



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

Tender Ref No: TFR/PD/W015-538/150309/PUB

January 8, 2016

Notice inviting tender (Two Part Tender) for the following services:

DESCRIPTION
<p>Providing Round the Clock Catering and Serving Services to TIFR-TCIS Canteen at Hyderabad</p> <p>PUBLIC TENDER (TWO PART)</p>



Providing Round the Clock Catering and Serving Services to TIFR-TCIS Canteen at Hyderabad

Tender Ref No: TFR/PD/W015-538/150309/PUB

S.No	Contents
1.	CERTIFICATE OF TENDER ISSUED TO
2.	NOTICE INVITING TENDER
3.	INSTRUCTIONS/GUIDELINES FOR TENDERERS
4.	SCOPE OF WORK/ CONTRACT
5.	TECHNICAL BID FOR PROVIDING CATERING AND SERVING SERVICES TO TIFR-TCIS CANTEEN AT HYDERABAD
6.	GENERAL TERMS & CONDITIONS
7.	DETAILS OF MANPOWER REQUIREMENT FOR PROVIDING CATERING AND SERVING SERVICES TO TIFR-TCIS CANTEEN AT HYDERABAD
8.	AFFIDAVIT
9.	DECLARATION
10.	FORMAT FOR INDEMNITY BOND
11.	PRICE-BID FORMAT

TENDER ISSUED TO:

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

SIGNATURE OF THE TENDERER



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

Tender Ref No: TFR/PD/W015-538/150309/PUB

NOTICE INVITING TENDER

Sealed tenders are invited by TATA INSTITUTE OF FUNDAMENTAL RESEARCH, HYDERABAD from reputed, experienced & registered Contractors/ Agencies/ Organizations/Cooperative Societies having valid license under Contract Labour Regulation & Abolition Act, 1970 for Providing Round the Clock Catering and Serving Services to transit campus of Tata Institute of Fundamental Research, Centre for Interdisciplinary Sciences, Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad.

The detailed tender can be downloaded from
<http://www.tifrh.res.in/tcis/contact-us/tenders.html>

Tender cost:	Rs. 1,000/- to be paid by DD/ BC in favour of “TIFR Centre for Interdisciplinary Sciences” (non-refundable) to be enclosed with technical bid (Part A).
Earnest Money Deposit (EMD) :	Rs. 50,000/- (Fifty Thousands Only) should be provided along with the technical bid (Part A) in the form of Demand Draft (DD) (or) Bankers Cheque (BC) from a Nationalized Bank and drawn in favour of “TIFR Centre for interdisciplinary Sciences, Hyderabad” and payable at Hyderabad.
Date for downloading of tender documents:	09-01-2016 to 08-02-2016 upto 13.00 Hrs.
Last Date & Time for submission of tenders:	08-02-2016 by 13.00 Hrs.
Date for opening of Technical Bids (Part – A):	08-02-2016 at 15.30Hrs. at the above address.

Administrative Officer



TATA INSTITUTE OF FUNDAMENTAL RESEARCH TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES

(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

I. INSTRUCTIONS/GUIDELINES FOR TENDERERS

1. Contractors/ agencies qualifying the requirements should submit the tender under two-bid system **PART “A” (Technical Bid)** consisting of Technical Bid & Commercial Terms and **PART “B” (Financial Bid)** consisting of only Price shall be submitted in **separate sealed envelopes** duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075. The envelopes should be clearly marked on top as either . PART “A” or PART “B”. The two sealed covers should be further put in a master cover superscribed with the Tender Enquiry No., Due Date **“Providing Round the Clock Catering and Serving Services to TIFR-TCIS Canteen at Hyderabad”** in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075.
2. In case the PART “A” and Part “B” bids are not sealed in separate envelopes the tender will be rejected.
3. The technical bid should not contain any indication of the price.
4. Fax/Email/Telegraphic/Telex Tenders will not be considered.
5. All bidders/firm participating in the tender may visit the TCIS for a complete site survey for detailed discussions and clarifications, if any.
6. The bidder should be registered under the Companies Act, 1956 or a registered firm. Registration certificate to be submitted.
7. **Validity of Bids:** Quotations must be valid for a period of 180 days from the date of opening of bids. Bids with the shorter validity period are liable for rejection.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten/over writing is not acceptable.
9. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered. Post tender revisions/corrections shall also not be considered.
10. The bids shall be enclosed in an envelope and sealed duly marked as **“Providing Round the Clock Catering and Serving Services to TIFR-TCIS Canteen at Hyderabad”** with tender Ref. No.: TFR/PD/WO15-538/150309/PUB addressed to “Administrative Officer” at the address given above. The bids are liable to be rejected if the sealed envelope is not addressed to “Administrative Officer” along with Tender Ref. No., Due date and Description. Offers delivered



**TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES**

(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

in person shall be delivered at the Tender Box at TIFR-TCIS, Hyderabad Office. If the bids are sent through courier/post, it should reach on or before submission Due Date and Time and TIFR-TCIS will not be responsible for the postal/courier delay. Tender submitted after due date will be rejected.

