



# National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization  
(Ministry of Power, Govt. of India)

## TENDER DOCUMENT

CONTRACT FOR RUNNING CANTEEN  
IN NPTI (CO), FARIDABAD (HARYANA)

Tender Enquiry No. : NPTI/CO/Purch/TE-28/Canteen/2014

Dated:-

NPTI Complex, Sector-33, Faridabad – 121 003  
Phone No. 0129-2275448  
Fax No. 0129-2277412  
Website: [www.npti.in](http://www.npti.in)

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**SECTION-1**  
**LETTER OF INVITATION**

## LETTER OF INVITATION

**Tender Enquiry No. : NPTI/CO/Purch/TE-28/Canteen/2014**

**Date:-**

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: - Contract for Running Canteen in NPTI (CO), Faridabad –reg.**

Dear Sir,

1. National Power Training Institute, (hereinafter called “NPTI”), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites Bid for Contract for Running Canteen in NPTI (CO), Faridabad.
2. The Tender Documents include the following:
  1. Section 1 - Letter of Invitation
  2. Section 2 - Notice Inviting Tender
  3. Section 3 - Instruction to Bidders
  4. Section 4 - Conditions of Contract
  5. Section 5 - Scope of Work
  6. Section 6 - Pre-qualification Bid
  7. Section 7 - Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 2.30 PM on 31.10.2014 and shall be opened on the same day at 3.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

**(S.N. Pandey)**  
**A.P. (Purchase)**  
Tele Fax No: 0129-2275448  
E-mail: snpandey@npti.in

**SECTION-2**  
**NOTICE INVITING TENDER**

**NATIONAL POWER TRAINING INSTITUTE**  
 (Ministry of Power, Govt. of India)  
 NPTI Complex, Sector-33, Faridabad – 121 003  
 Tele Fax No. 0129-2275448  
 Website: [www.npti.in](http://www.npti.in)

**DOMESTIC COMPETITIVE BIDDING**  
 (Through call of open Tenders)

TENDER ENQUIRY NO. NPTI/CO/Purch/TE-28/Canteen/2014

Dated: .....

<b>Name of Work</b>	Contract for Running Canteen in NPTI (CO), Faridabad
<b>Estimated Value of Work</b>	Rs 1.00 Crore/- (per annum)
<b>EMD</b>	Rs. 1.00 Lakhs
<b>Period of Contract</b>	Initially 3 years extendable for another 1 year
<b>Date of Issue of Tender Document</b>	07.10.2014
<b>Last Date &amp; Time for receipt of Bid</b>	31.10.2014 up to 2.30 PM
<b>Time and Date of Opening of Bid</b>	31.10.2014 at 3.00 PM
<b>Place of Opening of Bid</b>	NPTI (CO), Faridabad
<b>Officers from whom the tender documents can be obtained.</b>	A.P. (Purchase), NPTI, Faridabad
<b>To whom the tender documents can be submitted.</b>	Bids shall be sent to A.P. (Purchase) NPTI (CO), Faridabad or to be dropped in Tender Box kept in the office of Dy. Director (Admn) of NPTI (CO), Sector-33, Faridabad within due date and time
<b>Cost of Bid Document</b>	Rs. 500/- (non refundable)
<b>Tenders addressed to</b>	A.P. (Purchase), NPTI, Sector – 33, Faridabad.

**Note:**

- 1( a) The bid documents can be obtained from A.P. (Purchase), NPTI (Corporate Office), Faridabad from 07.10.2014 to 31.10.2014 on working days on payment of Rs. 500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque or by Cash deposited to Accounts Section.
- 1( b) The bid documents can be downloaded from NPTI's website [www.npti.in](http://www.npti.in) / [www.tenders.gov.in](http://www.tenders.gov.in) and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to Rs. 500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope superscribed as "Pre-Qualification Bid".

1( c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

**(S.N. Pandey)**  
**A.P. (Purchase)**  
National Power Training Institute (CO)  
Sector- 33, Faridabad  
Haryana-121003

**SECTION-3  
INSTRUCTION TO BIDDERS**



## INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Human Resource Development in Power Sector for the past four decades. NPTI invites 'Sealed Bids' for Contract for Running Canteen in NPTI (CO), Sector-33, Faridabad.
- 2.0** The bids are to be submitted in two parts - one sealed envelope superscribed as '**Pre-qualification bid**' giving details in the format given as per **Section-6** and the second sealed envelope superscribed as '**Financial Bid**' in the format given at **Section-7**. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**Bid for Contract for Running Canteen in NPTI (CO), Sector-33, Faridabad**' and not to be opened before **15.00 Hrs on 31.10.2014**. The bid shall be signed by a person duly authorized on behalf of the Contract Agencies and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.
- 3.0** The sealed proposal shall be received by NPTI up to the due date given and any proposal received after the prescribed deadline shall not be considered. The Pre-qualification proposal will be opened on the same date in the presence of the representatives of the firms present. **Date of opening of financial proposal of such firms who meets the prescribed Pre-qualification criteria will be notified separately.**
- 4.0** **Rs. 100000/- (Rupees One Lakh Only)** as earnest money should accompany in the form of bank draft / banker's cheque in favour of NPTI payable on any scheduled bank payable at Faridabad along with Pre-qualification bid.
- 5.0** The estimated value of work given in the tender document is only indicative and it may vary either side.
- 6.0** Bids not accompanied with the requisite amount of EMD shall not be considered and price bid of such bidders shall not be opened.
- 7.0** No interest shall be payable by NPTI on EMD.
- 8.0** EMDs of all the bidders shall be returned after finalization of contract. NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is

found to have misrepresented the facts or has provided false information/documentation.

