



Physical Research Laboratory

(An Autonomous unit of Department of Space, Government of India)

Navrangpura, Ahmedabad – 380 009

PART-A

TECHNO-COMMERCIAL BID

Name of Work: Service Contract for providing Catering Services and upkeep of Canteen premises at Thaltej Campuse, Guest House and Students Hostel Canteen at Navrangpura, PRL Ahmedabad.

NIT NO: - PRL/ADMGN/Catering/2018-19/03

Date: 15/05/2018

Issued by: M/s. Physical Research Laboratory, Ahmedabad

Issued to M/s. _____

PRL Receipt No: _____ Dated _____

Issued By:

N.B: Signature of Bidder with seal is mandatory in all the pages of Technical Bid.

Signature and Seal of the Bidder

Page 1 of 27



Physical Research Laboratory

(An Autonomous unit of Department of Space, Government of India)

Navrangpura, Ahmedabad – 380 009

TECHNO-COMMERCIAL BID

Physical Research Laboratory (PRL), Ahmedabad, one of the premier institutes under Department of Space engaged in research work in space science and related activities, invites Tenders in Two Parts (Techno-Commercial and Price Bid) from professionally qualified agencies having experience of minimum three years in running canteens / catering services in Central/ State Government / Autonomous Bodies for providing Catering Services and upkeep of Canteen premises at Navrangpura and Thaltej Campuses, PRL Ahmedabad.

I. BRIEF SCOPE OF WORK:

1. Running and maintaining Canteen and Guest House at Thaltej campus on rate contract basis for a period of one years.
 - a. To provide Tea/Coffee, Breakfast, Vegetarian /Non-Vegetarian meals, snacks, dinner etc., for Students and Guests in Hostel / VIP Suites/Transit Accommodation on all 365 days a year. (approx. 100 Nos per day)
 - b. To provide Breakfast, Lunch, Evening Snacks, Tea/Coffee for Employees and Students of PRL, Thaltej Campus.
2. Running and maintaining Canteen and PRL Guest House at Navrangpura on rate contract basis for a period of one years:
 - a. To provide Tea/Coffee, Breakfast, Vegetarian/ Non-Vegetarian Meals, snacks, etc for Students and Guests in Hostel and Guest House. (Approximately 50Nos.)
 - b. Breakfast and dinner to be provided on working days (Monday to Friday).
 - c. Breakfast, lunch and dinner to be provided on Saturdays, Sundays and other public Holidays.
3. Maintenance and upkeep of entire canteen premises including day to day cleaning of dining hall, kitchen, Store room, wash area, furniture and fixtures, utensils, cutlery/ crockery etc.,
4. Upkeep of PRL Guest Houses at Navrangpura and Thaltej.
5. Deploy care taker for GH related activities.

II. GENERAL TERMS & CONDITIONS: --

1. **Deployment and Training of Personnel:** The Contractor shall deploy as Care Taker and Canteen Supervisor, a well-educated, experienced personnel in the relevant field of Catering and Hospitality with good communication skill in any of the languages Gujarati, English and Hindi for carrying out the job efficiently.

Contractor shall also deploy Personnel for Catering service and upkeep of canteen premises. Personnel shall be with minimum standard of education, well trained, of sound mind and health, well-mannered and punctual. Personnel deployed for the services shall attend to day to day work with proper uniform and identity card or as required for Catering and House Keeping personnel in an Office environment.

2. **Supervision:** A Supervisor shall be made available throughout the day for taking instructions from the Officer in-charge, PRL and to oversee the day-to-day operations efficiently.
3. **Compliance with Statutory Rules and Regulations of GOI and State Government, wherever applicable:** The contractor shall comply with the statutory rules relevant to running and upkeep of canteen and catering services, with Food Control Act, Labour Registration and Abolition, Employees Provident Fund, Employees State Insurance, Minimum Wages Act, Payment of Wages Act, Workmen's Compensation Act etc. or any other act that may deemed applicable for the contract labourers or Industrial workers and shall produce necessary registration documents when called for.
4. **Responsibility of the Contractor:**
 - a. The Contractor shall deploy their personnel in PRL Canteen premises (Navrangpura and Thaltej Campuses) for cooking and serving Breakfast, lunch, snacks, beverages, dinner etc. to Employees, Students and Guests of PRL as per the schedule as provided from time to time.
 - b. The deployed personnel of the Contractor shall be responsible for upkeep and maintenance of entire canteen premise including dining hall, Kitchen, store and wash area and maintenance and use of equipment, furniture and fittings.
 - c. Services are to be provided from 0800 AM to 1000PM or such other times as may be decided by PRL from time to time.
 - d. Cook and serve breakfast, lunch, tea /coffee, soft drinks, snacks, etc. as indicated in schedule and serve inside Canteen premises as per need and directions issued from time to time.
 - e. Cook and serve special lunch/dinner, high tea on special occasions as per requirements whenever necessary.