11. The Technical bid will be opened on 08-02-2016 at 15.30 Hrs. by the TIFR-TCIS Tender Opening Committee in the presence of the Tenderers or their Authorized Representatives, present if any. The persons who are representing the contractors/agencies should bring authorization letters duly signed by the competent authority on the company letterhead.
12. **Tender Cost:** A demand draft for **Rs. 1,000/- (One Thousand Only)** to be paid by DD/ BC in favour of “**TIFR Centre for Interdisciplinary Sciences**” (non-refundable) as **Tender Cost** is required to be submitted along with technical bid (Part –A) .
13. **Earnest Money Deposit (EMD):** A demand draft for **Rs. 50,000/- (Fifty Thousand Only)** as **Earnest Money Deposit (EMD)** should be provided along with the technical bid (Part A) in the form of Demand Draft (DD) (or) Bankers Cheque (BC) from a Nationalized Bank and drawn in favour of “**TIFR Centre for interdisciplinary Sciences, Hyderabad**” and payable at Hyderabad is required to be submitted along with technical bid (Part – A).
14. EMD shall be refunded to unsuccessful tenderer, after finalization of the tender. The EMD of the successful tenderer shall be returned to him on receipt of the Security Deposit or adjusted in the security deposit. EMD in any other form is not acceptable. Please note that tender received without EMD will be summarily rejected. No firm / organization is exempted from furnishing the EMD under any circumstances. Exemptions from Govt. if any, shall be accepted only subject to approval of Competent Authority. The EMD shall be forfeited in the event of breach of contract by the contractor in term of contract/order. Tenders submitted without EMD shall be rejected.
15. The Price bids of only those agencies/contractors who qualify in the technical bid will be opened on stipulated date and time to be communicated at a later date.
16. If any information furnished by the agency is found to be incorrect/false at a later stage, the tender will be rejected and the firm will be liable to be debarred from tendering.
17. The TIFR-TCIS reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever.
18. The tender form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Deviation of this condition shall render the tender liable to rejection.
19. Each page of tender document should be signed by the tenderers with rubber stamp of the firm affixed on each page. Unsigned bid with rubber stamp summarily rejected.
20. This tender document/form is not transferable. Only the party to whom the tender documents



**TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES**

(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

have been issued shall be entitled to quote.

21. Tenders who do not comply with any of the condition are liable to be rejected.
22. No questions or items in the Annexures shall be left blank or unanswered. Where bidder have no details or answers to be provided a „NO“ or „NIL“ or “Not Applicable” statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
23. The Institute shall be under no obligation to accept the non-qualified /lowest or any other tender received in response to this tender notice and Shall be entitled to reject any tender without assigning any reason whatsoever.
24. Bidder should provide Acceptance of Scope of work and terms and conditions specified in these tender documents along with technical bid.
25. Please attach copies of Company profile including previous experience, Work/Purchase Orders, Completion Certificate, etc.
26. Unsealed, conditional/email tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
27. Tenders submitted without EMD shall be rejected summarily.
28. The TIFR-TCIS Hyderabad in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any terms and conditions of the tender.
29. Techno Commercially Qualified , Lowest L1 bid will be considered after arriving at final pricing of individual offers of all the short listed firms of the technically and commercially qualified lowest firm will be awarded the contract/purchase order.
30. **Deduction of Indian Income Tax Deduction at Source:** The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. The applicable taxes at the time of actual utilization of service etc. will be deducted if any.
31. The Financial bids of only firm who qualify in the techno- commercial bid will be opened on stipulated date and time to be communicated at a later date to the respective firm.



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

32. **Award of Contract:** TIFR-TCIS shall award the contract to the techno commercially eligible bidder whose bid has been determined as the lowest evaluated Financial bid. If more than one bidder happens to quote the same lowest price, TIFR-TCIS reserves the right to award the contract any techno commercially qualified lowest bidder. TIFR-TCIS reserves the right at the time of award of Contract to increase or decrease the quantity of items/manpower specified in the Schedule of Requirements without any change in price or other terms and conditions.
33. No request for extension of due date will be considered under any circumstances.
34. Bid (or) Modification to bids received after closing date and time shall not be considered. Such modified bid to gather with original bid will be summarily rejected.
35. No Agency commission will be paid as per Government of India rules.
36. The tender form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Deviation of this condition shall render the tender liable to rejection.

II. SCOPE OF WORK/ CONTRACT

1. The scope of work includes providing catering services on a daily basis at TIFR-TCIS Canteen situated in the Transit Campus of TIFR-TCIS, Hyderabad. The services apart from the broadly defined works include providing breakfast, lunch, dinner at specified hours and tea/coffee/milk as well as snacks throughout the approved service time of the Canteen. Canteen Services should be provided to the entire satisfaction of the Institute.
2. Approximate number of canteen users is estimated to be 200 users each for Breakfast, Lunch and for Dinner the users will be 100.
3. The contractor shall be permitted to stock/store the items required for the purpose of carrying out the work in the TIFR-TCIS Canteen. The Contractor has to keep the record of the stock item and should produce the details of available stock.
4. Items removed from the Store for day-to-day use shall not be left behind or scattered in the area of the Institute after the work is over
5. **Products/Provisions to be used for cooking should have shelf life/within expiry date. Contractor should ensure this at most care to maintain good health and hygiene.**
6. For all issues related to the TIFR-TCIS Canteen, the Contractor shall report to the member/s of the canteen committee or its representative. TIFR-TCIS canteen committee/authorized officials decision is final.
7. The Canteen services are to be provided on all days as per the timing given below.

S.No.	Services.	Timings
1.	Breakfast & Tea	08.30 AM to 10.30 AM
2.	Lunch	12.30 PM to 14.30 PM
3.	Dinner	19.30 PM to 21.00 PM
4.	Tea/Coffee/Machine Coffee/Juice/Noodles/ Omlette/Sandwich/ Biscuits/Snacks	Should be available throughout the day till the closure of the canteen hours

Variations in the timings with the approval of the canteen committee may be allowed under special circumstances. In Special days the contractor should include the Sweet item along with regular menu. If any emergency arises beyond the regular time for providing food need to be attended without fail by the contractor.