**9.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.

**10.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.

**11.0** NPTI is not responsible for any postal delay in receipt of the application. Receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.

**12.0** The contractor has to inform contact Telephone No., Fax No., E-mail etc. and the person to be contacted in case of contingency.

### **13.0 CONCILIATION/ ARBITRATION**

**13.1** If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.

**13.2** In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled as per Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

**13.3** The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

**13.4** The arbitrator will give the speaking and the reasoned Award.

### **14.0 FORCE MAJEURE**

The terms and conditions mentioned in this inquiry letter shall be subject to Force Majeure which mean and shall include the following –

- i)** Any war or hostilities
- ii)** Any riot or civil commotion
- iii)** Any earthquake, flood, tempest, lightning or other natural physical disaster impossibility of the use of any Railway, Post, Airport, Shipping services or other means of transport.
- iv)** Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of contractor's / NPTI obligation.

## **15.0 TERMS OF PAYMENT**

- 15.1** The payment in respect of official hospitality bills of the Institute submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor.
- 15.2** Any supply of food items without proper authorization by the designated authority of NPTI, Faridabad will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.
- 15.3** In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the Institute for late payment.
- 15.4** All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

## **16.0 CONTRACT PERFORMANCE GUARANTEE**

In the event of selection, the successful Bidder will be required to submit the Contract Performance Guarantee in the form of a Bank Guarantee (BG) equivalent to 5% of the total contract value, within fifteen days of receipt of the Letter of Award from NPTI. The format for submission of BG is attached at **Appendix-1B**.

## **17.0 AWARD OF CONTRACT**

The bids will be first evaluated on the parameters indicated in QR as per details given at **Section-6**. Financial bids of such bidders who meet the qualifying requirements shall be opened. The Letter of Award shall be issued to technically and commercially responsive highest evaluated bidder.

Agencies supplying manpower only for executing similar nature works are not eligible for this contract.

## 18.0 QUALIFYING REQUIREMENTS FOR BIDDERS

Sr. No	Description	Documents to be attached
1.	The Agency should have Income Tax PAN No.	Attach copy of PAN card
2.	The firm/agency should be registered with Service Tax Department	Attach copy of Registration certificate
3.	The firm/agency must have Provident Fund Account No. in their name	Attach copy of Registration certificate
4.	The firm/agency must have ESI No. in their name.	Attach copy of Registration certificate
5.	The firm/agency must be Registered/Licensed in Food Safety and Standard Act, 2006	Attach copy of Registration certificate
6.	<p>The bidder must have successfully completed similar works/services during last three years ending 30<sup>th</sup> September 2014 with either of the following:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the Annual estimated cost.</p>	Attach copy of Work Order and Bill / Completion Certificate
7.	<p>The Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2014 should be at least 30% of the estimated cost.</p> <p>(Please enclosed copies of audited balance sheet)</p>	(Attach Copy of Audited Balance Sheet)

### ADDRESS FOR SUBMISSION OF BID;

**S.N. Pandey**  
**A.P. (Purchase)**  
 NATIONAL POWER TRAINING INSTITUTE  
 NPTI Complex, Sector –33, Faridabad – 121 003  
 INDIA Telefax: 0129-2275448

**SECTION-4**  
**CONDITIONS OF CONTRACT**

## **CONDITIONS OF CONTRACT**

### **1.0 EVALUATION OF BIDS**

- 1.1** National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.
- 1.2** NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

### **2.0 TERMINATION OF CONTRACT**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and NPTI also has the right to award the contract to any other agency.

### **3.0 LIQUIDATED DAMAGES**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NPTI from Security Deposit or pending bill or by raising a separate claim.

### **4.0 DEDUCTIONS FOR EXCEPTIONS**

- 4.1** If the quality or quantity of food items is not provided as per the menu prescribed in the bid document a penalty of rupees Rs.15/- per item per trainee will be imposed for the first time. On second instance, if the same deficiency is repeated then a penalty of Rs. 30/- per item per trainee will be imposed.
- 4.2** Finally if the same lapse is persistent even after giving two chances & penalties imposed, the case will be referred to the competent authority for imposing the fine, which may range from Rs. 500/- to Rs.10, 000/- on each occasion.
- 4.3** If hygienic condition is not observed in the cleaning of utensil and other serving bowls then a penalty of Rs.500/- per occasion may be imposed.
- 4.4** In the event of failure to deposit the monthly rent / penalty amount or any other dues within thirty-days from the date of issue of order the contract is

liable for termination of contract with forfeiture of EMD / Performance Guarantee. The Director (Project), NPTI, will take the decision in such case

- 4.5 The amount of penalty so imposed by the mess committee should be deposited with Acctt. Section, NPTI, Faridabad within six days of imposing the penalty as approved by the Competent Authority, NPTI, Faridabad
- 4.6 In case of any dispute regarding penalty the decision of the Competent Authority, NPTI, Faridabad, will be final and binding.
- 4.7 In case of gross misconduct, misbehavior or major deviation from the terms and conditions prescribed in the tender by the contractor, then the competent authority may terminate the contract with the forfeiture of EMD / performance guarantee.
- 4.8 If the leftover food and other disposable items and not disposed outside the NPTI Campus as assigned within the same.

## **5.0 RATES AND PRICES**

- 5.1 The prices to be charged by the contractor shall not exceed those approved by the NPTI as per scope of work Annexures of Tender Document. The prices of those articles etc. which are not included in the list of rates approved by the NPTI, will be brought to the notice of the NPTI and will be charged at such rates as may be approved by the NPTI from time to time.
- 5.2 Service tax as applicable will be paid extra as per on actual basis.
- 5.3 The contract will be awarded for a period of 03 (Three) years extendable for another one year based on the satisfactory performance of the firm and on acceptance of same terms and conditions.
- 5.4 The rates for the 4<sup>th</sup> year will be same as rate of 3<sup>rd</sup> year.
- 5.5 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

## **6.0 APPLICABLE LAW AND JURISDICTION**

- 6.1 All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad (Haryana).

