

निविदा

BID

**E - TENDER FOR
"PROVIDING CATERING SERVICES IN NIPHM CAMPUS",
RAJENDRANAGAR, HYDERABAD – 30**

**NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT
(An Organization of Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030**

Website: www.niphm.gov.in

(Tel: 040 – 24013346, Fax: 040-24015346)

विषय-सूची

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निविदा की प्रस्तावना

PREAMBLE OF TENDER

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture & Farmer Welfare, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

In order to cater to the needs of National and International Executives, NIPHM invites **ONLINE BIDS in Two Bid System** for Catering services from Government-Registered or Licensed Agencies / Firms / Organizations dealing in catering services with proven track record through e-Procurement tender (<https://eprocure.gov.in>). The contract period will be initially for a period of **ONE YEAR**.

The eligible bidders / agencies, interested to participate, may study all the Heads and Sub-heads of Technical bid, including Price bid of the tender documents, before offering their prices.

NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT (NIPHM)
(An Organization of Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030.

BID REFERENCE	:	NIPHM/Stores/4(1)/Catering Services/2017-18
LAST DATE & TIME FOR SUBMISSION OF BIDS ONLINE	:	01/5/2018 upto 04.00 p.m.
OPENING OF BIDS (Tech. Bid)	:	02/5/2018 at 05:00 p.m.
PLACE OF OPENING OF BIDS	:	National Institute of Plant Health Management, Rajendranagar, Hyderabad – 30.
ADDRESS FOR COMMUNICATION	:	REGISTRAR National Institute of Plant Health Management, Rajendranagar, Hyderabad – 30 Phone: 040-24013346 Email id: niphm@nic.in

बिंदु जिन्हें बोलीदाता ध्यान में रखें

POINTS THAT BIDDERS SHOULD BEAR IN MIND

1. Tenders / Bids are invited in accordance with competitive bidding procedures in **TWO BID** system. Interested bidders have to submit Technical Bids and Financial Bids online in prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only.
2. Tenders sent by any other mode will not be considered and the same will be rejected summarily.
3. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents.
4. Bids containing deviations from bidding document's terms and other requirements may be rejected.
5. Bids not accompanied by **EMD / BID SECURITY** shall be summarily rejected.
6. Bidders should furnish their complete address, contact numbers and email ids, for the purpose of further correspondence pertaining to bidding document.
7. Corrections in the bid document should be noted over and initialed at the places of corrections.
8. Specifications, conditions, schedule of bidding document constitute an integral part of the bid.
9. The bid, along with enclosures, Commercial and Technical literature, should be in English only.
10. **Bid will be kept valid for acceptance for a period of "90" days from the day of opening "FINANCIAL BIDS".**
11. The bidding document shall be governed and interpreted according to the laws of the Union of India.
12. DIRECTOR GENERAL, NIPHM reserves the right to accept or reject and extend validity of bids without any explanation to bidders.

महत्वपूर्ण सूचनाओं की अनुसूची
SCHEDULE OF IMPORTANT INFORMATION

1. Schedule of Quantities : Attached – **PRICE BID**

2. **Reference to General Conditions of Contract**

Name of Services : Providing Catering Services in NIPHM Campus,
Rajendranagar, Hyderabad – 500 030

Estimated value of services : **Rs.40 Lakhs** (Approximate value)

Earnest Money Deposit (EMD) : **Rs. 80,000/-** (in the form of Demand Draft)

Security Deposit : **Rs.6,00,000/- (Rupees Six lakhs only)** (To be deposited by the successful bidder at the time of acceptance of contract – In the form of DD/Bank guarantee for a period of Eighteen months, from the date of acceptance / commencement of the services)

The EMD of the successful bidder will become part of Security Deposit in case the agency submits the balance amount of security deposit in the form of demand draft.

Officer Inviting Tender : **REGISTRAR, NIPHM**

3. **DEFINITIONS:**

a. Officer-in-charge : REGISTRAR

b. Accepting Authority : **DIRECTOR GENERAL, NIPHM**

c. Department : NIPHM, Rajendranagar, Hyderabad.

d. Contract Form : NIPHM Contract Form

4. Period of Services : **12 months / 1 year**

ई-निविदा सूचना

NOTICE INVITING e-TENDER

1. e-Tenders / Bids in Two Bid System are invited on behalf of Director General, NIPHM for Providing Catering Services as shown below at NIPHM Campus, Rajendranagar, Hyderabad-30.

S.No.	Name of services	Bid reference	Approx. Value of Services	EMD	Period of Services	Last date for receipt of Bids online	Date of opening of T & C Bids
1.	Providing Catering services in NIPHM Campus, Rajendranagar, Hyderabad – 30.	NIPHM/STORES/4(1)/Catering Services/2017-18	Rs. 40 Lakhs	Rs. 80,000/-	12 Months\ 1 year	01/05/2018 up to 05.00 p.m.	02/05/2018 at 04:00 p.m.

2. **Bidders should be reputed registered Agencies / Firms / Organizations dealing in Catering Services having statutory registrations viz. EPF, ESI, GST etc. as per Government Norms and also fulfilling the ELIGIBILITY CRITERIA in the relevant field.**
3. The Bidding document can be freely downloadable from the NIPHM website www.niphm.gov.in and from the website <http://eprocure.gov.in/eprocure/app>.
4. The Bids shall remain valid for a period of 90 days (ninety days) from the date of opening of **PRICE BIDS**. All Technical & Financial bids must be accompanied with EMD of Rs.80,000/- for the services shown, in the form of a Demand Draft/Banker's cheque from any Nationalized Bank / Scheduled Bank favouring NIPHM, Rajendranagar, Hyderabad – 30.
5. Duly completed bids will be received online up to **05.00 p.m. on 01/05/2018** and will be opened on 02/05/2018 at **04.00 p.m.**
6. For further details, please visit website: www.niphm.gov.in or may contact the Registrar NIPHM on phone: 040-24013346.

तकनीकी मूल्यांकन (बोलीदाता द्वारा भरा जाए)

TECHNICAL EVALUTION

(To be filled by the bidder)

The bid prepared by the bidder shall include the following as per the requirement of the Tender Document:

1.	Name and address of the Agency	:
2.	Registration of the Firm	:
3.	EMD in the form of DD from any Nationalized Bank / Scheduled Bank for Rs.80,000/-	: No. Bank Amount
4.	SECURITY DEPOSIT (SD) of Rs. 6,00,000/- (To be deposited at the time of acceptance of contract by the successful bidder in the form of DD/Bank guarantee) (No bank interest will be paid for this deposit by the Institute).	
5.	ESI Registration No.	:
6.	PF Registration No.	:
7.	GST Registration No.	:
8.	Valid fssai License no. and Valid up to (FSSAI License is mandatory)	
9.	Labour License (Central/State) Registration No.	
10.	PAN card No.	:
11.	Turnover of the Firm/ Company duly certified by Chartered Accountant (last Five Financial years i.e. FY 2012-13 to FY 2016-17)	:
12.	Income tax returns (last Five financial years i.e. FY 2012-13 to FY 2016-17)	:
13.	Duly signed and stamped all the Tender Document pages (please tick)	: YES / NO
14.	Experience / Completion Certificates (please tick) (as per eligibility criteria)	: Enclosed / Not enclosed
15.	Information regarding any current litigation in which the Bidder is involved (i.e. Blacklisting / penalty/ fine imposed/ Court cases pending against Firm/ Company).	
16.	Any other relevant information	:
17.	Earnest Money Deposit	The Earnest Money shall be Rs. 80,000/- (Rupees Eighty Thousand Only) payable by demand draft from a Nationalised bank/Scheduled Bank should be drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT' payable at Hyderabad. Tenders not accompanied by EMD shall be rejected summarily.

The documents comprising bid should be submitted in the above sequence in orderly manner

बोलीदाताओं के लिए अनुदेश **INSTRUCTIONS TO BIDDERS**

1. SCOPE OF SERVICES:

The services are to be provided for NIPHM Campus in Rajendranagar, Hyderabad. The exact scope of the services is given in Technical bid.

2. The Bidder shall bear all costs associated with the preparation and submission of his/her bid and NIPHM, HYDERABAD, hereafter referred to as "The Institute", will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
3. The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of his/her bid.