The Canteen service broadly will have structure given below:

S.No.	Service	Item
1.	Break Fast	Cornflakes, Egg dish, 1 North Indian dish, 1 South Indian dish etc.
2.	Lunch	Chappati, Rice, 1 veg, 1 non-veg, 1 special veg, dal, curd, papad etc. (North Indian/South Indian Meals)
3.	Snacks	Snacks
4.	Dinner	Chappati, rice, 1 veg, 1 non-veg, 1 special veg, dal, curd, papad etc./Tiffin. (North Indian/South Indian Meals)
5.	Late night snacks	Fried rice/noodles, sandwiches etc.
6.	Throughout the day	Tea, Coffee, Juice, noodles, omlette, sandwiches, snacks etc.

8. The above menu is for reference purpose only a detailed master list of menu items in consultation with the TIFR-TCIS canteen committee will be fixed with the techno commercial qualified contractor.
9. The contractor should provide the Catering and Serving Services to TIFR-TCIS, Hyderabad as per the above mentioned timings.
10. After the Dinner timings at 21.00 Hrs. the Contractor should ensure the cleanliness of the canteen, close the TIFR-TCIS Canteen and leave the Office premises. No accommodation will be provided to Canteen Contractor/His Staff for any reasons. The contractor should ensure the operation of the canteen (in time) next day without any interruption.

11. The contractor will prepare a master list of menu items in consultation with the TIFR-TCIS canteen committee. Any addition or changes in the master list will require the approval of the TIFR-TCIS canteen committee. Weekly/Monthly Menu will be prepared with items from the approved master list to be implemented by the contractor.
12. The contractor should submit the acceptance in writing all the terms & conditions of the contract in the letterhead duly signed and stamped by the authorized person of the firm immediately against award of contract.
13. The agreement for the acceptance of the contract should be provided by the contractor to TIFR-TCIS within 2 weeks against award of contract.
- 14. CLEANLINESS / PEST CONTROL:**
 - (a) The Contractor has to ensure that the canteen premises are to be maintained highly clean and highly standard hygienic on a day-to-day basis. The cleanliness and hygienic maintenance of utensils, kitchen, equipment, appliances, dining hall and sit out, all furniture, water coolers, glasses, water filters, is the responsibility of the Contractor. The Institute will appoint an agency to provide Pest Control Treatment in the TIFR-TCIS Canteen. The Contractor has to get this work done by covering all the things with lids or other proper means and cleans the canteen more carefully, especially after the pest control treatment.
 - (b) Contractor should plan pest control activities for the canteen premises in advance after discussion with the pest control agency and notify subcommittee regarding closure of canteen on account of pest control at least 7 days in advance.
 - (c) The Contractor shall dispose-off all the empty containers, tins, plastic bags, boxes, crates, vegetable & food wastage, after segregating it (dry / paper & plastic / wet), in different containers / bins identified for such purpose, on regular basis. The Contractor should not allow accumulation of such items in the Kitchen under any circumstances.
15. The Contractor shall ensure that all the fittings, fixtures, furniture, buildings, appliances, etc. are kept properly cleaned and also ensure that all equipment are maintained in good condition at all times failing which the damage cost will be recovered from him.
16. Playing radio, mobile with speaker on, tape recorders, TV, etc. inside the TIFR-TCIS Canteen is **STRICTLY PROHIBITED**. Cigarettes, beedies, pan and pan-masala, liquor, gutkha, tobacco, etc. shall not be sold or consumed in the TIFR-TCIS Canteen.

17. The Contractor should ensure that the Canteen Facility is be cleaned thoroughly on every Sunday evenings without fail and it is mandatory.

18. FACILITIES:

The Institute will provide the following facilities and equipment to the contractor free of charge.

- (a) Kitchen and dining area with necessary furniture, fixtures, machines, equipment, utensils, etc.
 - (b) Electricity and Water. Both these are to be used conservatively; it should be ensured that taps are not kept open unnecessary, fans and lights are switched off when not in use.
 - (c) The Contractor has to maintain inventory of items provided by TIFR-TCIS and upkeep of the utensils and other materials. Necessary Cutlery and Crockery, Water Cooler with aqua guard, Geyser, refrigerator, toasters, cooking vessels, serving utensils, tablespoons, teaspoons, gas-operated appliances, wet grinders, dish washer etc. If it is felt that some more items are necessary, the Institute may arrange to supply them. The Contractor will take charge of all the items and shall be liable to account for all the above items, furniture, fixtures, etc. kept in the TIFR-TCIS Canteen.
 - (d) While breakages of some porcelain cups, saucers, plates, etc. may be unavoidable; the contractor should ensure that such breakages are kept to the bare minimum. The cost of breakages in excess of 10% over a year will have to be borne by the Contractor.
 - (e) The Institute shall not provide any accommodation for the workers engaged by the contractor.
19. **Food shall be prepared most hygienically, and high quality of food shall be served in the canteen.**
20. The Contractor's obligation include procuring & transporting to TIFR-TCIS Canteen all good quality raw materials like oil, milk, pulses, grains, vegetables etc. All these raw materials are subject to check at any time by authorized representative of the Committee and can be rejected by him/her summarily if not found in order or of required quality. The Institute reserves the right to check quality of raw materials and to reject the material for any adulteration in foodstuff, bad quality.
21. Preparing food and beverages and serving them to the users during prescribed hours as per prescribed menu. In addition soft drinks biscuits etc. shall also be sold. Any new items to be sold shall be included only with the approval of the TIFR-TCIS Canteen Committee.
22. The contractor should arrange and serve the Karachi Biscuits/Normal Biscuits/Snacks etc. to the Seminars/Conferences which will be held at TIFR-TCIS on weekly basis.

