

**INDIAN INSTITUTE OF FOREST MANAGEMENT,
POST BOX 357, NEHRU NAGAR BHOPAL 462 003**
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

E-TENDER NOTICE

(IIFM/PUR/TENDERS/2018-19/CANTEEN SERVICES)

Online Tenders (2 Bid system – Technical and Financial) are invited on behalf of Director, Indian Institute of Forest Management, Bhopal from experienced and reputed catering/ canteen contractors/ restaurant owners for operating the staff canteen of the institute on contract basis for a period of two years from the date of award, extendable for another two years, on satisfactory performance, on year to year basis, on mutual consent, strictly as per the terms and conditions in this tender document. The tender documents are available in our website www.iifm.ac.in/tender or www.eprocure.gov.in which can be down-loaded from <https://moefcc.euniwizard.com>. Last date for receipt of bids is 02/08/2019 up to 3:00pm .

(Chief Administrative Officer)

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Online Tenders (2 Bid system – Technical and Financial) are invited on behalf of Director, Indian Institute of Forest Management, Bhopal from experienced and reputed catering/ canteen contractors/ restaurant owners for running the staff canteen and catering services within the institute on contract basis for a period of two years from the date of award, extendable for another two years on satisfactory performance, on year to year basis, with same terms and conditions, on mutual consent, strictly as per the terms and conditions in this tender document. The tender documents are available in our website www.iifm.ac.in/tender or www.eprocure.gov.in which can be down-loaded from <https://moefcc.euniwizard.com>. Last date for receipt of bids is 02/08/2019 up to 3:00 pm.

The Tenderers intending to participate in this tender are required to get enrolled on the portal <https://moefcc.euniwizard.com>. Enrolment on the above mentioned portal is mandatory. For registration on ITI portal one time charges of Rs.2360/- shall be payable through online payment. Validity of online registration is one year after which re-registration charges at that time shall be applicable. The required documents are to be uploaded on portal during registration process. Upon successful registration, an acknowledgement mail shall be sent by M/s ITI Ltd., e-wizard, a copy of which shall be required at ewizardhelpdesk@gmail.com to ensure account activation.

The tenderers have to digitally sign their bids before submitting the bids hashes online thrus the tenders are advised to obtain Digital Certificates. The bidders may contact M/s ITI Ltd., for obtaining Class III Digital Signature Certificates at 91+9179595728, 011-49606060, email : ewizardddhirajkr@gmail.com

Tender documents are available in the website <https://moefcc.euniwizard.com> which can be purchased and downloaded from 12/07/2019 to 02/08/2019 up to 3:00pm and bid submission date from 12/07/2019 to 02/08/2019 up to 3:00pm

Online processing fee of Rs 1032/- (including GST) to be paid online.

Earnest Money Deposit (EMD) of Rs.25000 (Rupees twenty five thousand only) should be deposited online alongwith the tender.

The tenderers are required to submit Envelope 'A' physically latest by 18-07-2018 1430 hrs to the Chief Administrative Officer, Indian Institute of Forest Management, Post Box No.457, Nehru Nagar, Bhopal -462003.

Please upload scan copies of following documents under Technical Qualification (Envelope A) and submit physical copies of the documents to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal in due date :

1. DD for Earnest Money Deposit/NSIC Certificate.
2. Registration Certificate
3. Experience in Similar work in past three years
4. Income Tax Return of last three years.
5. Any other document

Tenders which qualify the technical bid will only be considered for opening of Financial Bid, rest of the Financial bid will be rejected. IIFM reserves the right to reject any or all the tenders received without assigning any reason(s) thereto.

The Schedule of this tender is as follows :

S.No	Stages Name	Stages By	Start Date and Time End Date and Time
1	TENDER RELEASE	DEPARTMENT	12/07/2019
2	TENDER PURCHASE & DOWNLOAD	BIDDER	12/07/2019
3	BID SUBMISSION	BIDDER	12/07/2019
4	TENDER CLOSING	DEPARTMENT	02/08/2019 up to 3:00pm
5	TENDER OPENING (Technical Bid)	DEPARTMENT	02/08/2019 at 3:30pm
6	TENDER OPENING (FINANCIAL BID)	DEPARTMENT	12/08/2019

