

## Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan

(State Institute of Rural Development & Panchayati Raj)

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No.F.4(171)Store/CT/IGPRS/2020/2570-81

Date: 31-08-2021

### Notice Inviting e - Bid

IGPR&GVS invites online unconditional Technical & Financial Bids from eligible bidders from providing Catering Services in the IGPR&GVS & SIRDD&PR Campus and Chaupal Bhawan. Necessary description is as below:-

S.No.	Scope of Work/Services	Estimated value	Bid security	Bid form fee	e - processing fee	Bid upload/ Bid Sale starting date	Last Date & Time for bid submission date	Date & Time for Opening of technical bids	Validity of bids
1.	Catering Service	75.00 lacs	1,50,000/-	500/-	1000/-	01-09-2021	04-09-2021 11:00 AM.	04-09-2021 12:00 NOON	90 days from the date of submission of bids

Bid form fees & bid Security in the form of bankers cheque/D.D. in favour of Director, IGPR&GVS and e-tender fees in the name of MD, RISL payable at Jaipur must be deposited within prescribed date and time in original physical in the office building of IGPR&GVS, otherwise bids will not be accepted and the scanned copies of same need to be uploaded with the bids.

Online bids must be uploaded/submitted online on e-proc portal ([www.eproc.rajabsthan.gov.in](http://www.eproc.rajabsthan.gov.in)). The bidders are expected to upload the bid document and all other annexures after self attestation with seal.

The bid document and all other details can be viewed on and downloaded form [www.sppp.rajabsthan.gov.in](http://www.sppp.rajabsthan.gov.in) & ([www.eproc.rajabsthan.gov.in](http://www.eproc.rajabsthan.gov.in)) or [www.igprgvs.rajabsthan.gov.in](http://www.igprgvs.rajabsthan.gov.in).

Copy to:-


1. Director DIPR with a CD for publication of NIB in one regional daily newspaper and one leading daily State level newspaper.
2. Store Keeper to display on notice board of the office.
3. Programmer to upload on sppp portal and e-proc and Institute's website.

Additional Director IGPR & GVS

Additional Director - IGPR & GVS

## **Conditions relating to E-Procurement**

1. Bidders should submit the proposal on the website <http://eproc.rajasthan.gov.in>. The first part will consist of Technical Proposal and the second part will consist of Financial Proposal.
2. The Bidders are advised to visit the <http://sppp.raj.nic.in> and <http://eproc.rajasthan.gov.in> to learn more about & follow the guidelines for registration and submission of e-bids.
  - a. Bidders need to have a valid class 2 or class 3 digital signature certificates to participate in the e-bidding process.
  - b. Bidders need to digitally sign all the documents submitted as a part of their bid.
  - c. Bid form fees & bid Security in the form of bankers cheque\D.D in favour of DG, IGPR&GVS and e-tender fees in the name of MD, RISL payable at Jaipur must be deposited within prescribed date and time in original\physical in the office building of IGPR&GVS, otherwise bids will not be accepted and the scanned copies of same need to be uploaded with the bids.