- 6.2** No alternative offer shall be considered.
- 6.3** NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.
- 6.4** NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- 6.5** The labourers employed for specified work shall have to be paid not less than minimum wages prescribed time to time by Haryana Government/Local Administration. All labourers employed on works should be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be employed by the contractor.
- 6.6** Before submission of bills by the contractor to NPTI for payment against the jobs carried out by him a certificate will have to be submitted by the contractor of having paid in full to the workers employed by him.
- 6.7** The contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfil all the required relevant laws for the engagement of labour.
- 6.8** The contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the contractor before execution of the contract agreement. The workers employed by the contractor will not be treated as the employees of the NPTI for any purpose whatsoever.
- 6.9** The contract must ensure that his employees wear clean clothes as per prescribed uniform and maintain all type of cleanliness while attending the specified work. The staff must wear name badges.
- 6.10** It shall be the responsibility of the contractor to comply with the provision of the various Labour Laws. The contractor shall faithfully discharge all the liabilities under the labour laws. The contractor shall indemnify the NPTI



against the claims arising out of non-fulfilment of obligations by him under the various labour laws.

**6.11** The NPTI authorities shall have the right at all reasonable times to visit and inspect the property and if upon inspection it appears that any damage will fully caused by the contractor is required to be got repaired, the NPTI may direct the contractor to execute the same and upon his failing to do so within reasonable time the NPTI may execute it at the risk, cost and expense of the contractor.

## **7.0 SECURITY RULES:**

**7.1** The contractor and their employees will have to follow the security rules as may be imposed from time to time and if the contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.

**7.2** The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered from security deposit amount and or contract is subject to termination.

## **8.0 SPECIAL CONDITIONS OF CONTRACT**

**8.1** The Contractor shall engage adequate number of trained/semi-trained manpower required for providing good canteen services in NPTI, Faridabad campus.

**8.2** The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.

**8.3** The Contractor will, prior to the commencement of the operation of contract, make available to NPTI, Faridabad the particulars of all the employees who will be deployed at the Institute's premises for running the Canteen. Such particulars, inter-alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

- 8.4** The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Government of Haryana and fulfill all other statutory obligations, such as, Provident Fund, ESI, and Service Tax etc. in force from time to time.
- 8.5** The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- 8.6** Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- 8.7** In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
- 8.8** The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- 8.9** The Contractor shall at all times keep indemnified the principal employer, namely, National Power Training Institute (NPTI, Faridabad), head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- 8.10** The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

- 8.11** The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by NPTI, Faridabad. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
- 8.12** The workers employee deployed by the Contractor in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.
- 8.13** The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- 8.14** The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, washing area, washbasin etc. NPTI, Faridabad management will have 24 - hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
- 8.15** Contractor have to provide soap, clean and dry towels in washbasin area which to be replaced after each service
- 8.16** The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
- 8.17** The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

- 8.18** The Contractor will use only branded, good quality and fresh raw material, vegetables and products, etc. for preparation of food items. The items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The Director of the Institute and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract may be cancelled without giving any notice.
- 8.19** The Institute will provide kitchen equipment for cooking and sitting and serving space, etc. free of cost to the Contractor. The Institute shall also provide tables and chairs in the serving area.
- 8.20** Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by NPTI, Faridabad at the contractor's risk and cost. In this regard, the decision of the designated officer of NPTI, Faridabad shall be final and binding on the Contractor.
- 8.21** All work shall be carried out with due regard to the convenience of NPTI, Faridabad. The orders of the concerned authority shall be strictly observed.
- 8.22** The contractor shall provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's staff, students, visitors and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects. The Contractor will deploy adequate manpower for work during late

hours and on Saturdays/Sundays, including other holidays, according to the requirement of NPTI, Faridabad and the guests/hostellers.

- 8.23** The Contractor should be in a position to cater to the tastes of North Indian inmates, who are likely to be in majority, in addition to serving other Indian and Chinese dishes.
- 8.24** The Contractor will have to supply breakfast/lunch/dinner in the canteen/hostel premises as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute.
- 8.25** The Contractor shall install his electronic fly – kill / insect repellent equipment, emergency lighting / gas and fuel supply at his own cost;
- 8.26** Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
- 8.27** No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/NPTI, Faridabad personnel to avail canteen services.
- 8.28** The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with NPTI, Faridabad. NPTI, Faridabad shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against NPTI, Faridabad for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in NPTI, Faridabad.
- 8.29** The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- 8.30** The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services.

- 8.31** The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 8.32** That the caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services. That the caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Faridabad City or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities. That in the event of Health Department Faridabad City or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
- 8.33** The contractor will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the caterer before the expiry of the period of this contract.
- 8.34** The Institute will provide to the caterer necessary equipments, furniture & fixtures, etc. and he shall maintain them in good condition. He shall be responsible for their maintenance.
- 8.35** The contractor shall provide all other implements for running the canteen like crockery, cutlery, table linen, flower posts, livery or the Canteen Staff and these shall be of good quality and standard.
- 8.36** The contractor shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The cooking equipments shall be provided in working condition by the Institute. However, subsequently operational expenses will be borne by the caterer himself. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment provided to him by the Institute.
- 8.37** The contractor shall also be responsible for the upkeep of equipments provided by the Institute. In case of any damage to the furniture and equipments by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the

defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.