(Chief Administrative Officer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
E-TENDER NOTICE
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INTRODUCTION

The Indian Institute of Forest Management (IIFM), hereinafter called as IIFM, is an autonomous institute of the Ministry of Environment, Forests and Climate Change, Govt. of India. The Director, IIFM invited tenders

From qualified, experienced and reputed catering/ canteen contractors/ restaurant owners for running the canteen and catering services within the institute on contract basis for a period of two years from the date of award, extendable for another two years on satisfactory performance, on year to year basis, on mutual consent, strictly as per the terms and conditions in this tender document. The requirements are broadly categorised as follows:

- (i) The Canteen facility (tea/snacks and working lunch (limited thali) may be availed by the IIFM employees and students (About 350 persons).
- (ii) Arrangements for tea/snacks, high tea, etc for the official meetings and other functions in the institute.
- (iii) Boarding facility should be extended to the participants of the MDPs/Seminars/ Workshops/Meetings and other guests/ invitees/ participants of such activities of the Institute which are conducted regularly at IIFM.
- (iv) Boarding facilities for the institutional functions such as Foundation Day, Annual Function and such other similar programmes organized at the institute.

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
E-TENDER NOTICE
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GENERAL TERMS AND CONDITIONS

1. The terms of this contract shall be for a period of two years from the date of award, extendable for another two year on satisfactory performance, on year to year basis, with same terms and conditions, on mutual consent.
2. Services should be provided strictly as per the terms and conditions given in this Tender Notice.
3. The Annual Project Cost (APC) of this Tender is ₹12.5 lakh.
4. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the Tender will be rejected. The bid documents should be properly bound and pages numbered with an index page.
5. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed and office seal affixed.
6. Each and every page of the tender documents should be signed by the Tenderer and be submitted with the Technical Bid as a token of acceptance of terms and conditions of this tender. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, super-scribing "Tender for running the staff canteen and catering services within the institute". Corrections, if any, should be duly signed with seal.
7. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (delete/reduce/increase) the quantum of the item. Also the Institute has the full right to order or not to order the item to the successful Tenderer.
8. The rates quoted (In Indian Rupees) for each item should be inclusive of all cost of material, labour charges and supply at IIFM. However, GST applicable at the time of billing will be paid extra.
9. The Director, IIFM, Bhopal reserves the right to accept or reject any or all the offers in full or apart or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional Tenders and also relax any conditions of Tender at its discretion.
10. Submission of offers shall be treated as the acceptance of Terms and Conditions of Tender and any counter terms shall not be accepted.
11. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.
12. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.

13. **Performance Bank Guarantee/Security Deposit:** The successful tenderer shall furnish Bank Guarantee/performance guarantee/ security deposit which will be equal to 5% (five percent) of the Annual Project Cost (APC), in the form of Bank Guarantee from an Indian Nationalized Bank or a security deposit of the same amount.
14. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned in this tender documents, the Director, IIFM will have the right to cancel the work order without assigning any reason thereof, and reserves the right to procure the items mentioned in the purchase order from alternate sources and their extra cost incurred thereof, if any, shall be recovered from the successful bidder and nothing will be payable by this Institute in that event and the security deposit in the form of performance Bank Guarantee/ security deposit shall be encashed / forfeited.
15. The firm shall not assign or sublet the work or any part of it to any other person or party. That means this tender is not transferable.
16. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
17. In case of non-compliance of the work order after entering into Agreement or withdrawal of the offer after submitting tender, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also, further action shall be taken at the costs of the Party.
18. The IIFM is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.
19. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, IIFM has the right to reject the complete material and cancel the supply order and forfeit the security deposit including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute.
20. The Tenderer should have its own establishment, which can be inspected at call by IIFM, before finalization of the Tender.
21. The Institute has the right to retain the rates of L-1 to L-3 parties as deemed fit.
22. Criteria for award of Purchase/ Work/ Supply order will be based on the rates quoted by the bidders, besides fulfilling other criteria as asked for in the Tender documents.
23. Validity of this Tender will be 3 months from the date of submission of the Tender.
24. If the last date of receipt and opening of the Tender happens to be a declared holiday by unforeseen circumstances, the Tender will be received and opened on the immediate next working day.
25. A self declaration, declaring the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted along with the Tender.
26. IIFM requires that the bidders who wish to bid for this work have highest standards of ethics. IIFM reserve the right to reject a bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. IIFM may

declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of the contract.

27. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, interpretation/decision of the Director, IIFM shall be final and binding on all parties.

(Seal and signature of Tenderer)

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E-TENDER NOTICE
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SPECIFIC TERMS AND CONDITIONS

1. Services should be provided strictly as per the terms and conditions given in this Tender Notice.
2. The terms of this contract shall be for a period of two years from the date of issuing work order, extendable for another two year on satisfactory performance, on year to year basis, with same terms and conditions, on mutual consent. However, the work order will initially be given provisionally for a period of three months to assess the quality of services provided by the caterer and if found satisfactory, work order for the remaining period of the contract will be issued.
3. The Contractor shall be provided with space, light, water, furniture and an intercom free of charge.
4. Service should be provided strictly as per the menu given in Annexure I, Annexure II and Annexure III. Any deviations from it will be treated as a breach of this contract.
5. IIFM will provide, basic facilities like cooking vessels, crockery, cutlery, shefin dish (small), OTG and allied equipments required for the purpose for use by the caterer. The Caterer shall, ensure proper maintenance of these articles and on completion/termination of agreement, the caterer shall have to return these articles given by the institute in good condition. If it is not returned in proper conditions the cost thereof will be recovered from the contractor.
6. Apart from this, for additional requirement, the caterer shall arrange for other required items like crockery and cutlery of Bone China/Melamine/stainless steel of superior quality at his cost as per requirement from time to time.
7. The rates should be quoted keeping in mind the fact that the contractor would be getting the basic facilities free of cost and other materials with out initial investment.
8. Rates should be quoted in the prescribed format attached with the tender documents.
9. Rate should be quoted for all the items, failing which the offer will be summarily rejected. Rates quoted should be inclusive of all such as cost of material, labour charges and will be valid for complete contract period, or the extended period whatsoever. However, the GST as applicable at the time of billing will be paid extra.
10. Only Technical Bid will be opened on Tender Opening Day mentioned in the Tender Notice. Financial Bid of only those parties who qualify in the Technical Bid will be opened at a later date, intimation for which will be given to the Tenderers separately.
11. A pre-bid meeting with the tenderers will be held on _____ at _____ am/pm in Room No. _____ of the institute to explain the Institute's specific catering requirements including the prevailing rates for various services etc. All those who wish to submit their tender are invited to attend this meeting at their risk and cost.
12. An Earnest Money Deposit (EMD) of ₹25000/- should be paid along with the tender (To be submitted with the Technical Bid) in the form of Demand Draft in favour of the Director, IIFM, Bhopal. Tenders without EMD will be summarily rejected.

13. On award of the contract, the successful contractor shall be required to deposit ₹62500/- as Security Deposit by DD in favour of Director IIFM, Bhopal against loss/damage to the IIFM Property. The Contractor shall also execute an Agreement on Rs.100/- (non-judicial) stamp paper. The Security Deposit shall be refunded to the party after completion of successful execution of the Contract.
14. The decision of the Director on the recommendations of the CAO shall be final in all the matters and shall be binding on the contractor.
15. The Contractor will adhere to all statutory requirements of engaging labour such as Contract Labour (Abolition & Regulation) Act 1970, PF & Misc. Prov. Act 1952, Minimum Wages Act, Child Labour Abolition Act, and any other statutory requirements as enforced from time to time.
16. The caterer shall comply with the municipal and other regulations relating to preparation and sale of foodstuffs and refreshment and shall obtain the necessary license and permits or any other statutory, requirements for running the Canteen and Mess.
17. The caterer shall, for the purpose of the said Breakfast/Lunch/Dinner/ Snacks/Tea/Coffee services, employ sufficient persons, at his expenses who shall be efficient and experienced, free from any disease, clean, courteous and neatly clothed in livery. Non-bearing of uniform by the employees of the contractor will be an offence and penalty will be imposed.
18. IIFM shall be at liberty to make alternative arrangement for providing canteen and mess services to its employees and participants of the academic programmes in the said premises in the event of the caterer suspending/discontinuing his services during the period of this agreement. In that event, the contract will be terminated forthwith and the Security Deposit will be forfeited by blacklisting the contractor.
19. In case of insufficient quantity or inferior quality, or improper services noticed, it may result in penalty. The penalty shall be decided by the Director, IIFM considering the recommendation of the CAO depending upon the nature of the short comings. Penalty will be resorted to only for three times and beyond three penalties of any nature, it will be considered as breach of contract and the contract will be terminated and the Security Deposit will be forfeited by blacklisting the contractor.
20. The guidelines for recommending penalty are as under :