- f. Serve lunch to PRL staff at Thaltej Canteen at a fixed rate as mutually decided by PRL and Contractor.
 - g. The contractor shall take utmost care and effort while deploying qualified personnel for supervision and day to day up-keep of Dining hall, kitchen and the entire canteen premises.
 - h. Cooking vessels / utensils / cutlery and all necessary facilities in Kitchen and Dining hall will be provided by PRL, free of cost. It shall be duty of the contractor to maintain and use the place and equipment meant for the purpose.
 - i. Necessary register and bills shall be maintained on use of vessels, utensils and any breakage or theft to be intimated to PRL for immediate replacement.
 - j. The Contractor shall be provided with electricity and water for the services and shall use the power and water supply most economically and maintain the Canteen premises clean and hygiene.
 - k. The provision of LPG Gas Cylinder is the responsibility of the Contractor. Full cost of LPG refills including transport & incidental charges shall be borne by the contractor. The contractor shall have to make own alternative arrangements in case of non-availability of LPG cylinders or for any other reasons.
 - l. The contractor shall be responsible for any theft, pilferage or misbehavior of any of his employees engaged for carrying out the work.
5. **Cleanliness:** The contractor shall pay utmost care in preparations of food in a most hygienic way. The contractor shall keep the canteen premises clean and hygiene by day to day maintenance of Store room, pantry / kitchen, dining hall, furniture and fixtures, cleaning and mopping of floors with safe cleaning materials.
6. **Usage of Quality Raw Materials and Stock:** The contractor shall procure all raw materials, vegetables and groceries of good and standard quality at their cost and will thoroughly clean the same before cooking. The contractor shall maintain stock of Store Items and maintain necessary registers and documents for verification.
7. **Recording and Book Keeping:** The Contractor shall maintain separate register for stock items, equipment, and supporting bills and receipts for any kind of transaction with PRL and other outside parties with relevant to the work including purchase of miscellaneous items, stocks, repair/replacement of equipment/ vessels / cutlery etc.,. PRL will not be responsible for any financial or material loss incurred by the Contractor in case of failure to maintain proper accounts and supporting documents.

8. **Services:** The Contractor shall take utmost care in maintaining cleanliness in the canteen premise; provide good food with standards and hospitality to the employees, students and guests. Canteen Staff shall abide by the regulations of PRL with punctuality.

PRL reserves the right to ask the contractor to remove any of its employees from service if, in the opinion of PRL, they have been found to be indulged in any activity/behaviour which is contrary to the letter and spirit of this Tender.

9. **Safety:** Contractor shall also ensure safety of their personnel deployed in kitchen and upkeep of canteen during their work and use of equipment. Contractor and their personnel shall be solely responsible for maintaining and running of canteen in a most hygienic way and serving of food with care and attention.

PRL shall bear no responsibility, what-so-ever for the damages or injuries sustained by the personnel engaged by the contractor during operation of the contract and the contractor shall make his own arrangements for Medical aid, Compensations, Insurance of his personnel deputed for works.

10. The canteen premises with fittings and fixtures, furniture etc. provided to the contractor for running the services shall be the property of PRL.
11. The contractor shall have no right on any of these assets of PRL and shall surrender them to PRL when demanded.
12. The contractor shall be responsible for the safe custody and proper use, repairs and maintenance of all equipment and other properties of Canteen whether moveable or immovable.
13. Any damage caused to the equipment or the properties by the negligent operation of the contractor or by his employees shall be made good by the contractor immediately to PRL without any loss of time, failing which, the cost of equipment/properties will be recovered from the dues payable to the Contractor or security deposit or by other means as deemed fit by PRL.
14. On such recovery, when security deposit would get reduced the same has to be made good by the contractor.
15. Maintain high standard of cleanliness in the kitchen, utensils, and dining tables, serving plates, glasses, SS tumbler etc. with standard cleaning agents and in hygienic condition. The staff deployed should be medically fit and free from diseases.
16. To maintain separate attendance register of staff deployed by the contractor in both campuses and duly certified by PRL officer before submitting the bill.

17. The contractor would be required to use standard brand materials as mentioned below:

Sl. No	Items	Approved Brands
1	Milk	Amul Shakti
2	Ghee	Amul
3	Cooking Oil (Sunflower or groundnut)	Maruti/Tirupati/Fortune
4	Butter/Cheese/Paneer/Curd/Ice cream	Amul
5	Tea leaves	Waghbakri/Red Label/Tata
6	Cereals (Rice Basmati)/Pulses (unpolished)	A-Grade
7	Jam/Ketchup	Kissan/Maggi
8	Chinese Sauces	Chings
9	Papad	Lijjat
10	Bread(White/Brown & Multigrain)	Britania/TGB Bakery/Fresh n Fresh
11	Spices	Everest/Ramdev
12	Juice	Real/Tropicana
13	Biscuits/Cookies	ITC/Britannia/Jayhind Bakery/Nestle/Parle
14	Sweet	Bikanerwala/Gwalia
15	Coffee (Granular)	Bru/Nescafe
16	Corn Flakes	Kellogs

Note: If there is any change in the brand due to non-availability, prior intimation and approval shall be obtained through Catering in Charge/Authorized officer of PRL.

18. In the event of PRL adding items to the list given in the "Rate Schedule" after the commencement of the contract the prices thereof shall be approved by PRL. Prices of various items as may be indicated in the contract shall be displayed at a prominent location in Canteen Premises.