4. AMENDMENT OF BIDDING DOCUMENTS

- (i) The Institute may, for any reason, whether at his own initiation or in response to a clarification requested by a prospective Bidder, modify the Tender Document by Amendment upto 3 days prior to the deadline for submission of bids.
- (ii) The amendment will be notified in writing to all prospective Bidders who have received the Tender Document and will be binding on them.
- (iii) In order to afford prospective Bidders reasonable time in which to take amendment into account in preparing their bids, the Institute may, at his discretion, extend the deadline for the submission of the bids.

5. LANGUAGE OF BID

The Bid prepared by the Bidder and all Correspondence and documents relating to the Bid exchanged by the Bidder and the Institute, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. DOCUMENTS COMPRISING THE BID

The Bid prepared by the bidder shall comprise original bid documents (technical and Price bid), Check List duly completed and Earnest Money Deposit as prescribed.

7. BID PRICES

Bidder shall complete the Price Schedules furnished in the **Price Bid** of the Bidding Documents giving **item rates to arrive at the total Bid Price.**

8. For all services in this Bidding Document, prices shall be quoted in Indian Rupees only.

9. DOCUMENTS ESTABLISHING BIDDERS' ELIGIBILITY AND QUALIFICATIONS

The Bidder shall furnish, as part of his/her bid, documents mentioned in Technical Evaluation sheet above at page no. 7 for establishing his eligibility to bid and his qualifications to perform the contract.

For comparing ELIGIBILITY CRITERIA, apart from other essential requirements, the bidder should fulfill the following criteria.

- A. The bidder should have provided catering services for a period of at least five calendar years. The bidder should submit the copies of purchase orders ,agreements/contracts etc for each calendar year separately to establish the experience of the bidder .**
- B. The bidder should have turnover of Rs. 100 lakhs for each of the previous five financial years (2012-13,2013-14,2014-15,2015-16,2016-17).**
- C. The bidder should have a valid FSSAI License, bidders not having FSSAI License shall be disqualified.**

The bidder who is qualified in the technical evaluation stage shall only be informed for opening of financial bids.

10. Financial bid evaluation and determination of the successful bidder

The contract will be entrusted to the bidder whose bid has been determined as L1 as per the criteria mentioned in the Price Schedule. The Contract will be awarded to the agency who quotes least rate [i.e TOTAL AMOUNT QUOTED] as per the below criteria.

Important Notes:-

- a) The bidder should quote the rates only in the price schedule**
- b) The prices quoted should be inclusive of all charges such as taxes, profit margin etc.**
- c) In case of discrepancy between the amount quoted in figures and in words, the amount quoted in words shall prevail.**
- d) The contractor should provide the regular daily menu items to the regular & contractual staff, students of the NIPHM and farmers at 60% of the price quoted in the price bid (60% of Total Amount (A)). The financial bids shall be evaluated accordingly to arrive at L1 Bidder.**
- e) The sample regular daily menu is enclosed at the end of the tender document which is illustrative in nature. The International training programme/VIP menu also will be in the similar lines of regular daily menu. The bidders are advised to go through the sample menu before quoting the prices.**
- f) The weightage for regular daily menu price (Total Amount (A)) will be 95% and international/VIP menu price (Total Amount (B)) will be 5% based on the number and frequency of participants.**
- g) The bidder with lowest value shall be deemed as the L1 Bidder for award of contract.**
- h) In case of two or more bidders are evaluated as L-1 then the bidder having the highest turnover during financial year 2016-17 shall be awarded the contract.**

COMPARISON CRITERIA FOR COST

	Particulars	Amount per person per day (in figures in Rs.)	Amount per person per day (in words)
1.	Total Amount [A] *95 % (P 1+ P 2+ P 3+ P 4+ P 5+P 6+ P 7)		
2.	Total Amount [B] * 5 % (IP 1+ IP 2+ IP 3+ IP 4+ IP 5+IP 6+ IP 7)		
3.	Total Amount		

Details:

Sl.No	Particulars	Number
1	Number of expected participants for National Training Programmes for a period of 12 months with training programme of duration 2 days to 20 days. (Average participants per day in lean season : Approx. 20, Average participants per day in peak season : Approx. 120)	2000
2	Number of expected farmers for Training Programmes at NIPHM for a period of 12 months (Average no. of farmers in a month for a duration of 2-3 days : Approx. 40)	1500
3.	Total Number of students of NIPHM for a period of 12 months (Average number per day: Approx. 20)	25
4.	Total Number of regular & contractual staff of NIPHM for a period of 12 months (Average number per day: Approx. 20)	30
5.	Number of expected participants for International Training Programmes and VIPs for a period of 12 months (VIPs Avg. number in a month for a duration of 2-3 days: 10) (International participants : Avg. number two times in a year for a duration of 15 days : Approx. 22)	200

11. EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- (i) The bidder shall furnish, as part of his bid, Earnest Money Deposit in the acceptable form for the amount (in Indian Rupees only) as indicated in NIT. Any Bid not accompanied with Earnest Money Deposit will be rejected by the Institute.
- (ii) Unsuccessful Bidders' EMD will be discharged/returned as promptly as possible whereas the successful Bidder's EMD will be treated as part of Security Deposit upon the Bidder's executing the Contract.
- (iii) **The EMD shall be forfeited:**
 - (a) If a bidder withdraws or modifies his bid during the period of bid validity specified by the Bidder on the Bid Form **OR**
 - (b) In the case of a successful Bidder, if the Bidder fails:
 - i. To sign the Contract
 - ii. To start the services with in the period specified in the letter of award.

12. PERIOD OF VALIDITY OF BIDS

Bid shall remain valid for a period of "90" days after the date of opening of Financial Bids. The Institute may reject a bid valid for a shorter period. In exceptional circumstances, the Institute may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder granting the request will not be required nor permitted to modify his bid.

13. FORMAT AND SIGNING OF BID

- (i) **The Bidder shall submit his bid documents** typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the Bidder to the Contract. The letter's authorizations shall be indicated by written power of attorney accompanying the bid. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.
- (ii) The bid shall contain no interpolations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initialed by the person or persons signing the Bid.

14. SUBMISSION OF BIDS

Bidders have to submit the Technical and Financial Bids online in the prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. Bids must be received not later than the date and time

specified for receipt of the bids as indicated in the Invitation for Bids. Any bid received after the due date for submission of bids will be rejected.

15. MODIFICATION AND WITHDRAWAL OF BIDS

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of bid during this interval may result in the Bidder's forfeiture of his EMD.

16. BID OPENING AND EVALUATION

Opening of Bids: Technical Bids shall be opened online at the time and date specified in the Invitation for Bids.

- (i) The bids of the contractors/agencies responding on the date of opening will be evaluated in the following manner.
 - (a) All the technical bids of the agencies will be opened by the committee of NIPHM.
 - (b) The Demand Drafts for cost of EMD will be verified.
 - (c) The credentials i.e. registration of the firm, statutory registration certificates, experiences certificates as per the eligibility criteria, income tax details, GST, FSSAI license etc. will be compared by a committee with through verification.
 - (d) **A team of NIPHM officials/ experts will inspect the food quality, test trial of food, Hygiene, staff behavior and professionalism at establishments/organizations where the agency is running the contract, and examine other facilities of contractor. The Financial bids of only those bidders will be opened whose services are declared as satisfactory by the NIPHM officials/experts after evaluating the food quality, food test trial, Hygiene, staff behavior and professionalism.**
 - (e) The successful/unsuccessful bidders in Technical & Financial bids will be informed after detailed examination of the bid documents.
 - (f) The date of opening of the **Price bid** will be updated on <https://eprocure.gov.in> of agencies whose Technical bids are satisfactory and found to be acceptable.
- (ii) The Bidders' Names, bid prices, modifications, bid withdrawals and the presence or absence of the requisite EMD and such other details, the

Institute, at its discretion, may consider appropriate, will be announced at the opening.

- (iii) **In case, if the date of opening of the tender falls on National holiday or closed on account of any undue hindrances, the opening of the tenders will be done on the next working day.**

17. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the Institute may, at its discretion, ask the bidder for clarification; the response shall be in writing, and no change in the price or substance of the bids shall be sought, offered or permitted.

