

भारतीय भूचुम्बकत्व संस्थान

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अंतर्गत स्वायत्त अनुसंधान संस्थान)

प्लॉटनं. 5, सेक्टर 18, कलंबोलीहायवे

न्यू पनवेल, नवीमुंबई – 410 218

INDIAN INSTITUTE OF GEOMAGNETISM

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

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

निविदा क्र./Tender No:IIG/EM/Canteen/2022-23/04

दिनांक / Date: 05.07.2022

निविदा आमंत्रण सूचना/NOTICE INVITING TENDER

विषय : आईआईजी पनवेल परिसर में स्टाफ कैंटीन सेवा प्रदान करने के लिए निविदा सूचना

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

आईआईजी पनवेल में कैंटीन सेवाएं प्रदान करने के लिए राज्य या केंद्र सरकार के उपयुक्त अधिकारियों के साथ पंजीकृत प्रतिष्ठित, अनुभवी और वित्तीय रूप से सुदृढ़ कैंटीन फर्मों / ठेकेदारों / सक्षम एजेंसियों से दो बोली प्रणाली यानी तकनीकी और वित्तीय बोली में मुहरबंद निविदाएं आमंत्रित की जाती हैं। पात्रता मानदंड और अनुभव निविदा दस्तावेज के नियमों और शर्तों के अनुसार होगा।

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

निविदा की अनुसूची SCHEDULE OF TENDER

क्र.स./ Sr. No.	विवरण/ Description	अनुसूची/ SCHEDULE
1.	निविदाक्रमांक/ Tender No	IIG/EM/Canteen/2022-23/04
2.	निविदादस्तावेजकाडाउनलोड/ Download of Tender Document	05.07.2022से20.07.2022(14:30बजे), आईआईजीकी वेबसाइट http://www.iigm.res.in या ई- प्रोक्योरमेंटपोर्टल http://eprocure.gov.in से निविदा दस्तावेज डाउनलोड कर सकते हैं। 05.07.2022 to 20.07.2022 (14:30 hrs.), The tender

		document can be downloaded from the IIG website http://www.iigm.res.in or the E-Procurement portal http://eprocure.gov.in
3.	बोली-पूर्ववैठक/ Pre-Bid Meeting	13.07.2022 को 15:30 बजे आईआईजी मुख्यालय में 13.07.2022 at 15:30 hrs at IIG Panvel.
4.	बोली प्रस्तुत करने की अंतिम तारीख एवं समय/ Last Date & Time of Submission of bids	20.07.2022, 14.30 बजे रजिस्टार कार्यालय, भारतीय भूचुम्बकत्व संस्थान, न्यू पनवेल, नवी मुंबई – 410 218 20.07.2022, 14:30 hrs Office of Registrar, Indian Institute of Geomagnetism, New Panvel, Navi Mumbai-410 218
5.	तकनीकी बोली खोलने की तारीख एवं समय/ Date & Time of opening of Technical Bid	20.07.2022, 15:00 बजे भारतीय भूचुम्बकत्व संस्थान, न्यू पनवेल, नवी मुंबई – 410 218 20.07.2022, 15:00 hrs Indian Institute of Geomagnetism, New Panvel, Navi Mumbai – 410 218
6.	निविदा प्रस्ताव की न्यूनतम वैधता Minimum Validity of tender offer	खुलने की तारीख से 120 दिन 120 days from the date of Opening
7.	EMD बयानाजमाराशि/ EMD to be deposited	₹./ Rs.25,000/-
8.	अनुबंध की अवधि Duration of contract	अनुबंध प्रदान करने की तारीख से एक वर्ष One Year from the date of award of contract.
9	निविदा प्रपत्र शुल्क Tender form Fee	शून्य/ NIL

निविदा दस्तावेज संस्थान की वेबसाइट www.iigm.res.in और www.eprocure.gov.in पर उपलब्ध है। निविदा दस्तावेज डाक द्वारा नहीं भेजा जाएगा। फैक्स द्वारा भेजी गई निविदाओं पर विचार नहीं किया जाएगा।

The tender document is available on the Institute website www.iigm.res.in and www.eprocure.gov.in. The tender document will not be issued by post. Tenders sent by FAX will not be entertained.

