

# INDIAN INSTITUTE OF GEOMAGNETISM

(An Autonomous Research Institute under the Department of Science and  
Technology, Govt. of India)

Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai-410218

Tender No: IIG/EM/Canteen/2019-20/02

Date: 16<sup>th</sup> April, 2019

## NOTICE INVITING TENDER

Subject: Tender notice for Providing Staff Canteen Service at IIG Panvel Campus.

Sealed tenders are invited in two bid system i.e. Technical and Financial bid, from reputed, experienced and financially sound Canteen firms/contractors/competent Agencies, registered with Appropriate Authorities of State or Central Government, for “Providing staff canteen service at IIG Panvel. The eligibility criteria and experience shall be as per the terms and conditions of the Tender document.

### Schedule of Tender

Sr. No.	Description	Schedule
1.	Tender No	IIG/EM/Canteen/2019-20/02
2.	Download of Tender Document	16.04.2019 to 07.05.2019 (14:30 hrs.), The tender document can be downloaded from the IIG website <a href="http://www.iigm.res.in">http://www.iigm.res.in</a> or the E-Procurement portal <a href="http://eprocure.gov.in">http://eprocure.gov.in</a>
3.	Pre-Bid Meeting	25.04.2019 at 15:30 hrs at IIG Panvel.
4.	Last Date & Time of Submission of bids	07.05.2019, 14:30 hrs Office of Registrar, Indian Institute of Geomagnetism, New Panvel, Navi Mumbai-410 218
5.	Date & Time of opening of Technical Bid	07.05.2019, 15:00 hrs Indian Institute of Geomagnetism, New Panvel, Navi Mumbai – 410 218
6.	Minimum Validity of tender offer	120 days from the date of Opening
7.	EMD to be deposited	Rs.25,000/-
8.	Duration of contract	One Year from the date of award of contract.
9.	Tender form Fee	NIL

The tender document is available on the Institute website [www.iigm.res.in](http://www.iigm.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). The tender document will not be issued by post. Tenders sent by FAX will not be entertained.

Interested bidders may submit their bids as per the tender format. Bidders are requested to follow the instructions carefully as per the tender document. Any corrigendum/addendum regarding this tender will be available on the above said website only.

The applicant has to deposit Earnest Money (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favor of Director Indian Institute of Geomagnetism payable at Panvel.

IIG reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Note: For any other details, please contact - **02227484000** or **27484113 / 4196**. Queries can also be forwarded to email [iigem@iigs.iigm.res.in](mailto:iigem@iigs.iigm.res.in)

Sd/-  
Registrar

Indian Institute of Geomagnetism (IIG)  
Plot No.5, Sector 18, Near Kalamboli Highway,  
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**New Panvel, Navi Mumbai -410218**

**ATTENTION CANTEEN CONTRACTORS**

Sealed tenders are invited from eligible Canteen Contractors for running an existing Staff Canteen of the Institute, for catering around 200 Employees, Students and contractual staff. The Canteen functions on SELF SERVICE basis and services should be available on all the days of the week for Staff (Monday to Friday) and for Students (Monday to Sunday).

The bid forms for staff canteen services can be downloaded from <http://www.iigm.res.in> or [www.eprocure.gov.in](http://www.eprocure.gov.in). The bid forms shall not be issued by post. The duly filled in bids, will be received by the office of the Registrar on the above address upto 14.30 hrs on 07.05.2019. The sealed bids will be opened on 07.05.2019 at 15.00 hrs at IIG New Panvel.

The Director, Indian Institute of Geomagnetism, reserves the right to reject any or all bids without assigning any reason thereof.

**Technical Eligibility Criteria**

The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid.

- 1.The bidder must be in a business of catering and running canteen in reputed private institutes / educational institutes / government organization having at least two years of experience in catering.
2. The bidder should have all the necessary registrations of the Government under the Shops and Establishment Act, Registration with food safety and standard authority of India, Contract Labour Act, PF, ESI, GST, etc. whichever is applicable.
3. Firm should enclose the income tax return of the last three years with the technical bid.
- 4.All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender
5. The Technical Bid should be accompanied with Rs. 25000/- (Rupees Five Thousand only) by bank Demand Draft /bank guarantee Pay Order in favour of Indian Institute of Geomagnetism, New Panvel as an Earnest Money Deposit.
6. The agency or any of its partners/directors etc should not have been black listed/ debarred by any Central/State Government organizations or Institutes or PSUs or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities. Further no past contract of such

agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.

7. The Agency should inform, if they have been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. at any stage after the award of work order, which may result in termination of contract in 90 days.

### **Terms and Conditions:**

1. Institute shall provide the necessary infrastructural facilities in the Staff Canteen and Guest House.

2. The Contract Agreement would be for a period of one year and subsequently, may be renewed every year for an additional period of one/two year or part thereof, subject to satisfactory performance.

3. Electricity will be provided free of cost in Guest House and Staff Canteen area. However, electricity will be used for operating equipment like Fridge, Mixer, Grill etc., and not for cooking purposes. The contractor shall use electricity with discretion (only when it is needed).

4. The Institute shall provide cooking utensils, furniture, cutlery, crockery, refrigerator etc. as may be considered necessary by the Institute for running and maintaining the Canteen. The Contractor shall use the said items with due attention and care. For the damages/loss caused to the items on account of negligence or lack of proper care and attention on Contractor's part or on the part of any of Contractor's employees, the contractor will be liable to pay the repair/replacement costs. Annual breakage to the tune of 10% is permissible in the case of crockery supplied by the Institute. The breakages over and above 10% should be made **good** by the Contractor.