18. ARITHMETICAL ERRORS WILL BE RECTIFIED ON THE FOLLOWING MANNER

- (i) Where there is a discrepancy between the unit rate in figures and in words, the unit rate in words will govern and,
- (ii) Where there is a discrepancy between unit rate and the total amount derived from the multiplication on the unit rate on the quantity, the unit rate as quoted will govern,
- (iii) The amount stated in the form of bid will be adjusted by the Institute in accordance with the above procedure for the correction of the errors and this shall be considered as binding upon the bidder.
- (iv) Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations. The Institute's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- (v) A bid determined as not substantially responsive will be rejected by the Institute and may not subsequently be made responsive by the bidder by correction of the non-conformity.

- 19.** Any effort by a Bidder to influence the Institute in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

AWARD OF CONTRACT

20. POST – QUALIFICATION

The Institute will determine to his satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract. The determination will take into account the Bidder's financial, technical and service capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications and

eligibility submitted by the Bidder as well as such other information as the Institute deems necessary and appropriate, including details of experience and record of performance in addition to scrutiny of technical team. **As Institute is of national repute, the contract will be awarded based on reputation and feasibility of rates quoted based on market rates rather than quoting lowest rates and thereby serving substandard food.**

21. INSTITUTE'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Institute reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders.

22. NOTIFICATION OF AWARD

- (i) Prior to the expiration of the period of bid validity, the Institute will notify the successful bidder in writing by registered letter to be confirmed in writing by registered letter, that his bid has been accepted.
- (ii) The notification of award will cause the formation of the Contract.

23. SIGNING OF CONTRACT

The Institute will send the bidder along with award letter the Contract form provided in the Bidding documents, incorporating all agreements between the parties. The successful bidder shall sign the contract form within 7 days of its receipt and return it to the Institute.

24. START OF SERVICES

- (i) Within "15" days of the date of issue of letter of award.
- (ii) **Execution of agreement:** The successful bidder shall execute the agreement on Rs.100/- Non-Judicial stamp paper. If the bidder fails to sign the prescribed agreement/ fails to start the services/fails to submit the security deposit within "15" days of order from NIPHM, **the EMD paid by the agency, shall be forfeited.**

25. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of **clauses 23 and 24** shall constitute sufficient grounds for annulment of the award and forfeiture of the EMD.

26. SECURITY DEPOSIT

The Successful bidder shall submit a Security Deposit for Rs.6,00,000/- (Rupees Six lakhs only) in the form of Demand Draft / Bank Guarantee before the commencement of services and it shall be valid for 18 months.

अनुबंध की सामान्य शर्तें

GENERAL CONDITIONS OF CONTRACT

1. **Definitions:** In this Contract, the following terms shall be interpreted as indicated:

- (i) "The Contract" means the agreement entered into between the Institute and the Contractor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (ii) "The contractor" means the individual or firm or company supplying the goods and providing services under this contract.
- (iii) "The contract price" means the price payable to the contractor under the contract for the full and proper performance of its contractual obligations.
- (iv) "The Institute" means National Institute of Plant Health Management (NIPHM), Rajendranagar, Hyderabad.
- (v) "Officer-in-charge" means Registrar of NIPHM, or any other Officer appointed from time to time and notified in writing to the Contractor to act as Officer-in-charge for the purposes of contract.

2. **Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. **Standards**

The goods supplied under this contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standards are mentioned, the Authoritative standard or code issued by Bureau of Indian Standards, and such standards shall be the latest issued by the concerned institution/manufacturers, shall prevail.

4. **Sufficiency of Tender**

The contractor by bidding shall be deemed to have understood all the terms & conditions and circumstances (general circumstances at the site and labour position etc.) affecting the contract price.

5. **Use of Contract Documents and Information**

- (i) The contractor shall not, without the Institute's prior written consent, disclose the contract, or any provision thereof, or any specification, sample or information furnished by or on behalf of the Institute in connection therewith, to any person other than a person employed by the contractor in the performance of the contract.
- (ii) The contractor shall not, without the Institute's prior written consent, make use of any document or information enumerated in **clause 5 (i)** except for purposes of performing the contract.

6. Performance guarantee deposit / Security deposit

- (i) **No performance guarantee deposit will be recovered from the Running Bills. However, the Security deposit totaling Rs.6,00,000/- submitted by the successful bidder shall be treated as Performance guarantee deposit for the entire period of contract.**
- (ii) **Income tax on total value of services and any other taxes as defined by Government will be recovered as per prevailing rules.**
- (iii) The security deposit shall be payable to the Institute as compensation for any loss resulting from the contractor's failure to complete its obligations under the contract. The security deposit shall stand forfeited in case the contractor abandons the services and does not start even after a notice is issued to him to do so.
- (iv) The security deposit submitted by the contractor/agency to the Institute shall be returned to the contractor/agency after the contract period is over and subject to the certification by concerned officers and Mess committee as decided by the competent authority that no liability is attached to the contractor/agency.

7. Rights of the Institute

- (i) The Institute shall have the right to direct the manner in which all services under the contract shall be conducted in an efficient and effective manner. All services shall be done and materials shall be furnished to the satisfaction and approval of the Institute.
- (ii) Whenever it will be noticed that the contractor has made marked departures from the quality of service specified in the tender, in order to ensure compliance with the schedule, the Institute represented through Director General/Registrar shall directly order to amend/improve the service, which shall be binding on the contractor/agency.
- (iii) Right to inspect the stores / kitchen / service areas.
- (iv) The authorized representative of the Institute shall be given full assistance in the form of necessary tools, instruments, equipment and qualified operators for inspection.
- (v) The Institute reserves the right to inspect the raw materials / spices used in the food preparation.
- (vi) If the event of inspection reveals poor quality of food, the Institute shall be at liberty to specify additional inspection procedure, if required, to ascertain contractor's compliance with the specifications of preparation of food.
- (vii) Even though inspection is carried out by the Institute or its representatives, such inspection shall not, however, relieve the Contractor of any or all responsibilities as per the contract, nor prejudice any claim, right or privilege, which the Institute may have because of the improper preparation of food.

8. Inspection and Tests (Catering)

- (i) The Institute shall have the right to inspect the quality of ingredients and food items or taste the food to confirm their conformity with quality as per standards and randomly check the quality of food items and recommend for necessary corrective measures, which will be binding on the Contractor. Instructions passed by Institute regarding quality of ingredients and food shall be complied with.
- (ii) Should any inspected or tasted food or any part there of fail to confirm to the standard as agreed, the Institute may reject them and the contractor shall either prepare the food afresh or make necessary alteration as preferable to the Boarders free of cost.
- (iii) Nothing in this clause shall in any way relieve the contractor from any obligation under this contract.
- (iv) Officers of the Institute nominated by the competent authority will randomly check/taste all the food items. Based on their observation with regard to quality, quantity or taste, any change/ replacement of food item is to be made and the Caterer has to implement it without any extra charge. **The decision of NIPHM is final.**
- (v) The Contractor shall provide samples of the food items prepared to the authorized officers of the Institute for test and taste, to check and ensure quality. Frequently used food items like wheat flour, rice, oil etc. used should be of **standard brands** only.

9. Mode of Payment

- (i) Payments will normally be made to the contractor/agency only on the approval of the competent authority.
- (ii) For monthly payments, the contractor/agency shall submit bills on a monthly basis.

10. Termination for convenience

The Institute may, by return notice sent to the contractor, terminate the contract in full or in part, at any time with a notice of "30" days for his convenience. The notice of termination shall specify that termination be for the Institute's convenience, the extent to which performance under the contract is terminated and the date upon which such termination becomes effective.

11. Work force

During the entire service period, no persons other than the contractor and their employees shall be allowed on the site except by the written permission of the Institute.

12. Institute's Instructions

- (i) The Institute may in his absolute discretion issue, from time to time, suggestions and/or instructions, which are collectively referred to as Institute's instructions in regard to:

- (ii) Dismissal from the work of any person or persons employed there upon who shall in the opinion of the Institute, misconduct himself/herself, or be incompetent or negligent.
- (iii) Opening up for inspection any services covered up.
- (iv) Amending and making good of any defects.

13. The Institute shall not be liable for in respect of any damages for compensation payable, at law, in respect or in consequence of any accident or injury to any workman or other person in the employment of the Contractor/ agency, save and except an accident or injury resulting from any act or default of the Institute, his agents, or servants. The Contractor/agency shall keep informed the Institute against all such damages and compensation, save and except as aforesaid and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation there to.