  
**Additional Director**

## **General Conditions:**

1. The Bidder should ensure minimum wages to the employees. Proposals below the minimum wages shall not be considered.
2. The Bidder should have licenses from ESI, PF as per rules. The Bidder 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.
3. The Bidder shall sign on each page of the Bid documents and at the end of the document stating his acceptance of the conditions laid down in the bid. If need be, the Bidder may seek clarifications regarding any conditions of the contract on any working days during the working hours from the Additional Director, IGPR & GVS.
4. Bids with conditions shall in no case be accepted.
5. The service provider shall not sublet the assigned task to any other agency.
6. The bid security shall be forfeited in the following cases:
  - a) When the Bidder withdraws or modifies the offers after opening of Bid but before acceptance of the Bid.
  - 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 Bidder does not deposit the Security Money after the order is given.
7. In case of acceptance of the bid the Bidder shall be required to submit an agreement on a non-judicial stamp of Rs. 1,000/- in the prescribed format. The expenses incurred in the making of the agreement shall be borne by the Contractor.
8. Before signing of the agreement the contractor shall deposit 5% of the value of the Bid 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.
9. 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.
10. The catering service provider shall be responsible for timely deposit of PF, ESI, GST and other liabilities (If any if applicable).
11. Any sort of intoxication (liquor, smoking etc.) by the staff of service provider shall cause the cancellation of the contract.
12. 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.
13. The service provider shall get the police verification of the staff deployed at the Institution done before deploying.
14. The service provider shall provide the details of the staff viz. name, mobile no; address and other essentials to the Administration.
15. Jurisdiction for all litigations shall be Jaipur city.
16. The service provider shall also provide the Administration with the Medical Certificate/Fitness Certificate of the staff deployed in the Institute.
17. Rate quoted in financial bid will be exclusive of GST as GST would be payable extra but it must be inclusive of all other Govt. liabilities i.e. P.F., E.S.I. etc.
18. If the rate of taxes levied by the Government changes during the course of contract, the approved bidder may intimate the same to the procuring entity in writing along with the concerned circular/order. The procuring entity may accordingly allow payment at the increased/changed rates of taxes levied by the Government.
19. Both the amounts mentioned in list "G" and "G-1" are mandatory to fill but the amount mentioned in "G-1" should be considered in "L-1".

  
Additional Director

## **Special Conditions:**

1. Plates, Cups, Tumblers and Spoons and other all utensils for cooking and serving food will be provided by the Firm/Contractor. All utensils shall be used after the approval by committee constituted by the Director.
2. The Caterer shall use deep freezer compulsorily in the kitchen for the purpose of storage. Along with commercial bread toaster, juicer shall also be used compulsorily in the kitchen.
3. Water will be Provided by IGPR&GVS, Jaipur for both cooking and drinking. However, usage shall be judicious and any wastage will attract extra charges.
4. The Caterer shall use only branded/best quality raw materials and best quality for preparing the food. Brands of products may be decided by the Institute. For quality control Mess Committee will check all material brought to the mess as well as Cooking practices. In the event of the quality of the food being served is found poor or not adhering to the contractual conditions of the agreement, a fine of rupees 5,000 per complaint/instance would be imposed and on frequent repetition of such practices the contract would be terminated.
5. Morning Tea, Breakfast, Lunch, Evening Snacks, Tea/Coffee, Hi-Tea, Dinner and milk items need to be served as per the basic menu specified in the Bid Document, in case of non compliance, monetary penalty of Rs. 1,000/- per instance shall be imposed on the caterer.
6. Procurement of best quality food products, Fruits, Vegetables, Milk, etc. must be done preferably having FSSAI Agmark. During inspection, any rotten or below standard edible material is found, it will be destroyed on the spot by the competent officer and monetary penalty of Rs. 1,000/- per instance shall be imposed on the caterer.
7. The meal should compulsorily be served fresh and hot and all the serving dongas should always be filled with fire fuel to serve hot food every time. If this provision is violated, penalty will be imposed according to the point number 12 of this section.
8. It will be responsibility of the firm to keep the kitchen neat and clean and for this purpose; it has to employ sufficient number of workers. If proper cleanliness is not found on any day, the fine of Rs. 1,000/- will be imposed on the firm each time.
9. Depending on the number of trainees/probationers, adequate quantity of food to be prepared each time. Any instance of non compliance or on complaint of inadequacy/insufficiency of food being served, penalty of Rs. 1,000/- per complaint will be imposed on the caterer each time.
10. Basmati rice must be used for meal as it holds major portion of meals every day. Any instance of non-compliance will lead to imposition of penalty of Rs. 1,000/- per complaint will be imposed on the caterer each time.
11. The Caterer shall be responsible for the proper conduct/behaviour of the employees engaged. If the conduct of the employees is not found proper in the mess and any instance of misconduct is brought to the notice of the IGPR&GVS authorities, a penalty of Rs. 1,000/- per complaint will be imposed on the caterer/firm. Smoking, Drinking/consumption of liquor is strictly prohibited.
12. Institute will inform in advance about the training courses to the manager/authority (IGPR&GVS). Afterwards it will be duty of the firm to contact IGPR&GVS authorities a day before to know the possible number of trainees coming in the course. Though the exact number of trainees will be informed on the day of the beginning of the course at 11.AM
13. Non service, poor service adulteration, service of bad quality of food would result in deduction of payment and could lead to imposition of first penalty of Rs. 1,000/- per complaint, Second penalty of Rs. 10,000/- per complaint & if

