



INDIRA GANDHI PANCHAYATI RAJ & GRAMIN VIKAS SANSTHAN  
(STATE INSTITUTE OF RURAL DEVELOPMENT)  
JAWAHAR LAL NEHRU ROAD, JAIPUR-302004  
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**TENDER FOR  
CATERING & MESS MANAGEMENT**

**TENDER FORM**

The tender documents may be collected from the office during office hours ( 9.30 a.m. to 6.00 p.m.) from Assistant Director (Adm.) from 19.09.2014.

COST OF THE TENDER FORM-	Rs. 400/-
DURATION OF THE TENDER-	1 year
ESTIMATED COST-	20 Lac
EARNEST MONEY-	40,000/-
LAST DATE OF SUBMISSION OF THE TENDER-	29.09.2014(1.00 PM)
OPENING OF TECHNICAL BID-	29.09.2014(4.30 PM)
OPENING OF FINANCIAL BID-	30.09.2014 (4.30 PM)
(In presence of the tenderers)	

The tender document fees (Rs.400.00 ) in the form of Demand Draft shall be attached with the tender document downloaded from the internet.(www.igprgvs.rajasthan.gov.in & www.sppp.raj.nic.in) The Demand Draft shall be addressed to the Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur.

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Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan Invites sealed bids under the two bid system (Technical bid & Financial bids) from registered & authorized firms /agencies for Catering& mess management

**Technical Bid:**

1.	Name of the firm/Company/Service Provider	
2.	Name of Proprietor/ Director or Authorized person of Firm	
3.	Address of the tenderer	
4.	Mobile/Telephone No.	
5.	Details of deposit of Tender document fee	
6.	Details of deposit of Earnest Money(Rs.40000/-.)	
7.	Annual Turn-over for last 3 years more than 15 lac (with proof of service tax/TDS)& Bank statements and Audited Balance Sheets of last 3 years.	a) b) c)
8.	Certificates of experience of working in Govt/PSUs or large private corporate organizations in the field of Mess management for last 3 years.	
9.	Undertaking on a non-judicial stamp paper of Rs.100/- that no responsibilities/ litigations related to ESI/PF/Service Tax remain pending/outstanding at his end; and that the firm has not been black listed/debarred by any government department / undertaking.	
10.	Food License from Municipal Corporation or CMHO (copy to be enclosed)	
11.	Copy of ESI, PF & service tax registration	
12.	Copy of PAN Card of the firm	
13.	TIN No.	

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### **General Conditions:**

1. The Tenderers shall submit the bids in two separate envelopes i.e. technical bid & financial bid in two separate boxes. Financial bids of only the firms which fulfill all the conditions of technical bid shall be opened.
2. The tender shall be accepted only in the prescribed format & shall be opened in front of the tenderers present. Tenders received after due time shall not be considered.
3. The service provider or his representative shall together with an officer of the institute will monthly inspect the services being provided & monthly payments shall be made on that basis.
4. The tenderer should attach a list of Institutions/ Offices where he is presently giving services so that if required those offices/Institutions may be inspected.
5. If the property (Moveable/Immoveable) of the Institute is damaged by any staff of the service provider. Then the entire responsibility shall be of the service provider & all the loss suffered shall be compensated by the service provider.
6. The tenderer should inspect the institute before submitting the bid & should quote the rates accordingly.
7. The tenderer should ensure minimum wages to the employees. The minimum wages shall be calculated on the basis of 30 days month. Proposals below the minimum wages shall not be considered.
8. The tenderer should have licenses from Municipal Corporation, CMHO(for food), ESI, PF as per rules. The tenderer shall comply with all the Rules of Labour Deptt. The Institution shall have the rights to cancel the contract if any violation of Labour Rules is found.
9. The bid shall be filled in clear words and numbers with pen. The bids with cutting/overwriting /filled with pencil shall stand cancelled.
10. The Tenderer shall sign on each page of the tender documents and at the end of the document stating his acceptance of the conditions laid down in the bid. If need be, the tenderer may seek clarifications regarding any conditions of the contract on any working days during the working hours from the Additional Director, IGPR & GVS.
11. Bids with conditions shall in no case be accepted.
12. The service provider shall not sublet the assigned task to any other agency.