23. The Institute shall provide empty gas cylinders of 19 Kgs. of HP and reimburse charges for 10 cylinders per month. Supply of filled cylinders has to be obtained by the contractor from the HP dealer with whom we are registered. If consumption of gas goes above 10 cylinders per month then additional expenditure has to be borne by the contractor.
24. The consumption of raw materials, gas and other fuel should be optimum to avoid any undue wastage of food and fuel.
25. The Contractor will be responsible for ensuring full satisfaction of the students, guest, faculty, officials and other users of the Canteen also should avoid wastage of materials as much as possible. The Authorized staff will carry out assessment of consumption of materials and the Contractor will be appropriately fined or penalized for any careless wastage of the materials.
26. The Contractor shall **use good quality branded goods** (wherever applicable), raw material, and ingredients for preparing the food items. The members of the designated Canteen Committee of TIFR-TCIS, Hyderabad will be overseeing the activities for strict compliance of rules and to ensure quality of material being supplied in the canteen. The brand names must be communicated to the canteen committee before using it in the Canteen. Unbranded goods will not be accepted and use of items of inferior quality should be strictly avoided at all costs. The Contractor shall be responsible for any untoward incident that happens due to poor quality of food items, raw material, etc.
27. The Contractor will not use the canteen facilities for any purpose other than that stated in the scope of work defined in this tender. If such things are noticed by any one of the canteen members or users of the canteen, the contract shall immediately be either suspended or terminated, or the Institute may impose a suitable fine, as per the decision of the Canteen Committee /Centre Director, TCIS, Hyderabad.
28. **ASSIGNING & SUBLETTING:** Assignment or subletting of this contract is strictly prohibited and shall result in termination of the contract with immediate effect without any compensation.
29. There should not be any upward price revisions during the contract period other than the contract terms & conditions.
30. There should not be any upward price revisions during the contract period other than the contract terms & conditions.

31. *The menu for breakfast, lunch, dinner and snacks will be prepared from the approved master menu list on weekly/monthly basis and the same should be implemented. The itemized menu with rates should be provided by the successful contractor after award of contract.*
32. *The contractor should be able to prepare vegetarian and non-vegetarian items of North Indian and South Indian Dishes.*

33. SCHEDULE OF RATES AND COLLECTIONS

- (a) Rates of food items will be decided by the TIFR-TCIS canteen committee. Food items such as biscuits, cake, soft drinks, packet juice etc. will be priced at the MRP rate. The 'base price' of food items prepared in the TIFR-TCIS Hyderabad will be calculated on the basis of the cost of raw materials. The 'list price' ('tariff') of the food item will be decided by the TIFR-TCIS canteen committee from time to time.
- (b) Items will be billed as per individual item rates.
- (c) *The itemized menu with rates should be provided by the successful contractor after award of contract.*
- (d) A Single stage pricing of food items will be applied for all Students, Faculty, Guest and TIFR-TCIS staff will be charged the 'base price' of the food items.

34. MANPOWER

- (a) The Contractor shall provide a Manager/Supervisor - 2 No's., Head Cooks – 2 No's, Assistant Cooks – 4 No's, Cleaning people inside the kitchen – 3 No's, Serving/Catering People – 4 No's and other staff for efficient operation of the Canteen Services at TIFR-TCIS Canteen under this Contract. The number of staff of different category to be employed for smooth running of the canteen will be maintained at its optimum. Under-staffing or over-staffing will not be permitted. Any re arrangements within the permitted staff strength must be approved by the canteen committee of TIFR-TCIS, Hyderabad from time to time. The above No. of proposed Man Power mentioned is minimum requirement and may need to be increased depending on the requirement of TIFR-TCIS.
- (b) The Contractor should provide well-trained, disciplined, clean, hygiene and experienced manpower; and while on duty, all of them will be dressed in neatly maintained uniform. The Contractor shall be responsible to provide replacement manpower to offset absence for any reason. The contract workers will be wearing Head Gear, Apron, and Gloves

while serving the food at the canteen.

- (c) The Man Power Management/Deployment regarding working hours of the above staff is as per statutory requirement and is the sole responsibility of the Contractor. TIFR-TCIS is not responsible for the working hours as per labour law.
 - (d) The contractor should produce the detailed mode of operation of the canteen along with the Manpower, timings etc. to TIFR-TCIS. The contractor should ensure the implementation of the same.
 - (e) The contractor should provide the Man Power list along with ID & Address Proof. The contractor should ensure the same Man Power in daily operation of canteen. Frequent change of Man Power will not be allowed by TIFR-TCIS.
35. The workers detailed by the Contractor at the premises of TIFR-TCIS Canteen, for all purposes shall be the employees of the Contractor and shall be under his exclusive control and supervision. They shall, accordingly be dealt with and subject to the following conditions:
36. The Contractor shall be responsible for selecting the workers and detailing them to carry out the Canteen work. In case, Institute specifically objects to the posting of a particular person for performing duties at its premises, the contractor shall make immediate arrangement to replace such persons within 24 hours of being intimated.
37. The Contractor shall not transfer any of his workers without consultation with TIFR-TCIS Canteen Committee.
38. The Contractor shall comply with all the lawful directions and instructions concerning Canteen services given by the designated subcommittee from time to time.
39. Replacement of staff in case of absence / leave to be provided by contractor immediately. In case of replacement of any of the workers, the Contractor shall be responsible for giving necessary training/instructions to the new worker to enable him to work efficiently.
40. The Contractor or his Manager/Supervisor shall be available in the premises of TIFR-TCIS during the working hours to meet the designated canteen committee or its representative for taking necessary instructions, if any, and to supervise the contract workers under him.