For MDP Boarding facilities complaint received for the 1st time - 10%, 2nd time - 20%, 3rd time - 30% of the bill of a particular programme. And for general complaints with regards to canteen services, first time ₹1000/-, second time ₹5000/- and third time ₹ 10,000/-
21. Director IIFM reserves the right to levy any penalty for breach of any of the conditions by the contractor during the contract period including forfeiture of the Security Deposit.
22. The contractor is expected to serve the items in clean good crockery and maintain hygiene.
23. The contractor has to make own arrangements for fuel (Gas) for cooking. IIFM will not allow use of electricity for cooking and heating. If the Contractor is found to be involved in using electricity for cooking or for heating at any point of time, the Institute will impose a penalty upon him for not less than an amount of Rs. 5000/- at a time. If such penalties are imposed for three times, it will be considered as a breach of contract and the contract will be terminated and the Security Deposit will be forfeited by blacklisting the contractor.
24. This contract can be terminated by either parties normally by giving 3 (three) months notice in writing in advance.

25. In case of non-compliance of the work order, after entering into the Agreement, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years.
26. The Institute is not in any way bound to accept the lowest or any Quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s) whatsoever.
27. Apart from the prescribed standard menu (usually served) mentioned in the Annexure I, Annexure II and Annexure III of this tender document, the Institute will have the right to prescribe different menu for lunch, dinner, high tea etc. with variable cost depending upon the need and occasion. For this, cost will be worked out on mutual consent.
28. Tenders of those firms whose services have terminated by the institute for unsatisfactory services in the past five years are not eligible to participate in this tender process.
29. The tenderer should fulfil the following requirements to be qualified in the Technical Bid. Copies of the following documents should be attached with the Technical bid:-
- a) Registration of the Firm under MP shops & Establishment Act issued by in Bhopal from Bhopal Municipal Corporation OR Certificate of Registration with Registrar of Companies, Madhya Pradesh. Preference would be given to the Tenderers who have establishment in Bhopal.
 - b) Copy of FSSAI certificate.
 - c) Experience certificate of minimum 01 year in providing catering/canteen services.
 - d) Attach photocopy of PAN card.
 - e) Attach photocopy of GST Registration Certificate.
 - f) EMD of Rs.25,000/-(Rupees twenty five Thousand) to be deposited online.
 - g) Attach photocopy of Labour License.

Failure to submit any of the above documents will lead to rejection of the technical bid and Financial bid of such tenderer will not be opened.

30. The Caterer on award of contract has to maintain following information/ details:
- (a) Brief bio data of the staff along with their photo, residential proof and age proof duly certified by the contractor;
 - (b) Wages paid to them before 07th of every month with proof thereof,
 - (c) Copy of Registration Certificate issued by the Labour Commissioner

Violation of above procedure will attract penalty from Labour Commissioner as per relevant labour laws and IIFM will not be responsible for any lapse on the part of the Caterer in this regard.

31 Submission of Bids:

The tender should be submitted in following manner:-

- (a) Technical bid along with all required documents including all pages of tender

- documents duly signed and sealed should be submitted in an envelop marked as "**Technical bid Envelop-A**"
- (b) Financial bids duly signed and sealed (02 forms, one for MDP Mess and one for Canteen) should be put in another envelop marked as "**Financial bid Envelop-B.**"

32. **Criteria for award of the contract:**

- (1) The award of contract shall be finalized to the party who quoted least for maximum number of items.

The rates for remaining items will be the least rate quoted by the other parties.

- (2) In the event of a tie, bidders having more number of govt. organizations where canteen services are provided at present will be used to break the tie followed by number of years experience in providing canteen services.