- the complaint will be received third time then with mutual understanding of all the committee members the committee will terminate the contract.
14. The firm shall not be allowed to use the kitchen/Mess building premises for any commercial use or to sublet it. The food or any other item prepared in the hostel kitchen will not be allowed for sale outside, if this provision is violated, the firm will be debarred & black listed.
  15. If the arrangement of meals like timing, Number of items, Quality, etc is not found satisfactory then if necessary, the institute in such situation will carry out make shift arrangement through outer agency and the expenses will be borne/paid by caterer.
  16. The Caterer should be solely responsible for the arrangements of gas refills and their safety and supply of Gas/Fuel from his own resources. The caterer will always use commercial cylinders only. Arrangement of good quality utensils, crockery and dining sets and other such items for making and serving food will be the responsibility of the caterer. Nothing will be provided by the institute on this account.
  17. The Caterer shall provide catering services as given in the menu. The cost would include fuel cost, procurement of grains, pulses, spices and vegetables of good quality and other items. Further, the cost of these 20 raw materials shall be inclusive of loading and unloading, transportation, statutory taxes including service tax, duties and all other levies for which no additional cost is payable or reimbursable by the Institute.
  18. Cleaning cooking utensils and crockery & keeping the mess premises clean and hygienic will be the responsibility of the Caterer.
  19. Staff employed should wear aprons along with a name tag, head cap/chefs cap during preparation of food, gloves during serving compulsorily. Waiters of the firm will always wear uniform with photo id card around the neck. All such expenses will be borne by the caterer.
  20. The caterer shall not serve food at any other place other than in the designated dining area. But on some occasion, according to the requirement of any training course, workshop, seminar etc, Caterer may be required to serve anywhere in the IGPR&GVS campus as per directions of the competent authority at the same price/bid document price.
  21. The firm will follow labour and employment department rules. The responsibility along with financial accountability or any fine for violation of any legal provision will be borne completely of the firm. If the institute is held responsible by any authority or court of law in such matters, all the expenses will be made/paid by the firm.
  22. Institute will provide tables, chairs to the firm in the dining area. It shall be the responsibility of the firm to keep the furniture neat and clean and on its designated place. The firm will be responsible for any breakage and loss of the furniture. Any damage to the furniture will be recovered by the firm and to also repair the broken furniture immediately. The firm will provide frill, chair cover, table cover with plastic covers for which institute will not pay any amount.
  23. Waiters will be present in the hostel in prescribed uniform.

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24. Normal food serving time will be as follows.

S.No.	Particulars	1 <sup>st</sup> April to 30 <sup>th</sup> September (in summers)	From 1 <sup>st</sup> October to 31 <sup>st</sup> March (in winters)
1	Morning Tea	06.00 am -07.00 am	06.30 am -07.30 am
2	Breakfast	08.00 am -09.30 am	08.00 am -09.30 am
3	Lunch	01.00 pm -02.30 pm	01.00 pm -02.30 pm
4	Evening Tea	06.00 pm -07.00 pm	06.00 pm - 07.00 pm
5	Dinner	08.00 pm -10.00 pm	08.00 pm - 10.00 pm

25. The time table prescribed for lunch and dinner should be followed by the caterer with an extra grace period of 15 minutes in order to keep provision for trainees who may arrive late in the mess for any reason whatsoever.
26. The time table mentioned in point no 24 is according to the normal system of training calendar but the timings can be changed by the course coordinator/OIC Training according to the requirement which shall be followed by the firm compulsorily.
27. The caterer will have to prepare food, breakfast, tea even for one or two trainees residing in the hostel. Caterer cannot refuse to prepare food on the pretext that any minimum number of trainees are required for preparation of food. It need to be served on all days including Saturday and Sunday.
28. Proper, systematic, professional, hygienic arrangement of Hi-Tea, Tea-Biscuits by the caterer at places specified by the course director.
29. Sabudane ki khichdi, sagahari namkeen, fruit, milk, Khichdi, Dalia etc. shall have to be arranged for the trainees staying on fast or in the case of sickness. Packed lunch should also be provided according to the requirement of training courses.
30. Separate provision/items must be kept for diabetic/blood pressure suffering trainees/officers during meals so as to ensure flawless availability of food items for each/all trainees.
31. The Caterer shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities.
32. The Caterer shall vacate the leased premises with all fixtures, furniture etc. which are the Institute's Property in the conditions as they were handed over to him. Any damage of the property is liable to be recovered from him. The firm will be completely responsible, If Municipal Corporation, Jaipur and any other Government Department/Corporation imposes any penalty for any negligence.
33. The contracted firm/caterer would pay the expenses for electricity consumption on basis of the electricity bill for the mess/kitchen & dining hall or as decided by the institute authority.
34. Staff strength in each category of cooks, helpers should be such as to ensure flawless service.
35. Caterer will be informed on telephone/mobile for emergency food arrangement hence the caterer must have his own telephone/mobile available for 24 hours. The mobile numbers of supervisor/supervisors taking care of the mess arrangements shall be provided to the mess committee/OIC (Mess) and IGPR&GVS authorities.
36. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
37. Employment of child labour (Below the age of 18 years) is totally prohibited. It is the responsibility of the Caterer to comply with all formalities of labour Laws including obtaining necessary labour license.

38. The Caterer should ensure from time to time that all the employees are free of communicable diseases. Medical certificate to these effect should be made available for inspection before authorities of IGPR&GVS, Jaipur.
39. The Caterer is solely responsible for the payment of minimum wages for their employees as per of the Government of Rajasthan norms and towards P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and IGPR&GVS meeting statutory and non- statutory obligations.
40. The caterer will always keep the kitchen, Mess & Dining Hall neat and clean after preparation of food. The contractor shall remove garbage from kitchen and dining hall etc. daily at his own cost and dump off at specified place according to the norms of municipal corporation, Jaipur. Proper cleaning & sanitation of kitchen, mess & dining hall including dining chairs & tables & regular washing/dry cleaning of the curtains & table clothes of the mess & dining hall would be the sole responsibility of caterer only and no extra money would be paid for the same to the caterer/service provider.
41. Any stale and / or rejected raw material shall be removed from IGPR&GVS premises immediately by the Contractor.
42. The Authorized person/persons of IGPR&GVS shall have unrestricted entry in the IGPR&GVS premises at any time to inspect the up keep of kitchen, dining place, etc.
43. The caterer will arrange on its own the control of entry of unauthorized person during breakfast, lunch, evening tea, dinner and if necessary, CCTV cameras can also be installed. In this system if there will be any instance of any misbehavior with any trainee or IGPR&GVS officer then the caterer will have to obey the decision of the institute.
44. All the Rules & Regulations regarding hygiene, health etc. issued by the State Municipal Corporation and any other authority shall be strictly adhered to by the Contractor. The contractor will be required to indemnify the Institute against any loss or damage on this score.
45. Bidder shall have to submit identification proof of all workers to concerned police station and the copy for information be submitted to IGPR&GVS.
46. Approved Bid rates will be applicable for providing food for trainees & delegates at IGPR&GVS on per person, per meal basis.
47. IGPR&GVS can take sample of food etc through authorised person/officer and get tested in any government laboratory or through National Accreditation Board for Testing and Calibration Laboratories (NABL). Such testing charges shall be borne by the IGPR&GVS if sample food is found as per quality and hygiene. Otherwise testing charges shall be borne by caterer and such food and raw materials shall be destroyed and becomes liable to action against the caterer as per the contract/agreement.
48. The contracted firm would necessarily comply with the instructions, directions & orders of the authorities of the institute issued from time to time.

  
Additional Director

I, undersigned have read the terms and conditions carefully and undertake to provide the catering services as per the provisions in the Bid document/contract agreement.

**Yours sincerely,  
Authorized Signatory  
Full Name and Designation  
Stamp of the Agency**

**Technical Bid Data Sheet**  
**(Bidders Terms & Conditions for catering services)**

**Bidders Eligibility Criteria**

1. Bidder must have minimum 3 years (2017-2018, 2018-2019 and 2019-2020) satisfactory experience (Enclose experience certificates compulsorily) of any institution including Government, Semi-Government Catering Service to PSU's Government Originations like Railways (Collage and University Experience will not be considered) or providing catering services during any event of international, national and state level with valid certificate attached.
2. Catering service Firms with turnover of Average Rs. 1.00 Crore (Rs. One Crore) For last three years (2017-18, 2018-19, 2019-20). The Firms must enclose a CA certified certificate / balance sheet as a documentary proof of their turnover.
3. The Bidders must be registered with EPF Department, ESI Department and must have PAN. The bidder should have a license also under Contract Labour (Regulation & Abolition) Act — 1970, if applicable.
4. The bidder must be registered under GST with valid certificate/GSTIN No. attached along with latest tax clearance certificate attached.
5. The bidder shall submit valid Licence from food department/Nagar Nigam for providing Catering Services.
6. A self declaration for not being black listed anywhere in the state during the last 3 years with seal & sign of authorized signatory.

Yours sincerely,



**Authorized Signatory**  
**Full Name and Designation**  
**Stamp of the Agency:**



## **TECHNICAL BID DOCUMENT FOR CATERING SERVICES IN IGPR&GVS**

Mandatory details to be provided with seal & signature else BID will be rejected. Details required to furnish and submit with the bid:-

<b>S.No.</b>	<b>Particulars</b>	<b>Remarks</b>
1	Name of the Bidder/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2	Name and Designation of Authorized Signatory	Copies shall be enclosed
3	EPF Registration No. Document of Monthly Return submitted for the last two months.	Copies shall be enclosed
4	Registration No., if applicable	Copies shall be enclosed
5	Income Tax PAN/TAN (with date)	Copies shall be enclosed
6	GST Registration Certificate including Latest Tax Clearance Certificate	Copies shall be enclosed
7	Present Employers certificate	Copies shall be enclosed
8	Duly authenticated Experience certificate from existing Employer/past employer should be enclosed of last 3 year (2017-18,2018-19, 2019-20) and certificate of similar services at international, national and state level programmes/events.	Copies shall be enclosed
9	Enclosed Income Tax Return for the last 3 years (2017-18, 2018-2019, 2019-20)	Copies shall be enclosed
10	Main clients at present (Name, Address, Tel. No.) (please enclose separate sheet.)	.....
11	Details of Turnover or CA certified Balance sheet of the last 3 years (with documentary proof)	2017-18 Rs. 2018-19 Rs. 2019-20 Rs.
12	Valid license from Municipal Department/ Medical and Health Department (Attach License copy)	Valid up to .....
13	DD/Bankers Cheque for Rs. 1,50,000/- for BID SECURITY and Rs. 500/- Bid Document fee, in favour of Director, IGPR&GVS payable at Jaipur and RISL processing fee Rs. 1,000/- in favour of MD, RISL, Jaipur	Scanned Copies Shall be attached
14	Self declaration for not being black listed anywhere during the last 3 years	Self attested certificate to be enclosed
15		

**Note:** All the bid documents form need to be duly signed with seal. If signature & stamp in any of the documents found missing, the bidder shall communicate the same for acceptance.

**Verification :** I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the IGPR&GVS Jaipur, if it deems fit.

Date :  
Place:

**Yours sincerely,**

**Authorized Signatory  
Full Name and Designation  
Stamp of the Agency**

**Particular Details of Bidders Representative**

- 1. Name of the Contact Person.....
- 2. Designation.....
- 3. Phone No. ....
- 4. Mobile No. ....
- 5. E-Mail ID. ....

**UNDERTAKING**

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension.
- 3. I/We give the rights to the Director General, IGPR&GVS to forfeit the Bid Security /Performance Security by me/us in case of breach of conditions of Contract.
- 4. I hereby undertake to provide the Catering services at IGPR&GVS campus, SIRD&PR as per the provisions in the BID document/contract agreement.

Date:  
Place:

**Yours sincerely,**



**Authorized Signatory  
Full Name and Designation  
Stamp of the Agency:**

"दर निविदा"भोजन व्यवस्था के संबंध में संस्थान की दरों का विवरण

(राशि रूपयों में)

1.	चाय एक फुल कप			
2.	चाय एक फुल कप तथा कुल चार बिस्किट (न्यूट्री चॉईस/मेरी/बैकरी)			
3.	काँफी एक फुल कप			
4.	एक समोसा (आलू)			
5.	एक समोसा (चाईनीज)			
6.	एक कचौरी (दाल/प्याज)			
7.	पानी केम्पर 12 लीटर (पानी के गिलास कागज के निःशुल्क उपलब्ध करवाया जाना आवश्यक)			
8.	पानी केम्पर 20 लीटर (पानी के गिलास कागज के निःशुल्क उपलब्ध करवाया जाना आवश्यक)			
9.	पानी बॉटल 200. ML			
10.	पानी बॉटल 500. ML			
11.	पानी बॉटल 1 Liter			

नोट:—उक्त व्यवस्था की दरों को वित्तीय बोली में नहीं जोड़ा जायेगा, लेकिन दरें भरना अनिवार्य होगा।

"दर निविदा"भोजन व्यवस्था के संबंध में संस्थान की दरों का विवरण

क्र.सं.	सामग्री/कार्य का विवरण	मात्रा	दर (राशि रूपयों में)
1.	नाश्ता (एक मुश्त)	1	
2.	भोजन मीनू नं. 01	1	
3.	भोजन मीनू नं. 02	1	
4.	भोजन मीनू नं. 03	1	
5.	भोजन मीनू नं. 04	1	
6.	हाई-टी मीनू नं. 01	1	
7.	हाई-टी मीनू नं. 02	1	
8.	पैक लंच	1	

नोट:-उक्त व्यवस्था की दरों को ही वित्तीय बोली में शामिल किया जायेगा। न्यूनतम बोलीदाता का निर्धारण उपरोक्त कुल आईटम्स में प्रत्येक की प्रस्तुत दरों के कुल योग में न्यूनतम को आधार मानकर किया जायेगा।

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## नाश्ता

दर .....

1. मौसमी फल
2. 250 ग्राम दूध
3. चाय/काँफी
4. ज्यूस
5. कॉर्नफ्लेक्स
6. ब्रेड (बटर/जैम)
7. अंकुरित मूंग/मोठ/चना

## तथा

सोमवार – दो भरवां पराठे एवं 200 ग्राम ताजा मीठा दही एवं मिक्सड आचार

मंगलवार– छोले भटूर–दो/छोले आलू टिकिया–दो

बुधवार– उपमा/दलिया

गुरुवार– मिक्सड वेजीटेबल कटलेट–दो/ब्रेड पकौडा–दो

शुक्रवार– दो सांभर बड़ा/चार इडली/एक मसाला डोसा (मय सांभर एवं कोकोनेट चटनी)

शनिवार– चार वेजीटेबल सेण्डविच/चार चीज सेण्डविच

रविवार– दो पूरे पाव और भाजी एक प्लेट

## नोट:-

1. प्रतिवार अंकित मीनू के अतिरिक्त नाश्ते में दिये गये उपरोक्तानुसार 7 आईटम्स नियमित रूप से नाश्ते में प्रतिदिन डाईनिंग टेबिल पर परोसने/रखने होंगे।
2. संबंधित प्रभारी द्वारा किसी भी विशिष्ट वार/दिवस को अपनी पसन्द का मीनू नाश्ते के लिये निर्धारित किया जा सकता है।

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## भोजन

एक मुश्त दर

### मैनु नंबर-1

दर .....