19. The contractor shall have to make his own arrangements of transport for his personnel and materials.

III. OTHER TERMS AND CONDITIONS:

1. The Contractor shall be solely responsible for their staff deployed at site including.
 - Recruitment and training of personnel deployed in PRL for the purpose.
 - Providing and upkeep of uniforms to their employees.
 - Muster Roll and Attendance records of Canteen and Housekeeping staff.
 - Insurance coverage and compensation for employees on roll and their families against all contingencies, compensation etc as per laws as applicable for Industrial Labourers.
 - Employee grievance and reconciliation.
 - Payment of wages of their staff and maintaining records thereto.
 - ESI & PF records of their staff, compensation to the family of employees etc.,
 - Compliance of all Labour laws of the Union and the State.
 - Labour Welfare including Safety measures and first aid and medical care in case of emergency.
 - The Contractor would provide the personal details with Names, address, photograph of their personnel deployed at campus and shall obtain necessary bar coded identity cards from PRL and wear it on duty.
 - Contractor shall be responsible for Safety of their Staff deployed in the Campuses and ensure necessary medical attendance, Leave and all other compensatory measures for their staff in case of emergency and need.
 - PRL shall not be responsible for any injury, life, damages or loss whether to the contractor or agents, representatives or his employees resulting from any accident or by any other cause during operation and execution of the contract.
 - Contractor shall indemnify PRL against any and all claims which may arise under the Workmen's Compensation Act, etc. or any other Act or statute having bearing over the services and for engagement of workmen directly or indirectly for performance of work under contract.
2. Contractor shall not give any sub-contract to carry out the obligation arising out of contract.
3. **Period of Contract:** The contract shall initially for a period of one year unless it is curtailed or terminated by PRL owing to deficiency of service, sub-standard quality of materials, breach of contract, reduction or cessation of the requirements eic. by the contractor.

The contract may be extended for a further period of one year upon mutual consent on the same terms and conditions.

The contract shall automatically expire unless extended further by the mutual consent.

Signature and Seal of the Bidder

Page 7 of 27

4. **Security Deposit:** Unless otherwise specified in the special conditions, if any, the rates for deposit of security amount by contractors will be as under:

Security deposit for each work shall be at the rate of 5% of the contract value. The rate of recovery shall be at the rate of 5 % of the bill amount till the entire security deposit is recovered. Security Deposits will be recovered only from the running bills of the contract and no other mode of collecting Security Deposit in the form of instruments like Bank Guarantee, Fixed Deposit etc., shall be accepted.

5. **Performance Guarantee (PG):** The procedure for obtaining Performance guarantee is outlined below:

- a. The successful bidder should give a Performance Guarantee in the form of an irrevocable bank guarantee amounting to 5% of the contract value.
- b. The performance Guarantee should be furnished by the successful contractor after the letter of acceptance has been issued, but before signing of the agreement and should be valid up to expiry of maintenance period. The agreement should normally be signed within 15 (fifteen) days after the issue of LOA and performance guarantee should also be submitted with in this time limit.
- c. Performance Guarantee shall be released after satisfactory completion of the work and maintenance period is over. The procedure for releasing should be the same as for security deposit.
- d. Wherever the contracts are rescinded, the security deposit shall be forfeited and the Performance guarantee shall be en-cashed and the balance work would be got done separately. No interest will be paid on the said security deposit.

6. **Payment Terms:** The payment shall be made on monthly basis within 30 days from the date of receipt of the bill in duplicate after providing successful and satisfactory services.

A suitable system will be evolved to evaluate the day to day performance of the contractor and the Contractor should comply with the requirements of this system. No enhancement in the rate will be entertained during the validity of this Contract.

No claim for interest will be entertained by PRL in respect of any payments or any deposits which may be held with PRL due to any dispute between PRL and the Contractor or in respect to any delay on the part of PRL in making monthly payments or otherwise.

The contractor shall maintain a work diary, which shall be jointly certified by the contractor's representative and respective designated officer of PRL. Extract of this diary has to be attached along with monthly bills.

7. **Penalty:** If the work assigned is not carried out completely and satisfactorily a minimum of Rs.10, 000/- will be deducted from the bill. The decision of PRL with

respect to this amount shall be final and binding to the Contractor. Over and above this, 20% of such amount shall be deducted as penalty. If the food material /items are not of approved quality / brand penalty amount will be doubled on every complaint with respect to last penalty levied. If the number of staff mentioned in the work order is not maintained, penalty will be levied as per the rate of daily wage for Un-skilled labor on per day basis.

8. **Compensation:** In the event of sudden failure, neglect, dislocation or stoppage of the services by the Contractor, PRL may get the work done departmentally or by some other agency, at the risk and cost of the contractor, without prejudice to its rights to enforce performance in respect of the rest of the work. The Contractor shall, in such event, pay to PRL, the additional cost incurred for having such work done by itself or by some other agency.

Without prejudice to any other rights, Director, PRL may in this behalf either under this agreement or under law, forfeit the Performance Guarantee as mentioned under 5.d of Other Terms and Conditions of this tender or terminate the agreement by two months' notice to the contractor in writing and in such event the contractor shall have no claim for any loss or damage against PRL.

9. **Indemnity:** The Contractor shall indemnify PRL against all the monetary or other benefits to which the persons deployed by him are entitled during the period or deployment under various labour acts as applicable from time to time.

Indemnity Bond: The Contractor shall indemnify PRL on a Rs.200/- non-judicial stamp paper against any action, claims or proceedings relating to infringement of all or any of the prevailing laws like Workmen's Compensation Act, 1923, Contract labour (R&A) Act, EPF Act, ESI Act, Industrial Dispute Act and any other Acts relevant to labour or industrial workers during the currency of the Contract.