TERMS & CONDITIONS FOR CANTEEN SERVICES

01. The canteen services should be operated from the Canteen building. The facility (tea/snacks) may be availed by the IIFM employees, students (about 350 persons) and visitors of the campus.
02. The contractor has to provide tea/coffee/snacks in office rooms on demand from IIFM employees.
03. The canteen should be kept open during working hours i.e., from 9 AM to 9 PM. However, these timings may be changed according to the requirements. Besides tea/snacks to be served during the programme period daily wherever required within the campus. For students, canteen may be opened late night as well, as per requirement.
04. The contractor is expected to serve the items in clean good crockery and maintain hygiene.
05. The caterer shall for the purpose of providing the services, employ sufficient persons at his expenses who shall be efficient and experienced, free from any disease, clean courteous and neatly clothed in livery. Uniform with cap is compulsory
06. List of regular/common menu to be served is enclosed as Annexure-II.
07. Prescribed standards for items to be served attached as Annexure-III.
08. Other terms and conditions are mentioned under the '**General Terms & conditions**'.

TERMS AND CONDITIONS FOR MESS SERVICES

- 01 The boarding facility should be provided from the dining hall of Guest House. The

facility will be availed mostly by the participants of the MDPs/Workshops/Seminars/meetings and other guests/invitees/ participants of such activities of the Institute which are conducted regularly at IIFM, as per the approved menu throughout the contract period. Kitchen facilities should be maintained in the dining hall of the Guest House. One person well versed in dealing with the delegates/participants will be required to attend the reception counter during all the events listed above.

02. Generally, the timings fixed in the Guest House mess for breakfast – 8 to 9 AM, Lunch – 1 PM to 2 PM and dinner – 8 PM to 9.30 PM. However, these timings may be changed according to the requirements. Besides tea/snacks to be served during the programme period daily whenever and wherever required within the campus.
03. The caterer shall for the purpose providing the mess services, employ sufficient persons at his expenses who shall be efficient and experienced, free from any disease, clean courteous and neatly clothed in livery. Uniform with cap is compulsory.
04. The contractor is expected to serve the items in clean good crockery and maintain hygiene.
05. List of menu for breakfast/lunch/dinner/high tea to be served is enclosed as Annexure-I.
06. Prescribed standards for items to be served attached as Annexure-III
07. Other terms and conditions governing the contract are mentioned under the **'General Terms & conditions'**.

(Name/ signature & seal of tenderer)

E-TENDER NOTICE
(IIFM/PUR/TENDERS/2018-19/CANTEEN SERVICES)
LIST OF MENU FOR BREAKFAST/LUNCH/DINNER/HIGH TEA

(a) Tea with two types of biscuits (packed)

- (b) Inaugural/Valedictory (High Tea)** : Option 1- Pastry/Sweet (50 gms), Samosa, Wafers (15gms), Two types of bakery biscuits (02 pcs. each), Tea & coffee (dip - dip)
- : Option 2 - Pastry/sweet (50 gm), Sandwich/snacks, Tea (dip) and/or Coffee.

(c) Break-fast Menu options (premium range)

Day 1	Toasted Bread Omelet/cutlet , Fruits, Corn-flakes Milk, Tea/Coffee, bread, butter and Jam
Day 2	Bread-sand witch, Omelet, Fruits, Corn-flakes, Milk, Tea/Coffee, Bread, butter and Jam
Day 3	Aloo-parata, Curd, Fruits, Corn-flakes, Milk, Tea/Coffee., Bread, butter and Jam
Day 4	Idli and vada Sambar& Chatni, Fruits, Cornflakes, Milk, Tea/ Coffee. Bread, butter and Jam
Day 5	Bread-Pakoda, Fruits, Cornflakes, Milk, Tea/Coffee. Bread, butter and Jam
Day 6	Chole Bhature, Chatni, Cornflakes, Fruits, Milk, Tea/Coffee. Bread, butter and Jam
Day 7	Masala Dosa, Fruits, Cornflakes, Milk, Tea/Coffee. Bread, butter and Jam

Note: Bread Omlet will be provided, if demanded, daily.