- 8.38** The Contractor shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.
- 8.39** The Contract can be terminated by either party, i.e., NPTI, Faridabad or the Contractor, after giving one month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, NPTI, Faridabad reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NPTI, Faridabad decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer one month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
- 8.40** On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by NPTI, Faridabad, in good working condition, back to NPTI, Faridabad.
- 8.41** If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, NPTI, Faridabad reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
- 8.42** Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Faridabad courts only.
- 8.43** The purchaser will provide the available items for kitchen including LPG manifold cooking gas connection and dining hall to the contractor for smooth running of the catering service in NPTI Hostel and office. Damage or loss to any of the listed items shall be replaced / repaired by the contractor. Any

dispute related to damage / repair or any other problem, the. The Director (P), NPTI will be the supreme authority and his decision will be final.

- 8.44** The electricity should not be used for cooking purpose under any circumstance. Electricity shall be conserved, by using minimum lights and fans and other electric appliances. Electricity can be used for Refrigerators, Hot case, Grinders, Juicers, etc.
- 8.45** The contractor shall be personally responsible for satisfactory execution of the contract. He shall make himself available on the site as frequently as actually needed by the work requirement. He shall also make himself available whenever called by the NPTI authority for taking corrective measures for better performance. The contractor shall post an experienced and qualified supervisor on regular basis, who shall interact with the NPTI authority for day-to-day requirements.
- 8.46** The contractor should supply fruits / milk, bread, khichdi, gruel / curd etc. in lieu of meals to the sick trainees. Hot water for drinking purpose shall be supplied to the trainees who demand for it without extra charges. He should provide appropriate food like faraly chiwada / sav, faraly jalabi / fruits during religious fasting days in lieu of meals. The contractor will charge separately for such fast materials and the rate will be decided by NPTI.
- 8.47** Display Board should be used in the mess hall showing :(1) oil used, (ii) atta used, (iii) rice used. The Supplier shall prominently display the menu and rates in the canteen.
- 8.48** The Supplier shall charge the rate of eatable, hot and cold drinks as approved by NPTI (as per the contract) and to be collected directly from the trainees/staff of NPTI. However, payment of official Lunch/snacks, packaged boarding charges for residential programs will be paid by NPTI as and when it is intimated officially.
- 8.49** During Workshop / Seminar / conference etc., the contractor will have to provide tea / coffee snacks etc., as per the requirement. The menu & the rate can be fixed in consultation with NPTI authority. When situation demands, working lunch is to be arranged in the mess with rate and menu decided by the NPTI authority and the contractor. The contractor must himself ensure that the officers will be served satisfactorily. In case of any complaint, rate will be reduced to haof the rate in addition to penalty.



- 8.50** During general fast day namely Aashadhi Ekadeshi, Kartik Ekadeshi & Mahasivratri, etc. fast related items including fruits should be served as per the requirement of the trainees. A register to know their choice well in advance should be kept in the mess hall and approval taken. Tea/Snacks for faculty / staff members to be served at 11.30 am and 3.30 pm as per requirement on payment basis.
- 8.51** Persons other than trainees & occupants of NPTI Hostels/Guest house and staff of NPTI will not be permitted to avail mess facility unless permitted by NPTI authority. Preparation of food utilizing NPTI infrastructures for outside party is strictly prohibited. Guest charges will be as mentioned in the breakup charges.
- 8.52** The contractor should go through the complete tender document before tendering considering all terms & conditions and rates of various food items already fixed by the NPTI.
- 8.53** The contractor shall pay rent for the occupation of said premises on quarterly basis (for three months) in advance before the 7th day of the month requisite. Electricity and Water will be provided by NPTI. In the event of the contract being revoked or terminated, the contractor shall pay a proportionate part of the fee at the rate in force or any other such charges for the fraction of the current month up to the date of such revocation termination. In case the contractor fails to deposit the rent within the specified period, an interest @ 18% per annum shall be charged for the same from the contractor.
- 8.54** In case the contractor fails to pay the monthly rent as prescribed above, in time or commit breach of any of the terms and conditions, the NPTI will notify the contractor about the said arrears of breach, as the case may be and in the event of the contractor failing or omitting to remedy the breach or payment of the arrears with 15 days of the notice served in writing to the contractor, the NPTI can terminate contract and thereafter the NPTI shall have the absolute right to enter upon the premises and take possession of the premises.

## **8.55 HYGENIC CONDITIONS**

- a. Crockery & serving bowls must be properly cleaned.
- b. Kitchen & Mess hall should be thoroughly cleaned after each service.
- c. Drums meant to store atta & food grains should be properly covered.
- d. Fresh vegetables must be used. Waste vegetables must be disposed off immediately.
- e. Proper cleanliness inside as well as outside of the Mess premises should be maintained.

## **8.56 GENERAL CONDITIONS FOR PREPARATION OF FOOD & ITS SERVING**

- a. Rice should be cooked properly.
- b. Chapatti should be baked properly & it should be soft.
- c. For preparation of SABJI each day, the vegetable must be changed.
- d. Potatoes mixed with any vegetable should not exceed 20 %.
- e. Basmati rice of reputed brand at least one year old should only be used.
- f. Readymade atta should not be used. Branded atta only should be used.
- g. Different salad items to be served each time. At least three items of salad are to be provided during LUNCH & DINNER as per Menu.
- h. OIL must never be reused for making puri, vegetable etc.
- i. Sweet served should be prepared of pure ghee. It should be fresh & tasty. In case it is to be procured from outside it must be from Haldiram Bhujawala.
- j. Fruits served for LUNCH should be fresh & of good quality.
- k. Milk served at breakfast & for tea / coffee etc., must be packets of "Mother Dairy / Amul brand milk.
- l. On every Sunday, during LUNCH time VEGETABLE PULAO should be prepared using BASMATI RICE (White)) ONLY.
- m. For trainees suffering from diabetes, heart ailments, or sick patients, separate tea / coffee or food items should be arranged by the contractor on written request duly approved by Program Director.
- n. On advance request Bislery water / Cold drinks / ice-cream should be served on extra payment.
- o. Mess employees should be with proper uniform having name of the firm mentioned on the front pocket of the shirt.