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13. The services shall be hired for a period of 12 months. If the services of the service provider are found satisfactory, then with mutual agreement the period of contract may be extended for 12 months.
14. The Institution shall not be bound to accept the lowest bid and shall have the rights to cancel the bid completely or partially, without stating any reasons thereof.
15. The tenderer should have a **minimum experience of 3 years** in the field of Mess management in the Govt. /PSUs or large private corporate organizations. **Three years experience certificate** of the preceding years shall be necessarily enclosed in the technical bid.
16. The tenderer shall submit an **undertaking on a non-judicial stamp paper of Rs.100/-** that no responsibilities/litigations related to ESI/PF/Service Tax remain pending/outstanding at his end; and that the firm has not been black listed/ debarred by any government department / undertaking.
17. Banker's cheque/Bank Demand Draft/receipt of cash deposit of the **Earnest Money (Rs. 40,000/-)** at the Institute shall be necessarily enclosed in the technical bid. The Demand Draft shall be addressed to the Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur. In case of acceptance of the bid with amount shall be adjusted in the Security Deposit. In case of non-acceptance of the bid this amount shall be returned by the Institute.
18. The Earnest Money shall be forfeited in the following cases:
  - a) When the tenderer withdraws or modifies the offers after opening of tender but before acceptance of the tender.
  - b) When he does not execute the agreement, if any, prescribed within the specified time.
  - c) When he fails to commence the services as per the Institute's order within the prescribed time.
  - d) When the tenderer does not deposit the Security Money after the order is given.
19. In case of acceptance of the bid the tenderer shall be required to submit an agreement on a non-judicial stamp of Rs.1000/- in the prescribed format. The expenses incurred in the making of the agreement shall be borne by the Contractor.

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20. Before signing of the agreement the contractor shall deposit 5% of the value of the tender as Security Deposit with the Institute. This deposit shall be refunded to the Contractor after two months of satisfactory completion of the assigned task. No interest shall be payable on the amount deposited.
21. The service provider shall be responsible for the behavior of the staff deployed. Misbehavior/mis-conduct by any employee may lead to immediate cancellation of the contract.
22. The service provider shall be responsible for timely deposit of PF, ESI, service tax.
23. Any sort of intoxication (liquor,smoking etc.) by the staff of service provider shall cause the cancellation of the contract.
24. The service provider shall credit the salary of the staff in the bank account through cheque. The Institution has the right to ask for a copy of bank pass book of the staff deployed at IGPR & GVS.
25. The service provider shall get the police verification of the staff deployed at the Institution done before deploying.
26. The service provider shall provide the details of the staff viz. name, mobile no; address and other essentials to the Administration.
27. Jurisdiction for all litigations shall be Jaipur city.
28. The service provider shall also provide the Administration with the Medical Certificate/Fitness Certificate of the staff deployed in the Institute.
29. Rate quoted in Financial Bid will be inclusive all taxes & all Govt. liabilities i.e. Service Tax, VAT, PF, ESI.etc.

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**Special Conditions:**

**Catering i.e. Mess Management:**

- a) The service provider shall ensure that the food provided in the hostel is as per the directives of the Course Coordinator/Administration.
- b) The service provider shall ensure that the mess staff comes in clean uniform.
- c) The hostel premises of the Institute shall not be used for any commercial purpose.
- d) The food stuff prepared here shall not be taken out side for sale.
- e) The service provider shall ensure cleanliness & hygiene while preparing the food.
- f) The mess staff shall be available in the Institute from 5 a.m.to 10.30 p.m. In the ordinary circumstances of training following shall be the mess schedule:

Morning tea	6 a.m. in the hostel room
Break fast	8 to 9 a.m. in the hostel mess
Second tea/coffee with biscuit	11.30 a.m. in the Institution.
Lunch	1.30 p.m. to 2.30 p.m. in the hostel mess.
3rd tea/coffee with biscuit	3.30 p.m. in the Institution.
Dinner	8.00 to 9.30 p.m. in hostel mess.

The administration shall have the right to change this schedule if need arises.

- g) The service provider shall ensure that the food - tea& break-fast, dinner, lunch shall be prepared within the hostel.
- h) The ingredients of the food may be inspected by the Administration. The service provider shall ensure that the best quality products are used in cooking.
- i) The service provider shall ensure that the tables are laid and food served in a clean and systematic manner.
- j) The arrangements for crockery and other utensils and fuel shall be made by the service provider. Good quality and clean utensils should be used by the service provider.
- k) In case the food, tea or break-fast falls short while serving the Institution shall have the right to make deductions in payment. The decision of Director General, IGPR & GVS shall be final in this regard.
- l) If the service provider is not able to provide the services then the Institute can make alternative arrangements. A penalty of double the cost incurred on making alternative arrangements shall be levied on the service provider.

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- m) The information of training schedule shall be conveyed to the service provider. It shall be the responsibility of the service provider to contact the course coordinator personally to obtain the expected number of participants. But the actual number of participants can only be obtained on the training day.
- n) The garbage related to catering services shall be disposed by the service provider at the appropriate place.
- o) The representative of the service provider shall be informed about making proper arrangements over the mobile so it is essential that the representative has his own mobile.
- p) When the rooms are rented out in the hostel the arrangements for their food shall be made only after permission from the Administration.
- q) During training course if any special circumstances-additional requirements for tea, milk etc. is given to the service provider then the arrangements should be made immediately. The same may be got approved by the Administration/Course Coordinator at a later time.
- r) The quality of food may be inspected by the Administration/ representative of D.S.O./Municipal Corporation etc. at any time.
- s) The service provider shall make tea/coffee available to the office establishment (on payment basis) whenever required.
- t) The service provider shall ensure timely payment of electricity bill to the institute as per the meter reading of the entire cooking area.