14. The Institute will provide the following:

- (i) Necessary supply of Water and Power will be arranged by the Institute at job's place.
- (ii) The contractor shall be responsible for regular maintenance and upkeep of Cooking ranges, Gas bank, Tinning of brass vessels, Service counter, Fridge, Deep freezer etc. Any loss, repair or replacement of these items shall be done at the cost of the contractor.
- (iii) The successful Bidders should takeover all the material in good condition and handover the material in good condition at the time expiry of contract. Damages, if any, will be charged based on market value or as decided by NIPHM.
- (iv) Dormitory rooms on the basis of availability/feasibility to the staff deployed by the bidder at the rate of Rs.200 per day per room.

15. Protection of Plant

The Contractor shall be responsible, during the services, for protection of installations covered under the contract. Necessary care must be taken to see that the Contractor's men cause no damage to the same during the course of execution of the services. The contractor shall handover all the installations in good condition to the Institute after completion of the contract period.

16. Storage of Equipment

- (i) The Contractor/agency shall be responsible for the proper storage and maintenance of tools and equipment/materials supplied by the Institute (as applicable) from time to time for day-to-day maintenance.
- (ii) The Contractor/agency should not sell, assign, mortgage, hypothecate or remove equipment or materials which have been installed or which may be necessary for completion of the work without the written consent of the Institute.
- (iii) All necessary items required for protection as described above shall be arranged by the Contractor/agency and such costs shall be included in the Contract Price.

17. FORCE MAJEURE CONDITIONS

If at times during the continuance of the Agreement/Contract, it becomes impossible by reason of war or war- like operations, epidemics, pestilence, earthquake, fire storm or floods, the firm shall during the continuance of such contingencies not be bound to execute the contract as per the agreement/contract.

The work shall be resumed immediately after the contingency/cies has/have ceased otherwise determined and the Successful Bidders obligations shall continue to be in force for correspondingly extended period after the resumption of execution. The successful Bidders shall however inform the NIPHM by registered post/fax about such Act duly certified by the commissioner of Labour at the beginning and end of the above causes of delay within 10 (ten) days of occurrence and cessation of such Force Majeure conditions.

In the event of delay lasting over one month, If arising out of cause of Force Majeure, the NIPHM reserves the right to cancel the contract without any compensation. Only events of Force Majeure which affects the order progressing at the time of its occurrence shall be taken in to cognizance. The NIPHM shall not be liable to pay extra costs due to delayed supplies made under Force Majeure.

18. Jurisdiction

Settlement of any disputes arising out of the contract against this bid will be decided amicably through discussions. However, if the dispute still exists, the matter will be referred to the arbitrator appointed by Director General, NIPHM. The award of the arbitrator shall be final and binding on the parties to this contract.

In case of any disputes between contractor & workers, it is the responsibility of the contractor to settle them amicably and the Institute will not be a party to them and will not be responsible for any lapses, etc., on the part of the contractor vis-à-vis his workers. If under any circumstances a court awards decree against the Institute in cases relating to the workers employed by the contractor at the Institute, the contractor shall himself make all necessary action in fulfillment of the decree and the Institute as such shall not be liable to take any action. The workers engaged by the contractor will not have any type of claim against the Institute and the contractor shall be liable and responsible for compliance of all Labour/statutory laws.

अनुबंध की विशेष शर्तें

SPECIAL CONDITIONS OF THE CONTRACT

1. **OBLIGATIONS OF THE CONTRACTOR:** The contractor shall ensure the following and the prices indicated in the Price Schedule shall include the following:
 - (i) The Bidder/Agency shall have to arrange their own crockery (fine bone-china cups and saucers), cutlery, glassware (of reputed brands), thermos flasks for service of tea/coffee and to keep Cruet sets, casseroles (Hot Case) and Tandoori batti/Romali roti trolley/ microwave oven/kitchen utensils etc., used for cooking purposes.
 - (ii) The institute shall provide Special crockery (Bone china)/cutlery which should be used for serving the VIPs on special occasions.
 - (iii) LPG gas (Commercial) Cylinders required for cooking at own cost.
 - (iv) All staff/workers employed by the contractor should be above the age of 18 years and be free from communicable diseases. The caterer shall have to arrange health and fitness certificates, Police verification certificates of the staff engaged by him/her. The contractor and his/her employees shall be of good character, hard working, courteous and obedient with the staff, officers, trainees and guests whom they serve.
 - (v) Contractor should not allow any garbage, debris and drain water to be let out on the ground surface in and around the kitchen and dinning area. He/she must make own arrangements to clean the Chamber provided, as and when required. If the Contractor fails to do it, the same will be done by the Institute and the cost of same will be recovered from the contractor.
 - (vi) The Contractor shall make own arrangements to ensure that the food wastage, garbage, debris are to be taken out and dumped at vermin-culture area provided in the premises with own manpower manually/mechanically. The contractor shall also segregate the Bio-degradable and non-Biodegradable waste at the generation level itself.
 - (vii) **The catering staff shall wear uniforms as prescribed, and it shall be the responsibility of the caterer to ensure that they are maintained clean and hygienic all the time. If the contractor fails to do it, a penalty of Rs. 500/- per incident shall be imposed.**
 - (viii) The contractor/agency should seek the permission of the Institute with a request for the staff required to be stationed for providing the services. The names and number of personnel should be brought to the Institute's notice from time to time.
 - (ix) **Adequate number of kitchen staff, waiters and supervisors should be available in hostel during break fast, lunch and dinner service to look after the trainees and officials.** Cooks should have expertise in different cuisines (Indian – North & South/Chinese/Continental)
 - (x) Sufficient housekeeping staff should be deployed by the contractor to ensure cleanliness and hygiene of the canteen and its surroundings.

- (xi) **The contractor/agency shall strictly comply with the recommended menu.**
- (xii) The contractor/agency shall ensure that the Dining Hall, kitchen, stores, service area etc., shall be kept neat and free from malady at all times.
- (xiii) The crockery, cutlery, furniture & utensils used in the preparation and service of food shall always be clean and hygienic.
- (xiv) **In case of need, the number of waiters, supervisors and cooks is to be increased as per requirement.**

2. **Service Standards:**

- (i) The contractor/agency shall have to hand over all the items provided to him/her, as indicated above, to the Institute at the time of expiry / termination of the contract.
- (ii) The contractor/agency is accountable to the Director General or any Officer of the institute nominated by him on his behalf for any lapse regarding the quality of food served, catering service etc.
- (iii) The contractor/agency shall be solely and wholly responsible for the procurement of all articles of raw material, food products, etc. at his/her own expense. **Material like Atta, Oil, Rice etc., should be of high quality i.e., Agmark.**
- (iv) It shall be entirely the responsibility of the contractor / agency to store the material purchased by him in a neat, tidy and hygienic manner in the space provided by the institute at his/her own risk.
- (v) **The contractor shall provide other services not quoted in the tender like supply of tea bags, sugar, Nescafe powder, milk powder or milk, ISI branded mineral water bottles, soft drinks, biscuits, tender coconut water, fruit bowls, Indian sweets, Kaju fry, etc. The charges for these items will be paid not higher than the printed maximum retail prices.**
- (vi) The contractor shall not be paid catering charges in respect of participants/students who are absent from any meal on a particular day.
- (vii) The caterer has to provide ISI branded mineral water and extend any other small catering services to the participants/guests as and when required.