41. The Contractor shall ensure regular and punctual attendance of his workers in the format provided by the TIFR-TCIS administration and further ensure that his workers perform their duties efficiently, diligently and to the full satisfaction of the Institute. The Contractor shall not employ any person who has not attained the age of 18.
42. Mis-behavior by any of the Contractor's workers staff in the Institute's premises, while on duty during the working hours or while off duty outside the working hours will be viewed seriously. If the incident involves loss to the institute, due to theft or attempted theft, penal deduction is liable to be imposed on the Contractor, as deemed necessary to make good the loss, by the TIFR-TCIS Competent Authority on the recommendation of canteen committee.
43. The contract will be initially for one year which may be extendable every year for a maximum period of 3 years based on performance.
44. The service covered by the contract should be carried out on all working days, holidays and on Saturdays and Sundays during the period as per the schedule given in writing by the TIFR- TCIS or an Officer nominated by them.
45. **Maintaining the Records**
 - (a) The Contractor shall maintain register of persons employed on work on the contract.
 - (b) The Contractor shall maintain a muster roll register in respect of all workmen employed by him on the work under contract.
 - (c) The Contractor shall maintain a wage register in respect of all workmen employed by him on the work under contract.
 - (d) The Contractor shall maintain Stock Register.
 - (e) The Contractor shall have to maintain all the records and registers as may be required under existing, future labour laws and rules, framed there under or under any other statutory provisions, from time to time. Such of the records/registers shall be made available for perusal/inspection by TIFR-TCIS authorities or by any other statutory/competent authority as and when required.
46. In case of the performance not being satisfactory, the contract shall be terminated by giving one month notice and the security deposit will be forfeited.

47. This is the contract of catering & serving services. The parallel contract may be considered depending upon the anticipation of TIFR-TCIS requirement for satisfactory performance and efficiency for smooth functioning of the organization if the prices are lower. TIFR-TCIS may have right to counter offering prices falling within the reasonable band. However TIFR-TCIS have the rights to fix the Contract with more than one contractor with the reasonable rates based on their experience and efficiency for smooth functioning of the organization. In fixing parallel contract with other agency and rates the decision of TIFR-TCIS is final.
48. The successful contractor should serve the TIFR-TCIS, Hyderabad for a minimum period of 1 year with a quality services as per the tender clauses. After one year if the successful contractor wants to exit the TIFR-TCIS contract then should well intimate with a advance notice of 3 months duration.
49. **INDEMNITY BOND** : The Contractor shall, by way of executing a bond on non-judicial stamp paper of appropriate value, indemnify the Institute against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Institute by Contractor's workers or any other person or any other agency, in connection with the work or in respect of any matters, thing done or committed to be done by the contractor in the execution of, or in connection with works, notwithstanding that the contractor took all reasonable, proper and necessary precautions against any loss or damage, ensure that such event will not affect the work and the Institute in any way. The indemnity given by the Contractor as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person, resulting in death or otherwise. The format of indemnity Bond enclosed as Annexure-VIII. Original Bond is to be submitted directly to our Accounts Section with copy of the same to be given to the canteen committee.
50. **Termination of Contract**
- (a) In case of non-compliance of the terms and conditions of the contract, the contract shall be terminated forthwith without notice and security deposit shall stand forfeited.
- (b) In case of unsatisfactory performance, the contract shall be terminated with one month notice and security deposit forfeited.
51. Store shall be under the contractor's custody until the contract completion. Items removed from the Store for day-to-day use shall not be left behind or scattered in the area of the Institute after the work is over. There should not be any claim for loss, damage etc. of any item or material. On termination or discontinuation of the work, the contractor will have to vacate the place allotted to stock/store his materials and hand over the vacant possession to the authorized official of the Institute forthwith in good condition and withdraw his workers from the Institute premises. However, the Contractor shall be allowed to take away his own items from the



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

premises only with the permission of the Institute on a gate pass issued by the authorized official after establishing proof that the items proposed to be taken away are Contractor's property.



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

**III. TECHNICAL BID FOR PROVIDING CATERING AND SERVING SERVICES TO
TIFR-TCIS CANTEEN AT HYDERABAD**

S.No	Description	Contractor should fill the following
1.	Name of the Organization/Contractor/Firm, location of Registered Office with complete address with Telephone/Fax Nos. and e-mail address. For outstation Agencies Address of Registered Local branch office and contact Nos.	
	Telephone No. (land line)	
	Fax No.	
	Mobile No.	
	Email Id:	
2.	Date of Establishment :	
3.	Company Registration Number & date (Please attach from appropriate authority):	
4.	Pre-Qualification Criteria	
A.	Single Work of Rs. 30 Lakhs per year (or) Two Works of Rs. 15 Lakhs each per year (or) Three Works of Rs. 10 Lakhs each per year (Please attach the order copies of the same (Mandatory) from Standard Govt. Organizations like IIT, IISC, IIIT etc.)	
B.	Present Strength of Registered Manpower with Qualification (Attach list of Technical Manpower with name, qualification age) Detailed Grade wise Manpower should be furnished	

C.	Details of present contracts, client list with performance certificate for past 3 years (Mandatory) (Please attach separate list in detail)	
D.	Average annual turnover during last 3 years ending 31st March of previous financial year should be at least Rs. 50 lakhs (please attach proof in support)	
E.	Solvency certificate of an amount not less than Rs. 15 Lakhs issued by a national bank within the last six months to be attached.	
F.	The Contractor should have at least 3 years of experience in the business of catering and serving. (Attach supporting proof of documents/orders for the same)	
5.	Details of Tender Document Fee	DD/BC No. DD/BC Date. Drawn on Bank
6.	Earnest Money Deposit (EMD)	DD/BC No. DD/BC Date. Drawn on Bank
7.	Valid Shop & Establishment Act License (Attach Certificate)	
8.	Service tax registration Certificate (Attach Certificate)	
9.	Professional Tax Registration Certificate (Attach Certificate)	



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

10.	Registration with the Labour Department of the Central Govt. (Attach a copy of the registration certificate.)	
11.	Registration with local Employee Provident Fund (EPF) Authorities (Enclose the copy of same)	
12.	Registration under Employee State Insurance (ESI) Act (Attach a copy of same)	
13.	PAN of the firm (Attach a copy of same)	
14.	Has the firm/contractor attached acceptance to the scope of work, terms and conditions etc. duly signed on all pages?	
15.	Income Tax returns for past 3 years.	
16.	Has the firm attached an affidavit in the prescribed format to the effect that it has never been blacklisted	
17.	Any other information	

Place :

Signature of Tenderer

Date:

Full Address with Company Seal.