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**Additional Director**

## FINANCIAL BID

Name of the firm/Company/Service Provider-----

Address of the tenderer-----

Mobile/Telephone No.-----

### **OCCASSIONAL ITEMS**

S. No.	Item	Amount per unit
1	Tea - 1 cup	
2	Tea - 1 cup + 2 Monaco Biscuit +2 Britannia Good-day Butter bite/Krackjack i.e. total 4 biscuits	
3	Coffee - 1 cup	
4	1 Samosa	
5	1 Kachori	
6	Neembupani 1 glass	
7	Jal - jeera/Raw Mango water (KairiPanna)-1 glass-(200 ml)	
8	Cold drink (e.g. Pepsi etc.)/Chach/Lassi - 1 glass	
9	Soup (Tomato/Sweet Corn/Mixed Vegetable/ Spinach) - 1 cup-150 ml.	
10	Juice (Malta/Orange/Pineapple etc.)	

#### **Breakfast : (1)**

**PRICE (per person) .....**

- 1) Four slices of bread + 10 gram butter + 250 gram milk. **OR**
- 2) 2 Parathas + 200 gram sweet curd + mixed pickle. **OR**
- 3) 2 Parathas with filling + 200 gram sweet curd + mixed pickle. **OR**
- 4) 4 vegetable Sandwich/4 paneer sandwich + 250 gram milk. **OR**
- 5) Upma/porridge+250 gram sweet milk. **OR**
- 6) 2 mixed vegetable cutlet/2 bread pakoda+ 250 gram milk. **OR**
- 7) 2 sambharvada /4 idli/ 1 masala dosa (with sambhar& Coconut chutney) + 1 cup tea. **OR**
- 8) Puri with aalosabji + 1 cup tea. **OR**
- 9) 1 Samosa/kachori + 4 jalebi + 250 gram milk. **OR**
- 10) Poha - 1 plate + 1 bowl halwa. **OR**
- 11) CholaBhatura - 2/Choletikia - 2. **OR**
- 12) 2 full paav + bhaaji 1 plate. **OR**

**Note: -For breakfast 2 alternatives will have to be provided from which each individual/person shall take one.**

1 cup tea/coffee has to be provided with breakfast.

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**Breakfast : (2) continental : PRICE(per person) .....**

1. Sweet milk 250 gram.
2. Cornflakes.
3. Bread (4 slices) + 20 gram butter/2 vegetable cutlete.

**Meals:**

**Menu No.1 PRICE (per person) .....**

1. Puri and Chappatis
2. Chola/Rajma/AaloMatar/Kofta curry/Dam aalo.
3. Dry vegetables.
4. Paneer Vegetable
5. Pulao.
6. Raita/sweet curd.
7. Pickle.
8. Papad.
9. Salad (Veg/Sprouts)
10. Sweet. (Rasgulla/GulabJamun) or Ice Cream (Amul/Vadilal) in summers.

**Menu No.2PRICE(per person) .....**

1. Soup-Tomato/Sweet corn/Spinach/lentil.
2. Chola/Rajma/AaluMatar/Kofta curry/Dum aalu/Dal Makhni.
3. Dry vegetables/TavaSabji (e.g. Bhindi etc.).
4. Stuffed Tomato/Stuffed Capsicum/Stuffed Tinda/MalaiKofta
5. Paneer Vegetable
6. ShahiPulao/Veg. Biryani.
7. Raita/sweet curd.
8. Pickle.
9. Papad.
10. Salad - vegetable, sprout, fruit,
11. Sweet-(Rasgulla/GulabJamun) or Ice Cream (Amul/Vadilal) in summers.
12. DahiBada with chutney
13. Stuff Naan, Naan, Chappati, Missi Roti, Tandori Roti
14. 1 Starter (e.g. veg. kabab etc.)

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**Menu No.3** **PRICE (per person).....**

1. Dal Bati (Sada& Masala)
2. Churma (2 types)
3. GattaSabji
4. Kadhi
5. Rice
6. Green Chilli vegetable.
7. Papad, Salad, Pickle
8. Chhach/Kari pani

**Hi-Tea :**

**Hi-Tea Menu No.1** **PRICE (per person).....**

1. 1 cup tea/coffee
2. 1 sweet (KajuKatli etc.)
3. 1 Samosa/Khaman.
4. 2 biscuits/Cookies
5. Wafers.

**Hi-Tea Menu No.2** **PRICE(per person) .....**

1. PaneerPakoda /Vegetable Pakoda/Patties.
2. Sweet (Kajukatli etc.) - 2.
3. Fried Kaju.
4. Cake (without cream) - 1

**Packed Lunch** **PRICE(per person) .....**

1. Puri - 10
2. Vegetable - 2 types
3. Mixed pickle
4. Pulao
5. Sweet - 1
6. Curd

**THE RATES QUOTED ARE INCLUSIVE OF ALL KINDS OF TAXES AS PER  
GENERAL CONDITIONS**

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