### **NOTE:**

1. Contractor have to provide Mangers full time having requisite qualification for pantry works and will be supervised the food preparation, arrangements of dining, distribution etc. and also the housekeeping of dining and kitchen from

7.00 am to 11.00 pm ( in shift) every day including Saturday, Sunday & Holidays

2. The regular housekeeping / upkeepment / maintenance of dining and kitchen area will be executed by the canteen contractor round the clock at his own cost & risk. No manpower from housekeeping contract will be provided in dining / kitchen for cleaning work.

**SECTION-5  
SCOPE OF WORK**

## SPECIFICATION AND SCOPE OF SERVICE

### MENU (MONTHLY)

#### **A. (To be served for Trainees/Students staying in hostels on Monthly Rate Basis)**

##### **1. MORNING BED TEA / COFFEE (06:30 To 07:00 A.M.)**

Morning bed tea (tea bag)/coffee of a minimum 100 ml should be served to trainees/students/guests in their rooms in all the hostels at 06:30 a.m. with proper flask & cups. Water & Milk should be in the ratio of 1:1.

##### **2. BREAKFAST (WITH TEA / COFFEE)**

Tea (Tea bag) /coffee of a minimum 100 ml. Water & Milk should be in the ratio of 1:1

##### **3. Essential Part (must be served every day):-**

(1) Bread (Four slices normal size) with Butter in chiplet (8-10 gm) and Mixed Fruit Jam in sachet or Bread (Four slices normal size) with two eggs omlette or two stuffed Parantha with 100 gms curd.

OR

##### **(B) Items from any one of the following:-**

**(Items mentioned below are limited to not less than 200 gms excluding chutney and sambar etc.)**

1. Masala Dosa (**Each with Chutney & Sambar**).
2. Alu-Poha with Usal (Kabuli-Channa or Gram).
3. Idli with Sambar & Chutney.
4. Sambar Wada with Chutney.
5. Puri with Bhaji.
6. Cholley Bhatore.
7. Pav Bhaji.
8. Uttappam with Sambar & Chutney.
9. Wada Pav.
10. Two Parantha (Plain / Masala with Chatani & Bhaji).

##### **4. COMMON LUNCH / DINNER**

##### **a) Phulka / Tandoori Roti :- (Branded Aata is to be used) –**

**Puri on Every Sunday during Lunch**

- b) **Plain Rice:** - (Branded basmati rice, at Least One Year Old).  
Vegetable Pulao of Basmati Rice on **Every Sunday during Lunch**
- c) **Dal** :- (Tur Dal / Mung Dal / Masur Dal) or Mix Dal and Sambar to be prepared thick.
- d) **Sukhi Green Sabji ( only one)** - (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single Or With Alu, (5) Cabbages, (6) Simla Mirch Single Or With Alu, (7) Zunka Besan, (8) Beans, (9) Karela, (10) Baigan Bharta, (11) Guard (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals (18) Tinde Or any other Seasonal Vegetables.
- e) **Curry Sabji ( only one)** - (1) Dam Alu, (2) Alu Matar, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/Bharva Baigan/Tinde, (6) Alu Baigan, (7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi With Alu, , (10) Palak Or Methi Paneer, (11) Kabuli Or Kala Channa With Alu, (12) Methi Besan, Chubak (Besan Wadi), (13) Malai Khofta Etc., (14) Soyabeans (15) Dry Peas, (16) Rajma, Or Seasonal Sabji can be used every day unique.
- f) **Curd (Limited)- a 100ml** (Daily prepared from milk) - **No Thin Curd should be used. Dahi Curry** (Kadi) Or Yoghurt can be served instead of Curd once a week.
- g) **Pickle (Limited)** Diff. varieties should be used.
- h) **Salad (Limited)** Minimum Three Items (In addition to Lemon & Onion) Should Be Used (Kukumbar, Beet, Radish, Carrot).
- i) **Papad (Limited) Lijjat / Bikanare** (Mung Or Mixed with Urad). Roasted or Fried.

**Note: - Lunch / Dinner Minimum Menu**

- (1) **Rice & Roti,**
- (2) **Two Vegetables,**
- (3) **Salad,**
- (4) **Papad,**
- (5) **Dal / Channa / Rajma,**
- (6) **Pickles,**
- (7) **Curd / Raita,**
- (8) **Mouth Freshner / Fennel sheed (snoof)**

Twice in a week during lunch/dinner, in place of Curry Sabji following is to be served to the Trainees:

(1) Paneer Butter Masala / Malai Kofta with min 100 gms Paneer.

**Or**

(2) Fish/Chicken/Mutton curry/ masala min 100 gms

**Note:-**

1. **Food Must Be “ Tasty “ With Less Masala, Salt & Oil and vegetables / Dal used for lunch should not be repeated in dinner**
2. **Under unavoidable circumstances any change in the menu can be effected in consultation with mess committee / office incharge of NPTI.**
3. **Tea / Coffee to be served in bone china cup & saucer or good quality paper cups (Biodegradable). No plastic / disposable cup / glass of non biodegradable nature will be allowed.**
4. **All Lunch / Dinner will be served in good quality utensils.**
5. **All utensils including Thermos / Flask / water jug will be provided by the contractor nothing will be given by NPTI.**

**Appendix – II of Section - 5**

**BUFFET M E N U**

**B. (To be served to the Trainees/Students covered under packaged boarding facilities for residential courses)**

**1. MORNING BED TEA / COFFEE (06:30 To 07:00 A.M.)**

Morning bed tea (tea bag)/coffee of a minimum 100 ml should be served to trainees/students/guests in their rooms in all the hostels at 06:30 a.m. with proper flask & cups. Water & Milk should be in the ratio of 1:1.