IV. GENERAL TERMS & CONDITIONS

1. **Definition of Terms:**

TIFR-TCIS Hyderabad means Tata Institute of Fundamental Research-Centre for Interdisciplinary Sciences, Hyderabad.

Administrative Officer means Administrative Officer TIFR-TCIS Hyderabad.

2. The names, parentage, residential address, age, etc. of the persons deployed should be submitted to this office before deployment.
3. For purpose of proper identification of these employees of the contractors deployed at TIFR-TCIS canteen, all the staff should wear name badges and carry ID Card at the time of performing duty.
4. The contractor/agency should Providing Catering and Serving Services to TIFR-TCIS Canteen at Hyderabad, on contract basis. The contractor shall himself/or through his authorized supervisor, supervise the work of the canteen staff deployed by him under the contract. He will be responsible for maintaining the attendance and wage register of the housekeeping staff deployed and shall report to the Administrative Officer of TIFR-TCIS as per requirement.
5. The tenderer shall declare in writing that neither he nor any of his associates is in any way related to any Officer or Staff in the Institute.
6. If the contractor(s) selected for the work fails to sign the formal agreement within 15 days from the date of receipt of award of work or fails to take up the assignment or fails to commence the work on the date specified in the Award Letter, the Earnest Money Deposit amount of Rs. 50,000/- is liable to be forfeited.
7. **Security Deposit:** The successful bidder should provide a security deposit @ 10% of the contract value shall be provided by the Contractor in the form of Bank Guarantee within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. The Bank Guarantee should be issued from a Nationalized Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. If the agreement is extended the Bank guarantee will be replaced with another Bank Guarantee for equivalent value and for three months grace period beyond the extended period of the Agreement (i.e. extended period of agreement + three months grace period).



8. The contractor shall pay the canteen staff as minimum monthly wages (Central) fixed by the Chief Labour Commissioner (Central), Govt. of India, Ministry of Labour & Employment, vide Order No. 1/17(7)/2014-LS-II, dt. 29-09-2014 under the Minimum Wages Act as applicable in Hyderabad.
9. The Contractor shall comply with the provisions of the payment of wages Act 1936, workmen wages act 1948, Employment Liability Act 1938, workmen compensation act 1923, Industrial dispute act 1947 and the Contractor Labour (R&A) Act 1970 and amendments thereof and other laws relating thereto and the rules made thereunder from time to time.
10. The manpower shall have good health and proper eyesight.
11. TIFR-TCIS reserves the right to instruct the AGENCY to terminate the services in respect of individual candidate/all candidates deployed, by giving one month notice.
12. Successful bidder shall enter into an agreement/work order with TIFR-TCIS Hyderabad
13. **The bidder should have their office with infrastructure in Hyderabad.**
14. The AGENCY should confirm in writing that they have informed their manpower of the temporary contract nature of engagement with TIFR TCIS, that they will not litigate for claiming permanent employment with TIFR-TCIS either directly or through judicial recourse and on that specific understanding they agreed for such contractual deployment with TIFR-TCIS, on their own Volition.
15. Any recurrence of such defaults by AGENCY will be considered as ‘breach of contract’, in which event, TIFR-TCIS reserves the right to terminate the Contract, without considering any specific formal notice.
16. The AGENCY should undertake to deploy suitable substitutes in place of absentees immediately.
17. AGENCY should monitor the attendance and performance of the manpower so deployed on their own.
18. AGENCY shall be solely responsible and liable for compliance of all labour laws and other statutory obligations towards PF, ESI, Bonus, Insurance, Police Verification and Identity card.
19. It is the sole responsibility of the contractor to ensure that the safety measures are strictly observed by the contract labourers engaged by him.
20. Bids not accompanied by EMD will be summarily rejected.



21. Bids submitted with counter conditions will be summarily rejected.
22. No revision of agency rates will be entertained till completion of the contract.
23. Statutory deductions, including TDS as per IT Act, will be made from the bills payable to AGENCY
24. **Payment Terms & Procedure**
 - (a) Mode of payment by the Institute will be on monthly pro-rata basis, on submission of invoices by the contractor with the supporting documents certified by the TIFR-TCIS officials. The contractor shall also submit a certificate stating that the labourers employed for this contractual work, for the invoice period, have been paid wages not less than the minimum prescribed by the Minimum Wages Act. Taxes as applicable will be deducted from the contractor's bill.
 - (b) The contractor should pay the wages to the contractual staff before expiry of 5th day of every month. The bill/invoice should be submitted in duplicate supported by the Electronic Challans for ESI, EPF (duly certified by the contractor) and Bank details/statement duly certified by the bank for payment of wages along with the attendance register copy in proof of attendance, attested by the contractor in Original and countersigned by the Canteen Manager/Supervisor and Administrative Officer, TIFR-TCIS on each page along with a certification of satisfactory performance, unless otherwise. Service Tax challan of the month for proof of remittance should be submitted for reimbursement in the following month bill, if applicable. The Invoice along with above documents should be submitted within first 10days of every month to TIFR-TCIS.
25. The contractor will be responsible for the administration of persons deployed by him.
26. **Safety:**

The Contractor shall ensure that the work described in the contract shall be carried out safely.
27. During at the work in case of any injury/accident happens to the persons engaged for the above work, TIFR-TCIS shall have no responsibility towards any treatment, compensation, loss, if any etc. and the Contractor shall be fully responsible to bear all the expenditure and also shall be responsible for the consequences of such injury/accidents.