इच्छुक बोलीदाता निविदा प्रारूप के अनुसार अपनी बोलियां प्रस्तुत कर सकते हैं। बोलीदाताओं से अनुरोध है कि वे निविदा दस्तावेज के अनुसार निर्देशों का सावधानीपूर्वक पालन करें। इस निविदा के संबंध में कोई भी शुद्धिपत्र/परिशिष्ट उपर्युक्त वेबसाइट पर ही

उपलब्ध होगा।

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

आवेदक को निदेशक भारतीय भूचुंबकत्व संस्थान के पक्ष में आहरित पनवेल में देय शेड्युल्डक/राष्ट्रीयकृत बैंक से डिमांड ड्राफ्ट/पे ऑर्डर के रूप में 25,000/- रुपये (पच्चीस हजार रुपये मात्र) की बयाना राशि (ईएमडी) जमा करनी होगी।

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

आईआईजी के पास बिना कोई कारण बताए किसी भी या सभी निविदाओं को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

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

नोट: किसी भी अन्य विवरण के लिए , कृपया संपर्क करें- 022 27484000 या 27484118/4113. प्रश्न ईमेल पर भी भेजे जा सकते हैं: iig.incharge.em@iigm.res.in

Note: For any other details, please contact- 022 27484000 or 27484118 / 4113. Queries can also be forwarded to email : iig.incharge.em@iigm.res.in

Sd/-

रजिस्ट्रार ☐ Registrar

भारतीय भूचुंबकत्व संस्थान

प्लॉट नं. 5, सेक्टर 18, कलंबोली हायवे

न्यू पनवेल, नवी मुंबई – 410 218

Indian Institute of Geomagnetism (IIG)

Plot No.5, Sector 18, Near Kalamboli Highway,

New Panvel, Navi Mumbai 410218.

INDIAN INSTITUTE OF GEOMAGNETISM
(An Autonomous Research Institute under the Department of Science and
Technology, Govt. of India)
Plot No.5, Sector-18, Kalamboli Highway,
New Panvel, Navi Mumbai -410218

ATTENTION CANTEEN CONTRACTORS

Sealed tenders are invited from eligible Canteen Contractors for running an existing Staff Canteen of the Institute, for catering around 100 Employees, Students and contractual staff at IIG, HQ's Navi Mumbai. The Canteen functions on SELF SERVICE basis and services should be available on all the days of the week for Staff (Monday to Friday) and for Students (Monday to Sunday).

The bid forms for staff canteen services can be downloaded from <http://www.iigm.res.in> or www.eprocure.gov.in. The bid forms shall not be issued by post. The duly filled in bids, will be received by the office of the Registrar on the above address upto 14.30 hrs on 20.07.2022. The sealed bids will be opened on 20.07.2022 at 15.00 hrs at IIG New Panvel.

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

A) Technical Eligibility Criteria:

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

1. The agency or any of its partners/directors etc should not have been black listed/ debarred by any Central/State Government organizations or Institutes or PSUs or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.
2. The bidder should have all the necessary registrations of the Government under the Shops and Establishment Act, Registration with Food Safety and Standard Authority of India (FSSAI), Contract Labour Act, PF, ESI, GST, TAN etc. whichever is applicable.
3. The Technical Bid should be accompanied with Rs. 25000/- (Rupees Twenty Five Thousand only) by bank Demand Draft / Pay Order in favour of Indian Institute of Geomagnetism, New Panvel as an Earnest Money Deposit.
4. Firm should enclose the income tax return of the last three years with the Technical bid (F. Y. 2018-19, 2019-20, 2020-21)

5. Office in Mumbai/Navi Mumbai/Thane: The Service Provider should have an active Office in Mumbai/Navi Mumbai/Thane (Proof of rent agreement or certificate of registration).

6. The bidder must be in a business of catering and running canteen in reputed private institutes / educational institutes / government organization having at least 5 years of experience in catering.

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

8. The bidder shall submit all documents with Sign and stamp.

9. The information furnished by the bidder in PART- A (Technical bid) in the prescribed format supplied by the IIG, Navi Mumbai Campus. Based on the above evaluation criteria in exceptional cases IIG, Navi Mumbai Campus or their representative reserves the right to obtain the additional documents/ clarifications from bidders without vitiating the tendering process. If in the opinion of the IIG, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by IIG, Navi Mumbai Campus.