**2. BUFFET BREAKFAST (WITH TEA / COFFEE)**

Tea (Tea bag) /coffee of a minimum 100 ML. Water & Milk should be in the ratio of 1:1.

**(A) Essential Part (must be served every day):-**

(1) Bread (Four slices normal size) with Butter in chipllet (8-10 gm) and Mixed Fruit Jam in sachet or Bread (Four slices normal size) with two

eggs omlette or two stuffed Parantha with 100 gms curd.

**OR**

**B. Items from any one of the following:-**

**(Items mentioned below are limited to not less than 200 gms excluding chutney and sambar etc.)**

1. Masala Dosa **(Each with Chutney & Sambar)**.
2. Alu-Poha with Usal (Kabuli-Channa or Gram).
3. Idli with Sambar & Chutney.
4. Sambar Wada with Chutney.
5. Puri with Bhaji.
6. Cholley Bhatore.
7. Pav Bhaji.
8. Uttappam with Sambar & Chutney.
9. Wada Pav.
10. Two Parantha (Plain / Masala with Chatani & Bhaji).

**3 (A) BUFFET - L U N C H / DINNER (VEG)**

- a. **Phulka / Tandoori Roti :-** (Branded Aata is to be used)- **Puri on Every Sunday During Lunch.**
- b. **Plain Rice :-** (Branded Basmati rice at Least One Year Old). / Vegetable Pulao of Basmati Rice.
- c. **Dal :-**(Tur Dal / Mung Dal / Masur Dal) or Mix Dal and Sambar to be prepared thick.
- d. **Sukhi Green Sabji ( only one)** - (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single Or With Alu, (5) Cabbages, (6) Simla Mirch Single Or With Alu, (7) Zunka Besan, (8) Beans, (9) Karela, (10) Baigan Bharta, (11) Guard (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals (18) Tinde Or any other Seasonal Vegetables Phul Gobi.
- e. **1. Curry Sabji (only one)** -(1) Dam Alu, (2) Alu Matar, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/Bharva Baigan/Tinde, (6) Alu Baigan,(7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi With Alu, (10) Palak Or Methi Paneer, (11) Kabuli Or Kala Channa With Alu,(12) Methi Besan, Chubak (Besan Wadi),(13) Malai Khofta etc.,(14) Soyabeans (15) Dry Peas, (16) Rajma, Or Seasonal Sabji can be used every day unique.

**Or**



2. **Paneer** vegetables with minimum of 100 gms. of paneer for each.
- f. **Curd - 100 ml** (Daily prepared from milk) - **No Tin Curd should be used.**  
**Dahi Curry** (Kadi) Or Yoghurt can be served instead of Curd once a week.
- g. **Pickle** Diff. varieties should be used
- h. **Salad Minimum** Three Items (In addition to Lemon & Onion) Should Be Used (Kukumbar, Beet, Radish, Carrot).
- i. **Papad Lijjat / Bikanare** (Mung Or Mixed with Urad). Roasted Or Fried.
- j. 1. **Fruit (Limited)**- Banana, Apple, Water Melon, Mango, Papita, Grapes, Orange, Chikku, Or Any Seasonal Fruit With Variation (One Piece) Medium Size **80 To 100** gms.
- Or**
2. 2 pcs. Sweets / ice cream (50 gms. cup of butterscotch / Anjeer Badam / Vanilla of Mother dairy / Amul make to be served )

**3 (B) BUFFET - L U N C H / DINNER (NON VEG)**

Same as item 3 (A) except item (e.1). 150 gms chicken / fish or 150 gms paneer for each to be served.

**3 (C) BUFFET - L U N C H / DINNER (NON VEG) CONTINENTAL FOOD FOR FOREIGN TRAINEES PREPARED WITH MATCHING HERBS, OIL ETC.**

**Tea / Snacks etc as per item no. 1**

1. Breakfast (Buffet / unlimited ) , (2 Fruits, Cornflakes, Milk, Juice ,Bread Omelet, Boiled eggs, Fruit Jam ,Jelly, Fried Potatoes, Macaroni / Noodles)
2. Non Veg. Lunch ( Buffet / unlimited), ( Non Veg. Item Boneless), (1 Soup, 1 Non Veg (Fish or chicken), 2 Vegetables with white/Brown gravy, Rajma/ Choley, 2 seasonal fruits, Yogurt, Ice-cream/ Gulab Gamun)
3. Dinner (Buffet / unlimited), ( Non Veg. Item Boneless), (1 Soup, 1 Non Veg (Fish or chicken), 2 Vegetables with white/Brown gravy, Rajma / Choley, 2 seasonal fruits, Yogurt, Ice-cream/ Sweet dish)

#### **4. Tea & Snacks with class room tea:**

- a. Evening Snacks (With Tomato Sauce/Chutney)(Limited):-50 To 70 gms any one of the following on rotation basis.(1) Alu Bonda, (2) Besan Pakoda, (3) Mung Pakoda, (4) Samosa (5) Cutlet , (6) Wafers, (7) Paneer Pakoda etc. with tea / coffee 100 ml
- b. Tea Or Coffee:- 100 ml ( Quality as Morning Tea/Coffee with two biscuits in class room = two times)

#### **Appendix – III of Section - 5**

#### **C. Menu for High Tea with Snacks to be supplied for official function**

- I) Normal High Tea - (a) Tea / Coffee, Sweet – 1 no., Pastry (Pineapple/ Chocolate) – 1No. Wafers and snacks (Samosa /Cutlet/Paneer Pakora / Kachori) 1 no.with tomato sauce in sachet  
(b) Tea / Coffee & Cold Drink, Wafers and snacks (Samosa /Cutlet/Paneer Pakora / Kachori) 1 no. With tomato sauce in sachet
- II) Special High Tea same as item I (a) with roasted Cashew / Almonds approx. 50 gms. each.