(d) Breakfast Menu options (Economy range)

Day 1	Paratha Sabji, Tea/coffee
Day 2	Poha, Jalebi, Tea/coffee
Day 3	Idli with sambar and chatni, Tea/coffee
Day 4	Bada with sambar and chatni, Tea/coffee
Day 5	Bread Pakoda with chatni/Tomato ketchup, Tea/coffee
Day 6	Chhole bhatoore with chatni, Tea/coffee
Day 7	Cheese Sandwich with Tomato ketchup, Tea/coffee

(e) Lunch & Dinner Menu Options (Premium Range)

Day	Lunch	Dinner
Day 1	Soup, Roti, 2 Veg. dishes, Dal, Pulao, Fruits, Raita, sweet/ice cream (large cup)/custard + salad, papad, achar	Soup, Roti, 2 Veg. dishes, Non-veg (Fish fry), dal, pulao, Sweet, Raita, Sweet/ice cream (large cup)/ custard + Salad, papad, achar
Day 2	Soup, Roti, Dal, Rice, 2 Veg. dishes, Sweet, Fruit raita, sweet/ice cream (large cup)/custard + salad, papad, achar	Roti, Dal, Rice, 2 Veg. dishes, Chicken, Sweet curd, sweet/ice cream (large cup)/custard + salad, papad, achar
Day 3	Soup, Roti, 2 veg. dishes, Rajma, fruit, sweet curd, sweet/ice cream (large-cup)/custard + salad, papad, achar	Roti, dal, Kheema, 2 Veg. dishes, sweets, raita, sweet/ice cream (large cup)/custard + salad, papad, achar
Day 4	Soup, Roti, 2 veg. dishes., chola, sweet, raita, rice, sweet/ice cream (large cup)/custard + salad, papad, achar	Roti, pulao, Dal, 2 Veg.. dishes, chicken masala, sweets, sweet/ice cream (large cup)/custard + salad, papad, achar
Day 5	Soup, Roti, 2 veg. dishes, dal, sweet raita, rice, fruits, sweet/ice cream (large cup)/custard + salad, papad, achar	Roti, pulao, dal, 2 Veg., Mutton Masala, sweet curd, sweet/ice cream (large cup)/custard + salad, papad, achar, fruits

(f) Lunch & Dinner Menu Options (Economy Range)

Lunch and Dinner	Lunch and Dinner
Roti, Dal, One veg dish (seasonal veg), Rice/Pulao, curd, Salad, Achar, Papad, One sweet	Roti, Dal, One veg dish (seasonal veg), One nonveg item (chicken/mutton/fish) Rice/Pulao, curd, Salad, Achar, Papad, One sweet

Note:

- Roti to be served fresh and hot only
- Roti to be rotated everyday such as tawa roti, roomali roti, Mixed roti, Naan etc.
- Tea between sessions (Dip-dip) with two types of biscuits in evening and Morning.
- Usually breakfast/lunch/dinner are to be provided in buffet system only unless individual thalli system specifically required.
- During field trip, packet lunch and other refreshments, mineral water, etc. are to be provided as per requirement.

(Name/ signature & seal of tenderer)

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PRESCRIBED STANDARDS FOR ITEMS TO BE SERVED

Tea	<u>Fresh Tea (To be prepared and served on demand)</u> <u>using Brookbond/ Nestle/ Taj Mahal Brand of tea leaves</u> <u>that is not more than 3 months old, using Fresh milk with.</u> <u>Quantity of Tea - 100 ml.</u> <u>Milk - not less than 20 ml</u>
Special Tea	<u>Tea bags (Taj Mahal, not more than 3 months old) Milk</u> <u>and sugar cubes to be supplied separately with hot water</u> <u>in thermo-flask.</u>
Coffee	<u>Quantity - 100 ml.</u> <u>Milk with at least 3% fat - minimum 50 cc.</u> <u>Coffee - 1 teaspoon full.</u> <u>Nescafe (not more than 3 months old)</u> <u>Sugar cubes to be supplied separately.</u>
Soft Drinks	<u>Of reputed national company to be served in sealed bottle</u> <u>along with clean Glass and straw</u>
Sweets	To be served good quality from reputed shops only.
Room Service	<u>All orders for the room services shall be served in</u> <u>clean cutlery/crockery neatly laid out in a tray.</u>
Cooking Medium	<u>Only refined groundnut/soyabean/sunflower oil</u> <u>of reputed brand such as Postman/Surya/Vital/Dalda etc.</u> <u>with Agmark certification</u>
Dress Code	All bearers of the canteen shall wear uniform with cap, provided by the caterer.
Prompt Service	<u>Caterer should serve the ordered items within the</u> <u>reasonable time and place during room Service as well as</u> <u>MDP/meetings.</u>