3. **PENALTY CLAUSE:**

- (i) **The contractor/agency will be liable for penalty for deficiency in quality of service and for shortcomings in catering service, e.g., poor quality of the food prepared, supply of insufficient food to the participants, etc. The monthly catering bill raised by the contractor will be reduced by 0.5% of the estimate contract value as per this tender (0.5% of 40 lakhs = 20,000/- per instance) for every deficiency, based on the**

- recommendations of the Authorized persons and as decided by the Competent Authority after considering contractor's view.
- (ii) **In the event of not providing adequate number of the workers engaged by the contractor/agency which hinders performance of the mess, a penalty of Rs.1000/- (Rupees one thousand only) per day per worker so absented will be imposed and the same will be recovered out of the monthly catering bill raised by the contractor for payment when no immediate substitution is made. The Institute reserves the right to check the muster rolls as well as the wage-sheets maintained by the contractor at any point of time.**
 - (iii) In case of deficiency or delay in providing the service by the contractor/ agency and in case the Institute on its own provides material or manpower to run the catering service satisfactorily, the cost of such material/manpower will be recovered from the contractor/agency including supervision charges.
 - (iv) **The contractor/agency should not indulge in providing free food/ catering services to any official either in office or at residential areas without the approval of the Competent Authority. In case of such incidents, the recommendation of Registrar is binding on the Contractor and commensurate amount will be deducted from the monthly catering bill of the Contractor. The contractor should serve the food to the officers/staff/contractual employees/Outsourced manpower employees working in the institute only on production of prepaid tokens authorized by the institute.**
 - (v) If there is any variation in the quality of material used as against the brand items, suitable penalty, as may be decided and determined by NIPHM, will be levied while settling the monthly bills.
 - (vi) **In the event of any incident of food poisoning, the charges incurred on account of hospitalization of Students/Executive Trainees/Guests/Staff members will have to be borne by the contractor/agency, in addition to penalty and legal action by the concerned authority.**
 - (vii) **The contractor shall comply with the provisions of Contract Labour (Regulation and Abolition) Act 1970. He shall obtain license from Labour Department (Central) after getting the work order from NIPHM. The Contractor shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The contractor/agency shall pay applicable minimum wages including statutory payments ESI, PF to the staff/workers engaged although the tender is item rate tender.**
4. **Extension of contract:** If the Institute finds the services of the agency satisfactory and if mutually agreeable, the Competent Authority (Director General, NIPHM) can extend the contract for further period of one year on the same terms and conditions. On expiry of the contract period the contractor shall be liable to provide the services to the institute till the new contractor resumes the services at the NIPHM campus.

तकनीकी विवरण

TECHNICAL SPECIFICATIONS

1. **SCOPE OF SERVICES**

- (i) The contractor/agency shall arrange for cooking and serving of food on daily basis for any number of executives/students depending upon the attendance/occasion as decided by the Institute's representative, from time to time. There may be variation in number depending upon the programmes conducted in the institute. The charges for catering services by the caterer shall be on per head per day basis for the Executives, students and guests staying for an entire day; where a guest stays for only a part of the day or only avails catering services, the catering charges shall be on per head per meal basis.
- (ii) The details of daily schedule of the Dining Hall timing will be normally as follows; however they may be changed as per requirement.

Bed Tea / Coffee	-	Between 6:00 am and 7:00 am
Breakfast	-	Between 7:45 am and 9:00 am
Forenoon Tea / Coffee / Milk Along with two biscuits (in class rooms)	-	Between 10:45 am and 11:30 am
Lunch	-	Between 1:00 pm and 2:30 pm
Afternoon Tea / Coffee / Milk Along with two biscuits (in class rooms)	-	Between 3:30 pm and 4:00 pm
Evening tea and snacks	-	Between 5:30 pm and 6:30 pm
Dinner	-	Between 8:00 pm and 9:30 pm

2. **SERVICE OF THE FOOD**

- (i) The service of the food is normally done in the respective dining halls of the hostels or any other designated place.
- (ii) The contractor/agency shall have to arrange for service of forenoon and afternoon tea/coffee / milk in the tea lounge of the conference hall or at any other place specified as per the instructions given by NIPHM representative. For this purpose, the contractor has to use his/her own crockery/cutlery, tea/coffee vending machines/drums, flasks, shamiyana, pipe pandal etc., as per requirement.
- (iii) The contractor/agency shall arrange for service of tea/coffee / milk with snacks, to be served in thermos flask in the meeting rooms of the Director General, Directors, Registrar of the Institute.
- (iv) The service of the meals, breakfast, tea etc., to VIPs / senior officers / sick persons etc., should be done in the rooms, on request made by the Hostel Warden.

- (v) Service of special lunch/dinner, high tea, tea or coffee with snacks etc., is to be organized in the lawns or any other place specified in the campus or as directed from time to time.
- (vi) Normally, the service is a buffet service, however, at times, on instructions, service as per specifications is to be provided i.e. sit-down service, banquet or any other form.
- (vii) **There shall be no re-chauffing i.e. left over food of one meal shall not be served at the next meal. Re-chauffing will be viewed seriously and will result in termination of the services of the contractor instantly along with forfeiture of Security Deposit and other consequences as deemed fit by NIPHM.**

3. **STANDARD MENU SCHEDULE**

- (i) The service of all food items/beverages should be "**UNLIMITED**" as per the requirement of the Students/Executives/Guests from the spread available. **NO PRE-PORTIONING** of any food/beverages including sweet, ice-cream etc., is permitted.
- (ii) The ingredients used for cooking should be branded i.e. ISI marked, Agmark. The expiry date of the products used should be checked before usage. Similarly, rice, dal etc., should be of good quality and insect free. All food grains should be kept inside air tight buckets. Atta should be of good quality such as Shakti Bhog, Ashirvad etc. Cooking oil should be of reputed brands such as Sun Flower, Gold Drop, Fortune, and Nature Fresh only. Similarly, vegetables should be fresh and of good quality.
- (iii) If expired products or unbranded ingredients are found in the kitchen or store during inspection, the contract is liable to be terminated.
- (iv) Since the Executives/Guests visiting NIPHM are from different parts of the country as also from abroad, two separate menus have to be provided i.e., one for Indian participants and the other for international participants.
- (v) **The menu for Indian participants shall consist of South Indian / North Indian / Chinese / Continental cuisine and the menu for International executives shall consist of Chinese / Continental or any other cuisine as may be prescribed by the competent authority from time to time, and will have to be provided at no extra cost.** Meat and chicken certified by the municipal or other authorities concerned should only be used. The sizing of meat and chicken should be appropriate (too big size to be avoided). **Meticulous care shall be taken by the contractor/agency to avoid usage of stale/decomposed meat, chicken and fish.**
- (vi) The authorized officer will decide the menu schedule in advance on weekly basis and the same will be intimated to the caterer well in time for service accordingly.

TECHNICAL SPECIFICATIONS FOR PROVIDING CATERING SERVICES

S.NO	Regular DAILY MENU SCHEDULE
A.	Bed - Tea & Coffee & Milk – [P1]
B.	Breakfast - [P2]
i.	One South Indian Idly with Coconut/Groundnut Chutney or Uttapam with Coconut/Groundnut Chutney or Vada/Dosa with Sambar and Coconut Chutney or Pongal with Chutney With One North Indian Aloo/gobi/paneer Parathas with Sabji, Pickle & curd or Khulcha/Poori with Sabji or Chole Batura
ii.	Sandwich Brown / plain Bread with Jam and butter
iii.	Cornflakes/Muesli with hot / cold milk
iv.	Tea & coffee
C.	Forenoon – [P3] Tea & Coffee with one salty and one sweet cookie (From reputed bakery such as Karachi Bakery/Bikanerwala/Niloufer/Shubaan Bakery)
D.	Lunch [P4] /Dinner [P5] with following items: - [P4 & P5]
i.	One Fresh Vegetable Salad (combination of Carrot, Beetroot, Cucumber, Tomato, Coriander, lettuce and onion)
ii.	Papad of good brand like Lizzat / Appalam/ or similar brand
iii.	Pickle (Mango/ Mixed) or Chutney (Gongoora/ Tomato/ Cucumber/ Ridge Gourd)
iv.	One of the following Breads: Poori/ Phulka/ Chapathi
v.	Plain Rice of good quality (Kurnool Sona / Sona Masoori)
vi.	First Vegetarian Dish, wet curry from among the following: Shahi Paneer/ Mutter Paneer/ Khadai Paneer/ Paneer Butter Masala/ Chole Masala/ Dal Makhani/ Kadai Vegetable/ Rajma
vii.	Sambhar/ Rasam
viii.	Second Vegetarian dish, Dry curry from among the following Seasonal Vegetables: Bhendi / Brinjal / Mixed vegetable curry/ Mutter Aloo/ Baby corn/ Cauliflower/ Ridge Gourd/ Bitter Gourd/ Ivy Gourd/ Capsicum etc.
ix.	Lentil Items- One among the following like: Palak (Spinach) dal/ Tomato dal/ Dal fry/ Thota kura dal (Amaranthus)/ Red sorrel leaf dal (gongoora)/ Ridge gourd dal/ fenugreek dal (methi)
x.	Plain Curd (Branded cups such as Heritage/ Jersey/ Vijaya)