#### **Note:-**

- 1. Food Must Be “ Tasty “ With Less Masala, Salt & Oil and vegetables / Dal used for lunch should not be repeated in dinner**
- 2. Under unavoidable circumstances any change in the menu can be effected in consultation with mess committee / office incharge of NPTI.**
- 3. Tea / Coffee to be served in bone china cup & saucer good quality or paper cups (Biodegradable) no plastic / disposable cup / glass of non biodegradable nature will be allowed.**
- 4. All Lunch / Dinner will be served in good quality utensils.**
- 5. All utensils including Thermos / Flask / water jug will be provided by the contractor nothing will be given by NPTI.**

**EXTRA ITEM:-**

ON REQUEST PURE HOT / COLD MILK IS TO BE PROVIDED TO THE TRAINEES AT A FIXED RATE (AS DECIDED BY MESS COMMITTEE / OFFICE INCHARGE, NPTI)

ANY TRAINEE CAN TAKE COLD DRINK/ ICE CREAM ON PAYMENT BASIS.

**APPENDIX – IV OF SECTION - 5**

**PERMISSIBLE BRANDS OF CONSUMABLES ITEM TO BE USED  
BY THE CONTRACTOR**

Besan, Rava	Good local brands
Pulses/Dals	Good local brands
Atta:	Aashirvad, Pillsbury, Nature Fresh, Shaktibhog
Oil Refined	Sundrop, Nature Fresh, Godrej, Fortune, Dhara
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR, Everest, Catch
Ketchup	Maggi, Kissan, Heinz
Butter:	Amul, Britannia, Mother Dairy
Tea:	Brook Bond, Lipton, Tata
Coffee:	Nescafe, Rich, Bru
Bread:	Amul, Modern, Britannia, Perfect make
Jam:	Kissan
Milk	Toned milk of Mother Dairy/ Amul
Paneer :	Amul / Mother dairy
Biscuits:	Britannia, Parle, Good Day
Ice Cream,	Mother Dairy / Amul, – all varieties
Mineral Water	ISI marked Kinley/Bisleri/Ganga, etc.

**Note: The Contractor may use any other brand only after obtaining prior written approval from NPTI.**

## **SCOPE OF WORK WITH CHARGES**

### **Appendix-I**

#### **Charges for Trainees / student in Hostels on Monthly Rate Basis**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate for 1<sup>st</sup> year (Rs.)</b>	<b>Rate for 2<sup>nd</sup> year (Rs.)</b>	<b>Rate for 3<sup>rd</sup> year (Rs.)</b>
1	Bed Tea	Each	5	6	7
2	Break Fast including Tea / Coffee	Each	22	23	24
3	Lunch / Dinner	Each	42	44	46

### **Appendix-II**

#### **Charges for Buffet Menu (Veg.) for Trainees Covered under packaged boarding facilities for residential courses**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate for 1<sup>st</sup> year (Rs.)</b>	<b>Rate for 2<sup>nd</sup> year (Rs.)</b>	<b>Rate for 3<sup>rd</sup> year (Rs.)</b>
1	Bed Tea	Each	7	8	9
2	Break Fast including Tea / Coffee	Each	32	34	36
3	Lunch / Dinner (Veg.)	Each	85	88	91
4	a) Evening Tea with Snacks as 4(a)	Each	12	13	14

	b) Class room tea with Biscuits as 4(b)	Each	11	12	13
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**Appendix-III**

**Charges for Buffet Menu (Non Veg.) for Trainees Covered under packaged boarding facilities for residential courses**

Sl. No.	Description	Unit	Rate for 1 <sup>st</sup> year (Rs.)	Rate for 2 <sup>nd</sup> year (Rs.)	Rate for 3 <sup>rd</sup> year (Rs.)
1	Bed Tea	Each	7	8	9
2	Break Fast including Tea / Coffee	Each	32	34	36
3	Lunch / Dinner (Non. Veg.)	Each	103	107	111
4	a) Evening Tea with Snacks as 4(a)	Each	12	13	14
	b) Class room tea with Biscuits as 4(b)	Day	11	12	13

**Appendix-IV**

**Buffet-Lunch / Dinner (Non Veg) Continental Food for Foreign Trainees Prepared with Matching Herbs Oil Etc.**

Sl. No.	Description	Unit	Rate for 1 <sup>st</sup> year (Rs.)	Rate for 2 <sup>nd</sup> year (Rs.)	Rate for 3 <sup>rd</sup> year (Rs.)
1	Bed Tea	Each	7	8	9

2	Break Fast including Tea / Coffee	Each	57	59	61
3	Lunch / Dinner (Veg.)	Each	170	175	180
4	a) Evening Tea with Snacks as 4(a)	Each	12	13	14
	b) Class room tea with Biscuits as 4(b)	Day	11	12	13

**Appendix-V**

**High Tea with Snacks**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate for 1<sup>st</sup> year (Rs.)</b>	<b>Rate for 2<sup>nd</sup> year (Rs.)</b>	<b>Rate for 3<sup>rd</sup> year (Rs.)</b>
1	I (a) Normal High Tea	Each	42	44	46
	I (b) Normal High Tea ( Cold drink etc)	Each	52	54	56
2	II ) Special High Tea	Each	88	91	94