10. **Debarred/ Black Listed:** Contractor should not have been 'blacklisted' by any of their existing / past clients, especially by any Government Department/ organizations, in the last 5 years for defective / deficient service or any such reasons related to catering and hospitality services provided by them. Contractor should submit a declaration to this aspect along with the Technical Bid.
11. **EMD Exemption Certificate:** In case, Contractor is claiming exemption from payment of EMD & Tender Fee being registered with the National Small Industries Corporation (NSIC) or Micro, Small Enterprises (MSEs), etc., they should submit attested copy of Registration Certificate along with the Techno-Commercial Bid.
12. **Minimum wages** and other labour related statutory remittances and payments by Contractor and all terms and conditions as per respective state acts shall be strictly adhered to, by the Contractor. PRL will not be responsible in any way for such lapses on the part of the Contractor.
13. **Arbitration:** In the event of any dispute or difference relating to the interpretation and application of the contract, such dispute or difference shall be settled amicably by mutual consultations of the good offices of the respective parties.

If such a resolution is not possible, then unresolved dispute or difference shall be referred to the Sole Arbitrator appointed by Scientific Secretary, PRL in accordance

with the rules and procedures of Indian Arbitration and Conciliation Act 1996 or any modification thereof.

The decision of the Arbitrator shall be final and binding on both the parties. The expenses for the Arbitration shall be paid as may be determined by the Arbitrator. The Arbitration shall be conducted in Ahmedabad.

14. **Force Majeure:** Any delay in or failure of the performance of the either parties to the contract shall not constitute default hereunder or give rise to claims in damages, if any, to the extent of such defaults or failure in performance caused by occurrence due to act of God or public enemies, exploitation or confiscation by the Government Authorities, compliance to any order or request of any Government Authorities, act or war, rebellion or sabotage or fires, flood, explosions, riots or legal/ illegal strike/lock outs, natural calamities etc.
15. If at any stage during the period of the contract any case involving moral turpitude is instituted in court against the contractor or the persons deployed by him, PRL reserves the exclusive and special right to terminate the contract outright without any notice to the contractor and in such event the contractor shall not be entitled to any compensation from PRL.
16. **Jurisdiction:** Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract shall lie in the court of competent civil jurisdiction in this behalf at Ahmedabad only where this contract has been signed on behalf of PRL and only the said court at Ahmedabad alone shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.
17. The contract shall stand terminated:
 - (i) On expiry of the period if not extended further.
 - (ii) Any time during the tenure of Contract by giving one month's written notice to the Contractor in case of the Services provided are found unsatisfactory or any breach of the terms and conditions of the Contract.
 - (iii) In case the Contractor wants to discontinue the services, he shall give two month's written notice to PRL enumerating the reasons thereof. If the notice is given within six months the EMD/SD/PBG shall be forfeited.
18. In case of dispute on the interpretation of terms and conditions of the Contract, decision of Director, PRL, shall be final and binding on the Contractor.
19. Director PRL reserves the right to accept the tender in full or part thereof or reject any or all tenders without assigning any reasons whatsoever.

IV. INVITATION TO BIDDERS:

1. Bids are invited for qualification as contractor for “Service Contract for providing Catering Services and upkeep of Canteen premises at Navrangpura and Thaltej Campuses, PRL Ahmedabad”.
2. Tenders can be obtained from Administrative Officer, PRL Ahmedabad with a written request along with remittance of Tender Fee of Rs. 1000/- payable by Cash (or Bankers cheque or DD in favour of Physical Research Laboratory, Ahmedabad to be attached with the Technical bid while submission). Tender Documents can also be downloaded at free of cost from our website www.prl.res.in -> Business with PRL - > Tenders.
3. The complete set of documents shall be enclosed in two separate sealed covers one for Part- A (Technical bid) and the second for Part-B (Commercial bid) and both these bids be enclosed in a third cloth lined envelope super-scribed with “Service Contract for providing Catering Services and upkeep of Canteen Premises at Navrangpura and Thaltej Campuses, PRL Ahmedabad (Two Bid system)” and addressed to **Administrative Officer, Physical Research Laboratory Navarangapura Ahmedabad - 380 009** and sent through Registered Post/Courier/Hand delivery on or before 14.30 hrs on 09/07/2018 .
4. Delayed bids and bids sent by ordinary post shall not be opened and considered.
5. The EMD of Rs.1, 40,000/- should be enclosed along with PART-A i.e., Technical Bid in the form of demand draft/ pay order payable at Ahmedabad favouring PHYSICAL RESEARCH LABORATORY, AHMEDABAD.
6. Part- A (Technical Bid) without enclosure of EMD shall be summarily rejected. No correspondence in this regard is entertained.
7. **Tender Opening: Technical Bid (Part-A): 09/07/2018, 1600 Hrs at PRL, Ahmedabad**
8. Those bidders, who shall be found suitable after scrutiny of Part-A (Technical Bid) of the tender document by PRL, shall be intimated separately regarding the date, time and venue for opening of Part-B (Price Bid).
9. The Bidder shall keep the offer open for minimum period of **120 days** from the date of opening of the tender, within which period, Bidder cannot withdraw his offer, subject to the period being extended further if required by mutual agreement from time to time. Any contravention of the above condition will make the Bidder liable to forfeiture of his Earnest Money Deposit.
10. For each category of information, necessary supporting documents along-with photographs shall be attached as Annexure.
11. Wherever applicable a self-attested copy of the power of attorney in favour of the signatory shall be enclosed.
12. All pages of the document shall be sealed and initialed by the bidder. No page of this document will be removed/alterd and set be submitted intact. No additions/alterations in the bids accepted. Conditional tender shall be rejected.

13. All corrections and overwriting shall be initialed by the bidder and be filled with same ink.
14. In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it is presumed that the contractor has included the cost of this/these items and rate for such item(s) will be considered as Zero and work will be required to be executed accordingly.
15. Information furnished in the Performa will be kept CONFIDENTIAL.
16. All entries shall be typed or hand written legibly.
17. If the available space is insufficient then contractor may attach separate sheets. But, original format should be strictly followed and all the attached sheets shall be of A4 size (210 mm X 297 mm). No other sizes of the enclosures are allowed.
18. The scope of work mentioned in the brief of works is provisional and are liable to change and must be considered only as preliminary information and guidance to assist the bidder on the work to be performed.
19. The details given by the applicants in the Application form will be evaluated by PRL. PRL reserves the right to restrict the list of Bidders to be enlisted to any number deemed suitable by it. PRL's decision for empaneling the Bidders shall be final and binding.
20. Decision of PRL in selection of Bidders, phasing of works shall be final and binding. Selection of bidder is solely based on the terms and conditions of Contract management system of PRL and Government of India orders issued from time to time on Contracts and Outsourcing of services. Great emphasis shall be put on the technical competency of bidders such as their reputation, experience for similar type of work done, financial standing, statutory compliance etc., for good quality work according to the time schedule at competitive rates.
21. The persons deployed by the Contractor shall be:
 - (a) Above 18 years of age.
 - (b) Well trained and experienced with minimum educational qualification.
 - (c) In neat, clean and well-dressed uniform and should not be suffering from any communicable diseases.
 - (d) Take all precautionary measures for safety of workmen on site including wearing of aprons, head cap / helmet, safety belt, gum boots, hand gloves etc. as appropriately required in a kitchen and housekeeping environment.
 - (e) All hazardous jobs to be carried out strictly under supervision. In other words, such jobs should not be carried out by a single person and in isolation.
22. Successful Bidder shall be required to enter in to an agreement with the Laboratory. The rates quoted in the successful Bid and the conditions of the bid, specifications, and the successful Bidder's offer letter and the letter of acceptance of the Bidder shall form part of the agreement to be signed. The cost of stamp paper required for the agreement shall be borne by the Bidder.

E. INSTRUCTIONS TO BIDDERS FOR FURNISHING INFORMATION

1. Bidders are requested to submit the details about their organisation, their technical experience, their spare capacity and their competency and suitable evidence of their financial standing as per enclosed format. Bidders will be liable for rejection due to any false or incomplete information furnished in the format.
2. The applicant should have sufficient number of technical and administrative employees for proper execution of these works. The applicant should submit an organisation chart and CVs of employees who will occupy the key position in the organisation structure for works under contract with PRL.
3. Association with reputed Organizations in the business of Assistance to Catering and Housekeeping facilities etc., if any.

F. CRITERIA FOR ELIGIBILITY OF BIDDER:

The following points shall be kept in view at bidding stage:

- Contractor should have a minimum experience of 3 years in Catering Service (Copy of work order, to be attached)
- Latest Solvency Certificate issued by the bank for minimum 40.00 Lakhs.
- Contractor should possess valid ISO 9001:2000 certification as a Catering Service Contractor. (Copy of the certification to be attached)
- Contractor should have completed at least one work in Catering Service costing 80% or 2 works costing 60% or 3 works costing 40% of our estimated cost during last seven years.
- Contractor should have minimum turnover of ₹ 40 lakhs (approx) in a year for any of the last 2 (two) financial year. (Copy of the certified balance sheet with P&L statement to be attached).

Signature and Seal of the Bidder

Page 13 of 27

G. DECLARATION:

1. I/We agree that the decision of PRL in selection of Bidders, phasing of works will be final and binding to me/us.
2. I/We agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all projects and works listed by us in the bid.
3. I/We undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the Contract subsequent on such alteration will be at the sole discretion of PRL.
4. All the information and data furnished herewith are true and correct to my/our best of Knowledge.

Signature with Seal of the company

Place:

Date:

PART I - BASIC INFORMATION:

a) Name of the Organisation:

b) Address of the Organisation :

Phone nos. :

Fax no. :

E-mail :

URL Website:

c) i) Registration No &
Date of CLA : ii)

iv) GST registration number

v) PF
registration
number

vi) vi)E.S.I.
registration
number

[Please enclose self-attested copies for all the above]

d) Previous Experience : (Attach annexure)

e) Name of the person in-charge for the details furnished hereinafter:

f) (i)Type of the Organisation including names of partners/directors with Basic
Qualification and Age :

(Sole proprietorship, Partnership, Private Ltd., Co-operative Body etc.)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Signature and Seal of the Bidder

Page 15 of 27

(ii) Are there any relative(s) of any of the above working in PRL? If yes, name and relationship of PRL employee be mentioned.

g) 1) Income-tax Clearance Certificate for the organisation:

2) GST Clearance Certificate:

h) Financial Resources of Company :
(Rs. in Lakhs)

i) Whether such services were provided to PRL in the past, if yes when and for how many years? :

j) List of Machinery available with on hand (own) and proposed to be inducted (owned and hired to be given separately) for the subject work :

PART II - PROJECT INFORMATION OF THE BIDDER:

(Please enclose annexures separately for each project wherever applicable):

List of important Institutional/Campus works of contract value ranging from Rs. 10.00 lakhs & above (Annual), executed with good quality and workmanship, in the past seven years, in the prescribed format below:

PROJECT: 1

1. Name & Year of the work incl. name of Officer in-charge from your side.
2. Name of the Client:
3. Name of Consultant if any
4. Work Value & Time Period
5. Location of the work
6. Nature of Work (Housing /Institution etc.) with two line description
7. Measurement. of area of place/premise worked on (if any)

PROJECT: 2

1. Name & Year of the work incl. name of Officer in-charge from your side.
2. Name of the Client:
3. Name of Consultant if any
4. Work Value & Time Period
5. Location of the work
6. Nature of Work (Housing /Institution etc.) with two line description
7. Measurement. of area of place/premise worked on (if any)

PROJECT: 3

1. Name & Year of the work incl. name of Officer in-charge from your side.
2. Name of the Client:
3. Name of Consultant if any
4. Work Value & Time Period
5. Location of the work
6. Nature of Work (Housing /Institution etc.) with two line description
7. Measurement. of area of place/premise worked on (if any)

Reference letters from leading Consulting /Client firms of Udaipur/Ahmedabad regarding Quality of Workmanship, Tendency to make unnecessary extra claims and general behaviour of the contractor with details of works executed under the Consultant/Client. (If any.)

Signature and Seal of the Bidder

Page 17 of 27

Service Units Requirement:

Sr.No.	Description of Manpower and Number	Days	Service Units (per annum) in Nos.
01.	Manager Service - 1 No.	365	365
02.	Supervisory Service – 3 Nos.	365	1095
03.	Utility Staff – 3 Nos.	365	1095
04.	Utility Staff – 1 No.	313	313

- Note: 1. Four Utility Staff (3 at Navrangpura Guest House and 1 at 8th Floor Canteen in Main Campus)
2. No. of Service Units may increase or decrease as per requirement.
Payment on actuals only.
3. One Service Unit means service provided by contractor as above for 8 hours per day excluding lunch break of half an hour.

Measurement of Carpet area / Floor of Canteen Premises (approximate)

Canteen at PRL Colony, Navrangpura campus - 200 Sqm
Canteen at Thaltej Campus - 415 sqm

* Measurement given for analysing quantum of work of Catering and upkeep of the area only.

Signature and Seal of the Bidder

Page 18 of 27

Check list

Check list before submission of Tender Document:

Sr. No	Particulars	Remarks Yes/No
1	Bid validity up to 120 days from the date of Price Bid Opening.	
2	Evidence for experience of at least three years in Catering services and House Keeping	
3	Solvency Certificate	
4	Evidence of Turnover of not less than Rs. 40.00 lakhs	
5	Any accreditation/rating from an internationally reputed third party rating agency.	
6	Basic Information (Vendor), Organisation Structure, List of Employees etc.,	
7	Whether EMD (or Exemption Certificate) enclosed with Technical Bid (Part-A)	
8	Whether all documents which are mandatory are enclosed like registration certificate(s), GST registration and Tax returns, work experience etc....	
9	Enclosures on Statutory Remittances like PF, EPF, ESI etc., Compensation, Medical attendance of Employees as applicable under various labour laws of Union and the State.	
10	Two separate sealed covers one for Part- A (Technical bid) and the second for Part-B (Commercial bid) and both these bids be enclosed in a third cloth lined envelope	



Physical Research Laboratory

(An Autonomous unit of Department of Space, Government of India)
Navrangpura, Ahmedabad – 380 009

Part-B

PRICE BID

Name of Work: Service Contract for providing Catering Services and upkeep of Canteen Premises at Thaltej Campuses and Navrangpura, PRL Ahmedabad.

NIT NO: - PRL/ADMGN/Catering/2018-19/03

Date:15/05/2018

Issued by: M/s. Physical Research Laboratory, Ahmedabad

Issued to M/s. _____

PRL Receipt No: _____ Dated _____

Issued By:

N.B: Signature of Contractor with seal is mandatory in all the pages of Price Bid.

Part-B

PRICE BID

Name of Work: Service Contract for providing Catering Services and upkeep of Canteen Premises at Navrangpura and Thaltej Campuses, PRL Ahmedabad.

(A) ABSTRACT OF SCHEDULE

S.No	Description	Amount in Rs.
1	Part A - Canteen Menu	
2	Part B – Manpower (Service Units Charges)	
3	Part- C - Supply of Materials	
	Total Cost	
	Round off to Rs.	
	Cost Estimate for one Years (12 Months)	

Note: GST extra as applicable on Sl. No.1 & 2

Signature of the Bidder with Company Seal

Date:

Place:

Signature and Seal of the Bidder

Page 21 of 27

(B) Schedule of Quantities

Part A - Canteen Menu Items (Per Annum)						
Sl No.	Qty.	Unit	Description of item	Rate	Unit	Amount in Rs.
1(a)	31000.00	No.	Tea (120 ml)		Each	
b	2500.00	No.	Coffee (120 ml)		Each	
c	400.00	No.	Green Tea/Lemon Tea/Black Tea (120ml)		Each	
2			Breakfast / Evening Snacks			
a	800.00	No.	Milk 200 ml (Amul shakti)		Each	
b	24000.00	No.	Upma + Chutney / Idli (3 Pieces 150 gms. + Sambhar, Chutney) / Uttappam 6'' (2 Pieces + Sambhar, Chutney) / Dosa 8'' (2 Pieces) + Sambhar, Chutney / Masala Dosa 8'' (2 Pieces) + Sambhar, Chutney / Poori Sak (4 Poories + 150 gms Sabji) / Samosa 2Nos / Kachori 2 Nos./ Dalwada 5 Nos (100 gms) / Methi Gota 5 Nos (100 gms) / Mix Bhajiya 5 Nos (100 gms) /Vegetables Sandwich 2 Nos/ Chana Masala (100gms) /Sevroll(3 pieces)/ (5 pieces) khaman / dhokla / breakfast (4 piece) Sandwich dhokla / Stuffed paratha /Pav(2 pieces) Bhaji/Cutlet (3 pieces)/Assorted Tikki (3 pieces)/Noodles(100 gms)/Pasta(100 gms)/Momos(5 pieces)/Kathi Roll (3pieces)/Chilla(2 pieces)/Farsi Poori (2 pieces)/Mendu Wada (3 pieces)/Bhel (150gms)/Dahi Bhalla(3pcs)/Chole Bhature/ Vada Pav/Dabeli(2pcs)/Papdi Chaat/Aloo Bonde/Sabudana Wada(5pcs)/Pancake with honey (2pcs)		Each	
c	4000.00	No.	Butter Toast (2 Slices(Wheat Bread/ Multigrain/ white bread) + Butter 10gms pack+ 20 gms Jam)		Each	
d	500.00	No.	Cornflakes with Milk(50gms+ 150ml)		Each	
e	400.00	No.	Bread Slice (2 slices)		Each	
f	1500.00	No.	Omelette (single)		Each	
g	4000.00	No.	Omelette (Double)		Each	
h	2000.00	No.	Lemon juice/Lassi/Buttermilk/ Aam Panna/Watermelon Juice		Each	
i	400.00	No.	Curd (80 gms)		Each	
j	400.00	No.	Dry Vegetable / Veg Curry (110 gms)		Each	

k	400.00	No.	Chapati / poori (5 nos. 100 gms)/Rice (100gms)		Each	
l	200.00	No.	Dal / sambhar 1 katori		Each	
m	50.00	KG	Churma Laddu		KG	
n	800.00	Plate	Maggi (1 Plate)		Each	
o	400.00	No	Boiled Egg(1 No.)		Each	
p	600.00	No.	Egg Curry (2 Eggs)		Each	
q	500.00	No.	Chicken Curry (100 Gms)80Gms - Chicken+20gm -Gravy)		Each	
r	200.00	No.	Mutton Curry (100 Gms)(80Gms- Mutton + 20gm- Gravy)		Each	
s	500.00	No.	Fish Curry (100 Gms)(80Gms - Rohu/Katla Fish+20gm -Gravy)		Each	
t	1000.00	No.	Sweet(Gulab Jamun(2pcs), Rasgulla(2pcs),Kheer, Seviyan, shahi tukda,sheera, Aam Ras, Besan Ladoo/Jalebi(2pcs),Fruit Custard, Kala Jamun(2pcs), Ice- Cream 90ml)		Each	
3	21000.00	No.	Staff Lunch		Each	
			Rice/Khichdi/ Pulao: 150 Gms			
			Chapatti / Poori 5 Nos. (100 Gms)			
			Dal/Kadi/Sambhar : 1 Katori (100 gms)			
			Dry Vegetable : 110 Gms(Seasonal Veg) and Paneer(thrice in a month)			
			Kathol/ Vegetable Curry: 110 Gms			
			Curd : 80 Gms			
			Any type of Salad and Onion+Lemon			
			Achar & Papad- 1pc			
			Chutney(Mint/ Corriander/Raw Mango) 10gms			
			Seasonal Fruit(Banana/Apple/Pears)-1pc			
			Mukhwaas			
4			Student's Lunch and Dinner on Holidays			
	18000.00	No.	Rice/Khichdi/ Pulao: 150 Gms		Each	
			Chapatti / Poori 5 Nos. (100 Gms)			
			Dal/Kadi/Sambhar : 1 Katori (100 gms)			
			Dry Vegetable : 110 Gms(Seasonal-Veg)+ Paneer(thrice in a week)			
			Kathol/ Vegetable Curry: 110 Gms			
			Curd : 80 Gms			
			Any type of Salad and Onion+Lemon			
			Achar & Papad- 1pc			
			Mukhwaas			

5	Meal On Special Occasion					
a	200.00	Nos	Semi Special Lunch (Unlimited)		Each	
			Soup or Juice (150 ml)			
			2 Vegetables(paneer dish + green veg)			
			Rice/Pulav			
			Dal / Sambhar / Kadi			
			Chapati / Poori / Paratha			
			Pickle + Papad /Green Salad			
			Curd / Raita			
			Dessert / Sweet(As per choice, Gwalia/Bikanerwala)			
			2 Water Bottles(200ml)			
b	400.00	Nos	Vegetarian Special Lunch (Unlimited)		Each	
			Juice			
			Soup with starter			
			2 Vegetables(paneer dish + green veg)			
			Rice/Pulav			
			Dal / Sambhar / Kadi			
			Chapati / Poori / Paratha			
			Any type of Salad, Pickle, Papad, Curd			
			Farsaan			
			Continental Dish			
			Dessert (As per choice, Gwalia/Bikanerwala)			
			2 Water Bottles(200ml)			
6	1000.00	Nos	Tea/Coffee with Assorted Cookies and 2 water bottles (200ml each)		Each	
7	800.00	Nos	Tea Coffee with Breakfast /Snacks and 2 Water Bottles (200ml each)		Each	
8	600.00	Nos	Tea Coffee with Breakfast /Snacks+ sweet and 2 Water Bottles (200ml each)		Each	
9	1100.00	Nos	High Tea		Each	
			Sweet(2pcs, Gwalia/Bikanerwala)/ Pastry (1 pc TGB/Fresh n Fresh)/Dunkin's Doughnut-1pc			
			2 Cutlets / Samosa / Mc Donald's or Dunkin Doughnuts Burger / Mc Puff/Kachori/ Mc Donald's orDunkin Doughnut'sWrap			
			Banana wafers/Potato Wafers (20gms)			
			Assorted Dry Fruits(30gms)			
			Tea/Coffee (Service Tea/ Readymade tea and Coffee)			

Note :

1. Catering Menu Item rates (Sr. No. 1 to 9) are inclusive of labour charges for Personnel as listed below for services of cooking and housekeeping of canteen premises etc., complete.

I. Thaltej Canteen

1. Head cook	-1 No.	
2. Asst. Cooks	-3 Nos.	
3. Kitchen Helpers	-3 Nos.	Total 15
4. Stewards	-5 Nos.	
5. Utility Staff	-3 Nos.	

II. Students hostel /Guest House at PRL Colony, Navrangpura

1. Head cook	-1 No.	
2. Asst. Cooks	-1 Nos.	
3. Kitchen Helpers	-1 Nos.	Total 06
4. Stewards	-2 Nos.	
5. Utility Staff	-1 Nos.	

2. The number of Personnel to be deployed, at the sites mentioned above, are ideal.
3. The Personnel deputed on “*Reliever Duties*” to be rotated shift-wise
4. Contractor shall ensure the Service personnel deployed on site for the services as above are paid Minimum wages and other Statutory payments/benefits as per Govt. of India orders, issued from time to time.

Total			
Total– Part A - Canteen Menu Items			

Part B – Manpower (Service Units Charges Per Annum)						
Sr. No.	Quantity	Each		Rate	Amount in Rs.	
10	365	Nos.	Manager Service - Providing 1 No. Manager for taking care of all day to day activities of canteen & Housekeeping of canteen building. The manager should have experience in handling the canteen.			
01.	1095	Nos.	Supervisor Service - Providing 3.No.s Supervisors. (2Nos. for taking care of all day to day activities of canteen, Parties & Housekeeping of Thaltej canteen building and 1 No. for taking care of all GH related activities at PRL GH, Navarangpura)			
02.	1095	Nos.	Labour Service - Providing 3 Nos daily wages staff for taking care of all day to activities of GH, Parties & Housekeeping of GH Navrangpura Canteen			
03.	313	Nos.	Labour Service – Providing 1 No. Daily Wages Staff for taking care of all the services related to 8th floor canteen at PRL Main Campus, Navarangpura			
Total						
Total – (B) Manpower (Service Units Charges)						

Note:

1. One Service Unit means one service personnel/unit provided by contractor as above for 8 hours per day excluding lunch break of half an hour.
2. Menu Items, Service units, Nos. and Quantity given above are only indicative May vary as per requirement. Payment on actuals only.

Part- C - Supply of Materials (Estimate Per annum)						
SI NO.	Qty	Unit	Description of item	Rate	Unit	Amount in Rs.
1	1000	Each	Mineral Water 200 ml		Each	
2	500	Each	Mineral Water 500 ml		Each	
3	2500	Each	Real Juice Tetra Pack		Each	
Total- Part- C - Supply of Materials						

Note: Rates to be quoted as per MRP Rates will be applicable if it is changed by manufacturer.

Signature and Seal of the Bidder

Page 26 of 27

Minimum Wages Per Unit/ Worker - Rate Analysis		
Sr.No.	Description of Manpower	Per Service Unit Per Day
I	Manager Service - Skilled	in Rs.
a	Minimum Wage + Variable DA	
b	EPF @	
c	ESI @	
d	Bonus @ 8.33 % of (a)	
e	Uniform Charges Per Day	
f	Group Insurance as per workmen compensation act	
g	ADD: Company Profit / Overhead Charges per Unit in Rs.	
	Total	
II	Supervisory Service - Semi Skilled	in Rs.
a	Minimum Wage + Variable DA	
b	EPF @	
c	ESI @	
d	Bonus @ 8.33 % of (a)	
e	Uniform Charges Per Day	
f	Group Insurance as per workmen compensation act	
g	ADD: Company Profit / Overhead Charges per Unit in Rs.	
	Total	
III	Labour Service (Utility) - Unskilled	in Rs.
a	Minimum Wage + Variable DA	
b	EPF @	
c	ESI @	
d	Bonus @ 8.33 % of (a)	
e	Uniform Charges Per Day	
f	Group Insurance as per workmen compensation act	
g	ADD: Company Profit / Overhead Charges per Unit in Rs.	
	Total	
Rates Quoted for Labour as per Ministry of Labour and Employment Order no: _____ dated _____.		

Note: One Service Unit means service provided by contractor as above for 8 hours per day excluding lunch break of half an hour.

END of BID

Signature and Seal of the Bidder

Page 27 of 27