xi.	Dessert (Only one Dessert item per meal) a) Mixed Fresh Fruits: any of the following 3 : Papaya/ Apple/ Pineapple/ Banana/ Grapes/Water melon/Muskmelon/Mango) Or b) Indian Sweets: Gulab Jamoon / Rasgullas/ Basamdi Or c) Ice Creams: Kwality/Amul (Vanila/ Butter Scotch)
E.	Afternoon - [P6] Tea & Coffee with one salty and one sweet cookie (Should be of a reputed bakery such as Karachi Bakery, Bikaneerwala/ Niloufer/ Shubaan Bakery)
F.	Evening Tea & Coffee with one of the following snacks– [P7] Vegetable cutlet/ Pakoda (Aloo, Onion, Palak, mix pakodas) / Samosa / Aloo Bonda/ Masala vada/ Mirchi Bajji/ Punugulu/Grilled Sandwich with appropriate sauce or chutney
G.	Special Rice on Wednesday Afternoon: One Vegetarian special rice (Fried Rice/ Peas Pulao/ Vegetable Pulao/ Vegetable Biryani/ Zeera rice/ Bisibellabath) with Chicken Biryani with Mirchi ka Salan and raitha
H.	Special Curry on Thursday Afternoon: Chicken Wet curry and One Special Vegetarian Curry (Aloo Palak/ Aloo Dum curry/ Palak Paneer/ Methi Chaman/ Butter Kaju Masala)
I.	Egg Curry and Corn Palak Curry on Sunday Lunch and Tuesday Dinner

Note:

1. Same dessert item shall not be served twice on the same day and on the subsequent day too
2. Special Rice should be cooked only with basmati rice
3. The prices for special rice and curry should be included in the price of Lunch (P 4) and Dinner (P 5) only

S.NO	INTERNATIONAL/VIP DAILY MENU SCHEDULE [IM]
H.	Bed Tea & Coffee & Milk – [IP 1]
I.	Breakfast - [IP 2]
i.	1) Brown & Plain Bread Butter & Jam; Toasted Bread 2) Corn flakes with Milk 3) Cut-fruits 4) Boiled Egg 5) Idli /Dosa/Vada/Uttapam/Pongal with Coconut/ Groundnut Chutney / appropriate chutney and sambhar 6) Tea and Coffee with separate tea bags(Lemon, Ginger, Green tea bags of reputed firms and Coffee satchets with brown sugar satchets and Sugar Free satchets)
ii.	Forenoon - [IP 3] Tea and Coffee with salt and sweet cookies with potato chips (Should be of a reputed bakery such as Karachi Bakery, Bikanerwala, Niloufer/Shubaan Bakery etc.)
J.	Lunch [IP 4] & Dinner [IP 5] with following items: - [IP 4 & IP 5]
i.	One Fresh Vegetable Salad (Green Salad/ Russian Salad/ Sprouts/ Aloo Chana Chat etc.)
ii.	Fresh Juice/ Butter Milk/ Lassi
iii.	Soup (Sweet Corn Veg. soup/Hot and Sour Soup/ Cantonese Soup/ Veg. Manchow Soup/ Chicken Soup/ Tomato soup with Bread sticks/Lemon Coriander soup)
iv.	Papad of good brand like Lizzat / Appalam/ or similar brand
v.	One of the following Breads: Phulka/ Chapathi/ Poori
vi.	Special Rice (Veg Fried Rice/Peas fried rice/Egg fried rice/Corn fried rice/Veg. noodles/ Jeera fried rice/ Egg noodles/ Chicken fried rice/ Chicken Biryani/ Pongal Rice/ Bisibela Bhaath)
vii.	French Fries/ American Corn
viii.	One Wet Curry - Veg Stew/ Buttered vegetables/ Buttered Chicken/ Butter Pepper Mutton/ Shahi paneer/ Mutter Paneer/ Paneer butter masala/ Chicken Curry
ix.	Plain Rice of good quality (Kurnool Sona/ Sona Masoori)
x.	Butter Dal/ Rajma/Plain Dal/ Dal Makhani/ Dal fry/ Dal Tadka/ Lemon Dal/ Tomato Dal/ Palak Dal
xi.	One Dry Curry - Grilled Potatoes/Continental Lady Finger/ Aloo 65/ Veg Manchuria/ Baby Corn/ Crispy Veg/ Carrot Beans/ Chicken fry/ Boneless Fish fry/ Roast Chicken/ Mutton Roast / Khadai paneer
xii.	Sambhar/ Rasam
xiii.	Ice Cream/Fruit Salad with any three fruits: Banana/Water melon/Cut Apple/ Grapes/Pine Apple/Papaya.
xiiiiv	Plain Curd (Branded cups such as Heritage/ Jersey/ Vijaya)
K.	Afternoon – [IP 6]

i.	Tea & Coffee with salt and sweet cookies with potato chips (Should be of a reputed bakery such as Karachi Bakery, Bikanerwala, Niloufer/ Shubaan Bakery)
ii.	Evening Tea & Coffee with snacks items – [IP 7] (any one of the following) Aloo Cutlet / Plum Cake with Potato chips/ Veg. Sandwich/Grilled Sandwich / Egg puff / Mirchi/ Aloo Bajji / Pakoda(Spinach/ Onion/ Aloo/Mix) / Dokla / Dahi Wada with appropriate sauce or chutney

L. Special ADDITIONAL ITEMS whenever required:

S.NO	BRIEF DESCRIPTION OF ITEM	RATE
1.	Vegetable Soup per person – 150 ml	
2.	Fresh Fruit juice – 100 ml	
3.	Cool / Soft Drink – 100 ml	
4.	Lemon Juice – 100 ml	
5.	Vegetable Curry for the items indicated at S. No. vii of lunch menu	
6.	Non-Veg. Curry [Chicken/Fish (Dry or Gravy)] – 250gm	
7.	Non-Veg. Curry (Mutton)- 250gm	
8.	Non-Veg. Curry (Bone less) [Chicken/Fish (Dry or Gravy)] - 250gm	
9.	Non-Veg. Curry (Bone less) Mutton- 250gm	
10.	Prawn curry- 250gm	
11.	Biryani (Chicken)- for 1 person	
12.	Biryani (Mutton)- for 1 person	
13.	PAN Sada (Plain)-Special	
14.	PAN Sweet- (Special)	
15.	Ice-cream rate (Kwality / Amul) - Vanilla/ Butter Scotch /Chocolate (80 ml)	
16.	Kaju Fry – 1 kg rate (Good quality) (Minimum Rate of Kaju considered is Rs.500/- per kg.)	
17.	Kaju Cookies / Biscuits – 1 kg rate (Minimum rate Rs.300/- per kg.)	
18.	Butter Milk– 100 ml	
19.	Indian Sweet (one piece) (Good quality)	
20.	Mineral water bottle (Bisleri / Kinley / Oxyrich) – 1 lit.	
21.	Mineral water bottle (Bisleri / Kinley / Oxirich)– ½ lit	

22.	Mineral water bottle (Bisleri / Kinley / Oxirich)– 200 ml	
23.	Fruit bowl (contains Banana, Sapota-2, Apple-1, Orange-1, Seedless grapes - 200 gms)	
24.	Indian Sweets – 1 Kg (for items indicated at S.No.12(2) (Minimum Rs.300/- per kg.)	

Note:

- All the Curries Non Veg/ Veg, Dal, Roti, Rice, curd etc. should be served unlimited.
- The Jam and Butter is to be provided in sachets to the participants and should be of reputed brand.
- The Ice-cream cup should be of reputed brand and is to be served in branded cup in 80 ml and different flavours are to be served.
- The same type of seasonal fruit is not to be served and there should be variation in every alternative meal.
- Separate sheet should be enclosed indicating the brand/make of the items proposed to be supplied at NIPHM (including the brands for materials proposed to be used for preparation of food). See 6.3 (i) under scope of work for details.
- The Rice (each lot) shall be used with prior approval of NIPHM only (i.e. in each instance of new lot of rice purchased by agency).
- No food should be served on or beyond its expiry.