**Appendix-VI**

**Menu On Daily Rate Basis for Trainees and Staff**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate for 1<sup>st</sup> year (Rs.)</b>	<b>Rate for 2<sup>nd</sup> year (Rs.)</b>	<b>Rate for 3<sup>rd</sup> year (Rs.)</b>
1	a) Tea Special 100 ml. (Readymade)	Each	5	6	7
	b) Tea Special 100 ml. With tea bag	Each	6	7	8
2	Coffee 100 ml	Each	7	8	9
3	Toast and Butter ( 2 Bread slice) with 8-10 gm butter chiplet	Each	8	9	10
4	Toast and Jam ( 2 bread slice)	Each	8	9	10
5	Two Egg Omelet	Each	14	16	18
6	Single Egg Omelet	Each	7	8	9
7	1 Samosa (70 gm) with chatni	Each	7	8	9
8	1 Kachodi (250 gm) with chatni	Each	7	8	9
9	1 Vegetable cutlet with chatni ( 100 gm)	Each	9	10	11
10	Vegetable Sandwich ( 2 slices) with tomato sauce in sachet	Each	21	22	23
11	Plain curd ( 125 gm)	Each	13	14	15
12	Seasonal Vegetable – 1 plate ( 120 gm)	Each	10	12	14
13	Dal fried – Full plate ( 120 gm)	Each	10	12	14
14	Vegetable Soup – 1 cup ( 120 gm)	Each	13	14	15

15	Tomato soup – 1 cup ( 120 gm)	Each	13	14	15
16	Milk (250 ml.) with suger	Each	16	17	18

**Misc. items to be provided by the contractor on MRP**

1	Cold Drinks (Pepsi/Coke/Limca etc.)				
2	b) Fruit juice (200 ml. Canned)				
3	Ice cream (100 gm.)				
4	Mineral Water (1 ltr / ½ ltr.				
5	Packaged Lemon Water Per Glass (200 ml.)				



**SECTION-6**

**PRE-QUALIFICATION BID  
(CONTENTS OF ENVELOPE - 1)**

## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
A.P. (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Pre-qualification Bid for Contract for Running Canteen in NPTI (CO), Sector-33, Faridabad – reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-28/Canteen/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

## GENERAL PARTICULARS/ DETAILS OF THE FIRM

Sr. No.	Particulars	Details to be filled up by the Bidder
1.	Name of Agency	
2.	Type - Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department):	
3.	Name of contact person of the Agency	
4.	Designation of the contact person of the Agency	
5.	Contact details of contact person of the Agency	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
6.	Details of EMD / BG	
	i) DD / BG No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank	
7.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

## QUALIFYING REQUIREMENTS

S. No.	Particulars	Enclose the necessary documents as proof, also specify item no./ pg. no. of technical bid where attached
1.	The Agency should have Income Tax PAN No.	PAN No _____  (Copy of certificate attached Yes/No)
2.	The firm/agency should be registered with Service Tax Department	S.T Reg. No _____  (Copy of certificate attached Yes/No)
3.	The firm/agency must have Provident Fund Account No. in their name	P.F Reg. No _____  (Copy of certificate attached Yes/No)
4.	The firm/agency must have ESI No. in their name.	ESI Reg. No _____  (Copy of certificate attached Yes/No)
5.	<p>The bidder must have successfully completed similar works/services during last three years ending 30<sup>th</sup> September 2014 with either of the following:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the Annual estimated cost.</p>	Attach copy of Work Order and Bill / Completion Certificate

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

6.	<p>The Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2014 should be at least 30% of the estimated cost.</p> <p>(Please enclosed copies of audited balance sheet)</p>	<p>(Attach Copy of Audited Balance Sheet)</p>
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Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

Experience of similar nature work in the field during last three Financial years						
Sr. No.	Name of work	Name of the client	Cost (in Rs.) Lakh	Date of commencement	Date of completion	Remarks

Signature with stamp \_\_\_\_\_  
Date \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

**SECTION-7**

**FINANCIAL BID  
(Contents of Envelope -2)**

## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
A.P. (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Financial Bid for Contract for Running Canteen in NPTI (CO), Sector-33, Faridabad –reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-28/Canteen/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:  
Name and Title of Signatory:  
Name of Bidder:  
Address:  
Telephone (Office):  
Telephone (Mobile):  
Fax:  
Email:



**FINANCIAL BID**

<b>Sr. No</b>	<b>Description</b>	<b>Rent Rs. Per Month</b>
1.	Rent for occupation of canteen premises of NPTI (CO), Faridabad.	

**Grand Total in Words:** \_\_\_\_\_

Signature of Authorized person: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

**PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE**

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

To,

National Power Training Institute  
NPTI Complex, Sector-33  
Faridabad – 121003, Haryana, India  
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract  
No.

\_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered /head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ (in words) \_\_\_\_\_ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures ) \_\_\_\_\_ (Indian Rupees/ in Words) \_\_\_\_\_ and our guarantee shall remain in force until \_\_\_\_\_ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2014 at \_\_\_\_\_

WITNESS NO 1

\_\_\_\_\_  
 (Signature)  
 Full name and official  
 Address (in legible letters)

\_\_\_\_\_  
 (Signature)  
 Full name, designation  
 Address (in legible letters) with

WITNESS NO. 2

\_\_\_\_\_  
 (Signature)  
 Full name and official  
 Address (in legible letters)

Attorney as per Power of  
 Attorney No \_\_\_\_\_  
 Dated \_\_\_\_\_