(Name, Signature & Seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

E-TENDER NOTICE

(IIFM/PUR/TENDERS/2018-19/CANTEEN SERVICES)

TECHNICAL BID

Sr. No.	Particulars	Yes	No	Enclosure No.
1.	<u>Name of the Firm with full address:</u>			
2	<u>Copy of License under M P Shops & Establishment Act issuing office at Bhopal</u> <u>OR</u> <u>Copy of Certificate of Registration with Registrar of Companies, Madhya Pradesh and proof of having Office /establishment at Bhopal.</u>			
3	Copy of FSSAI certificate.			
4	<u>No. of Years Experience</u> <u>Attach photo copies of experience certificate with work order. _____ years</u>			
5	<u>Attach photocopy of PAN card in the name of firm</u>			
6	<u>Photocopy of GST Registration Certificate</u>			
7	<u>Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty five Thousand) by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal to be submitted)</u>			
8	<u>Copy of Labour License</u>			
9	<u>List of organizations where, Canteen Services are gives at present</u>			
10	<u>Undertaking that the bidder has not been blacklisted by any govt. organizations.</u>			

Place:

Date:

(Name, Signature & Seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

E-TENDER NOTICE (IIFM/PUR/TENDERS/2018-19/CANTEEN SERVICES)

FINANCIAL BID(I)

RATES TO BE QUOTED FOR TEA/HIGHTEA/BREAKFAST/LUNCH/DINNER AS PER MENU LISTED IN ANNEXURE-I (MDP MESS)

I. No.	Name of Item	Rate quoted (Rs.) per
1	Tea with two types of biscuits between the sessions.	
2	High Tea (As per annexure-I (a)) Option 1	
3	Option 2	
4	Breakfast - Prmium (As per annexure-I (C)) (a) Rate for upto 10 persons	
5	(b) Rate for 11 to 30 persons	
6	(c) Rate for more than 30 persons	
7	Breakfast - Economy (As per annexure-I (D)) (a) Rate for upto 10 persons	
8	(b) Rate for 11 to 30 persons	
9	(c) Rate for more than 30 persons	
10	Lunch/Dinner- Prmium (Vegetarian) (as per Annexure-I (e)): (a) Rate for upto 10 persons	

11	(b) Rate for 11 to 30 persons	
12	(c) Rate for more than 30 persons	
13	Lunch/Dinner- Economy (Vegetarian) (as per Annexure-I (e): (a) Rate for upto 10 persons	
14	(b) Rate for 11 to 30 persons	
15	(c) Rate for more than 30 persons	
16	Lunch/Dinner- Prmium (Non-Veg.) (as per Annexure-I (f) (a) Rate for upto 10 persons	
17	(b) Rate for 11 to 30 persons	
18	(c) Rate for more than 30 persons	
19	Lunch/Dinner- Economy (Non-Veg.) (as per Annexure-I (f) (a) Rate for upto 10 persons	
20	(b) Rate for 11 to 30 persons	
21	(c) Rate for more than 30 persons	
22	<u>Tea(Tajmahal/BB Redlabel/Goodrich)</u>	<u>100 ml.</u>
23	<u>Coffee(Nescaffe/Brue)</u>	<u>100 ml</u>
24	<u>Samosa(50 grm..)</u>	<u>1 No.</u>
25	<u>Kachodi(50 grm.)</u>	<u>1 No.</u>

26	<u>Alu Bada(50 gm.)</u>	<u>1 No.</u>
27	<u>Moong Bada</u>	<u>1 No.</u>
28	<u>Bread Pakoda</u>	<u>1 No.</u>
29	<u>Bhajia</u>	<u>100 gm.</u>
30	<u>Mangoda</u>	<u>100 gm.</u>
31	<u>Alu Bha.jia</u>	<u>100 gm.</u>
32	<u>Cutlet</u>	<u>1 No.</u>
33	<u>Sandwich Vegetarian</u>	<u>1 No.</u>
34	<u>Idli Sambar</u>	<u>2 No.</u>
35	<u>Sambar Bada</u>	<u>2 No.</u>
36	<u>Dosa Masala</u>	<u>1 No.</u>
37	<u>Upmav</u>	<u>1 Plate (100 gm)</u>
38	<u>Poha</u>	<u>1 Plate (100 gm)</u>
39	<u>Pulav Vegetable</u>	<u>1 Plate (200 gm)</u>
40	<u>Rajma Chaval</u>	<u>1 Plate (200 gm)</u>
41	<u>Alu Pattis</u>	<u>01 No.</u>
42	<u>Dokla</u>	<u>100 gm.</u>

