

No.38/17/2014-OM&C

Government of India

Planning Commission

Yojana Bhavan, Sansad Marg,

New Delhi – 110 001,

Date: 8th August, 2014.

Tender No. 38/17/2014-OM&

NOTICE INVITING TENDER

The Planning Commission having its office in Yojana Bhavan, Sansad Marg, New Delhi -110001, invites **online** tenders for running / operating a canteen on contract basis initially for a period of one year, which may be further extended for a period of two more years, on a yearly basis, subject to satisfactory performance.

1. GENERAL INFORMATION & SCOPE OF WORK

1.1	Scope of Work	<p>Running canteen on contract basis in the Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi, initially for a period of one year, which may be further extended for a period of two more years, on a yearly basis with mutual agreement on the same terms & conditions, subject to satisfactory performance.</p> <p>Planning Commission shall provide space, electrical fittings, intercom, water, electricity, Piped Natural Gas, on actual payment basis, which would be paid by the Contractor on monthly basis to Planning Commission, which would be deposited under receipts head by the Pay & Accounts Officer, Planning Commission. Planning Commission will also provide basic furniture for the dining hall.</p> <p>The approximate (1) Rent for space will be Rs.24,855/- (@ Rs.15/- per sq ft. X 1657 sq. ft), (2) water charges will be @ Rs.80/- per tap, (3) electricity charges will be for (i) light points @ Rs.71/- per point, (ii) Light plug output (5 amp / 500 watt) @ Rs.197/- per point and (iii) Refrigerator (165 ltr.) @ Rs.215/- per point. The rates are subject to revision by Govt. of India, Ministry of Urban Development, Directorate of Estates.</p> <p>For piped gas charges will be payable as per metre reading of metre fixed by the IGL.</p> <p>Some kitchen equipments that are available in Planning Commission shall be provided to the Contractor. Bidder may come and inspect the equipments, on prior appointment with the S.O. (OM&C) on any working day between 3.00 to 5.00 P.M. Any other item required for running the canteen, shall be arranged by the contractor.</p>
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Under Secretary to the Govt. of India

Tel.: 23042532

		The kitchen equipments / furniture will be given to the contractor in good working condition. Maintenance of the equipments and furniture will be the responsibility of the Contractor. Any work related to the repair / maintenance of equipment / furniture provided by Planning Commission will be handled by the contractor. The contractor will ensure proper handling / upkeep of the utility items and hand it over in good working condition at the end of the contract or make good the loss as per market rate.
1.1	Scope of Work (continued)	Service will be required in the Canteen dining area, 6 committee rooms and approximately 50 office rooms of Senior Officials. No. of employees – 1000. Timings: 9.00 A.M. to 6.30 P.M. Monday to Friday <i>May be required till late hours and on holidays, Saturdays and Sundays on special occasions.</i>
1.2	Type of Tender	Advertised Tender Enquiry - TWO BID System (Technical and Financial Bids in separate sealed covers).
1.3	Contract Period	One year from date of commencement of work. Extendable by two more years on a yearly basis on mutual agreement.
1.4	Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees one lacs only)
1.5	Mode of E.M.D.	Demand Draft / Pay Order / Bankers Cheque drawn in favour of “The Pay & Accounts Officer, Planning Commission”, payable at New Delhi.
1.6	Performance Security and validity	A Performance Security of Rs.5,00,000/- (Rupees five lakh only) in the form of FDR / BG, valid for 60 days beyond the date of expiry of contract.
1.7	Tender Document with full details can be downloaded free of cost from	http://planningcommission.gov.in/news/tender www.eprocure.gov.in/
1.8	Period (Date and Time) of issue of Tender Document	08 th August, 2014
1.9	Date & Time of Closure of Tender	at 3.00 P.M. on 29 th August, 2014.
1.10	Date & Time of Opening of Tender	at 3.30 P.M. on 29 th August, 2014.
1.11	Date & Time of opening of Financial Bid	Shall be intimated to Bidders declared responsive in the Technical Bid Evaluation.
1.12	Bid Validity	180 days from last date of submission of tender. If need arises, this could be extended further by mutual consent.

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1.13	Deposit of Tender Documents	The bids have to submitted online through the Govt. of India's web portal www.eprocure.gov.in/ by the stipulated date and time.
1.14	Period for commencement of Work (Mobilization period)	After Award of Contract (AoC), the Planning Commission will allow the contractor 15 days for mobilization of resources. Failure to commence work on the 16 th day, shall attract penalty of upto Rs.5,000/- per day at the discretion of Planning Commission. In case Contractor is not able to commence operation even after 30 days of the Award of Contract the Performance Security shall be forfeited Planning Commission and the contract will be terminated.
1.15	Menu Rates	The rates of contractor will remain fixed for one year, i.e., throughout the initial period of contract.

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2. General Instructions:

- 2.1 This is an invitation for online bids. So the bids have to be submitted online only. All supporting documents, including copy of the EMD and any other document to submitted have to duly signed on each page, scanned and uploaded through the eprocure portal. Detailed instructions for submission of online bids are given in Annexure-III of the tender document.
- 2.2 Bids should be complete in all respects and confirm to all the conditions laid down in the tender document failing which the bid(s) will be rejected without further information to the bidder and without assigning any reason. No correspondence shall be entertained in this regard.
- 2.3 The Planning Commission reserves the right to reject any or all the bids without assigning any reason(s) therefor. No tenderer shall have any cause of action or claim against Planning Commission for rejection of bid.
- 2.4 Conditional Bids / Bids non-compliant to one or more conditions set in tender document shall be rejected.
- 2.5 The bidders in their own interest should study the 'Bid document', carefully, and abide by the various instructions and guidelines provided under various paras of the tender document.
- 2.6 Planning Commission reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.

3. Earnest Money Deposit (EMD):

- 3.1 Each Tender must be accompanied by Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rs. One lakhs only) in the form of Crossed Demand Draft / Pay Order/ Banker's Cheque issued by Scheduled Bank in favour of Pay & Accounts Officer, Planning Commission, New Delhi, payable at New Delhi. Tenders received without Earnest Money Deposit (EMD) or after due date shall be summarily rejected.

- 3.2 Earnest Money Deposit (EMD) is liable to be forfeited and bid is liable to the rejected, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect during the period between the deadline for submission of bid and expiration of period of bid validity.
- 3.3 EMD of unsuccessful bidders will be returned by Planning Commission within a period of 2 months after issue of Award of Contract Letter.
- 3.4 No interest shall be payable to the bidders against their EMDs.

4. **Submission of BIDS**

- 4.1 The Tender document complete in all respect (Technical Bid and Financial Bid) should be submitted online.
- 4.2 The Technical details should be submitted as per **Annexure-I, I-A and I-B.**
- 4.3 The Financial details should be submitted as per **Annexure-II.**
- 4.4 The EMD should be submitted in a sealed cover superscribed "Bid for running canteen in Planning Commission" with name & address of the bidder on the cover. This envelope should be addressed to Section Officer, OM&C Section, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110001 and dropped in the Box title "EMD for Canteen Contract" kept at the Reception Area latest by 3.00 P.M. on 29/08/2014. A scanned copy of the EMD should be submitted online.
- 4.5 No financial details should be mentioned in Technical Bid otherwise the bid shall be liable to be rejected.
- 4.6 All details including rates to be quoted in the Financial Bid, must be legible. Otherwise the bid shall be rejected.
- 4.7 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 4.8 All documents forming a part of the Tender document should be signed by the authorized signatory on each page of the document.
- 4.9 Bids shall be submitted in the prescribed bid Proforma.
- 4.10 Bids received after the stipulated deadline will not be accepted.

5. Period of validity of Bids.

Bids shall be valid for 180 days from last date of submission of tender. This could be extended further by mutual consent, under exceptional circumstances. The requests and the responses for extension, shall be made in writing.

6. Eligibility Conditions: The following conditions have to be fulfilled to qualify in the technical round. Supporting documents for each condition has to be attached with the Technical Bid.

- 6.1 Bidder must have a minimum annual turnover of Rs.25 lakhs per annum.
- 6.2 Bidder should have an experience of at least 3 years in this field and must be currently operating at least one good quality Canteen in the Central / State Government office located in the NCR / Autonomous body / PSU / reputed public limited company.
- 6.3 Bidder should have EPF, ESI, Tax Registration, PAN Accounts, FSSAI, as applicable.
- 6.4 Bidder must attach a self declaration as per Annexure- IA and IB with the tender document.

7. Opening and Evaluation of Bids.

7.1 The bids will be opened at 3.30 P.M. on 29/08/2014. The bidder or his authorized representative may be present at the time of opening of bid. In case of unscheduled holiday on the closing / opening of bid dates, the next working day will be treated as scheduled prescribed day of closing / opening of bid, the time notified remaining the same.

7.2 The Tender Opening Committee constituted by the Planning Commission shall first open the Technical Bids in the presence of bidders who opt to be present at the stipulated date and time and forward the bids to the Tender Evaluation Committee (TEC). The TEC shall first evaluate the Technical bids on the basis of Eligibility Conditions stipulated in para 6 above.

7.3 **Capacity Verification Criteria:** The TEC will inspect at least one canteen being presently run by the bidders, who fulfill other conditions stipulated in the Technical Bid, to judge their capability in terms of capacity, quality, hygiene, rates, etc.

7.4 The Bidder whose Technical Bid is found to be complete in all respects and the present canteen operation is found to be satisfactory on the basis of inspection carried out by the TEC will be declared qualified for opening of his Price Bid. Decision of the TEC with the approval of competent authority will be final in this regard.

7.5 The TEC shall then open the Price Bids of technically responsive bidders, under intimation to them.

8. Selection of L1 Bidder

The bidder who has qualified in the Technical Round, and offered the lowest rates for maximum number of items in the Price Bid, shall be declared the L1 or Successful Bidder.

Please do not quote unrealistic rates. Otherwise the bid will be rejected.

9. Terms and Conditions of the Contract

9.1 The Contractor should have a valid FSSAI Certificate.

9.2 The Successful bidder shall at his own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc.

9.3 This Contract is based on the principles of 'Law of Contracts'. All personnel deputed / employed for execution of this Contract by the Contractor shall be employees of the Contractor. Planning Commission shall not have any liability to absorb them at any point of time nor can they claim any right for employment in Planning Commission.

9.4 The Contractor shall NOT engage / employ persons below the age of 18 years.

9.5 The employees of the Contractor should be covered under ESI & EPF as applicable.

9.6 Contractor shall get the antecedents of all the persons to be engaged by him for this canteen.

9.7 The Contractor shall pay wages directly to his workmen / employees in accordance with the minimum wages act as revised from time to time.

9.8 **Staff and Uniform:** The contractor shall deploy, at his own cost, adequate number of well trained and medically fit, cooks, waiters, canteen boys under the charge of a Manager. Each staff member of the canteen shall be provided uniform (including cap and gloves), identity card and name tag etc., by the contractor.

9.9 **Inspection:** The Canteen Committee of the Planning Commission will conduct inspections and any discrepancy pointed by the inspecting Committee shall be addressed and corrective measures shall be taken promptly by the Contractor. Failure to do so may attract penalty or termination as per provisions given under the "Penalty and Termination" clauses of this Tender Document.

9.10 Quality and hygiene: All the food items should be fresh and of high quality. The quality of ingredients to be used for preparation of all food items, viz., sugar, sugar cubes, tea bags, coffee powder, milk, flour, rice, spices, oil, ghee, tomato ketchup, vinegar, soya sauce, chili sauce, mayonnaise, etc., should be BIS / ISI / Agmark standard only. Daurala Sugar, Nescafe / Bru coffee powder, Brooke Bond / Lipton / Tata tea leaves / tea bags, Kissan / Heinz / Tops ketchup / soya sauce / chilli sauce, vinegar or equivalent brand has to be used. Substandard products will not be permitted to be used. Refined oil should be of Fortune / Dhara or equivalent brand. Wheat flour should be of superior MP quality. Rice (permal / Basmati) should also be of reasonably good quality. Bread should be of Britannia / Harvest Gold brand only.

9.11 The items are to be hygienically prepared and preserved. Neatness in kitchen is to be accorded the highest priority and cleanliness of premises and personnel is to be ensured. Stale food or items whose expiry date has elapsed should not be used.

9.12 Pest Control: The Contractor will be responsible for getting pest control done as per FSSAI norms, deep cleaning of the kitchen and dining area done on a regular basis, and for disposal of waste.

9.13 Handing over of equipment and furniture at the end of contract: Upon completion of contract period or on termination of the contract, the contractor will hand over formally all the kitchen equipments, furniture etc. belonging to Planning Commission in proper working condition. Repair / replacement of equipments, if any, at the time of completion / termination of contract period, shall be arranged by the contractor at his cost or make good the loss.

9.14 The Contractor shall abide by all the terms and conditions as laid down in the bidding document including all the Annexures, in toto. Failure to comply with the conditions governing this Contract, shall subject the Contractor liable for penalty & Termination of Contract and forfeiture of Performance Security.

9.15 A copy of the complete tender document has to be signed and sealed on each page by the bidder and submitted alongwith the Technical Bid, thereby conveying his acceptance of all the terms and conditions and other instructions, stipulated therein.

9.16 The rates of contractor will remain fixed for one year, i.e., throughout the initial period of contract. If the contract is extended to the 2nd and 3rd year, revision of rates will be considered once a year, during the 2nd and 3rd year, in consultation with the Canteen Committee and the Planning Commission & IFD (PC).

10. Notification of Award of Contract

10.1 Prior to the expiry of the period of bid validity, Planning Commission will notify the successful bidder in writing that his bid has been accepted.

10.2 The Notification of Award will constitute the contract.

10.3 Upon the successful bidder's furnishing Performance Security, Planning Commission will discharge the EMD of all unsuccessful bidders within a period of three months from the date of Notification of Award.

11. Performance Security

11.1 Within 15 (Fifteen) days of the receipt of Notification of Award (NOA) from Planning Commission, the successful bidder will furnish the Performance Security Rs.5,00,000/- (Rs. Five Lakh Only) in the form of a Fixed Deposit Receipt or Bang Guarantee, valid up to 60 days after the expiry of the Contract (including any extension of Contract). Failure to do so will result in annulment of the award and forfeiture of his Earnest Money Deposit.

11.3 In case the Contractor fails to provide satisfactory services during the period of the Contract, the Performance Security submitted will be forfeited, without prejudice to other remedies at the sole discretion of competent authority of Planning Commission.

11.4 The Performance Security is also liable to be forfeited if the mobilization period is not honoured.

11.5 On successful completion of the Contract, Performance Security shall be released within 2 months after the expiry of contract period.

11.6 No interest will be payable by the Planning Commission to the Contractor on the Performance Security.

12. SIGNING AND PERIOD OF CONTRACT

12.1 A contract Agreement between the Contractor and the Planning Commission will be signed by both parties within 15 days from the date of Notification of Award. In case the successful bidder does not sign the contract within the specified period, his EMD will be forfeited.

12.2 Contract shall be valid for one year from the date of the commencement of the work, and may be extended for two more years on a yearly basis, on the same terms and conditions with mutual agreement by both the parties.

12.3 The contract can be terminated by Planning Commission by giving 3 month's notice on account of bad performance.

13. MOBILISATION PERIOD

Planning Commission will provide the contractor 15 days for mobilization of resources on his part after the Award of the Contract. Contractor has to commence operation on or from the 16th day of the Award of the Contract. Failure to do so, shall attract a penalty upto Rs.5,000/- per day. In case the Contractor is not able to commence operation even after 30 days of Award of the Contract, the contract will be terminated and the Performance Security / EMD will be forfeited and the company will be blacklisted.

14. PENALTY AND TERMINATION

14.1 Planning Commission reserves the right to impose a penalty on the Contractor for any deficiency in maintaining the quality of the services willfully or otherwise by the Contractor or his staff or breach of any clause of this contract. The quantum of penalty will be decided by the Canteen Committee with the approval of Adviser (GA), Planning Commission. The penalty can range from Rs.1,000/- to Rs.10,000/- on each occasion.

14.2 Deficiency inter-alia may involve deficiency on account of quality, quantity, service, adulteration, hygiene, cleanliness, disruption of services, non-preparation of one or more items quoted in list, misbehavior, etc. These parameters are only indicative & not exhaustive and Planning Commission reserves the right to decide upon "deficiency in service" on the part of the Contractor.

14.3 In case remedial measures are not taken in a reasonable time frame (as decided by the Planning Commission authorities), the contract will be terminated alongwith forfeiture of Performance Security.

14.4 Planning Commission's decision in this context shall be final & binding on the contractor.

14.5 In the event of any dispute over interpretation of any of the clause(s) of the contract or any part thereof, the decision of the Head of Department, Planning Commission shall be final and binding on the contractor.

15. Requisition Slip for serving official refreshment:

Supply of Tea / Coffee and other refreshments in official meetings and in the rooms of Senior officials will be on credit basis. The supply will be made by Contractor on the basis of requisition slips. The officer or his / her PPS / PS / PA will issue a duly signed requisition slip to the Contractor for each and every item ordered and will retain a copy of such indent and forward it to the Welfare Unit at the end of each fortnight. The Section Officer, (Protocol) shall issue the requisitions in respect of arrangements to be made in committee rooms.

16. Payment Procedure

16.1 The Contractor shall attach all requisitions and raise a bill on a fortnightly basis. Bills should be submitted on the 1st and 16th of every month. A detailed sheet of Group wise, officer wise expenditure statement should be appended with the bill.

16.2 Planning Commission reserves the right to refuse to make payments against bills submitted late, bills not supported by requisition slips, etc.

16.3 Payment for items sold in Canteen premises shall be taken across the cash counter from the buyer.

16.4 The Contractor may consider introducing smart cards for his sales, at his own cost.

16.5 Any change in the procedure of requisition for official refreshment will be at the sole discretion of Planning Commission, and it shall be binding on the Contractor.

16.6 The unused packed items such as water bottles supplied in meetings / conference rooms would be returned to the contractor and will not be paid for.

17. ARBITRATION

In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the Contractor, the same shall be referred to the sole Arbitrator. Secretary, Planning Commission or any Officer nominated by Secretary, Planning Commission shall be the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in Planning Commission. The Arbitrator will give reasons for the award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactments thereof including the rules framed there under.

18. JURISDICTION OF COURTS

All disputes are subject to the jurisdiction of courts in the New Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

19. DISCLAIMER

Tenderers are free to download tender document at their own risk and cost and use the same as tender document for submitting their offer.

Technical Bid Proforma

1.	Name of Bidder	
2.	Address	
3.	Service Tax Registration Number	
4.	PAN Number	
5.	ESI Number	
6.	EPF Number	
7.	Bank Name and Account Number	
8.	FSSAI Registration Number	
9.	EMD Details	

Signature &
Seal of Bidder

Dated:

Note: Scanned copies of the following documents, duly signed and with company seal, must be attached and submitted online with the Technical Bid:

- 1. Supporting documents for sl. nos. 2 to 8,**
- 2. EMD in original to be dropped in the EMD BOX titled “Canteen Contract EMD Box” kept at the Reception area of Planning Commission. A scanned copy of the EMD to be uploaded with the Technical Bid.**
- 3. Declaration (Annexure – 1-A),**
- 4. Past Service Experience alongwith contract award letters, appreciation letters, etc., (Annexure-1-B).**
- 5. A scanned copy of the tender document duly signed and sealed on each page by the bidder.**

Declaration

Tender No. 38/17/2014-OM&C

To

The Section Officer,
Organisation, Methods and Coordination Section,
Planning Commission,
Yojana Bhavan, Sansad Marg,
New Delhi – 110 001.

Subject: Tender for providing canteen services.

Sir,

I/We hereby offer to provide the canteen services in conformity with the tender document.

I/we hereby undertake:

- (i) that my / our bid is valid for 180 days from the last date of submission of bids as per para 1.12 and para 5 of the Tender Document.
- (ii) to provide the canteen services at the rates quoted by me / us in the Price Bid for a period of one year from the date of award of contract.
- (iii) that my / our Company has not been blacklisted or debarred from providing canteen services by any Govt. Department.
- (iv) that I/We have understood and agree to comply with all Terms and Conditions stipulated in the Tender Document necessary for submission of this bid for providing Canteen services.
- (v) that I/We have fully understood the "Scope of Work" and Terms and Conditions in the Tender Document governing this contract and shall abide by them (in toto), if awarded the Contract.

Yours faithfully,

Signature & Seal of Bidder

Dated:

Note: A scanned copy this form duly Filled, Signed, and Stamped by the bidder should be submitted online alongwith the Technical Bid.

BIDDER 'S PAST SERVICES' EXPERIENCE STATEMENT PROFORMA

S.No.	Name, Address & Telephone No. of the Client	Contract Period	
		from	to

Signature &
Seal of Bidder

Dated:

Note:

1. Since minimum three year's experience is required, please give details of minimum three years experience.
2. A scanned copy of this form duly Filled, Signed, and Stamped by the bidder alongwith copies of contract award letters, appreciation letters, etc., should be submitted online alongwith the Technical Bid.

Financial Bid Proforma

S.No.	Item	Unit	Rate / Unit including taxes (Rs.)
A.	Beverages		
1.	Coffee in dining hall	1 cup (110 ml)	
2.	Readymade Tea in dining hall	1 cup (110 ml)	
3.	Dip Tea in dining hall	1 cup (110 ml) (with milk, tea bag and sugar)	
4.	Dip Tea (room service / service in official meetings)	1 cup (110 ml) (with milk, tea bag and sugar)	
5.	Bottled drinking water	100 / 200 / 500 ml / 1 Ltr /20 Ltrs	
6.	Soft drinks (Coke / Limca etc.)	½ Ltr	
7.	Soft drinks (Coke / Limca etc.)	2 Ltrs	
8.	Soft drinks in dining hall	150 ml in paper / plastic cups	
9.	Tetra pack juice (Real / Frooti / Tropicana)	150 ml	
B.	Snacks / Breakfast Hi-Tea		
10.	Hi-tea for meetings	Tea/coffee/ Roasted Kaju- 10 pieces, 2 pieces of salt and sweet bakery cookies, wafers, one piece sweet, one piece veg. sandwich, one veg cutlet / patties.	
11.	Bread Pakora with chutney / ketchup	1 piece (80 gms.)	
12.	Samosa with chutney / ketchup	1 piece (60 gms.)	
13.	Veg Cutlet with chutney / ketchup	1 piece (60 gms.)	
14.	Paneer Pakora with chutney / ketchup	1 piece (65 gms.)	
15.	Veg. Patties with chutney / ketchup	1 piece (100 gms.)	
16.	Veg. Burger with chutney / ketchup	1 piece 225 gms.	

17.	Mix Pakora (Aloo / Onion / Palak / Chilly) with chutney / ketchup	6 pieces(100 gms.)	
18.	Kachori subzi	2 pieces of 75gms each with 100 gms. subzi	
19.	Idly Sambar chutney	2pieces(225 gms.)	
20.	Vada Sambar chutney	2pieces(225 gms.)	
21.	Masala Dosa with sambar and chutney	1 plate (285gms.)	
22.	Aloo Parantha with Achaar & Curd	1 piece	
23.	Veg Sandwich	1 piece (100 gms.)	
24.	Veg Grilled Sandwich	1 piece (125 gms.)	
25.	Bread Butter Toast	2 pieces (2 pcs. Full size slice with 10 gms. Butter)	
26.	Bread Omelette	1 egg with 2 slices	
27.	Bread Omelette	2eggs with 2 slices	
28.	CCP	1 plate	
29.	Veg. Spring Roll	1 plate (150 gms.)	
C. Main Course			
30.	Packed Lunch for official meetings	North Indian - Dal makhni, shahi paneer, mix veg. / seasonal dry veg., veg. pulao, raita, 1 parantha, achar, papad, salad, sweet	
31.	Rajma / Karhi Chawal	250 gms. of boiled rice with rajmah / karhi (rice should be permal of Rs.40/- p/kg. approx. on current retail market rates)	
32.	Veg. Thali – Dal, Dry Sabzi, Rice, Raita, 2 chapatis and salad	500 gms.	
33.	Veg. Deluxe Thali – Dal, paneer, sabzi, rice, raita, 2 lacha parantha or 2 naan, sweet	650 gms	
34.	Shahi Paneer / Kadhahi Paneer	150 gms	
35.	1 Plate Dal Makhani	150 gms	
36.	1 Plate Paneer Dish	100 gms	
37.	1 Plain Rice	200 gms.	
38.	Veg Biryani / Veg Pulao + Achar + Curd	125 gms	
39.	Chapati	1 piece	
40.	Plain Parantha / Naan	1 piece (75 gms)	
41.	Raita Boondi	150 gms	
42.	Egg. Curry	100 gms with 2 eggs.	

43.	Chicken Curry	100 gms with 2 pieces	
44.	Veg. Chowmien	125 gms	
45.	Chicken Chowmien	125 gms	
46.	Veg. Pasta (Red Sauce/White Sauce)	125 gms	
47.	Veg. Momos	6 pieces	
48.	Chicken Momos	6 pieces	
D	Dessert		
49.	Gulab Jamun / Rasgulla / Khoya Barfi	1 piece (40 gms.)	
50.	Ice cream	Small cup 50 gms. (Kwality / Mother Dairy) (Vanila / strawberry / chocolate)	

Signature
& Seal of
Bidder

Dated:

Note: A scanned copy of this form duly Filled, Signed, and Stamped by the bidder should be submitted online.

ANNEXURE-III

Instructions to the Bidders to submit the bids online through the eProcurement site <https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the “Click here to Enroll” option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use “My Space” area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders if he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id / password chosen during registration and password of the DSC / e token.
- 6) Each bidder should use only one DSC (etoken) and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda, if published, before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.

- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) 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 bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at low resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.

25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

28) For any queries, the bidders are asked to contact by mail cphp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

Signature &
Seal of Bidder

Dated:

Note: A scanned copy this form duly Filled, Signed, and Stamped by the bidder should be submitted online.