28. Penalties:

Penalty will be levied on the contractor and recovered @ Rs. 300/- per day per Labour for not providing the manpower either on initial deployment or as replacement subsequently. No wages will be paid for that day for the absence.

29. Any theft or damages caused by the Contractor's personnel shall be borne by the Contractor.

30. All personnel connected with the Contract and their bags/baggage shall be liable for physical check both at the time of entry and exit by the Security Staff.

31. The bidder should have their office in Hyderabad, Telangana to make their offer.

32. It is the sole responsibility of AGENCY to strictly comply with all statutory provisions in force pertaining to the manpower deployed, in regard to the recruitment relaxations/concessions applicable and /or notified by the appropriate Government authorities, in respect of age, community /caste, class, educational qualifications, percentage of marks, job experience, economical background etc. from time-to-time, during the currency of Contract.

33. Two sets of Uniforms & Shoes for all contract employees to be provided by the contractor.

34. Minimum Wages and statutory requirements i.e. PF, ESI, Bonus etc. at Central Govt. Rates as on date of bid for the requisite category of skilled/semi skilled/unskilled workers to be ensured.

35. TIFR-TCIS is having exemption from paying Service Tax.

36. The labourers employed by the Contractor shall wear proper uniform to be supplied by the Contractor. The colour of the uniform shall be got approved from the TIFR-TCIS.

37. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.

38. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.

39. Bids which do not comply with the above conditions are liable to be rejected.

40. All the bills should be submitted on the contractors letter heads, duly signed and pre-receipted.

41. No Labour below the age of eighteen years shall be employed for the work.
42. No Agency commission will be paid as per Government of India rules.
43. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designations of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed **“Providing Round the Clock Catering and Serving Services to TIFR-TCIS Canteen at Hyderabad”** and Tender Reference No. **“TFR/PD/WO15-538/150309/PUB”**
44. The proposed man power in the tender may be increased depending on the requirement of the TIFR-TCIS. However the decision of TIFR-TCIS official is final.
45. In case of the performance not being satisfactory, the contract shall be terminated by giving one month notice and the security deposit will be forfeited.
46. If the contractor/s or his/their employees break, deface, injure or destroy any part of the building in which they may be working or/any building, road curbs, fence, enclosure water pipes, cables, drain, electrical or telephone posts or wires, the contractors shall make good the same at his/their expenses, and in the event of his/their refusing or/failing to do so, the damage shall be repaired at his/their expense by the Administrative Officer, TIFR-TCIS who shall deduct the cost from any sums due, or which become due to the contractor/s.
47. **Quality and scope of services**
 - A) The Contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Institute. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisors / others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.
 - B) It is normally understood and agreed between both the parties that TIFR-TCIS will not be responsible or be liable for complying with any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, compliance with all statutory requirement, etc.



TATA INSTITUTE OF FUNDAMENTAL RESEARCH TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES

(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

C) The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-in-Charge regarding delivering the Services. It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in TIFR-TCIS premises or in connection with the services referred to herein.

48. **Risk Clause:** Notwithstanding the other terms therein, the Institute at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Institute within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the Institute may sustain by reason of such risk contract in addition to penalty.

49. **Observance of local laws:** Wherever applicable (particularly for Local vendors), the bidder / contractor shall comply with all law, statutory rules & regulations etc. The bidder/ contractor shall obtain all necessary permits / approval from the local Governing Body, Police, and other concerned Authorities as may be required under law. The bidder /contractor shall pay all types of taxes, fees, license charges, deposits, duties, tolls, royalty or other charges that may be leviable on account of any the operations connected with the execution of this work/ contract.

50. PENALTIES/LIABILITIES

A) That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.

B) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of office authorized by the TIFR-TCIS in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

C) The security money deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.



51. ARBITRATION

Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arise in this tender, the interpretation/decision of TIFR-TCIS shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

52. The Contractor shall follow all security rules of the Institute and instructions received from time to time regarding personnel identity cards, material movement, etc., of the Contractor.

53. Tender received late or after the due date will not be considered. TIFR-TCIS reserves the right to accept, reject any or all tenders without assigning any reasons thereof.

54. **Corrupt or Fraudulent Practices:** TIFR-TCIS requires that the bidders who wish to bid for this project have highest standards of ethics. TIFR-TCIS will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. TIFR-TCIS may declare a bidder/firm ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the bidder/firm has engaged in corrupt and fraudulent practices during the execution of contract.



V. DETAILS OF MANPOWER REQUIREMENT FOR PROVIDING CATERING AND SERVING SERVICES TO TIFR-TCIS CANTEEN AT HYDERABAD

Total requirement of TIFR-TCIS Hyderabad:

1.	Head Cook	Requirement of TIFR-TCIS Total: 2
2.	Assistant Cook	Requirement of TIFR-TCIS Total: 4
3.	Cleaning Staff	Requirement of TIFR-TCIS Total: 3
4.	Serving/Catering Staff	Requirement of TIFR-TCIS Total: 4
5.	Manager/Supervisor	Requirement of TIFR-TCIS Total: 2

Note: The proposed man power mentioned above may be increased depending on the requirement of the TIFR-TCIS. However the decision of TIFR-TCIS official is final.