43	<u>Puri Sabji</u>	<u>05 No.</u>
44	<u>Mawa Gulab Jamun</u>	<u>1 No.</u>
45	<u>Bread Omlette</u>	<u>1 Egg, 2 Bread pieces.</u>

- Note: 1. Cold drink, biscuits, Namkeen, Mineral water etc. to be supplied at not more than the printed rate.
2. Tea/Coffee etc. should be supplied on demand at office rooms at the same rate.

(Name, Signature & Seal of Tenderer)

E-TENDER NOTICE
(IIFM/PUR/TENDERS/2018-19/CANTEEN SERVICES)

FORM FOR PERFORMANCE BANK GUARANTEE
(To be furnished on award of Contract)

To

The Director
Indian Institute of Forest Management
Nehru Nagar, Bhopal

WHEREAS..... (Name and address of Contractor) (Hereinafter called "the Contractor" or "Supplier") has undertaken, in pursuance of Contract No..... dated..... to execute supply of furniture items for your Institute.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Indian Bank for the sum specified therein as Security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, upto a total of (amount of guarantee) Rupees..... (in words), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period.

Signature and seal of the Guarantor.....
Name of Bank.....
Address.....
Date.....

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(On 100/- rupees Non-judicial stamp paper – to be submitted on award of work order)

AGREEMENT

This Agreement is entered into this..... day of
2012 etween the Indian Institute of Forest Management (IIFM), Bhopal, having its office at
Nehru Nagar, Bhopal, being represented by the Director,(which expression shall include his
successors in office), the first party of the Agreement, and M/s
.....
(being represented by its proprietor which expression shall include its successors or assignees),
the second party, on the other part of the Agreement.

WHEREAS, against the Tender of Indian Institute of Forest Management,
M/s..... have submitted the quotation for the supply of item(s) , details
given in Schedule-I (Supply Order) which shall form the part of this Agreement.

WHEREAS the party on the first party has accepted the quotation of the party for the supply
of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the
items on the terms and conditions explained hereafter and also as per the Order
No..... dated.....

THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the Party on the second part will supply the item(s) on the rates mentioned in the
Schedule.
02. That the ordered items will be supplied within days or as specified in the Purchase
Order.
03. That the items will be supplied strictly according to the brand/specifications/samples,
approved by the competent authority of the Institute.
04. inimum guarantee of one year from the date of supply of the item, will be offered by the
supplier, for repair/replacement of the items.
05. That in case of delay in supply within the specified time period in the Supply Order, Director
IIFM without prejudice to its other remedies under the contract, deduct from the contract price as
liquidated damages, 0.5% per week subject to maximum of 5% of the price of the undelivered
items. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the
Vendor.
06. have also the right to cancel the supply order and forfeit the EMD/Security Deposit,
including black-listing of the party.
07. In case of inferior quality of items, or supply of items not as per the approved
specifications/sample, the Institute has the right to reject the complete material and cancel the
supply order and forfeit the EMD including black-listing of the party; or to impose appropriate
amount of penalty as decided by the Institute.
08. The party on the first part has the right to increase/decrease the quantity of items to be
ordered.

09. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand Draft/FD/Bank Guarantee drawn in favour of Director, IIFM, Bhopal.

10. That the party on the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.

11. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the Agreement.

12. ase of dispute arising between the parties in respect of interpretation, construction of this Agreement, the same shall be referred to the Director IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

13.t the party on the second part undertakes to abide all the terms and conditions as mentioned in the Tender Notice (No.....).

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this Agreement on the date as aforesaid at Bhopal.

(CHIEF ADMINISTRATIVE OFFICER)
Indian Institute of Forest Management
Nehru Nagar, Bhopal.

Second Party:
Name & Address:.....