



## INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,  
Government of India)

Knowledge City, Sector 81, Mohali – 140306, PUNJAB

Phone No: 0172 – 2297000 Website: [www.inst.ac.in](http://www.inst.ac.in)

Ref No. INST/12(46)/2020-Pur

Date: 07/06/2021

### E-Tender

#### E-Tender Notice for running eatery/food joint and providing catering services the Guest house

##### **Part-I General**

1. Tenders are invited from interested contractors for catering service at eatery/food joint and the Guest house at INST Mohali.
2. The contractor will provide the catering services as per the menu decided by the Institute. The menu list is subject to change as per the Institute's discretion.
3. Only those contractors with valid FSSAI certificates are eligible to apply.
4. The contractor should have experience in running canteen / food-joint in educational institutes. Experience in reputed private educational college and universities may be considered. Experience in government institutes will be preferred. The order copy of the contract allotment to the contractor by such institution must be presented as proof for experience.
5. The contractor must ensure a disciplined work culture of its staff that is appropriate for an academic institute.
6. The Guest house and eatery/food joint shall function on all days throughout the year and will not be allowed to be closed on any day, including holidays, for any reasons whatsoever.
7. The Institute may indicate the requirement for catering service if there is a schedule for Seminar/Training/Symposium/Workshop etc. for more number of participants than normal on a given day. Intimation by the institute will be provided at least 12 hours in advance and the contractor should facilitate for the additional numbers.
8. The contractor shall not be allowed to use the institute premises to offer any services beyond the scope of the contract unless agreed to by the written consent from competent authority.
9. Institute shall impose a fine Rs. 5000/- per instance on the contractor and/or cancel the contract in case of sub-standard quality of food items, malpractices, lack of hygiene or violation of any of the conditions of the contract.
10. Successful contractor must start their operations within one week of intimation of selection.

##### **Part -2 Details of Catering Services:**

##### **Eatery/Food joint**

1. The Eatery/food joint must run every day at least between 8:30 AM to 10:00 PM. The timings are subject to change, with prior approval of the Competent Authority.
2. The eatery/food joint should provide for dishes catering for breakfast, lunch, dinner and snacks as per the menu in Annexure 1.
3. The cooking infrastructure for running the eatery/food joint will not be provided by the institute.

4. A monthly rent of Rs.8,500 + GST has to be paid. Rent to be paid by the way of Cheque/DD favouring Director, INST Mohali. The electricity and water charges will have to be paid additionally on actual basis.

**Catering service Guest house:**

1. To prepare and serve bed tea, breakfast, lunch, evening tea/ snacks and dinner in the Guest Houses as per the menu in Annexure 2.
2. Day to day sweeping of floors of the dining room with broom followed by wet mopping with phenyl.
3. Day to day cleaning of the kitchen.
4. Day to day cleaning of the cooking utensils.
5. Kitchen equipments/ furniture, which will be provided by the INST to the contractor, should be ensured of proper handling and those inventories will have to be handed over in original condition at the end of the contract.
6. In case the furniture/furnishing/fixtures/linen of the Guest House is damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor must immediately inform the Guest House In-Charge. In such a case, the cost to replace the item will have to be paid by the contractor.
7. Gas cylinder required for cooking must be procured by the contractor by themselves. INST will not be responsible for providing cooking gas cylinders.

**Part-3 Quality Maintenance**

1. The quality of raw materials used for cooking will be as per specifications provided in Annexure 3.
2. The Contractor will purchase and provide the raw materials for various items of good quality for catering services at his own cost.
3. Materials known to be harmful to health (as decided by the Institute from time to time) such as food colouring, soda, aginomoto etc. should not be used.
4. The contractor will use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the Institute will be at liberty to take appropriate action.
5. The Contractor must ensure categorically that all cooking materials for example, vegetables, eggs, fish, milk, meat, fruits etc. must be fresh for the preparation of every meal (breakfast, lunch, snacks and dinner) and this should be adhered to strictly. In no situation, the leftover food of one meal should be served in the next meal.
6. Good quality oil (Mustard, Sunflower, Soybean, rice (cholesterol-free)) and spices of standard brand should be used in preparation of food items. Food served should be fresh and tasty.
7. Used oil for frying in one item should not be used further. The oil that remains from the deep frying at the end of the day shall be discarded in an appropriate manner and shall not be allowed to be recycled for the purpose of cooking again.
8. If found necessary, institute has the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
- 9 The contractor shall procure only good quality fresh fruits and vegetables from the market.
10. The food shall be cooked, stored and served under hygienic conditions.
11. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste.

12. The contractor must ensure hygienic cooking, proper handling by cooking/catering staff and efficient and neat & clean service. The Kitchen of the eatery/food joint should be regularly cleaned by the staff of the contractor and the kitchen of the Guest house should be cleaned after every meal without fail. The garbage should be taken out to Corporation Van by the staff of the contractor.

13. The contractor must also ensure that the eating table surface is cleaned after every use.

14. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.

15. Service bearers engaged by the contractor should wear neat & clean uniform while on duty and shall have adequate experience in serving with etiquette and courtesy. It is required that all food service workers/cook wear head cover while on duty.

20. The contractor should also provide insect light traps so that the cooking and eating area remain free from flies and mosquitoes.

21. The waste material and unused/ leftover food from mess shall be removed from the hostel premises every day by the contractor. The contractor shall ensure that stray cattle, dogs etc. do not consume any food within the eatery or guest house premises.

22. Vegetarian and Non veg food need to be cooked separately ensuring that there is no mixing of cooking and serving utensils.

23. Any rodents, pests or insects found in stored grains or in food/ingredients shall incur heavy penalty (Rs. 5000/- per incident, payable to INST account-). Repeated offence may result in immediate cancellation of contract.

#### **Part-4**

1. The contract will be for a period of one year which is extendable for a period of another one year on same terms and conditions subject to the satisfactory performance as will be evaluated the Institute.

2. Under no circumstance the kitchen of the guest house or any of its utilities/utensils/equipment shall be used for activities related to eatery/food joint. Any such activity will be liable for penalties and termination of contract.

3. Contractor shall provide the number of minimum overall manpower to be employed by them for running the eatery/food joint and catering services for the Guesthouse. The list be should be submitted as part of technical bid in annexure 4.

4. The contractor must employ at least 1 specialist cook capable of preparing South Indian, Chinese and non-veg food items at the guest house.

5. The staff engaged by the contractor will be solely under their employment, control and discipline and in case of termination of the contract, the Institute will not be liable for any loss or damage, if any, caused to the contractor or their employees. The Institute will not also be liable in case of services of any of the employee dispensed with by the contractor. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own cost in respect of all staff employed by him/her. The contractor will follow all the labor laws as per the rules of the GoI.

6. The contractor shall ensure that everyone under their employment must be paid at-least minimum wage and that there are no underage employee. All GOI rules that apply should be followed.

7. The contractor shall ensure that sufficient manpower is deployed for preparation and service of food including cleaning, washing and overall upkeep of eatery/food joint.

8. The contractor must provide a list of employees to the Institute at regular intervals. Only such workers of the contractor whose name is on the list will be allowed entry into the institute and permission to work in the premises. The workers are allowed to work only in their designated area of either the eatery/food joint or that in the guest house.
9. The staff of eatery/food joint should not work or enter in the guest house without seeking approval from the institute. The catering staff of the contractor working in the guest house are not allowed to enter any other area of the Guest house except the canteen and the kitchen area.
10. The contractor shall employ only adult and trained staff with good health and sound mind for all services.
11. The contractor shall ensure that all employees engaged by him are free from communicable / infectious disease. If in the opinion of the Institute any of the contractor's employee(s) is found to be suffering from any infectious disease or if any employee(s) of the contractor are found to have committed misconduct or misbehaviour, the Institute shall have the right to ask the contractor to remove such employee(s). The Institute shall be entitled to restrain such employee(s) from entering the institute premises.
12. The contractor shall be responsible for his employees in observing all security and safety regulations and instructions that may be issued by the Institute from time to time. The contractor shall have the right to appoint and to take appropriate disciplinary actions against his workers who fail to fulfil his obligations under this agreement provided due process is followed and the action is in accordance with Industrial Employment (Standing Order) Act, 1946. However, the contractor shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the Institute.
13. The Institute shall not be liable for any damages or compensation payable in respect of or in consequence of any accident or injury to any workman or any other person in the employment of the contractor or any subcontractor. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto of. The contractor shall not appoint any subcontractor for the assigned contract partially or wholly without the written permission of the Institute.
14. The contract can be terminated either way; by giving 01 (one) month notice by the contractor to the Institute or 01 (one) months' notice by the Institute to the contractor.
15. The Institute reserves the right to reject/not to accept any quotation without showing any reason thereof.
16. In case of any clarification or a problem, the decision of the Institute will be final and binding on the contractor.
17. Only those firms/persons having experience running canteen or food joint in reputed academic institutions/organization needs to apply.
18. All the rates should be quoted, inclusive of all applicable taxes.
19. Institute reserves the right to do background check of the food quality and overall performance of the contractor from the place where it has been catering earlier.
20. The contractor should have proper registration and photocopies of PAN, TAN and sales tax number should be enclosed within the tender document.
21. Any additional fixtures as deemed required by the contractor for smooth functioning of eatery/food joint may be put inside the shop after seeking appropriate approval from the competent authority of INST, Mohali. Any expenditure arising for approved additional fitting / fixtures shall be borne by the allotted person/firm.
22. When vacating the contractor must return the eatery/food joint in its original condition as received.
23. The contractor should have Food safety and Standards Authority of India (FSSAI) certification.
24. The selection of contractors will be based on a Two-bid system. (see, attached proforma in Annexure 4; your experience in catering service, name of the institutions, etc) Please Note: A tender fee of Rs. 590/-

(through NEFT/RTGS non-refundable) in favour of the Director INST payable at Mohali should be submitted so as to reach us latest by 12<sup>th</sup> June, 2021 before 5.00 PM. The technical bids shall be opened at 11.00 am on 14<sup>th</sup> June, 2021, at INST Mohali, Sector 81, Mohali, Punjab.

Tender fee is to be obtained from the bidders except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The tenderer should submit Tender Fee amount as per tender ref. no. through NEFT/RTGS in INST Account. Account Details are as follows:

- a. Name of Beneficiary: Institute of Nano Science and Technology (INST)
- b. Account No. **2452201001102**
- c. Name of Bank: **Canara Bank, Sector 34, Chandigarh**
- d. IFS Code: **CNRB0002452**
- e. MICR Code: **160015003**
- f. Swift Code: **CNRBINBBFFC**

The details of transaction for Tender Fee viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.

25. The institute has decided a basic rate of thalis. This has been specified in the annexure 1 and annexure 2.

26. A Security Money amount of Rs. 25,000/- must be deposited by the successful bidder in the name of Director, INST Mohali. The same will be refunded after the contractor clears all pending dues at the time of leaving/ termination/end of contract.

27. After one year, the contract may be extended for the next year, subject to positive feedback. The extension of the contract will be subject to revision of rent by the in. The Institute reserves the right not to invoke this arrangement if the performance of the contractor is not found to warrant such an extension.

28. Subsequent to the finalization of the party to whom the order may be placed, the Institute reserves the right to conduct a price negotiation.

#### **Part 5: Selection Procedure**

1. Selection procedure will involve a technical evaluation, followed by food quality test and financial bid opening

2. Technical Evaluation will be based on previous experience and manpower to be provided. Experience of running canteen or food joint in hostels/canteen/guesthouse in govt. Institutes/reputed private educational Institutions will be considered. Experience in Govt institutes will be preferred. Contractor providing at least one specialist cook for guest house and employing at least one cook, one assistant cook and one helper for the eatery/ food joint will be considered eligible.

3. Tenderer who will technically qualify (based on criterion of Part 5.2) will be invited for food quality test to present and serve thalis as per menu in Annexure 1 and Annexure 2, to an evaluation committee, comprising of students, staff and faculty members. A score in the scale of 0 to 1, will be given based on the evaluation.

4. Financial bids of those scoring equal and above 0.8 in the food quality test will be opened. A score in the scale 0 to 1 will be given to the qualifying company based on the financial bid. The score will be given following the rule:  $[1 - (\text{rank obtained on the basis of value of financial bid} / \text{total number of qualifying company})]$ . Rank 1 for lowest bidder and subsequent ranks based on bid value.

5. Final score for selection will be calculated following the formula  $0.5 \times (\text{marks obtained in food quality test}) + 0.5 \times (\text{score obtained in financial bid})$ . The contractor getting highest score will be awarded the contract.

**Annexure 1: Menu for Eatery/Food Joint**

	Item	Price (to be quoted inclusive of taxes )
1	Puri (4 pcs.) & Veg curry	To be filled in price bid (Annexure 5)
2	Aloo paratha (1 pc.)	To be filled in price bid (Annexure 5)
3	Paratha	To be filled in price bid (Annexure 5)
4	Egg Omelette (single egg)	To be filled in price bid (Annexure 5)
5	Bread Butter / Jam (2 pcs)	To be filled in price bid (Annexure 5)
6	Black Tea	To be filled in price bid (Annexure 5)
7	Milk Tea	To be filled in price bid (Annexure 5)
8	Coffee	To be filled in price bid (Annexure 5)
9	Veg Chowmein	To be filled in price bid (Annexure 5)
10	Chicken Chowmein	To be filled in price bid (Annexure 5)
11	Poha (200 gm)	To be filled in price bid (Annexure 5)
12	Veg Manchurian	To be filled in price bid (Annexure 5)
13	Chicken Manchurian	To be filled in price bid (Annexure 5)
14	Kulcha with channa	To be filled in price bid (Annexure 5)
15	Plain Dosa	To be filled in price bid (Annexure 5)
16	Masala Dosa	To be filled in price bid (Annexure 5)
17	Veg Cutlet	To be filled in price bid (Annexure 5)
18	Bread Roll	To be filled in price bid (Annexure 5)
19	Egg roll (double egg)	To be filled in price bid (Annexure 5)
20	Paneer roll	To be filled in price bid (Annexure 5)
21	Onion Uttapam	To be filled in price bid (Annexure 5)
	<b>Thali</b>	
22	Veg Thali (Rice (150 gm)/four roti, Dal, bhaji, Veg Curry, Curd, salad)	Rs 50
23	Egg Thali (Rice (150 gm)/four roti, Dal, Egg Curry, Curd, salad)	Rs 60
24	Chicken Thali (Rice (150 gm)/four roti, Dal, Chicken Curry (2pcs of chicken), Curd, salad)	Rs 75
41	Fish Thali (Rice (150 gm)/four roti, Dal, bhaji, Fish Curry (1pcs of fish minimum 100 gm), Curd, salad)	Rs 90
42	Veg Biryani	To be filled in price bid (Annexure 5)
43	Chicken Biryani (2pcs of Chicken)	To be filled in price bid (Annexure 5)

**Annexure 2: Menu for Guest House**

	Item	Price (to be quoted inclusive of taxes )
1	Tea (Black Tea) (150ml)	To be filled in price bid (Annexure 5)
2	Milk Tea (150 ml)	To be filled in price bid (Annexure 5)
3	Coffee (150 ml)	To be filled in price bid (Annexure 5)
4	Puri (4 pcs.) & Veg curry	To be filled in price bid (Annexure 5)
5	Aloo paratha (1 pc.)	To be filled in price bid (Annexure 5)
6	Boiled egg	To be filled in price bid (Annexure 5)
7	Egg Omelette	To be filled in price bid (Annexure 5)
8	Plain Bread (2 pcs.)	To be filled in price bid (Annexure 5)
9	Bread (2 pcs), Butter and Jam	To be filled in price bid (Annexure 5)
10	Milk 1 glass (200 ml)	To be filled in price bid (Annexure 5)
11	Egg Sandwich	To be filled in price bid (Annexure 5)
12	Veg. Sandwich	To be filled in price bid (Annexure 5)
13	Veg Chowmein	To be filled in price bid (Annexure 5)
14	Chicken Chowmein	To be filled in price bid (Annexure 5)
	<b>Thali</b>	
15	Veg meal (Basmati Rice, roti, dal, 2 sabjis, 1 bhaji, chatni, Papad, Curd, Sweets, salad)	RS 90
16	Nonveg meal (chicken): (Basmati Rice, roti, dal, 1 sabji, 1 bhaji, chicken curry (at least two wholesome chicken pieces) , curd, sweets, salad)	Rs 110
17	Nonveg meal (Fish): (Basmati Rice, roti, dal, 1 sabji, 1 bhaji, Fish curry (atleast 1pcs of fish minimum of 100 gm) , curd, sweets, salad)	Rs 140
18	Nonveg meal (Mutton): Basmati rice, Rice, roti, dal, 1 sabji, 1 bhaji, Mutton curry (at least two wholesome pieces of mutton), curd, sweets, salad	Rs 150
19	Cold Drinks / Mineral water	MRP
20	Banana	7

(\*The servings quantity of rice, dal roti, sabji, bhaji should be to the satisfaction of the guests and not restricted)

### Annexure 3

Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest , Catch Or other brands after approval from Institute
Jam/Ketchup	Maggi, Kissan, Heinz / Tops
Oil	(Sunflower/Musterd) Agmark/ISI or branded items such as Sundrop, Godrej, Saffola, Fortune, Ruchi
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's
Atta (unrefined and high fibers)	Aashirvad, Pillsbury, Annapurna, Ginni or freshly ground after approval from institute.
Rice	Basmati Tukda (¾ size) e.g. Dubraj, India Gate, or equivalent in Punjab Market after approval from institute
Butter	Amul, Britannia, mother dairy (no margarine)
Bread	Brown/atta bread, Bonn or Other brand after approval from the institute
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday, Verka.
Milk	Verka (Green Packet)/ Other brand after approval from the institute
Paneer	Verka, Amul or other branded item approved by the institute



## Annexure 4

**Institute of Nano Science and Technology Mohali Sector 81, Mohali - 140306,  
Punjab, India**

### Technical Bid Proforma for evaluation of Technical Performance of the Tender

1. Name of the Person/Organization/Firm \_\_\_\_\_

2. Permanent Address

\_\_\_\_\_ 3.  
Telephone/Fax Nos.

4. Email address \_\_\_\_\_

5. If having experience of running canteen or food joint in reputed educational institutes?

Yes/ No

6. Whether documentary proof, in support of 1, 2 and 5 above are submitted? Yes/No

7. Whether the self-attested copy of PAN/TAN No. has been submitted?

Yes/No

8. Whether the self-attested copies of the Service Tax No. has been submitted?

Yes/No

9. Do you have Food Safety and Standards Authority of India (FSSAI) certification?

Yes/No

10. A self attested copy of FSSAI certification has been submitted?

Yes/NO

11. Manpower to be employed for the catering services

Sl. No.	Type of Post (specialist cook /cook/ assistant cook/ servers/ cleaner/helper)	Number of posts

Dated

Signature of Tenderer \_\_\_\_\_

Place

Full Name of the Tenderer \_\_\_\_\_

## Annexure 5

Institute of Nano Science and Technology Mohali Sector 81, Mohali - 140306,  
Punjab, India

### PRICE BID

	Items for Eatery/Food joint	Price (to be quoted inclusive of all taxes)
1	Puri (4 pcs.) & Veg curry	
2	Aloo paratha (1 pc.)	
3	Paratha	
4	Egg Omelette (single egg)	
5	Bread Butter / Jam (2 pcs)	
6	Black Tea	
7	Milk Tea	
8	Coffee	
9	Veg Chowmein	
10	Chicken Chowmein	
11	Poha (200 gm)	
12	Veg Manchurian	
13	Chicken Manchurian	
14	Kulcha with channa	
15	Plain Dosa	
16	Masala Dosa	
17	Veg Cutlet	
18	Bread Roll	
19	Egg roll (double egg)	
20	Paneer roll	
21	Onion Uttapam	
	<b>Total for Eatery/Food Joint</b>	
	Item for Guest House	Price (to be quoted inclusive of all taxes )
1	Tea (Black Tea) (150ml)	
2	Milk Tea (150 ml)	
3	Coffee (150 ml)	
4	Puri (4 pcs.) & Veg curry	
5	Aloo paratha (1 pc.)	
6	Boiled egg	
7	Egg Omelette	

9	Bread (2 pcs) and Butter / Jam	
10	Milk 1 glass (200 ml)	
11	Egg Sandwich	
12	Veg. Sandwich	
13	Veg Chowmein	
14	Chicken Chowmein	
	<b><i>Total for Guest House</i></b>	

**Grand Total :**

**Dated**

**Signature of Tenderer** \_\_\_\_\_

**Place**

**Full Name of the Tenderer** \_\_\_\_\_