FORMS

FORM OF BANK GUARANTEE FOR BID SECURITY / EMD **(AS PER THE PRESCRIBED FORMAT GIVEN BY NATIONALISED BANKS)** **(ON A NON-JUDICIAL STAMP PAPER)**

Bank Guarantee No. _____

Date: _____

WHEREAS, _____ (Name of the Bidder) (hereinafter called "the Bidder") has submitted his bid dated _____ for the services of _____ in NIPHM Campus in Rajendranagar, Hyderabad, Telangana.

KNOW ALL MEN by these presents that we _____ (Name and address of Bank), having our registered office at _____ (Hereinafter called "the Bank") are bound unto the Director General, NIPHM, Rajendranagar, Hyderabad-500 030, Telangana, (hereinafter called "the Institute") in the sum of Rs. _____ (Rupees _____ only) for which payment will and truly to be made to the said Institute the Bank binds himself, his successors and assign by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 2018. (Specific year)

The conditions of this obligation are:

1. If the Bidder withdraws his Bid during the period of bid validity specified in the Bid, or
2. If the Bidder having been notified of the acceptance of his Bid by the Institute during the period of bid validity:
3. Fail or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, or
4. Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders.

We undertake to pay to the Institute up to the above amount upon receipt of his first written demand, without the Institute having to substantiate his demand, provided that in his demand the Institute will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including _____, being the date thirty days after the end of the Validity Period of the Bid conforming to **Clause-11** of INSTRUCTIONS TO BIDDERS and any demand in respect of this Guarantee should reach the Bank not later than the above date.

SIGNATURE OF THE AUTHORISED OFFICER

WITNESS	:	_____	OF THE BANK	:	_____
SIGNATURE	:	_____	NAME	:	_____
NAME	:	_____	DESIGNATION	:	_____
ADDRESS	:	_____	SEAL	:	<div style="border: 1px solid black; width: 150px; height: 40px;"></div>

DATE	:	_____			

Note: **BIDDERES SHOULD ENSURE THAT THE SEAL AND CODE NO. OF SIGNATORY IS PUT BY THE BANKERS, BEFORE SUBMISSION OF THE BANK GUARANTEES, ON EACH PAGE WITH INITIALS.**

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____, 2018 between the Institute represented by Registrar, NIPHM, HYDERABAD of the one part and _____ (hereinafter the "Contractor / Agency") of the other part:

WHEREAS the Institute is desirous that certain Goods and ancillary services should be provided by the Contractor / Agency for the services of _____ in NIPHM Campus at Rajendranagar, Hyderabad and has accepted a bid submitted by the Contractor / Agency for the supply of those Goods and Services in the sum of Rs. _____ (Rupees _____ only) (hereinafter called the "Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as in the Terms and Conditions of the above-referred Bidding Document.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement, viz.,
3. The Form of Bid and the Price Schedule submitted by the Contractor / Agency,
4. The Technical Specifications,
5. The General Conditions of Contract,
6. The Special Conditions of Contract and
7. The Institute's Notification of Award.
8. In consideration of the payments to be made by the Institute to the Contractor as hereinafter mentioned, the Contractor / Agency hereby covenants with the Institute to provide the goods and Services and to remedy the defects therein in conformity in all respects with the provisions of the Bidding Documents.
9. The Institute hereby covenants to pay the Contractor / Agency in consideration of the provision of the Goods and Services and remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS where of the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and Delivered by the

said _____ (For the Institute)

in presence of :

Signed, Sealed and Delivered by the

said _____
(For The Contractor / Agency)

in presence of :

DETAILS OF SERVICES EXECUTED
FORMAT - A

SERVICES COMPLETED AND TO BE COMPLETED
AS ON DATE OF SUBMISSION OF BID

S. No.	Name of Services	Place and State	Services on hand / completed			
			Tendered Cost (Rs.in lakhs)	Cost of Balance Services	Stipulated period of Completion	Date of Completion

Note: Necessary certificates may please be enclosed, duly countersigned / self attested.

FORMAT FOR AUTHORISATION LETTER

Place: _____

Date: _____

To

The Registrar
National Institute of Plant Health Management (NIPHM),
Rajendranagar,
HYDERABAD – 500030.
Telangana

Sir,

I _____ (Authorized signatory) submitting the Bid and subsequently authorize _____ to participate and sign the contract submitted against the Ref.: _____. I/We hereby accept for all the terms and conditions of this tender document.

Signature of Authorised signatory

Name: _____

Designation: _____

Seal:

UNDERTAKING

- a. मैं/हम वचन देता हूँ /देते हैं कि मैंने/हमने सभी निबंधन एवं शर्तों को सावधानीपूर्वक अध्ययन कर लिया है एवं रावस्वाप्रसं (एनआईपीएचएम) के प्रस्तावित आपूर्ति संबंधी मानदण्डों को समझ लिया है तथा उल्लिखित सभी मानदंडों का अनुपालन करूंगा/करेंगे।

I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.

- b. मैं/हम यह भी वचन देता हूँ/ देते हैं कि मैंने/हमने दिनांक----- के निविदा के **संलग्नक-II** में उल्लिखित आपूर्ति करने संबंधी **मानदण्डों एवं तकनीकी विनिर्देशन विशिष्टि**” को समझ लिया है एवं “**आपूर्ति संबंधी मानदण्डों एवं विनिर्देशन विशिष्टि**” के अनुसार आपूर्ति करूंगा/करेंगे”।

I/We also undertake that I/We have understood "Parameters and Technical Specifications for making the supplies" mentioned in Annexure-II of the Tender dated _____ and shall make the supplies strictly as per these "Parameters and Technical Specifications for the supplies".

- c. मैं/हम आगे यह भी वचन देता हूँ /देते हैं कि इस निविदा में सभी संदर्भों में दी गई सूचनाएं मेरी अधिकतम जानकारी के अनुसार सही और सत्य है एवं मैं/हम इसके प्रति पूरी जिम्मेदारी लेता हूँ /लेते हैं। हैं। तथा फर्म/ कंपनी किसी भी सरकार कार्यालय / मंत्रालय / विभाग / पीएसयू / प्रतिष्ठित संगठन और बैंक आदि द्वारा काली सूची में सूचीबद्ध नहीं किया गया है।

I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same and the firm/ Company has not been black listed by any Govt. office/ministry/Department/PSUs/ reputed organization and Banks etc.

दिनांक : (कंपनी के मोहर सहित निविदाकार के हस्ताक्षर एवं दिनांक)
Dated at (Dated signature of Bidder with stamp of the firm)

FINANCIAL BID

(Cover – 2)

(Separate cover to be enclosed)

PRICE SCHEDULE

S. No.	Particulars	Rate in Rs. per day per person (Inclusive of all taxes)
1.	Bed Tea & Coffee & Milk [P 1]	
2.	Breakfast [P 2] (For items as described in Regular Daily Menu Schedule)	
3.	Forenoon [P 3]	
4.	Lunch [P 4] (For items as described in Regular Daily Menu Schedule)	
5.	Dinner [P 5] (For items as described in Regular Daily Menu Schedule)	
6.	Afternoon [P 6]	
7.	Evening Tea & snacks [P 7] (For items as described in Regular Daily Menu Schedule)	
Total Amount [A] in figures in Rs. (P 1+ P 2+ P 3+ P 4+ P 5+P 6+ P 7) (Total of S.No 1 to 7)		
Total Amount [A] in words in Rs. (P 1+ P 2+ P 3+ P 4+ P 5+P 6+ P 7) (Total of S.No 1 to 7)		
8.	Bed Tea & Coffee & Milk [IP 1]	
9.	Breakfast [IP 2] (Described in International/VIP menu Schedule)	
10.	Forenoon [IP 3] (For items as described in International/VIP menu Schedule)	
11.	Lunch [IP 4] (For items as described in International/VIP menu Schedule)	
12.	Dinner [IP 5] (For items as described in International/VIP menu Schedule)	
13.	Afternoon [IP 6] (For items as described in International/VIP menu Schedule)	
14.	Evening Tea & snacks [IP 7] (For items as described in International/VIP menu Schedule)	
Total Amount [B] in figures in Rs. (IP 1+ IP 2+ IP 3+ IP 4+ IP 5+IP 6+ IP 7) (Total of S.No 8 to 14)		
Total Amount [B] in words in Rs. (IP 1+ IP 2+ IP 3+ IP 4+ IP 5+IP 6+ IP 7) (Total of S.No 8 to 14)		