VI. AFFIDAVIT

I/We, (Name) _____

Contractor/ Sole Proprietor (Strike out word which is not Applicable) of the (Firm)

do hereby solemnly affirm and declare that the individual firm/companies are neither blacklisted by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT:

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)



VII. DECLARATION

I/We,have fully read the

tender terms and conditions and I/We, fully agree for the same.

Name & Full Address of the Contractor

Signature of the Contractor with Company Seal



VIII. FORMAT FOR INDEMNITY BOND

(to be executed on Rs. 100 Non-Judicial Stamp Paper duly notarized)

Work Order No. _____ Dt. _____

In consideration of Tata Institute of Fundamental Research (TIFR-tcis) having office at Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075, hereinafter referred to as “The Institute”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s. _____ having registered office at _____, a firm carrying in such name and style the business of _____

_____ (hereinafter referred to as “The Contractor “ which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s) / proprietor(s) for the time being or its surviving partner(s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for _____ and in compliance with the terms and conditions of the said contract.

We M/s. _____ being the contractor shall save harmless and indemnify the Institute in respect of:

- a. Any expenses arising from any injury or accident or death of workers hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Institute by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Institute whether under the Workman’s Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any worker of the contractor/or their family member(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

For and on behalf of M/s. _____

Date:

S E A L

Accepted By

for and behalf of TIFR-TCIS, Hyderabad

IX. PRICE-BID FORMAT

DETAILS OF MONTHLY PAYMENT COMPONENTS FOR PROVIDING CATERING AND SERVING SERVICES TO TIFR-TCIS CANTEEN AT HYDERABAD

(As per Minimum Wages Act Office of the Regional Labour Commissioner (Central), Hyderabad as applicable from time to time)

(Below Calculations are as per the Minimum Wages effect from April 1, 2015 to September 30, 2015)

S.No	Payment Components	Head Cook Charges Per Head In Rs.	Asst. Cook Charges Per Head In Rs.	Cleaning Staff Charges Per Head in Rs.	Serving /Catering Staff Charges Per Head in Rs.	Manager/ Supervisor Charges Per Head in Rs.
1.	Basic Wages	4,714.06	3,969.94	3,647.02	3,840.98	3,969.94
2.	Variable Dearness Allowance	4,297.02	4,297.02	4,297.02	4,297.02	4297.02
3.	Sub Total	9,011.08	8,266.96	7,944.04	8,138.00	8,266.96
4.	Leave Wages @ 4.81% on S.No 3	433.43	397.64	382.10	391.43	397.64
5.	PF @ 13.65% on S.No 3	1,230.01	1,128.44	1,084.36	1,110.83	1,128.44
6.	ESI @ 4.75% on S.No 3	428.02	392.68	615.66	386.55	392.68
7.	Bonus @ 8.33% on S.No 3	750.62	688.63	661.73	677.89	688.63
8.	Total amount payable (3 to 7) including statutory payments	11,853.16	10,874.35	10,687.89	10,704.70	10,874.35
9.	Service Charges on each person In percentage (%)	To be filled by the Contractor	To be filled by the Contractor	To be filled by the Contractor	To be filled by the Contractor	To be filled by the Contractor
10.	Grand Total (8+9) in Rs.	To be filled by the Contractor	To be filled by the Contractor	To be filled by the Contractor	To be filled by the Contractor	To be filled by the Contractor
11.	Rounded off to Rs.					

* TIFR-TCIS is exempted from paying Service Tax.

Note: Service charges (%) to be quoted uniformly for all category of staff mentioned above.

Table: A

As per the requirement of TIFR-TCIS, Hyderabad per month (to be calculated as per above table & to be filled by the contractor in following Table A for evaluation purpose. However the man power may increase or decrease based on the requirement)

Description	TIFR-TCIS Man Power Requirement	Total Cost per month in Rs.
Head Cook	02	To be filled by the Contractor
Assistant Cook	04	To be filled by the Contractor
Cleaning Staff	03	To be filled by the Contractor
Serving/Catering Staff	04	To be filled by the Contractor
Manager/Supervisor	02	To be filled by the Contractor
Grand Total (Table A) in Rs.		To be filled by the Contractor

Table B:

12.	Charges for Disposable Materials per month	To be filled by the Contractor
13.	Charges for Cleaning Materials per month	To be filled by the Contractor
Grand Total (Table B) in Rs.		To be filled by the Contractor

Table C:

Overall Financial Layout (Table A + Table B=Table C):

Total Contract Value per month in Rs. To be filled by the Contractor	Total Contract Value per year in Rs. To be filled by the Contractor
Amount in Figure in Rs. To be filled by the Contractor	Amount in Figure in Rs. To be filled by the Contractor
Amount in Words. To be filled by the Contractor	Amount in Words. To be filled by the Contractor



Note:

1. The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central) as circulated by office of the RLC (Central) Vidyanagar, Hyderabad and is subject to revision from time to time by the Govt. However the rates will be revised and paid as and when notification to the change of minimum wage is issued by the authority.
2. The technically qualified firm with the lowest bid will be considered for awarded the contract.
3. Service charges on each person in percentage (%) will remain same till the end of the contract (3 years).
4. The charges for disposal materials and charges for cleaning materials with a hike of @ 10% will be considered for 2nd & 3rd year.
5. Deduction of Indian Income Tax Deduction at Source: The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. The applicable taxes at the time of actual utilization of service etc. will be deducted if any.
6. The proposed Man Power mentioned in the tender may need to be increased depending on the requirement of TIFR-TCIS.

SIGNATURE OF THETENDERER

Date: