

**VAIKUNTH MEHTA  
NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT (VAMNICOM)  
UNIVERSITY ROAD, PUNE 411 007**

**TENDER NOTICE FOR CATERING SERVICES**

Open Tenders in sealed cover are invited from reputed Registered Catering Service providers /agencies for rendering Catering Services to the participants (around 4000 in a year) at VAMNICOM, Pune for a period of one year with effect from 1<sup>st</sup> January, 2020 to 31<sup>st</sup> December, 2020. **The period of Catering Services will be extended next upto 2 years (yearly basis) on satisfactory performance of the agency.**

The details are available on the Institute website [www.vamnicom.gov.in](http://www.vamnicom.gov.in)

**VAIKUNTH MEHTA  
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UNIVERSITY ROAD, PUNE 411 007**

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**TENDER DOCUMENT FOR PROVIDING SERVICES OF CATERING**

|   |          |   |
|---|----------|---|
| <b>Tender Document No.</b>  | <b>:</b> | <b>VM-HOSTEL/CS/ 2019-20</b>                                    |
| <b>Earnest Money Deposit (EMD)</b>  | <b>:</b> | <b>Rs. 50,000.00 (Refundable)<br/>(Rs. Fifty Thousand only)</b> |
| <b>Processing Fee<br/>(refundable)</b>  | <b>:</b> | <b>Rs. 1,000.00 (Non</b>  |
| <b>Pre-bid Meeting</b>  | <b>:</b> | <b>03/12/2019 (Tuesday)</b>                                     |
| <b>Date of Issue Blank Tender Form<br/>(to be downloaded from the website only)</b> | <b>:</b> | <b>18/11/2019</b>   |
| <b>Last Date of Submission of Tender</b>  | <b>:</b> | <b>09/12/2019 [before 05.00 PM]</b>                             |
| <b>Date of Opening of Technical Bid</b>   | <b>:</b> | <b>10/12/2019 at 11.00 AM</b>                                   |
| <b>Date of Opening of Financial Bid</b>   | <b>:</b> | <b>20/12/2019 at 11.00 AM</b>                                   |

Any other additional information which is not included in Technical Bid / Financial Bid, if any, may be given on a separate sheet of paper and inserted in respective envelope.

The Director, VAMNICOM, Pune reserves the right to cancel the entire tender process without assigning any reason thereof.

## 1. Instructions to fill-up the Tender Document

- 1.1 The Bidders should submit their bids, complete in all respect, in two separate sealed envelopes:
  - i) **Envelop No. 1 - Marked as Technical Bid**: Containing TECH BID information and Demand Draft of Rs. 1000.00 for Processing Fee & Rs. 50000.00 (Rs. Fifty Thousand only) for Earnest Money Deposit/Bid Security respectively **drawn in favour of DIRECTOR, VAMNICOM, Pune and payable at Pune.**
  - ii) **Envelope No. 2 - Marked as Financial Bid**: Containing the **Financial Bid only.**
- 1.2 The Bidder should submit the tender documents, complete in all respect (envelopes of Technical Bid and Financial Bid should be submitted in a single envelope). The sealed envelope should be marked as "**Tender for Providing the services of Catering**". Name, address and contact details of the agency must be clearly visible on each envelope.
- 1.3 Bids, received, shall be opened in the presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers/certificates as specified in the Tender are not included or found fictitious will be disqualified. The rejection of the tender document at Technical Bid stage should not be questioned by the agency. VAMNICOM will not be answerable in such cases.
- 1.4 The pre bid meeting will be held on 03/12/2019 at 11.00 AM with the officials of VAMNICOM and interested bidders for clarification / suggestions if any regarding Tender Document. Any doubt/query will not be entertained before Pre bid meeting.
- 1.5 Technical Bid will be opened on 10/12/2019 at 11.00 AM in the presence of officials of VAMNICOM and Representatives of Tenderers (presence of representative of the Tenderers is optional)
- 1.6 The Financial Bid will be opened on the next day i.e. on 20/12/2019 at 03.30 PM in the presence of Authority of VAMNICOM Pune and the Representative of the Tenderers, who qualify the Technical Bid.
- 1.7 The Financial Offer shall be valid for 3 months from the opening of the tender.

- 1.8 Quotations over phone/e-mail will not be accepted. Bids received without sealed covers and rates not quoted in specified proforma will not be accepted. Bids may be submitted by registered post or in person. However, any delay on this account shall not be accepted.
- 1.9 Each page of the Bid submitted needs to be properly numbered, stamped and signed. Loose paper(s) will not be accepted.
- 1.10 The Tenderer must not disclose any details pertaining to their Financial Bid in the Technical Bid Envelope. If any details of the Financial Bid is found in the Technical Bid, the offer of such Tenderer will be summarily rejected.
- 1.11 Tender document must be submitted on or before the last date of the tender submission, as specified in this document. After the last date no Tender will be accepted.

The Registrar  
Vaikunth Mehta National Institute of Cooperative Management.  
Chaturshrungi, Savitribai Phule Pune University Road,  
Pune 411 007, Maharashtra

## 2. Submission of Tenders

### 2.1 Format of Covering letter

Bidders name and address

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To

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The Registrar  
VAMNICOM  
Savitribai Phule Pune University Road  
Pune 411 007  
Maharashtra

**Sub.: Bid for “providing the services of Catering” at VAMNICOM,  
Pune - Reg.**

Sir,

In response to the Tender Document No. VM-HOSTEL/CS/2019-20 Dt. \_\_\_\_\_ for providing the services of Catering in conformity with the terms and conditions, laid down therein, I/we, hereby, submit my/our duly filled Offer letter, in conformation of this Tender Document.

1. I/we agree to provide the services of Catering at the rate quoted by me/us.
2. I/we have issued a Demand Draft pertaining to Earnest Money Deposit (EMD) of Rs. 50,000.00 vide D.D. No. \_\_\_\_\_ Dated / /2019 drawn on \_\_\_\_\_ Bank.
3. I/we have also issued a Demand Draft pertaining to processing fee of Rs.1000.00 (non refundable) vide D.D. No. \_\_\_\_\_ Dated / /2019 drawn on \_\_\_\_\_ Bank.
4. The required documents, as asked in this tender document, has been submitted by me/us in the Technical Bid envelope.
5. Quotation for providing the services of Catering at VAMNICOM are given in the prescribed format in Financial Bid envelope separately.
6. I, hereby certify that the information furnished by me/us above is correct to the best of my/our knowledge. We understand that if, any deviation is found in the above statement at any stage, our company/firm will be black listed and our Bid Offer will be rejected.
7. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.
8. We understand that you are not bound to accept any Proposal you receive.

Thanking you,

Yours faithfully,

(Signature & Stamp)  
Signature of the Bidder with  
Name and Designation

3. **A) PROFORMA OF TECHNICAL BID:**

**TECHNICAL INFORMATION ABOUT THE AGENCY:**

**Profile of the Agency:**

| <b>Sl. No.</b> | <b>Particulars</b>   | <b>Information</b>  |
|----------------|--|---|
| 1              | Demand Draft of Rs. 50000.00 and Rs. 1000.00 as a proof of Earnest Money Deposit (EMD) and Tender Document Processing fee respectively                                 |   |
| 2              | Name of the Agency   |   |
| 3              | Postal Address of the Agency   |   |
| 4              | Telephone No. of the Agency  |   |
| 5              | Mobile Number of Proprietor  | + 91 -  |
| 6              | E-mail address of the Agency   |   |
| 7              | Website of the Agency  |   |
| 8              | Nature of the Company (please tick the appropriate word)   | Private Ltd./ Public Ltd./ Proprietary /Partnership/Other |
| 9              | Certified / true copy of the License from Food and Drug Administration under FSS Act, 2006.  |   |
| 10             | Actual number of Catering staffs working in bidders Organization /Agency   |   |
| 11             | Total Experience for providing the Services of Catering  |   |
| 12             | The Bidder shall provide their personal client list for providing Catering services in Govt./Semi Govt./ Academic Institutions alongwith no. of Catering staff engaged |   |
| 13             | Pan No. of the company   |   |
| 14             | License / Registration No. with the appropriate authority for engaging the services of Catering workers with attested copies of the license.                           |   |
| 15             | The successful agency shall have to submit the license under the Contract Labour (Regulation and Abolition) Act 1970, for the work of contract assigned.               |   |
| 16             | Certified True copy of Certificate of Registration under Shops & Commercial Establishment Act 1948, along with renewal entries.  |   |

| <b>Sl. No.</b> | <b>Particulars</b>  | <b>Information</b> |
|----------------|---|--------------------|
| 17             | Certified / true copy of Registration certificate under Employee Provident Fund & Miscellaneous Provision Act 1952  |                    |
| 18             | Certified / true copy of registration certificate under ESIC Act  |                    |
| 19             | GST No. of the Company  |                    |
| 20             | Certified copies of last three years Annual balance sheet & Profit and Loss A/c and Income Tax Returns filed i.e.2018-19, 2017-18, 2016-17.   |                    |
| 21             | The bidder shall submit proof of existence of cash credit/overdraft facility above Rs. 5,00,000.00 from scheduled bank.   |                    |
| 22             | Declaration on letter head that, the company /agencies had never been black listed / debarred by organisation in recent past for any cause/reason will remain disqualified for technical bid. |                    |

*Note: All document mentioned from 1 to 22 above are compulsory.*

**Signature:**  
**Seal of the Company:**

## 4. FINANCIAL BID

### 4.1 A.WEEKLY MENU FOR PARTICIPANTS OF TRAINING PROGRAMMES AND OTHER GUESTS

#### DAY TO DAY MENU OF SAHYADRI GUEST HOUSE/HIMALAYA GUEST HOUSE

| Day       | Breakfast  | S. Tea                                    | Lunch   | S. Tea                          | Evening Tea                                    | Dinner   |
|-----------|--|---|---|---------------------------------|--|--|
| Monday    | Idli /Medu Wada<br>Sambar,<br>Chutney<br>Cornflake,<br>Boiled Egg/<br>Omelet,<br>Bread-Butter/<br>Jam, Fruits<br>Tea/Coffee      | Tea /<br>Coffee<br>With<br>Biscuits<br>** | Dry<br>vegetable<br>Gravy<br>Vegetable,<br>Dal, Chapati/<br>Puri, Rice,<br>curd, Papad,<br>Pickle, Salad<br>Sweet Dish  | Tea /Coffee<br>With<br>Biscuits | Tea/Coffee<br>with Snacks<br>(Onion Pakoda)    | Soup<br>Dry vegetable<br>Gravy vegetable<br>Dal, Chapati/Puri<br>Rice, curd, Papad,<br>Pickle, Salad<br>Sweet Dish<br>Chicken Masala                       |
| Tuesday   | Cornflake,<br>Boiled Egg/<br>Omelet<br>Bread-Butter/<br>Jam, Fruit<br>Plain Masala<br>Dosa /<br>Sambar/<br>Chutney<br>Tea/Coffee | Tea /<br>Coffee<br>With<br>Biscuits       | Dry<br>Vegetable,<br>Gravy<br>Vegetable,<br>Dal, Chapati/<br>Puri, Rice,<br>Curd, Papad,<br>Pickle, Salad<br>Sweet Dish | Tea /Coffee<br>With<br>Biscuits | Tea/Coffee<br>with Snacks<br>(Potato<br>wada)  | Soup<br>Dry vegetable,<br>Gravy vegetable,<br>Dal, Chapati/Puri<br>Rice,Curd, Papad,<br>Pickle, Salad<br>Sweet Dish<br>Fish curry                          |
| Wednesday | Cornflake<br>Boiled Egg/<br>Omelet, Bread-<br>Butter/Jam,<br>Fruit, Onion<br>Uttappam/<br>Sambar/<br>Chutney<br>Tea/Coffee       | Tea /<br>Coffee<br>With<br>Biscuits       | Dry<br>vegetable<br>Gravy<br>vegetable<br>Dal, Chapati/<br>Puri, Rice,<br>Curd, Papad<br>Pickle, Salad<br>Sweet Dish    | Tea /Coffee<br>With<br>Biscuits | Tea/Coffee<br>with Snacks<br>(Samosa)          | Soup<br>Dry vegetable,<br>Gravy vegetable,<br>Dal, Chapati/Puri<br>Rice, Curd, Papad,<br>Pickle, Salad<br>Sweet Dish<br>Mutton Curry                       |
| Thursday  | Cornflake,<br>Boiled Egg/<br>Omlete,<br>Bread- Butter/<br>Jam, Kanda<br>Poha, Fruit<br>Tea/Coffee                                | Tea /<br>Coffee<br>With<br>Biscuits       | Dry vegetable<br>Gravy<br>Vegetable,<br>Dal, Chapati/<br>Puri, Rice,<br>Curd, Papad,<br>Pickle, Salad<br>Sweet Dish     | Tea<br>With<br>Biscuits         | Tea/Coffee<br>with Snacks<br>(Bread<br>Pattis) | Soup Dry<br>vegetable,<br>Gravy vegetable<br>Dal, Chapati/Puri<br>Rice, Curd, Papad,<br>Pickle, Salad<br>Sweet Dish<br>Butter Chicken                      |
| Friday    | Cornflake,<br>Boiled Egg/<br>Omelet Bread-<br>Butter/ Jam,<br>Fruit, Aloo<br>Paratha, Curd,<br>Tea/Coffee                        | Tea /<br>Coffee<br>With<br>Biscuits       | Dry vegetable<br>Gravy<br>vegetable<br>Dal, Chapati/<br>Puri, Rice,<br>Curd, Papad,<br>Pickle, Salad<br>Sweet Dish      | Tea /Coffee<br>With<br>Biscuits | Tea/Coffee<br>with Snacks<br>Sandwich          | Soup Dry vegetable<br>Gravy vegetable<br>Dal, Chapati/Puri<br>Rice, Curd, Papad,<br>Pickle, Salad,<br>Sweet Dish<br>Chicken<br><b><u>Mutton Masala</u></b> |



| Day      | Breakfast  | S.Tea                               | Lunch  | S.Tea                              | Evening Tea                              | Dinner   |
|----------|--|-------------------------------------|--|------------------------------------|--|--|
| Saturday | Cornflake,<br>Boiled Egg/<br>Omelet<br>Bread-Butter/<br>Jam, Fruit<br>Puri - Bhaji<br>Tea/Coffee | Tea /<br>Coffee<br>With<br>Biscuits | Dry vegetable<br>Gravy<br>vegetable<br>Dal, Chapati/<br>Puri, Rice,<br>Curd, Papad,<br>Pickle, Salad<br>Sweet Dish   | Tea /Coffee<br>With<br>Biscuits    | Tea/Coffee<br>with Snacks<br>Dhokla      | Soup<br>Dry vegetable<br>Gravy vegetable<br>Dal, Chapati/<br>Puri, Rice, Curd ,<br>Papad, Pickle,<br>Salad, Sweet Dish<br>Egg curry              |
| Sunday   | Cornflake<br>Boiled Egg/<br>Omelet<br>Bread/ Butter/<br>Jam, Noodles<br>Fruit, Tea/<br>Coffe     | Tea /<br>Coffee<br>With<br>Biscuits | Dry vegetable<br>Gravy,<br>vegetable,<br>Dal,Chapati/<br>Puri, Rice,<br>Curd, Papad,<br>Pickle, Salad,<br>Sweet Dish | Tea/<br>Coffee<br>With<br>Biscuits | Tea/Coffee<br>with Snacks<br>Veg. Cutlet | Soup<br>Dry vegetable,<br>Gravy vegetable,<br>Dal/ Chapati/Puri<br>Rice/Pulav, Curd ,<br>Papar, Pickle,<br>Salad,<br>Sweet Dish<br>Chicken Curry |

**Note: Kindly note that Menu will not be repeated in a particular week and agency has to provide menu as per direction of the Programme Director / Authority.**

**\*\* (Nutri choice, Multigrain Digestive Biscuits, Oats, Ragi, & Millets Biscuits of Britannia, Parle & Crackers (Sugar free), Jeera Biscuits (Parle & Britannia)**

## 4.2 FINANCIAL BID FOR ITEMS

### A. FINANCIAL BID FOR REGULAR MENU (PACKAGE RATE) AS PER MENU DETAILED

(excluding GST)

| SI No | Item                    | Rate per person for one day (Rs.) |
|-------|-------------------------|-----------------------------------|
| 1     | Breakfast               |                                   |
| 2     | Session tea (Morning)   |                                   |
| 3     | Lunch                   |                                   |
| 4     | Session tea (afternoon) |                                   |
| 5     | Evening Tea with snacks |                                   |
| 6     | Dinner                  |                                   |
| 7     | Grand Total for one day |                                   |

### B. FINANCIAL BID FOR SPECIAL LUNCH/DINNER AS PER MENU GIVEN BELOW

(excluding GST)

| Menu                               | Rate per person for one day (Rs.) |
|------------------------------------|-----------------------------------|
| 1. Soup                            |                                   |
| 2. Dry Vegetable                   |                                   |
| 3. Gravy Vegetable                 |                                   |
| 4. Onion Pakoda/Springroll         |                                   |
| 5. Dal                             |                                   |
| 6. Dahiwada/Raita/Curd             |                                   |
| 7. Chapati/Puri/Paratha            |                                   |
| 8. Rice/Pulav                      |                                   |
| 9. Chicken/Mutton/Fish (Curry/Fry) |                                   |
| 10. Salad, Papad, Pickle/Chatni    |                                   |
| 11. Fruit Salad and Sweet Dish     |                                   |

**C. FINANCIAL BID FOR HIGH TEA MENU FOR  
PROGRAMME INAUGURATION/VALEDICTORY  
(excluding GST)**

| Menu  | Rate Per plate |
|---|----------------|
| Tea/Coffee and<br>Potato Wafer/Mixture OR<br>Bhakar wadi OR Samosa OR<br>Potato Wada OR Cutlet OR<br>Swishbery Biscuit OR Kachori<br>OR Dhokla OR Pattis<br>Sweet OR Kaju |                |

**D. Menu and Rate of International Programme participants**

| Breakfast  | S. Tea                      | Lunch  | S. Tea                              | Evening Tea   | Dinner  |
|--|-----------------------------|--|-------------------------------------|---|---|
| Cornflake<br>Boiled Egg/<br>Omelet<br>Bread/Butter<br>/Jam, Fruits<br>One veg<br>items<br>Tea/Coffee | Tea/Coffee<br>with Biscuits | Soup, Dry<br>vegetable<br>Gravy<br>vegetable<br>Dal, Chapati/<br>Puri, Rice/<br>Pulav, Dahi<br>Vada /Raita<br>/Curd/<br>Chicken/<br>Mutton/Fish<br>curry/Fish Fry<br>- 200 Gms.<br>Pakoda or<br>Spring Rolls,<br>Papad , Pickel,<br>Salad Fruit<br>Salad & Sweet<br>Dish - 200<br>gms. | Tea /<br>Coffee<br>With<br>Biscuits | Tea/Coffee<br>with Snacks<br>(Samosa/<br>Kachori/<br>Batata Wada/<br>Pattis/Cutlet,<br>Sandwich etc.) | Soup, Dry<br>vegetable<br>Gravy<br>vegetable<br>Dal, Chapati/<br>Puri, Rice/ Pulav<br>Dahi Vada<br>/Raita/Curd/<br>Chicken/<br>Mutton/Fish<br>curry<br>Dry - 200 Gms.<br>Pakoda or<br>Spring Rolls,<br>Papad , Pickel,<br>Salad Fruit Salad<br>& Sweet Dish -<br>200 gms. |

**D -1** Agency is requested to kindly provide rate for International Participant as per above menu in the given format.

(excluding GST)

| SI No | Item                    | Rate per person for one day (Rs.) |
|-------|-------------------------|-----------------------------------|
| 1     | Breakfast               |                                   |
| 2     | Session tea (Morning)   |                                   |
| 3     | Lunch                   |                                   |
| 4     | Session tea (afternoon) |                                   |
| 5     | Evening Tea with snacks |                                   |
| 6     | Dinner                  |                                   |
| 7     | Grand Total for one day |                                   |

**E. FOOD ITEM TO BE PROVIDED TO VAMNICOM OFFICE FOR MEETINGS AND FUNCTIONS OR GUESTS AS PER OFFICE ORDER**

**FINANCIAL BID**

(excluding GST)

| Sl.No. | Items  | Quantity  | Rs |
|--------|--|-----------|----|
| 1      | Regular Tea  | 150 ML    |    |
| 2      | Green Tea  | 150 ML    |    |
| 3      | Lemon Tea  | 150 ML    |    |
| 4      | Herbal Tea   | 150 ML    |    |
| 4      | Black Tea  | 150 ML    |    |
| 5      | Nescafe Coffee Cup   | 150 ML    |    |
| 6      | Black Coffee   | 150 ML    |    |
| 7      | Potato Wada - 2 Nos., with Sambhar                             | 1 plate   |    |
| 8      | Idli - 2 Nos. with Sambar & Chutney                            | 1 plate   |    |
| 9      | Kanda Pohe   | 1 plate   |    |
| 10     | Dosa Sadha/Upma with sambar & chutney                          | 1 No      |    |
| 11     | Dosa Masala/Tomato Omelet/ Onion Uttappam with Sambar, chutney | 1 No      |    |
| 12     | Samosa with tomato ketchup & chutney                           | 1 No      |    |
| 13     | Onion Pokoda with souse & chutney                              | 1 Plate   |    |
| 14     | Sandwich (vegetable) with souse & chutney                      | 1 plate   |    |
| 15     | Omelet ( Single Egg)   | 1No       |    |
| 16     | Omelet ( Double Egg)   | 1 No      |    |
| 17     | Bread, Butter & Jam (2-Slices)                                 | One plate |    |

|     |  |        |  |
|-----|--|--------|--|
| 18. | Vegetable Gravy  | 200 ML |  |
| 19  | Vegetable Dry  | 200 gm |  |
| 20  | Dal/Sambar   | 200 ML |  |
| 21  | Rice   | 200 gm |  |
| 22  | Chapati/Puri/Paratha   | One    |  |
| 23  | Papad  | One    |  |
| 24  | Mutton   | 200 gm |  |
| 25  | Chicken  | 200 gm |  |
| 26  | Fish (Surmai/Halva/Pomfret)  | 200 gm |  |
| 27  | Sweet dish<br>1) Ladoo<br>2) Kheer<br>3) Gulab Jam<br>4) Ice Cream |        |  |
| 28  | Curd   | 100 ML |  |
| 29  | Lunch full   |        |  |
| 30  | Dinner full  |        |  |
| 31  | Biscuit - 2 - Good day/equivalent                                  |        |  |
| 32  | Biscuit Cream - 2  |        |  |
| 33  | Sabudana Khichdi   | 300 gm |  |

**F. FOOD ITEM TO BE PROVIDED TO VAMNICOM STAFF/HOUSKEEPING  
& SECURITY STAFF AT CONCESIONAL RATES OF 25 % to 30 %  
FINANCIAL BID**

**(excluding GST)**

| Sl.No. | Items  | Quantity | Rs |
|--------|--|----------|----|
| 1      | Regular Tea  | 150 ML   |    |
| 2      | Green Tea  | 150 ML   |    |
| 3      | Lemon Tea  | 150 ML   |    |
| 4      | Herbal Tea   | 150 ML   |    |
| 4      | Black Tea  | 150 ML   |    |
| 5      | Nescafe Coffee Cup                                       | 150 ML   |    |
| 6      | Black Coffee   | 150 ML   |    |
| 7      | Potato Wada - 2 Nos., with Sambhar                       | 1 plate  |    |
| 8      | Idli - 2 Nos. with Sambar & Chutney                      | 1 plate  |    |
| 9      | Kanda Pohe   | 1 plate  |    |
| 10     | Dosa Sadha/Upma with sambar & chutney                    | 1 No     |    |
| 11     | Dosa Masala/Tomato Omelet/ Uttappam with Sambar, chutney | 1 No     |    |
| 12     | Samosa with souse & chutney                              | 1 No     |    |
| 13     | Onion Pokoda with souse & chutney                        | 1 Plate  |    |
| 14     | Sandwich (vegetable) with souse & chutney                | 1 plate  |    |

|     |  |           |  |
|-----|--|-----------|--|
| 15  | Omelet ( Single Egg)   | 1No       |  |
| 16  | Omelet ( Double Egg)   | 1 No      |  |
| 17  | Bread, Butter & Jam (2-Slices)                                     | One plate |  |
| 18. | Vegetable Gravy  | 200 ML    |  |
| 19  | Vegetable Dry  | 200 gm    |  |
| 20  | Dal/Sambar   | 200 ML    |  |
| 21  | Rice   | 200 gm    |  |
| 22  | Chapati/Puri/Paratha   | One       |  |
| 23  | Papad  | One       |  |
| 24  | Mutton   | 200 gm    |  |
| 25  | Chicken  | 200 gm    |  |
| 26  | Fish (Surmai/Halva/Pomfret)  | 200 gm    |  |
| 27  | Sweet dish<br>5) Ladoo<br>6) Kheer<br>7) Gulab Jam<br>8) Ice Cream |           |  |
| 28  | Curd   | 100 ML    |  |
| 29  | Lunch full   |           |  |
| 30  | Dinner full  |           |  |
| 31  | Biscuit - 2 - Good day/equivalent                                  |           |  |
| 32  | Biscuit Cream - 2  |           |  |
| 33  | Sabudana Khichdi   | 300 gm    |  |

#### 5 Other documents to be enclosed

- a) The Bidder has to sign and put their stamp on each page of Terms and conditions of Tender document provided by the VAMNICOM, Pune.
- b) If the company has ISO Certification, copy of the same has to be submitted.

*Note: If any of the above documents are found invalid or incomplete, the tender will be considered as non-responsive and liable for rejection.*

## 6 - EVALUATION CRITERIA AND DECIDING LOWEST BIDDER (L - 1)

### 1. Technical Eligibility Scores:

| Sl. No. | Technical score   | Maximum marks |
|---------|---|---------------|
| 1       | <p><b>Presently providing catering services to no. of persons per day (on average).</b></p> <p>Above 100 = 25 Marks<br/>                     51 - 100. = 15 Marks<br/>                     26 - 50 = 5 Marks<br/>                     &gt; below25 = 0 Marks</p>  | 25 marks      |
| 2       | <p>Specific experience of Agency for providing the Services of Catering in Govt. Institutions, Offices and other organizations:</p> <p>Experience upto 15 Yrs. = 25 Marks<br/>                     6 to 10 Yrs. = 15 Marks<br/>                     2 to 5 Yrs. = 5 Marks<br/>                     &gt; below 2 Yrs = 0 Marks</p>   | 25 Marks      |
| 3       | <p>Financial status (in terms of annual Turnover) of last three years.</p> <p>Annual Turnover above 75 Lakhs = 25 marks<br/>                     41 to 50 Lakhs = 10 marks<br/>                     21 to 40 lakhs = 5 marks<br/>                     below20 lakhs = 0 marks</p>   | 25 Marks      |
| 4       | <p>Certificate of excellence in quality of food provided by the agency from various Government Organization and Other Private Agencies.</p> <p>15 Certificate / Appreciation Letter(s) = 25 marks<br/>                     10 Certificate / Appreciation Letter(s) = 15 marks<br/>                     08 Certificate / Appreciation Letter(s) = 10 marks<br/>                     05 Certificate / Appreciation Letter(s) = 05 marks<br/>                     Below 05 Certificate = 0 marks</p> | 25 Marks      |
| 5       | <p>Statutory documents required</p> <p>License from Food and Drug Administration Under FSS Act, 2006 = 10 marks<br/>                     GST Certificate of the Agency = 05 marks<br/>                     Registration Certificate under Shop and Commercial EST Act- 1948 = 5 marks<br/>                     Income Tax Returns (3 yrs.) = 5 marks</p>  | 25 Marks      |
| 6       | Total   | 125 Marks     |

### Method of Selection:

The financial bid will be opened in r/o those Agencies who have scored **minimum 90 marks out of 125** marks in the Technical Bid. The agency who have scored less than 90 marks (about 75% of total score in technical bid), will be treated as disqualified and their financial bid will not be opened.

2. The lowest (L - 1) Bidder shall be considered eligible for awarding and finalizing of contract only after sample testing of food by Authorised officials of VAMNICOM through surprise check and after negotiation and finalizing the item wise rate detailed in financial bid.
3. The Officials of VAMNICOM will assign Testing Score in the range of 0 to 10 marks and those marks will be kept confidential and will not be disclosed to the bidders.
4. All the rates of Financial Bid will be given the weight of testing score for deciding the L - 1 bidder who shall be considered eligible for awarding the contract only.

## **7. GENERAL CONDITIONS**

1. The contracting party whether it be a Proprietor/ Individual, Partnership firm, Company, Corporation, Society, they shall be, for the purpose of this contract, be known as "the Agency" and the Vaikunth Mehta National Institute of Cooperative Management, Pune shall be known as "VAMNICOM".
2. The catering facilities are required to be offered to participants of the programmes and guests at the VAMNICOM, Pune.
3. The agency will be required to offer catering services in the space allotted for the purpose in the premises of the institute. The agency will use the space so provided for catering services only and will have no tenancy right over the space so provided.
4. The contract will be initially for a period of one year. However, the Contract can be extended for a further period of one year with the same terms and conditions subject to satisfactory performance of the Agency during the original term of the contract without any levy of penalty on account of any breach or unsatisfactory performance. The Director, VAMNICOM will alone have absolute discretion in this regard and the Agency shall have no vested right to seek extension of the contract. The VAMNICOM, reserves the right to terminate the said contract at any time on the ground of poor quality of food served and ineffective services rendered by the agency. The VAMNICOM will be the sole judge to determine these facts.

## **8. STATUTORY COMPLIANCE BY THE AGENCY:**

1. The Agency should obtain the requisite license for running the establishment from authorities such as Municipality, Sanitation and Fire, Local Authority, State/Central Government Department, Labour Laws Department and Rationing Department, Registration under Food Safety Standards Act 2006, at its own cost. The VAMNICOM shall not be responsible in any way for any breach of these rules and regulations by the agency.



2. The Agency shall comply with all the statutory requirements in respect of engaging the personnel, their service conditions, Rules and Regulations and all liabilities arising under various labour laws other statutory obligations like PF, ESIC, Bonus, Employee Compensation, Gratuity, Minimum Wages Act, Payment of Wages Act etc. and VAMNICOM shall in no way be responsible or liable in case of any dispute, prosecution or awards made by Court of Law or other Authorities. Satisfactory proof of having complied with these statutory obligations must be produced to the VAMNICOM along with the monthly bill.
3. The agency shall obtain separate code for the deposit of PF dues, if applicable, with the concerned PF Authority directly.
4. The Agency shall obtain necessary/valid labour license from the Licensing Authority under the Contract Labour (R&A) Act 1970 and the Rules framed there under from time to time and produce the same to the VAMNICOM before commencement of services under the contract and also take step for getting the agreement registered under the Act. He shall also indemnify the VAMNICOM from and against any claim under the Act and the Rules and shall continue to have the valid license until the completion of the contract period or any extended period. Any failure to fulfill this requirement shall attract the penal provisions of the contract arising out of resultant non performance of the work. A copy of the said license will form a part of the agreement.
5. Agency shall keep the VAMNICOM indemnified against all loses, damages or liabilities arising out of or imposed in pursuance of any violation by the agency of/ under Labour Laws and Rules there under or any prosecution or award made by court of law or other authorities specifically under the industrial Dispute Act 1947.
6. The VAMNICOM shall be indemnified from all the liabilities, whatsoever created under The Employee Compensation Act/ ESI Act in respect of any injury suffered by the worker employed by the Agency or resulting in death/fatal accident etc.
7. The Agency has to strictly follow the provisions of Payment of Wages Act 1936 and the rules made there under, and further the Agency shall strictly adhere to the provisions of The Minimum wages Act-1948 and the rules made there under from time to time revising the wages payable to the workmen.
8. All labour and/or personnel employed by the Agency shall be engaged by him/them as his/their own employees in all respect implied or expressed. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various labour laws of the country shall be that of the Agency and the VAMNICOM shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. The Agency shall specifically ensure compliance with the provisions of following labour laws/acts and their enactment /amendments.

- a) The Payment of Wages Act, 1936
- b) The Payment of Minimum Wages Act, 1948
- c) The Factories Act, 1948
- d) The Employees' Compensation Act, 1923
- e) The Employee's State Provident Fund Act, 1952
- t) The Contract Labour (Regulation & Abolition) Act, 1970
- g) The Payment of Bonus Act, 1965
- h) The Payment of Gratuity Act, 1976
- i) The Equal Remuneration Act, 1976
- j) The Employees State Insurance Act, 1948
- k) The Industrial Disputes Act, 1947
- l) The Shop & Establishment Act, 1948
- m) Employment of Children Act XXVI, 1936
- n) The Canteen & Club Act.

The Agency shall pay to the labour employed by him/them wages as per provision of the aforesaid Act and the Rules, whenever applicable.

9. The Agency shall fully indemnify the VAMNICOM against all the payments, claims and liabilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provision of any of the labour laws to the extent they are applicable to the establishment /work at VAMNICOM premises.
10. In every case in which, by virtue of the provision of the aforesaid Acts or the Rules, the VAMNICOM is obliged to pay any amount of wages to the personnel employed by the Agency in execution of the work or to incur any expenditure in providing welfare, health and safety amenities required to be provided under the aforesaid act and rules or to incur any expenditure on account of contingent liability of the VAMNICOM due to the Agency's failure to fulfill his statutory obligation under the aforesaid act or the rules, the VAMNICOM shall be at liberty to withhold from the bills of the Agency the amount of the wages as paid or the amount of expenditure so incurred, and without prejudice to the rights of the VAMNICOM under section 20(2) and section 21(4) of the aforesaid act, the VAMNICOM shall be at liberty to recover such amount or part thereof by deducting it from Security Deposit and /or from any sum payable by the VAMNICOM to the Agency. The decision of the VAMNICOM regarding the amount actually recoverable from the Agency as stated above shall be final and binding on the Agency.
11. The Agency shall not employ any person below the age of 18 years. The Agency shall indemnify the VAMNICOM from and against all claims and penalties which may be suffered by the VAMNICOM by reason of any default on the part of Agency to observe and /or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment of modification of the same.

12. The Agency shall at all time indemnify the VAMNICOM against all claims which may be made under the Employees' Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequences of any accident, injury sustained by any labour/servant or person in his employment and engaged in the performance of contract. If any such accident occur which may involve any such liability under the Act, the VAMNICOM shall be at liberty to withhold such amount from the bills of the Agency and also deposit the same with Commissioner under E.C. Act.
13. The Agency shall be responsible for the compliance with the provisions of the hours of the employment regulation in respect of the staff employed by him in the manner decide upon by the appropriate authority.

9. **DUTIES AND RESPONSIBILITIES OF THE AGENCY:**

1. The Head of the agency shall visit the establishment at least thrice a week, on days decided by mutual consent and contact the person authorized by the VAMNICOM to look into catering matters. Any deficiencies in the services of the agency should be rectified immediately on being pointed out by such authorized person.
2. The VAMNICOM will provide the agency the following facilities
  - a) Kitchen equipments
  - b) furniture
  - c) Cooking gas connection will be provided by VAMNICOM - actual cost of refilling of LPG cylinders to be borne by the agency)
  - d) Crockery - cutlery expenditure to be borne by the agency
3. The Agency shall be responsible for taking good care of all equipments, utensils etc. However, any repairs required will be carried out by the Agency.
4. The agencies shall ensure that the staff engaged by him/them shall at all time take reasonable care in the usage of water and electricity and keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage due to carelessness of the staff of the agency, the VAMNICOM reserves the right/option to levy penalty on the agency which may be in the range of Rs. 1000 to Rs. 5000 on every such lapse.
5. The agency shall be responsible for maintaining the entire premises (Kitchen, Store, Office, Dining Hall, Service area etc.) spotlessly clean at all time by engaging its own cleaning staff. The crockery, cutlery, furniture and utensils used in the preparation and service of food shall always be in clean and hygienic condition. The kitchen shall be open at all times for inspection to the duly authorized representative of the VAMNICOM. VAMNICOM will arrange for periodical pest control treatment.

6. It will be the responsibility of the agency to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by the VAMNICOM. The security of such material will be the sole responsibility of the agency.
7. The members of the committee constituted for this purpose or any authorized representative shall check the quality and quantity of the items supplied and served and in case of any discrepancy the decision of such persons will be final and VAMNICOM has a right to impose penalty ranging between Rs. 1000/- to Rs. 5,000/- for each deficiency, depending on the nature of deficiency. If the quality of food is sub-standard on the basis of feedback received from the participants, VAMNICOM representatives or visitors, the VAMNICOM reserves right to impose penalty which will be Rs. 1,000/- depending on the degree of feedback (poor over 5%), for which decision of the VAMNICOM will be final.
8. The Agency hereby agrees and undertakes to return to the VAMNICOM all materials supplied by the VAMNICOM to them on termination of the contract, for any reason whatsoever, fair wear and tear accepted.
9. On completion of the contract period or upon premature termination of the contract, the Agency shall discontinue use of and hand over peaceful possession of the VAMNICOM's premises together with fixtures and articles therein in good condition.
10. The Agency shall not transfer or assign to or share benefit of this agreement with anyone.
11. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the VAMNICOM and the Agency or their authorized representatives. Director of VAMNICOM will be the final authority in resolving such disputes.
12. The Agency shall ensure that it fully complies with all the provisions of labour laws and rules and regulations laid down there under from time to time which are applicable to the present contract and more particularly notified under "STATUTORY COMPLIANCE" which include obtaining requisite valid license from the appropriate authorities of Central/ State Governments or Local Body and keep the same in force till the completion of the contract. In case of any default or failure to comply with such requirements, the contract shall automatically stand terminated. In the event of such a termination, the Agency shall not be entitled to make a claim for any compensation or damage against the VAMNICOM and the VAMNICOM shall not be liable to pay any such compensation or damage to the Agency.

13. The status of the staff / labour / workman employed by the Agency shall always be that of the employees of the Agency itself for all the purposes under labour and service laws and the VAMNICOM shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity, or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc and the employees of the Agency shall have no right to claim any benefit under the establishment of the VAMNICOM.
14. The Agency shall regularly make payment to the Provident Fund, Family Pension, Employees State Insurance Contribution, Deposit Linked Insurance Scheme and all other statutory dues that may become due or payable by the Agency for the labour employed by it and maintain all such records as may be statutorily required and present the same to the officers of the VAMNICOM every month. The Agency will be required to give declaration as under every month:
  - a) Rates payable are as per agreement.
  - b) All contract employees till last month have been paid all dues including P.F.ESI & wages bonus etc and gratuity as applicable to left employees have been paid.
  - c) The attendance register as stated in the enclosed bills have been checked and verified.
  - d) The provisions of labor Act have been complied with by the Agency.
  - e) All other conditions of the agreement have been complied with.
15. The agency shall ensure that it fully complies with and observe all the provisions of the Contract Labour Act (Regulation and Abolition) 1970, Under Minimum Wage Act 1948 Schedule Employment Canteen & Club, Payment of Wages Act 1936, Employees Provident Fund and Miscellaneous Provisions Act 1952, Registration under Food Safety and Standards Act 2006, Gratuity Act 1976, the E.S.I Act, and such other statutory enactments/Rules and Regulations laid down by the Govt. or local body in force/ coming into force which may apply to this agreement and any liability on account of non-compliance or violation thereof shall be the agency's responsibility.
16. The agency shall ensure that it obtains an appropriate license under the Contract Labour (Regulation & Abolition) Act, 1970 from the Assistant Labour Commissioner, Government of Maharashtra, Pune and file regular returns as required under the Act. In the event the agency failing to obtain a license or failing to renew the license on its expiry, then, this agreement shall automatically stand terminated. In the event of such a termination, the VAMNICOM shall not be liable to pay any compensation whatsoever, to the agency.
17. In the event the agency is provided with any material or equipment belonging to the VAMNICOM, the agency undertakes to return the same in good condition, failing which the agency shall be responsible for the cost of the same.

18. The agency shall employ sufficient supervisory personnel and workmen for rendering satisfactory services. The employees engaged by the agency should observe the discipline and should see that the decency and decorum are maintained during the course of their employment. They shall abide by the disciplinary procedures, rules, regulations, guidelines; standing orders laid down by the VAMNICOM and shall strictly follow the instructions given by the authorized representative or officer-in charge of the VAMNICOM.
19. All personnel employed by the agency shall be below 45 years and shall be medically fit for handling food and certified for fitness at the time of employment and every six months. They should be free from contagious diseases. Thereafter they should undergo medical test after every six months by the Medical practitioner named by the VAMNICOM. The medical fee, if any, will be borne by the Agency. They will wear catering staff while on duty prescribed by VAMNICOM in respect of design and colour of uniform including foot wear.
20. The Agency shall ensure that their employees are supplied with proper uniforms with the logo of the agency inscribed on it, shoes and identity cards by the agency at its cost. The Agency should ensure that their personnel wear the uniform duly pressed and clean and carry at all times as also, the identity cards. If any personnel of the Agency is found to be improperly dressed and / or not carrying identity card he/ she will be asked to leave the premises and Agency shall provide immediate replacement in lieu of them or otherwise, appropriate penalty will be imposed by deduction of proportionate payment from the monthly bill of the Agency.
21. None of the employees of the Agency shall have any right to various facilities offered by the VAMNICOM to its staff and participants. It is made clear that by reason of deployment during the period of contract, the personnel / workman of the Agency shall not have any right to claim any absorption in the establishment of the VAMNICOM. In order to give effect to this, the Agency shall incorporate suitable clause in the appointment orders to be issued to its workers/staff. This will be ensured by the responsible person of the VAMNICOM by due verification.
22. Chefs/ Cooks may have a minimum of 4-5 years experience in the field and Assistant Cooks may have a minimum 3 years experience in the field. It should be ensured that a responsible supervisor be present at all services (viz. Breakfast, Lunch, Evening Tea and Dinner).
23. In the case of lapses on the part of its employees, suitable disciplinary action should be taken against a defaulter by the Agency. In case the agency fails to take any action against defaulter, VAMNICOM reserves the right to take any action against the Agency.

24. The VAMNICOM will allow a few employees of the agency to stay in the kitchen premises for early / late hour duties such as fetching milk, late dinner etc. Their presence, however, should not cause any nuisance to normal functioning of the VAMNICOM.
25. The VAMNICOM shall accept no claim in the event of any of the agency's employees sustaining any injury, damage or loss to either person or property either inside or outside the VAMNICOM premises. The Agency should provide insurance cover as per Employees Compensation Act for all its workers.
26. A complete list of Managers, Supervisors and workers together with detailed bio-data, photographs etc. should be submitted to the VAMNICOM before they are employed.
27. VAMNICOM reserves right to accept / reject any particular Manager, Supervisor and worker placed on duty at VAMNICOM.
28. In case the workers engaged by the agency have any grievance, they will take it up with the agency without any disturbance on the campus. If the agency's workers were to resort to agitation resulting in damage to VAMNICOM property or hindrance to its work, the agency would be liable to pay damages to VAMNICOM. Further, such action by the agency's workforce would result in termination of the contract.
29. In the event of the contract being terminated or upon its expiry, the Agency shall relocate his employees to any other site, which he may have. In the event the Agency terminates the services of the employees on account of non renewal of this contract or on account of termination of this contract for any reason whatsoever, then it shall be the responsibility of the Agency to terminate the services of his employees in a legal manner by paying them notice salary and retrenchment compensation along with other legal dues. Any liability on account of non-payment of the aforementioned dues would rest exclusively upon the Agency and the VAMNICOM shall not be liable for consequences arising there from.

## **10. TYPE, AND STYLE OF SERVICES**

1. The agency shall be solely and wholly responsible for the procurement at its expenses of all branded articles of food and provisions. The agency shall bear complete financial responsibility for all purchase it effects financial commitments it may enter into for fulfilling the contract.
2. The quality of food and provisions should be acceptable and of high standard. The VAMNICOM or its authorized representative will have authority to inspect such articles of food and provision and will have full powers to order discontinuance of use of certain articles of food and provision which are found to be of unsatisfactory standard and on grounds of hygiene and quality of food.
3. The agency shall supply and serve wholesome and hygienic meals and eatables in accordance with the weights, units, price as may be mutually agreed between the two parties.
4. A menu for all the services to be offered every day will be prepared for a period of one week and will be submitted to the authorized officials of the VAMNICOM sufficiently in advance. VAMNICOM will have free right to change / amend any of these menus. Tentative menu enclosed.
5. Services in Sahyadri and Himalaya Guest House dining hall will be arranged as per the timings that will be indicated from time to time.
6. Vegetarian and non-vegetarian cooking may be done separately by two separate cooks. The service will also be made separately.
7. In case of sickness of the participant, guests, and students, caterer shall supply suitable food to the sick participant/ students, guests up to the cost of normal menu.
8. Proper disposal of leftover food and other garbage will be done by the agency, in hygienic manner. Leftover food will not be served again in any manner.



## **11.RATES / QUOTATION:**

1. The Agency should quote per person per day rates as per the package of catering services at the dining hall as per the given tentative menu.  
Separate rates for each segment, the total not exceeding the package rate should also be given.
2. The rate should be same both for vegetarian/ non-vegetarian package. However, rates for each segment of the package also be quoted which if added up should be the same as the package rate. Agency may quote separate rates for vegetarian and non-vegetarian food. However, based on some predetermined proportion of vegetarian and non-vegetarian, average rate will be worked out.
3. The VAMNICOM may ask for items/services not included in the package. Rates for such items/ services will be mutually decided.
4. On awarding of work, the agency shall deposit with the VAMNICOM a Security Deposit of **Rs. 2,00,000/- (Rs. Two lakhs only)** which shall bear no interest. This deposit shall be paid by way of demand draft. The VAMNICOM shall have the right to deduct out of the above deposit any amount which the caterer may become liable hereunder and shall refund the balance amount, if any, to the agency on the termination /completion of the term of the Contract after 60 days from the date of completion/termination of the contract.
5. The agency shall submit bills fortnightly for long term programme and on completion in case of Short Duration Programmes. All statutory deductions and deductions due to the VAMNICOM shall be made from such bills while making payment.
6. The Agency has to enclose certified copy of PAN Card. Income tax as applicable from time to time will be deducted while making every payment. Service Tax, GST or any other tax will be the responsibility of the Agency. Bill should be tax invoice (GST Bill).
7. The amounts specified herein above are inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from the VAMNICOM during the term of this contract.

## **12 TERMINATION OF THE AGREEMENT**

1. During the currency of this agreement, the VAMNICOM shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it minimum 30 days notice in writing. For this purpose, the VAMNICOM shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the VAMNICOM shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard. Furthermore if on account of non-renewal of the contract and/or termination of this contract, the agency has to terminate its employees, then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance of legal requirements agency itself shall be liable for all the costs and consequences.

## **13. MISCELLANEOUS.**

1. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, VAMNICOM, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, VAMNICOM whose decision will be final and binding on the Agency.

2. If the Dispute is not resolved through the reference made to the Director, VAMNICOM, a reference of the same shall be made to a Sole Arbitrator to be appointed by the Director, VAMNICOM, Pune for adjudication of the same in accordance with the provisions of Arbitration -& Conciliation Act-1996 and any statutory modification there- under from time to time. There shall be no objection if the Sole Arbitrator to be appointed is a Competent Officer of VAMNICOM in the discretion of the Director VAMNICOM Pune.

3. For any legal dispute after exhausting above Para 65 and 66 cited steps, Pune Civil court only will be jurisdiction.