Important Notes:-

- i) The bidder should quote the rates only in the above price schedule**
- j) The prices quoted should be inclusive of all charges such as taxes, profit margin etc.**
- k) In case of discrepancy between the amount quoted in figures and in words, the amount quoted in words shall prevail.**
- l) The contractor should provide the regular daily menu items to the regular & contractual staff, students of the NIPHM and farmers at 60% of the price quoted in the price bid (60% of Total Amount (A)). The financial bids shall be evaluated accordingly to arrive at L1 Bidder.**
- m) The sample regular daily menu is enclosed at the end of the tender document which is illustrative in nature. The International training programme/VIP menu also will be in the similar lines of regular daily menu. The bidders are advised to go through the sample menu before quoting the prices.**
- n) The weightage for regular daily menu price (Total Amount (A)) will be 95% and international/VIP menu price (Total Amount (B)) will be 5% based on the number and frequency of participants.**

COMPARISON CRITERIA FOR COST

	Particulars	Amount per person per day (in figures in Rs.)	Amount per person per day (in words)
1.	Total Amount [A] *95 % (P 1+ P 2+ P 3+ P 4+ P 5+P 6+ P 7)		
2.	Total Amount [B] * 5 % (IP 1+ IP 2+ IP 3+ IP 4+ IP 5+IP 6+ IP 7)		
3.	Total Amount		

Details:

Sl.No	Particulars	Number
1	Number of expected participants for National Training Programmes for a period of 12 months with training programme of duration 2 days to 20 days. (Average participants per day in lean season : Approx. 20, Average participants per day in peak season : Approx. 120)	2000
2	Number of expected farmers for Training Programmes at NIPHM for a period of 12 months (Average no. of farmers in a month for a duration of 2-3 days : Approx. 40)	1500
3.	Total Number of students of NIPHM for a period of 12 months (Average number per day: Approx. 20)	25
4.	Total Number of regular & contractual staff of NIPHM for a period of 12 months (Average number per day: Approx. 20)	30
5.	Number of expected participants for International Training Programmes and VIPs for a period of 12 months (VIPs Avg. number in a month for a duration of 2-3 days: 10) (International participants : Avg. number two times in a year for a duration of 15 days : Approx. 22)	200

Special Items:

S.N O	BRIEF DESCRIPTION OF ITEM	UNIT RATE
1.	Vegetable Soup per person – 150 ml	

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2.	Fresh Fruit juice – 100 ml	
3.	Cool / Soft Drink – 100 ml	
4.	Lemon Juice– 100 ml	
5.	Vegetable Curry for the items indicated at S. No. vii of lunch menu	
6.	Non-Veg. Curry [Chicken/Fish (Dry or Gravy)]-250gm	
7.	Non-Veg. Curry (Mutton)-250gm	
8.	Non-Veg. Curry (Bone less) [Chicken/Fish (Dry or Gravy)]-250gm	
9.	Non-Veg. Curry (Bone less) Mutton-250gm	
10.	Prawn curry-250gm	
11.	Biryani (Chicken)-for 1 person	
12.	Biryani (Mutton)- for 1 person	
13.	PAN Sada (Plain)- Special	
14.	PAN Sweet (Special)	
15.	Ice-cream rate (Kwality / Amul) - Vanilla/ Butter Scotch /Chocolate (80 ml)	
16.	Kaju Fry – 1 kg rate (Good quality) (Minimum Rate of Kaju considered is Rs.500/- per kg.)	
17.	Kaju Cookies / Biscuits – 1 kg rate (Minimum rate Rs.300/- per kg.)	
18.	Butter Milk -100 ml	
19.	Indian Sweet (one piece) (Good quality)	
20.	Mineral water bottle (Bisleri / Kinley / Oxyrich) – 1 lit.	
21.	Mineral water bottle (Bisleri / Kinley / Oxirich)– ½ lit.	
22.	Mineral water bottle (Bisleri / Kinley / Oxirich)– 200 ml	
23.	Fruit bowl (contains Banana, Sapota-2, Apple-1, Orange-1, Seedless grapes - 200 gms)	
24.	Indian Sweets – 1 Kg (for items indicated at S.No.12(2) (Minimum Rs.300/- per kg.)	

Sample Menu

Break Fast								
Sl. No.	Item / Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Tea/Coffee	Bed-Tea, Coffee @ 06.00 to 07.00 A.M on all days						
2	South Indian	Idly with Coconut / Groundnut Chutney	Uttapam with Coconut/ Groundnut Chutney	Idli Coconut /Groundnut Chutney	Pongal with chutney	Idli Coconut /Groundnut Chutney	Uttapam with Coconut/ Groundnut Chutney	Vada / Dosa with Sambar and Coconut Chutney
3	North Indian	Aloo Paratha with Sabji, Pickle and Curd	Khulcha with Sabji	Choley Batura	Gobi Paratha with Sabji, Pickle and curd	Poori with Sabji	Chole Batura	Paneer Paratha with Sabji, Pickle and curd
4	Bread Item	Sandwich Brown Bread/ plain Bread with Jam and butter on all days						
5	Cornflakes	Cornflakes/Muesli with hot/cold milk on all days						
6	Tea/Coffee	Tea & Coffee on all days						
Evening Snacks								
Sl. No.	Item / Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Tea/Coffee	Tea & Coffee on all days						
2	Snacks	Vegetable cutlet	Aloo Pakoda/Onion Pakoda/Palak Pakoda/Mix Pakodas	Masala Vada	Aloo Bonda	Mirchi Bajji/ Punugulu	Samosa	Grilled Sandwich with appropriate sauce or chutney

Dinner								
Sl. No.	Item / Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Salad- One fresh Vegetable Salad	Cucumber, Carrot, Beertroot, Tomato, Corainder, Lettue, Onion on all days						
2	Bread Item	Phulka	Phulka	Chapati	Phulka	Chapati	Phulka	Phulka
3	Papad	Papad on all days						
4	Pickle / Chutney	Gongoora Chutney	Mango Pickle	Cucumber Chutney	Mixed Pickle	Tomato Chutney	Gongoora Chutney	Ridge Gourd Chutney
5	Plain Rice	Plain Rice on all days						
6	Wet Curry	Rajma	Paneer Butter Masala	Kadai Paneer	Mutter Paneer	Rajma	Choley Masala	Dal Makhani
7	Dry Curry	Mutter Aloo	Baby Corn	Cauliflower	Bhendi/ Capsicum	Ivy Gourd	Brinjal	Ridge Gourd/ Ivy Gourd
8	Sambhar/ Rasam	Rasam	Sambhar	Sambhar	Rasam	Sambhar	Sambhar	Rasam
9	Special Curry		Egg Curry + Corn Palak Curry					
10	Lentil Items	Ridge Gourd Dal	Fenugreek leaves Dal	Palak Dal	Amaranthus Dal	Dal Fry	Palak Dal	Amaranthus Dal
11	Plain Curd	Plain Curd on all days						
12	Dessert	Gulab Jamun	Watermelon+ Muskmelon+Papaya	Mango+Grapes+ Banana	Rasgullas	Vanilla	Grapes+ Watermelon+ Papaya	Butter Scotch

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION :

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address **and** mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhraetc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

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3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS :

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

1) Bidder should log into the e-procure website well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable **and** enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to

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download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details(such as name of the bidder). No other cells should be changed. Once the

Details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

Tender Opening Process:

a) Tenders will be opened through online (www.eprocure.gov.in) at the prescribed date and time. The interested Bidders or their representatives attend the online tender opening process at NIPHM at the prescribed date and time. The representatives of Bidders must bring the authorisation letter from the bidding companies for attending the online Tender opening. Not more than one representatives for each Bidders would be allowed to take part during the bid opening process.

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- b) The Technical Bid would be opened first. Eligibility Criteria such as payment of EMD and compliance with pre-qualification conditions will be checked. The supporting documents would be cross checked wherever required.
- c) Tenders non-compliance with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Financial Bid.
- d) The date, time and venue of opening the Financial Bid will be intimated separately through online (www.eprocure.gov.in) to successful bidders in technical bid and the Financial bids will be opened through online at the prescribed date and time.