menu, the Institute has a right to bring down the rates to a lower ceiling per day per head in respect of certain training programs by making certain adjustments in the menu which should be acceptable to the Contractor.
8. The Contractor will supply meals of wholesome quality and in sufficient or specified quantity, as the case may be, to the residents of the Hostel/Guest House of the Institute as also local and the guest participants and other guests for whom arrangements for stay have been made in adjoining hostels and to staff of the Institute as per the Menu prescribed.
9. Tea and Snacks from the staff canteen are to be served in the rooms of officers/staff in the Institute.

10. Menu for each day of the week for the hostel shall be decided by the Institute which shall not be changed by the caterer unless asked to do so by the Institute in writing. There may be two different Menus depending upon the type of training programs being conducted. Once approved and contract/agreement signed between the Institute (NIPCCD) and the agency/firm for providing catering services, the menu shall be displayed on the hostel notice board, for information of the residents of hostel. This menu shall be binding on the agency and there shall be no change without the prior written approval of the competent authority.
11. The service rendered by the Contractor shall be prompt and to the entire satisfaction of the residents of the hostel and staff who utilize the services of staff canteen.
12. The Contractor shall make arrangements for hygienic storage and cooking of food and service in the dining hall. He shall ensure that the kitchen/dinning hall/canteen are kept clean and tidy.
13. All vegetable and fruits should be washed before cutting/chopping and consumed for the meal for which it was cut or chopped. All cooked shall be consumed during lunch/dinner as the case may be. It shall not be kept in the fridge. All fresh food that is stored in the fridge should be in un-cut condition. In case these are cut it should be stored by keeping them in food grade covered boxes or food grade polythene covers.
14. Refrigerators/chimney and all other storage bins should be thoroughly cleaned once in a week with soap and warm water. All this/storage bins shall be kept covered at all times.
15. The agency shall use proper covered garbage bins and garbage shall be disposed soon every time after breakfast, lunch and dinner.
16. The catering service, cooking utensils, table-ware including napkins and table-linen shall in all respects to be of good standard and to the entire satisfaction of the Institute. These items shall be provided by the Contractor.
17. The Contractor shall maintain a staff of table attendants in the proportion of not less than one attendant for every ten dinners. All attendants shall be provided by the Contractor, neat and clean uniforms as per pattern prescribed by the Institute from time to time by the contractor. The contractor will provide a list of all staff employed by him to the Institute on award of the contract and if any changes are made during the period of contract, the some shall be informed to the Institute promptly.
18. The Institute shall put in place a monitoring mechanism to monitor food (quality, quantity) being served in the hostel mess and the staff canteen and all conditions as indicated at s.no.9 to 12 and any other clauses as specified in these terms and conditions. This monitoring mechanism will be in the form of a committee consisting of faculty and non-faculty members who shall be authorized by the Regional Director or his representative for such purpose. This committee may devise its own yard-stick to monitor the above activities or as per the guidelines issued by the office and will submit its report to the Regional Director.
19. The Contractor shall ensure that all persons engaged by him are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The Institute may ask the Contractor to produce (a) medical fitness certificate from the Authorized Medical Attendant of the Institute; (b) character verification certificate from police for any person engaged by the Contractor in performance of this contract. The Institute may require the Contractor to remove/replace any person engaged by the Contractor, at its discretion.