5. The Contractor shall provide adequate manpower (No child labour is allowed) for running the canteen with appropriate training and experience, at his own expense. For the proper discharge of the responsibilities entrusted to him, such persons shall be properly and neatly dressed in uniforms and well behaved. They should also be medically fit for employment in the canteen. The contractor should follow all the labour laws with regard to payment of wages etc. The caterer should ensure that the payment is made to the labourers as per Minimum wages act to the satisfaction of the licensee.

6. The Contractor and his manpower will maintain a high standard of cleanliness in the kitchen area. Smoking, chewing of Pan or Tobacco is strictly prohibited in the Kitchen and dining area.

7. The Contractor shall deposit EMD Rs. 25,000/- (Rupees Twenty Five Thousand only).

8. The successful bidder will have to submit Demand Draft / Bank Guarantee (valid for a period of 90 days over and above the validity period of the contract) drawn in favour of Indian Institute of Geomagnetism, New Panvel for Rs. 60,000/-(Rupees Sixty Thousand Only) towards security deposit.

9. IIG will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful bidder withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions set out above, IIG reserve the right's to forfeit Earnest Money /Security Deposit.
10. Tenderer should be a registered and licensed contractor. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this. The contractor should be registered with the Regional Labour Commissioner (Central), Mumbai as a contractor under the Contract Labour Regulation Act.
11. The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
12. The canteen timings, menu and price of extra items (if any) would be determined by the canteen Committee.
13. Only those caterers who have establishment in Mumbai, Navi Mumbai and adjoining areas shall be considered.
14. The caterer shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards of the Institute.
15. No food cooked in the canteen should be taken out of the premises without prior permission.
16. All major/minor civil and electrical works will be attended by the Institute.
17. The cooking Gas restricted to 25 Commercial Cylinders per month will be provided by the Institute. Any additional cylinders used by the Contractor will be borne by him. However, refilling of commercial cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.
18. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
19. Maintenance of kitchen equipment will be covered to the scope of service contract entered into by Institute with equipment suppliers. The catering contractor should inform Canteen Committee of maintenance requirements if any, while taking over the equipments. Additional expenses on repairs and maintenance of equipment, thereafter if any, shall be borne by the caterer.
20. Cleaning and Housekeeping of Kitchen will be the sole responsibility of the caterer. However, salary of two helpers/cleaners will be provided by the Institute for cleaning and upkeep of Dining Hall as per IIG prescribed Labour Contract Rules .
21. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture is also the responsibility of the caterer.
22. Canteen Committee would reserve the right to inspect on cleanliness and upkeep of premises and quality of provisions, and quality of the food.
23. No accommodation will be provided to the workmen of caterer.

24. Canteen services will be up to Dinner time (21.30 Hrs) except Sunday or any Guideline from office. The canteen contractor shall observe the IIG time schedule.

25. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury/death to any manpower deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.

26. The contractor shall obtain a valid labour license as per requirement under the contract labour (R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The contractor shall also abide by the provisions of the Child labour (prohibition and regulation) Act 1986. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of work.

27. The Manpower Agency shall be responsible and shall pay all compensation to its employees payable under the provisions of the Workmen's Compensation Act and amendments thereto. He shall be responsible for and pay the expenses for providing medical treatment to its employees who may suffer any bodily injury during the course of their service as a result of any accident or otherwise while in the premises. The manpower deployed shall be deemed to be Contractor's employees for the purpose of the Shops & Establishments Act (Maharashtra State), Payment of Wages Act, Minimum Wages Act and all other Labour Laws, Rules and Regulations there under. IIG, Navi Mumbai, reserves the right to check the actual payment of the wages register maintained by him and also the connected documents in respect of the above.

28. The IIG reserves the right to discontinue/terminate the contract without assigning any reason by giving a notice of one month.

29. In the event of termination by the employer, the Security Deposit of the contractor shall be forfeited and balance period of services contract shall be under taken at the risk and cost of the agency, till the new contract will be executed.

30. In case of any dispute arising out of or connected with or incidental to this contract, the Institute and the Contractor will address the dispute for a mutual resolution and failing which the matter shall be referred for arbitration to an arbitrator appointed by the Director, IIG. The arbitration proceedings will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. The venue of arbitration shall be IIG Navi Mumbai or as may be decided by the arbitrator.

31. Quoted price should be inclusive of all taxes and duties. Rate of tax/duty should be indicated separately.

32. The offer should be valid for a period of 120 days from the date of the tender opening.

### 33. SUBMISSION OF TENDER:

The tender should be submitted under “Two Cover System”, the first cover is termed as part ‘A’ sealed with Tender documents, profile of the tenderer, EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) with superscription on the cover as “TENDER FOR PROVIDING CANTEEN SERVICES AT IIG” and the second cover is termed as Part ‘B’, sealed with “COMMERCIAL/FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT IIG” PART ‘B’. Both covers should be placed in a bigger cover with superscription “TENDER FOR PROVIDING CANTEEN SERVICES AT IIG ” addressed to The Registrar, Indian Institute of Geomagnetism, New Panvel, Navi Mumbai and submitted before due date and time.