10. After satisfying minimum qualifying criteria as detailed above, Financial bids of only qualified bidders will be kept and sealed in a separate cover. A suitable date and time for the opening of the PART-B Price Bids will be fixed and those bidder(s) who are technically qualified will be intimated for attending the opening of the financial bid.

B) Opening of Part-B – Price Bids: The Part B -Price Bids will be opened in the presence of the qualified bidders/authorised representatives if they choose to attend and be present

1. **Financial Bids Evaluation:** Financial bid of only technically qualified bidder will be opened and evaluated. The bids will be evaluated based on the price quoted by the bidders in the Financial bids. The Financial bid consists of ten different categories namely A to J. The decision of the Canteen Committee in this regard will be final and no further correspondence will be entertained.

C) Performance & Quality: 1.The contractor will deploy qualified cooks to make food taste good and palatable. The mess committee would constantly monitor the taste and quality of food. Following are the criteria for the assessment of the service.

2.All the fresh provisions shall be of good quality, stale or rotten vegetables are not to be used. In case stale or rotten vegetables are found to be used or stored in the kitchen same will have to be removed immediately and a penalty of Rs 1000 would be imposed for every violation.

3.All the packed/tinned provisions will have to have FSSAI certification. Use of noncertified provision would not be permitted. If found being used issue would be dealt under the provision of the prevention of food adulteration act 1954 in addition a penalty of Rs 1000 would be imposed for every violation.

4.The contractor has to use standard pasteurised milk. Any type of adulteration in milk would be viewed seriously and dealt under the Prevention of food adulteration act 1954. In addition, a penalty of Rs 2000 would be imposed for every violation.

5.The Menu provided in the document is only a guideline for the purpose of a variety of food to be served. Seasonal vegetables and fruits must have variety; no vegetable would be served more than thrice in a week without the approval of the mess committee. Recipe variation should be used if a vegetable is being repeated in a week.

D) Scope of Work: 1. To provide catering services to the resident cadets, short-term courses students, Officers, faculty, staff, and outsiders of Indian Maritime University – Navi Mumbai Campus. Since the number of cadets/students attending courses fluctuates from time to time, hence the approximate 100 number of person to be served daily, shall be in the following range:-

- (a) Morning Coffee / Tea 07.00
- (b) Breakfast 07.30 -11.00
- (c) Mid morning Coffee and Snacks 11.00 -12.00
- (d) Lunch 13.00 -14.30
- (e) Afternoon Tea and Snacks 16.00 -17.15
- (f) Dinner 20.30 -22.00

2. The Contractor shall also be required to supply whenever called upon on special occasions to prepare lunch/ snacks/ coffee/ tea as special items for functions, meetings, etc. at the approved rate. The Contractor shall also be required to provide bed coffee, breakfast, lunch, and dinner to guests if any and snacks and coffee/ tea in the evening to course participants on specific requests at the approved rate.

3. Senior Personnel/Partner/proprietor (other than the on-site manager) of the Contractor should visit the kitchen at least once a week to monitor the functioning of the canteen and discuss with the authorised officials regarding complaints/ requirements, etc.

4.The catering service provider needs to deploy the sufficient number of cooks and cook helpers and cleaning staff every day (as per the strength), for serving about approx. 100 staff. The strength of staff may vary marginally; therefore, the catering service provider needs to deploy proportionate no. of cooks and cook helpers, having FOSTAC(Food Safety Training & Certificate).

5.The cook and cook helpers should be well qualified and experienced in Hotel Management/ institutional catering capable preparing all kinds of dishes.

6.The catering service provider is required to put at least two buffet counters in the canteen area on requirement.

E) Terms and Conditions:

1.The quality of food/snacks/ eatables supplied shall be of good quality and hygienic in nature and the service should be to the fullest satisfaction of the staff and the participants. It shall be ensured that there is no adulteration of food, milk, etc.

2. Though a daily menu is indicated, it may be modified in terms of dish preparation variety of vegetable/chapatti/pilaf by the canteen committee nominated by the director. Following guidelines need to be abided by:-

3. The same vegetable should not be used for the preparation of vegetable curry on more than three occasions in a week. The vegetable preparation should have variety and the same style should not be repeated unless instructed by Mess Committee. Violation of this clause would attract a penalty of Rs 500/ on each occasion.

4. Bread should be fresh, from a FSSAI certified bakery and must have proper packing to maintain freshness/hygiene. The bread toast should be served warm. Birayani should be prepared using Basmati rice.

5. Sweets purchased from outside must be from a certified sweet shop of packed sweets must have FSSAI Certification.

6. Chapatti and Poori should be made of full wheat flour of good quality only. Use of Maida flour for making chapatti/paratha/puri is not permitted. Maida may be used for making Bhatura only.

7. All the food items should be warm when served, except items intended to be served at room temperature (Sweets, Dahiwada, Salad, etc) or frozen (ice creams). Curd/Yogurt should be fresh and not sour

8. Only Refined oil (Sunflower/ Groundnut) of FSSAI Certification is to be used. The use of burnt oil would attract a penalty of Rs 1000 per violation.

9. All the employees working in the Canteen would be required to undergo medical at the Contractor's cost, first check-up would be one week prior to commencement of the contract or within one week of commencement of the contract if same could not be done by the contractor due any unavoidable circumstances.

10. The contractor shall submit a list of all staff engaged by him for service at Indian Institute of Geomagnetism, Panvel Navi Mumbai Campus along with addition/deletion every month. He should ensure payment of wages and other applicable benefits to his employees as per the statutory rules in force.

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

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

13. Electricity will be provided free of cost in Guest House and Staff Canteen area. However, electricity will be used for operating equipment like Fridge, Mixer, Grill etc. The contractor shall use electricity with discretion (only when it is needed).

14. The Institute shall provide cooking utensils, furniture, cutlery, crockery, refrigerator etc. as may be considered necessary by the Institute for running and maintaining the Canteen. The Contractor shall use the said items with due attention and care. For the damages/loss caused to the items on account of negligence or lack of proper care and attention on Contractor's part or on the part of any of Contractors employees, the contractor will be liable to pay the repair/replacement costs. Annual breakage to the tune of 20% is permissible in the case of crockery supplied by the Institute. The breakages over and above 20% should be made good by the Contractor.

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

16. The Contractor and his manpower will maintain a high standard of cleanliness in the kitchen area. Smoking, chewing of Pan or Tobacco is strictly prohibited in the Kitchen and dining area. Contractor should provide two uniforms set to each canteen staff and ensure that canteen staff should wear uniform during duty hours.

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

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

19. IIG will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful bidder withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions act out above, IIG reserve the right's to forfeit Earnest Money /Security Deposit.

20. Tenderer should be a registered and licensed contractor. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this. The contractor should be registered with the Regional Labour Commissioner (Central), Mumbai as a contractor under the Contract Labour Regulation Act.

21. The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.

22. The contractor shall submit a list of all staff engaged by him for service at Indian Institute of Geomagnetism, Panvel Navi Mumbai Campus along with addition/deletion every month. He should ensure payment of wages and other applicable benefits to his employees as per the statutory rules in force.

23. The canteen timings, menu and price of extra items (if any) would be determined by the canteen Committee.

24. Only those caterers who have establishment in Mumbai, Navi Mumbai and adjoining areas shall be considered.

25. The caterer shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards of the Institute.

26. No food cooked in the canteen should be taken out of the premises without prior permission.

27. All major/minor civil and electrical works will be attended by the Institute.

28. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.

29. Maintenance of kitchen equipment will be covered to the scope of service contract entered into by Institute with equipment suppliers. The catering contractor should inform Canteen Committee of maintenance requirements if any, while taking over the equipments. Additional expenses on repairs and maintenance of equipment, thereafter if any, shall be borne by the caterer.

30. Cleaning and Housekeeping of Kitchen will be the sole responsibility of the caterer. However, salary of two helpers/cleaners will be provided by the Institute for cleaning and upkeep of Dining Hall as per IIG prescribed Labour Contract Rules .

31. The caterer will be required to procure gas cylinders in sufficient quantity and ensure refilling of the same, for cooking purposes at his own cost.

31. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture is also the responsibility of the caterer.

32. Canteen Committee would reserve the right to inspect on cleanliness and upkeep of premises and quality of provisions, and quality of the food.

33. No accommodation will be provided to the workmen of caterer.

34. Canteen services will be up to Dinner time (22.00 Hrs) except Sunday or any Guideline from office. The canteen contractor shall observe the IIG time schedule.

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

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

this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of work.

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

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

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

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

41. Quoted price should be inclusive of all taxes and duties.

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

F) SUBMISSION OF TENDER:

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