

**CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR 30-C, CHANDIGARH-160030**

TENDER NOTICE NO: CSIO/GS/4/2011

Sealed tenders in two parts i.e. Technical and financial Bids are invited from the reputed/experienced catering service providers for providing catering services/facilities for the period of two years in CSIO Hostels/Students Mess. Interested parties having atleast 02 years of experience for providing catering services in Central Govt/State/Public Sector Undertaking/Autonomous Bodies/Universities may send their quotations in a sealed cover superscribed as "Tender of Catering Services" to the Director, CSIO Chandigarh latest by **14.10.2011 (Friday) upto 1.00 PM** Tenders (Technical Bids) will be opened on the same day at **3.00 PM** in the presence of tenderers, if any. Detailed quotation proforma alongwith terms & conditions may be seen at our website: **www.csio.res.in**. The Demand Draft of Rs.30,000/- in favour of Director, CSIO must be attached with the tender as EMD otherwise tender will not be considered. The Director, CSIO reserves the right to accept or reject full or part of any or all tenders without assigning any reason thereof. Incomplete Tender or Tender(s) received after the stipulated date & time will be rejected.

ADMINISTRATIVE OFFICER

**CENTRAL SCIENTIFIC INSTRUMENTS ORGANIZATION
SECTOR-30, CHANDIGARH-160030**

NIT No: CSIO/GS/4/2011

Terms & Conditions for Providing Catering Services

1. Our usual requirements at CSIO Hostels/Student Mess are as under:-

Sl.No	Item	Working Days	Non Working Days
1	Breakfast	25 to 35	15 to 20
2	Lunch	50 to 65	30 to 40
3	Dinner	35 to 45	20 to 30

2. Basic facilities of space, furniture, Electricity & Water will be provided by CSIO free of cost.
3. CSIO will provide free of cost all the assistance related to plumbing & electric on request basis.
4. Crockery, cutlery, cooking Ranges, Refrigerators, Deep Freezers, cylinders etc. are to be arranged by the contractor.
5. One person from the contractor is required exclusively at CSIO Guest House for any services to the Guests.
6. Contract will be valid for the period of 2 years. The contract can be terminated at any time by giving a notice of one month by the office.
7. He will keep the kitchen, canteen/dining hall and other related areas of canteen always in order, in neat and clean condition and the eatables will be prepared under the hygienic conditions.
8. All items used in cooking will be of 'Agmark'. Mark and to conform to the quality of the food.
9. The contractor will be responsible to observe the provisions of the Labour (must have Labour license) and food laws in force.
10. The Caterer/contractor must have two years experience in the field of providing such services in Govt. /Semi Govt. office. /Undertaking/University/Autonomous Bodies etc.
11. The Caterer/contractor should be registered with VAT/ applicable tax authority and should have valid VAT Registration.
12. The Caterer/contractor should have valid PAN No and IT Returns for the last two years.
13. The firm must have Service Tax Registration.
14. The financial bids of only those firms will be considered which qualify the technical bid.
15. Soft drinks, snacks, tea & coffee etc to be made available around the clock.
16. EMD of Rs. 30000/- in favour of Director, CSIO through D.D. is to be enclosed in separate envelope. EMD will be refunded after successful completion of contract. In case terms & conditions are not followed properly EMD is liable for forfeiture.
17. The Tender must be submitted in Two-Bid system i.e. Technical Bid giving details as per Annexure-I and Financial Bid as per Annexure-II. Both bids must be put in separate sealed covers clearly super scribed.
18. The firm should not be blacklisted by Govt. /Semi Govt. /Undertaking etc. Affidavit duly attested by Notary in support of this undertaking is to be enclosed with Tender.

Technical Detail

NIT No: CSIO/GS/4/2011

Sl.No	Particulars	
1.	Name of the Firm/Agency	
2	Full address with Post Box No. if any.	
3	Experience in no. of years (Attach necessary experience certificates (Name and address of client/departments may be indicated)	
4	VAT Registration No.	
5	Service Tax Registration No.	
6	Permanent Account No. & IT Returns for the last 2 years	
7	Registration Certificate under Labour Contract	
8	EMD	DD No: _____ Amount: _____ Date: _____

All the above information must be accompanied with the supporting documents, failing which; the tender is liable to be rejected.

Contractor

(Signature)

With Seal

FINANCIAL BID

NIT No: CSIO/GS/4/2011

1. Last date of receipt of Tenders:-

14.10.2011

I/we wish to submit our tender for providing Catering Service on the following rates:

Sl.No	Name of item	Rate to be filled in by contractor per unit including Taxes and Other Charges.
1	2	3
BEVERAGES		
1	Tea	
2	Soft Drinks	
3	Coffee	
SNACKS		
1	Samosa or Pettis or Sandwich or Pastry	
BREAKFAST		
1	Stuffed Parantha (02 Nos.) + Achar + Dahi + Tea or Bhature (02 Nos.) + Choley + Achar + Tea or Poorie (04 Nos.) + Aloo + Achar + Tea or Bread Toast (04 Nos.) + omelette/Boiled Egg + Butter + Tea	
LUNCH/DINNER (Served in Buffet)		
1	Dal+Rice+Roti+Vegetable +Curd+Salad+Achar	
LUNCH/DINNER FOR OFFICIAL MEETINGS (Buffet)		
1	Soup	
2	Pulao	
3	Dal	
4	Vegetable	
5	Paneer Preparation	
6	Curd/Curd Preparation	
7	Roti	
8	Achar+Salad+Papad	
9	Sweets(Dessert)	

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if i/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

(Signature)

Name _____

Address _____

Contact No. _____