20. The Contractor shall supervise the catering arrangements himself/herself or be represented by an experienced supervisor approved by the Institute. If the catering service is supervised by a person other than Contractor, the Contractor shall visit the hostel/canteen thrice in a week or as and when called for. The Contractor shall furnish the names and addresses and telephone numbers of the supervisor(s) authorized by him for discharge of contract.
21. Contractor Refrigerator/cold storage/hot-case/geyser in working condition to be used for cooking/storing food in the Institute. The Contractor will be responsible for the proper maintenance of such equipments and on expiry of the contract, will return the same to the Institute in working condition. The cooking will be done on gas stove only.
22. The Institute shall provide chairs and tables for the dining hall/canteen. All other furniture and equipment required for satisfactory performance of this contract will be provided by the Contractor.
23. The Institute will provide free water and electricity in the kitchen, dining hall and canteen. The use of electricity will be restricted to light, fans, refrigerators or any other electrical appliances/gadgets which are considered necessary for smooth functioning of the kitchen/dining hall and canteen. In no case, electricity will be used for cooking, or heating of food.
24. The Contractor will be allowed the use of kitchen and dining hall and canteen, for discharging this contract. The Contractor shall use this accommodation only for persons actually working in the kitchen, dining hall and canteen for providing service under this contract. The Contractor shall not make or cook any meal(s) in the premises of the Institute for supply to any person(s) other than the guests and staff of the Institute.
25. The Contractor shall not make or cause to make any structural alterations or additions to the accommodation provided to him in the Institute for cooking and catering purposes.
26. The Institute may at its discretion vary the size, type or place or the accommodation provided to the contractor for services to be discharged under this contract.
27. The contractor shall make good any damage (except normal wear and tear) caused to the accommodation, furniture filling, and equipment of the Institute that is in use of the contractor in performance of this contract. The amount of compensation payable for such damage shall be assessed by the Institute on replacement cost basis. This compensation will be deductible from the dues/ security deposited by the Contractor.
28. Any penalty/fines/compensation due from the Contractor under this contract will be deductible from dues or the security deposit. The security deposit shall be maintained by the contractor throughout the currency of the contract if any penalty/ fines/ compensation is recovered by the Institute from the said security deposit. The contractor must make up the deficiency in security deposit within 15 days.
29. In case of any default on the part of Contractor alternative catering arrangements will be made by the Institute at the risk and cost of Contractor. The Contractor shall be liable to make the loss good by cash payment to the Institute within two weeks from the date of default.
30. The Deputy Director /Hostel Warden/Assistant Administrative Officer or any other officer authorized by the Regional Director of the Institute shall have full authority to inspect at any time the arrangement for storage and cooking of food, quality and quantity of food served and service provided in this contract, and he/she will have the authority to take sample(s) for



inspection/analysis. The authorized officers shall be entitled to a meal free of charge in order to examine the quality and quantity of food.

31. If, in the opinion of the Institute, there is any defect or deficiency in the performance of this contract, the Director/Regional Director may terminate the contract as per clause 2 or impose a fine of Rs.1000/- (Rupees one Thousand only) on the Contractor on each occasion. Such fines will be deductible from the security deposit or any amount due to the Contractor, if not sooner paid by the Contractor.
32. Bill for providing catering services may be raised fortnightly with a certificate from the Hostel Warden/Course Director/or any other officer authorized by the Institute for the purpose verifying the quantity of food consumed and certifying satisfactory quality and service. The Contractor will maintain a proper record of meals served to residents of hostel and also arrangement made in class rooms etc. In respect of the canteen services, the contractor will provide services to the staff on cash basis.
33. In case of Canteen services, there should be a minimum three waiters available for service during the day in the office.
34. On expiry of the contract the Contractor shall vacate the premises of the Institute within 24 hours and hand over the charge of equipment and all inventories etc. peacefully to the officer nominated the Institute.
35. Taxes as per rules of Government applicable time to time to be paid by the contractor. Each firm should be submit and mentioned their PAN/GST number as per Govt. financial rule.
36. In case of breach of any terms and conditions of agreement/ contract, Regional Director, NIPCCD shall have the right to forfeit the security deposit.

We/I accept the above terms and conditions and agree to abide by these.

(Signature of the Bidder with seal)

### SCHEDULE FOR REQUIREMENT

The successful bidder, hereinafter referred as 'Contractor' will be required to provide the items from the following under catering and canteen services.

- I. **Bed Tea:** Tea (one cup)- Brook Bond, Red Label; Tata Tetley  
(Readymade tea will not be served. Only dip (tea bags) will be served)
- II. **Breakfast:** Two eggs (omelette/boiled) for non-vegetarian with bread (four slices) with butter and jam with tea/coffee.  
Two vegetable cutlets and bread (four slices) with butter and jam for vegetarian with coffee/tea.
- OR
- Three stuffed paranthas with curd and achar, Paranthas will be stuffed with spicy mashed potatoes/cauliflower/cabbage/radish as per seasonal availability with coffee/tea.
- OR
- Bhatura/Puri (as required) with chholey with coffee/tea.
- OR
- Idli/vada (4 pieces each) with sambhar and coconut chutney with coffee/tea.
- OR
- Plain parantha (4) with vegetable curry and curd with coffee/tea.
- OR
- Stuffed bread pakoda (paneer/potato)(3-4 pieces) / Samosa (2 pieces with green chutney) with coffee/tea
- III. **Normal Lunch:**
- Good quality Rice/Pulao and Chapaaties.
  - Fried dal/sambhar/rajma/chholey/curry with pakora
  - Seasonal vegetable
  - Curd/raita/dahi bhalla
  - Seasonal green salad with lemon
  - Achar, papad, chutney green
  - Seasonal fruit
  - **Packed Lunch** – Eight puris with dry seasonal vegetable, achar, one piece sweet of good quality, salad, seasonal fruit and mineral water bottle of half litre and good quality paper napkin (All items except mineral water bottle should be packed properly individually in a box of food grade material).
- IV. **Mid-session tea (Morning and Afternoon)**  
Tea/coffee with good quality biscuits (Sweet/Salty)  
(In case of tee, readymade tea will not be served. Only dip tea will be served)
- V. **Dinner- Normal**
- Good quality boiled Rice and Chapaaties
  - Fried dal/sambhar/rajma/chholey/curry with pakora
  - Seasonal green salad with lemon
  - Achar,papad,chatni green
  - Sweet dish: Fruit custard/kheer/gulab jamun/rasgulla/burfee

- Chicken/mutton/keema liver mixed/keema mutter mixed/eff (two eggs per person) curry for non vegetarian and Paneer mutter/Shahi paneer/kadai Paneer/Paneer bhujia/Paneer kofta curry/Palak paneer for vegetarian

## VI. SPECIAL LUNCH:

### Menu – 1 (Indian-buffet)

- Vegetable soup with cream/tomato with cream/mushroom with cream/chicken with cream.
- Chicken curry/mutton curry/fish fry/keema liver mix curry/keema matar mix curry.
- Paneer kofta curry/kadai paneer/shahi paneer/matar paneer/mushroom Paneer.
- Dal makhani/chana pindi/kashmiri rajma/dal hariyali/yellow dal tadka
- Green salad/Russian salad
- Mixed raita/dahi bhalla
- Vegetable pulao or plain rice
- Papad, Pickle
- Tandoori Roti/Naan/Puri
- Ras malai/gulab Jamun/Ice cream

### Menu – 2 (Western-buffet)

- Soup – vegetable /tomato/ Sweet corn /mushroom /chicken
- Cutlets-mixed vegetable cutlets/Mutton cutle/fish fry with Tomato catchup
- boiled vegetable with Cheese
- Saindwich (mixed vegetable & cheese)
- Green salad with lemon/tossed salad
- Vegetable Noodles
- Papad
- Sweet Dish :- Ice- cream/fruity cream/ Moong Daal Halwa/Gajar
- Halwa/Malpua/Rasmalai/Sandesh

## VII. HIGH TEA:

### Menu 'A'

- Sandwich
- Cheese cutlets with fried finger chips
- Pasties – Pine Apple/Chocolate/vanilla or fruit cake
- Roasted cashew nuts
- Assorted biscuits (good quality bakery product)
- Tea/coffee with sugar cube separately.

### Menu 'B'

- Indian sweet (Rasgulla/rasmalai/gulabjamun/burfee/sandesh)
- Assorted Pakoda (vegetable and paneer)
- Dhokla/Khandwi
- Roasted cashew nuts
- Assorted biscuits (good quality bakery product)
- Tea/coffee with sugar cube separately

### Note:

- ❖ Butter will be served in the form of small butter cubes of Britannia/Amul/Verka brand (10 gms) and Jam 10 gms) will be served in the form of sealed small packs at the scale of one each to each person.
- ❖ Brown/White bread similar to Harvest Gold/Bonn brand shall only be served
- ❖ Achar will be served in sealed small packets, under no circumstance, loose achar/pickle will be served.

- ❖ In respect of the items where choice has been given as in the case of soup, vegetarian and non-vegetarian dishes, sweets items to be specifically served will be informed by the Regional Director/Hostel Warden/Course Director of the Institute.
- ❖ For short programmes of five days duration, both vegetarian and non-vegetarian dishes will be served as indicated above on alternate days.
- ❖ Unless otherwise specifically informed, all items of the Menu shall be served.
- ❖ In case of buffet High Tea, all items will be displayed at the place specified for serving tea. The items will be served in plates individually.
- ❖ Provision for serving coffee shall also be made for which coffee powder milk and sugar cube shall be made available separately
- ❖ Readymade tea will not be served. Dip tea shall be served with provision for milk and sugar cubes separately.
- ❖ Provision for serving coffee shall also be made for which coffee powder milk and sugar cube shall be made available separately.
- ❖ For every serving, soft napkin paper of decent quality shall be provided.
- ❖ The contractor will provide neat and clean table cloth on each table in the dining hall.

#### VIII. **Items to be provided in the canteen**

- Soft drinks: 3-4 popular brands
- Tea (only dip tea shall be served)
- Coffee
- Light snack items – Samosa/Kachauri /bread roll/vegetable cutlet/bonda/bread pakora.
- Biscuit/Mathi (assorted)
- Butter toast
- Bread slice with omelette
- Puri with chholey or idli/vada with sambhaar and chutney
- Chapati
- Boiled rice of good quality
- Seasonal vegetable (dry)
- Fried dal/chholey/rajma/mutter paneer
- Plain curd
- Raita/dahi bhalla

**Annexure-II**

Form of Technical Bid for providing catering services in NIPCCD’s Hostel and Canteen services in its office.

From: (Name of the bidder)

.....  
.....  
.....

To:

The Regional Director  
NIPCCD, Regional Centre,  
S A S Nagar, Sector 79, Mohali,  
Punjab

Sub: Technical Bid for providing Catering Services in the NIPCCD’s Hostel and Canteen Services in its office

Sir,

We have carefully read and understood the terms and conditions for providing catering services in the NIPCCD’s Hostel and Canteen services in its office. Accordingly, we are hereby submitting the technical bid for the same in the enclosed Annexure along with supporting documents. We would ready to receive the team of National Institute of Public Cooperation and Child Development for inspection the technical facilities and the convenience of the team.

2. The financial bid for undertaking the job is submitted in a separate cover.

3. A bank draft No ..... Dated ..... for Rs.....in words.....  
.....) drawn in favour of NIPCCD REGIONAL CENTRE MOHALI towards Earnest Money is enclosed.

Signature of the Bidder/his authorized  
representative  
With date, name and address of the Bidder

**Format of Technical Bid**

Name of bidder \_\_\_\_\_

Sl. No.	Particulars	Details enclosures page no.	Supporting Documents if any
1.	Name of the organisation(s) and their address where the bidder at present is providing catering services and canteen services, if any		
2.	Details of registration with appropriate authority		
3.	Man power available to cook, to serve and to supervise		
4.	Annual turnover during last three years		
5.	Details of present catering services, if any i. Name and address of organisation ii. Type of establishment – Restaurant or Hostel or Guest House iii. Type of client – Students or Guest of Staff or customers iv. Number of persons Food served per day v. Number of staff deployed (if the Bidder is running more than one establishment at present, he should provide above details of each separately)		
6.	List of other clients, if any (Govt. as well as Private Companies) whose work has been undertaken by your organization from time to time along-with their testimonials, etc.		
7.	Details of earnest money of Rs. 15,000/- by Bank Draft in favour of NIPCCD Regional Centre Mohali		
8.	Copies of the income tax returns etc. for the last 3 years and Income Tax Clearance certificate's for the assessment year 2018-19 to 2020-21		
9.	Documentary proof of annual turnover of rupees 20,00,000/- or more during last three financial years.		
10.	PAN/ and GST no. issued by Government of India/State Govt.		

**Annexure-III**

**Form of Financial Bid for providing catering services in NIPCCD’s Hostel and Canteen services in its office**

From: (Name of the bidder)

.....  
.....  
.....

To:

The Regional Director  
NIPCCD, Regional Centre,  
S A S Nagar, Sector 79,  
Mohali, Punjab

Sub : Financial Bid for providing Catering Services in the NIPCCD’s Hostel and Canteen Services in its office.

Sir,

As a part of the bid for above cited tasks, we are submitting the Financial Bid in the enclosed Annexure.

2. The rates are quoted without GST. The rates with GST shown separately.

Signature of the Bidder/his authorized  
representative  
With date, name and address of the Tendered

## Part of Annexure – III

**Format of Financial Bid for providing catering services in NIPCCD Hostel and Canteen  
Service in its Office**

## I. Catering Services for NIPCCD's Hostel &amp; office canteen

Sl. no.	Item	Rate (Rs.)
1.	<b>Bed Tea</b> Tea (One cup) – Brooke Bond, Red Label, Tata Tatley (Readymade tea will not be served. Only dip (Tea Bags) will be served	
2.	<b>Breakfast</b> Two eggs (Omlette / Boiled) for non-vegetarian with bread (four slices with butter and jam 20 gm each) with tea/coffee (vegetable cutlets) for vegetarian with bread (four slices with butter and jam 20 gm each) with tea/coffee	
	OR	
	Stuffed Paratha (3) with Dahi and Acchar. Parathas will be stuffed with spicy mashed potatoes/cauliflower/cabbage/radish as per seasonal availability with coffee/tea	
	OR	
	Bhatura/Puris (as required) with Chhole with coffee/tea	
	OR	
	Idli/Vada (four pieces each with) with sambar and coconut chutney with coffee/tea	
	OR	
	Plain Parathas (four) with vegetable curry and curd with coffee/tea	
	OR	
	Stuffed bread pakora (paneer or potato) 3-4 pieces with coffee and tea	
3.	<b>(Normal Lunch)</b> <ul style="list-style-type: none"> <li>○ Good quality Basmati rice / pulao and chapatis</li> <li>○ Fried Dal/Sambhar/Rajma/Chholey</li> <li>○ Seasonal Vegetable</li> <li>○ Curd Raita/Dahi Bhalla</li> <li>○ Seasonal Green Salad with Lemon</li> <li>○ Achar, Papad, Chutney green</li> <li>○ Seasonal Fruit</li> </ul>	
	OR	
	<b>Packed lunch</b> – Eight pooris with dry seasonal vegetable, achar, one piece sweet of good quality, one piece of seasonal fruit like Banana, Orange, Apple, Guava etc. and Mineral Water bottle of 500 ml. and good quality paper napkin (all items except mineral water bottle should be packed properly individually in a box of food grade material).	
4.	<b>Mid session Tea (Morning and Afternoon)</b> Tea/Coffee with two good quality biscuits (sweet/salty) (In case of tea, readymade tea will not be served. Only dip tea will be served).	
5.	<b>Dinner</b> <ul style="list-style-type: none"> <li>○ Good quality boiled rice and chapatis</li> </ul>	



	<ul style="list-style-type: none"> <li>○ Fried Dal/Sambhar/Rajma/Chholey/Curry with pakora</li> <li>○ Seasonal Green Salad with Lemon</li> <li>○ Achar, Papad, Chutney green</li> <li>○ Chicken / Mutton / Keema / Lever mixed / Keema matar mix (100 grams per person) Egg (two eggs per person) curry for non vegetarian and Paneer Matar / Shahi Paneer/ Kadhai Paneer Bhujia/ Paneer Kofta curry/Palak Paneer/ for vegetarian.</li> </ul> <p><b>Sweet Dish</b></p> <ul style="list-style-type: none"> <li>○ Fruit custard/kheer (one small katori per person)/ Gulaba jamun/Rasgulla/ Burfi/Jalebi (two pieces per person)</li> </ul>	
6.	<b>Total Rate of Routine Menu (1+2+3+4+5)</b>	
	(GST)	
7.	<p><b>Special Lunch</b></p> <p><b>Menu – 1 (Indian Food Buffet)</b></p> <ul style="list-style-type: none"> <li>○ Soup–Vegetable with cream/Tomato with cream /Mushroom with cream/chicken with cream</li> <li>○ Chicken curry/Mutton Curry/Fish Curry Lever Mix curry/Keema matar mix Curry (100 grams per person)</li> <li>○ Shahi Paneer /Paneer Kofta /Kadhai Paneer/ Matar Paneer/ Mushroom Paneer</li> <li>○ Dal Makhani/Chana Pindi/Kashmiri Razma/ Dal Haryali/Yellow Dal Tadka</li> <li>○ Green Salad/Russian Salad</li> <li>○ Mixed Fruit Raita/Dahi Bhalla</li> <li>○ Vegetable Pulao/Plain Rice</li> <li>○ Papad, Pickle</li> <li>○ Tandoori Roti/Naan/Poori</li> <li>○ Rasmalai/Gulabjamun (Two piece per person)/Ice Cream</li> </ul>	
	(GST)	
	<p><b>Menu – 2 Food (Western Buffet)</b></p> <ul style="list-style-type: none"> <li>○ Soup – Vegetable/Tomato/Sweet Corn/Mushroom /chicken</li> <li>○ Cutlet – mix vegetables cutlets, mutton cutlets/ fish fry with tomato ketchup</li> <li>○ Boiled vegetables with cheeze</li> <li>○ Sandwiches (Mix vegetables and cheeze)</li> <li>○ Green Salad with Lemon / Tossed Salad</li> <li>○ Vegetable Noodles</li> <li>○ Papad</li> </ul> <p><b>Sweet dish</b></p> <ul style="list-style-type: none"> <li>○ Ice cream/fruit cream/moong dal halwa/ gajar halwa/rabdi (1 small katori per person)/mal pooa/ rasmalai/sandesh (two pieces per person)</li> </ul>	
	(GST)	

8.	<p><b>(High -Tea)</b> <b>(Menu – A)</b></p> <ul style="list-style-type: none"> <li>○ Sandwiches (two piece per person)</li> <li>○ Cheese cutlets with fried finger chips</li>   <li>○ Pastry - Pineapple/Chocolate/Vanila or Fruit cake one piece per person</li> <li>○ Roasted cashew nuts (10 grams per person)</li> <li>○ Assorted Biscuits (Good Quality Bakery Product) two pieces per person</li> <li>○ Tea/Coffee with sugar cube separately</li> </ul>	
	<p><b>OR</b></p> <p><b>(Menu – B)</b></p> <ul style="list-style-type: none"> <li>○ Indian Sweet (Rasgulla/Rasmalai/Gulabjamun/Burfi/ Sandesh) two pieces per person</li> <li>○ Assorted Pakoras (vegetable and paneer) two pieces per person</li> <li>○ Dhokla/Khandavi (two pieces per person)</li> <li>○ Roasted chashew nuts (10 grams per person)</li> <li>○ Assorted mixed Biscuits (Good Quality Bakery Product) two pieces per person</li> <li>○ Tea/Coffee with sugar cube separately</li> </ul>	
	<b>(GST)</b>	

Signature of the Bidder/his authorized representative  
With date, name and address of the Tendered

**Note:**

- Butter will be served in the form of small butter cubes of Britannia/Amul brand (10 gms) and Jam 10 gms) will be served in the form of sealed small packs at the scale of one each to each person.
- Brown/White bread similar to Harvest/Bonn brand shall only be served.
- Achar will be served in sealed small packets, under no circumstance; loose achar/pickle will be served.
- In respect of the items where choice has been given as in the case of soup, vegetarian and non-vegetarian dished, sweets items to be specifically served will be informed by the Regional Director/Hostel Warden/Course Director of the Institute.
- For short programmes of five days duration, both vegetarian and non-vegetarian dishes will be served as indicated above on alternate days.
- Unless otherwise specifically informed, all items of the Menu shall be served.
- In case of buffet High Tea, all items will be displayed at the place specified for serving tea. The items will be served in plates individually.
- In case High Tea is required to be served inside the class room and Conference Hall, each item will be served on quarter plates to individual person
- Readymade tea will not be served. Dip tea shall be served with provision for milk and sugar cubes separately.
- Provision for serving coffee shall also be made for which coffee powder milk and sugar cube shall be made available separately.
- For every serving, soft napkin paper of decent quality shall be provided.
- The contractor will provide neat and clean table cloth on each table in the dining hall.

**II. Canteen Services**

Sl. No.	Items	Rate (Rs)
1.	Soft Drinks (3-4 popular brands)	
2.	Tea (Only dip tea shall be served)	
3.	Coffee (Nescafe or BRU)	
4.	Light Snack items – Samosa / Kachori / Bread Roll / Vegetable Cutlet / Bonda / Bread Pakora	
5.	Biscuit / Mathhi Assorted	
6.	Butter Toast (Two slice)	
7.	Two bread slice with omlette (one egg)	
8.	Four poori with chholey or two Idli/vada with sambhar and Chutney	
9.	Chapati	
10.	Boiled rice good quality per quarter plate	
11.	Seasonal vegetable (dry) – 100 grams	
12.	Fried dal/chholey/rajma/matar paneer – 100 grams	
13.	Raita / Dahi Bhalla – 100 grams	
14.	Plain curd – 100 grams	
15.	Total rates of all canteen items	

**III. (GST)**

GST which have been in the rates quoted above and which are to be paid by the Institute subject to the condition mentioned in para-I of the Terms and Conditions of Contract:

Signature of the Bidder/his authorized  
representative  
With date, name and address of the Tendered

### Form of Contract

This CONTRACT (hereinafter called the "Contract") is made on the .....Day the Month of .....Between, on the one hand National Institute of Public Cooperation and Child Development, Regional Centre S.A.S Nagar, Sector 79, Mohali, Punjab (hereinafter called the "Institute") and, on the other hand M/s. ....hereinafter called the "Contractor").

Whereas the Institute has requested the Contractors to provide catering services in its Hostel and Canteen services in its Office, both located at S.A.S Nagar, Sector 79, Mohali, Punjab as specified in the Schedule of Requirement attached to the Contract (hereinafter called the "Services").

Whereas the Contractor, having represented to the NIPCCD that they have the required professional skills and personnel and technical resource have agreed to provide the "Services" on the terms and conditions set forth in this contract.

Now therefore the parties have hereto hereby agreed to as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:-
  - a) Instructions to bidders
  - b) The terms and Conditions of Contract Annexure-I and Schedule of Requirement
  - c) Technical Bid Annexure-II
  - d) Financial bid-Annexure-III
  
2. The mutual rights and obligations of the NIPCCD and the agency shall be as set forth in the contract, in particular
  - a) The Contractor shall carry out the Services in accordance with the provisions of the Contract; and
  - b) The NIPCCD shall make the payment to the Contractor in accordance with the provisions of the Contract

In WITNESS WHEREOF, the Parties hereto have caused this Contractor to be signed in their respective names as of the day and year first above written.

For and on behalf of NIPCCD Regional Centre Mohali,  
Signature .....

Name of the Person Nominated by NIPCCD, Regional Centre, Mohali

By:.....Authorized Representative

FOR AND BEHALF OF ..... (Contractor's Name)