1. पूरी
2. छोले/राजमा/आलू मटर/कोफता करी/दम आलू
3. सूखी सब्जी (आलू/अरबी/भिण्डी/कैरी की लौंजी/कैरसांगरी/दाना मेथी की खट्टी मिठी सब्जी या अन्य कोई सूखी, सीजनल सब्जी)
4. पुलाव
5. रायता/मीठा दही
6. अचार-मिक्सड (Nilon's Brand), पापड़, सलाद
7. मिठाई (गर्मियों में रसगुल्ले व सर्दियों में गर्म गुलाब जामुन, एक अन्य मिठाई) उक्त बाबत संबंधित प्रभारी अधिकारी द्वारा निर्देशित एवं प्रमाणित किया जायेगा।

### मैनु नंबर-2

दर.....

1. सादा तवा रोटी देशी घी (सरस) से चुपड़ी हुई।
2. तंदूरी रोटी/नॉन एवं मिस्सी रोटी गरम-गरम देशी घी (सरस) से चुपड़ी हुई।
3. छोले/राजमा/दाल फाई/दाल मक्खनी/मिक्स दाल
4. मटर पनीर की सब्जी/पालक पनीर/शाही पनीर/कढ़ाई पनीर/मलाई कोप्ता
5. सब्जी सीजनल सूखी (फूल गोभी/करेला/आलू/भिण्डी/टिण्डे/गाजर मटर/अरबी/घीया/काचरी-ग्वार फली)
6. जीरा राईस/वेजीटेबल पुलाव (आलू, गाजर, मटर, शिमला मिर्च, किशमिश)
7. दही बड़ा मय चटनी/वेजिटेबल या बून्दी का रायता/घीया रायता
8. अचार (Nilon's Brand), पापड़, हरी मिर्च के टपोरे/करौन्दा की चटनी
9. कस्टर्ड/आईसक्रीम/फ्रुट क्रीम/खीर/मिठाई (सावा के अतिरिक्त)
10. सलाद- टमाटर, गाजर, खीरा, मूली, ककड़ी, नीबू, प्याज

### मैनु नंबर- 3

दर.....

1. सूप (टमाटर क्रीम के साथ/स्वीट कोर्न/मिक्स वेजीटेबल)
2. सलाद स्पेशल (टमाटर, गाजर, खीरा, मूली, प्याज, नीबू)
3. मूंग, मोठ, चना, राजमा, पूर्ण अंकुरित व छोके हुए मसाले में लिपटे हुए
4. फ्रुट सलाद, पाइनेपल, सेब, सन्तरा, चीकू, अनार, आम, चेरी, अंगूर (मौसमी फल)
5. स्टफ नान
6. तंदूरी रोटी एवं चपाती सादा एवं मिस्सी पतली एवं गरम-गरम देशी घी (सरस) की चुपड़ी हुई।
7. शाही पनीर/पनीर पसन्दा/कढ़ाई पनीर/पालक पनीर/मटर पनीर/नवरत्न कोरमा
8. तवा सब्जी (आलू, भिण्डी, गोभी, करेले, शिमला मिर्ची, अरबी, बैंगन)
9. राजमा/छोले/ दाल मक्खानी/मसूर दाल/मिक्स दाल
10. स्टफ टमाटर/स्टफ टिण्डे/ स्टफ शिमला मिर्च/ मलाई कोप्ता
11. शाही पुलाव
12. दही बड़ा मय चटनी
13. अचार (Nilon's Brand), हरी मिर्च के टपोरे, पापड़, हरी चटनी (धनिया, पुदिना)/लहसून की चटनी
14. गर्मियों में आईसक्रीम (अमूल, वाडीलाल)/रसमलाई एवं सर्दियों में गाजर/दाल/सूजी का हलवा

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## मैनु नंबर-4(राजस्थानी स्पेशल)

दर.....

1. दाल, बाटी, दौ तरह की (सादा व मसाले वाली)
2. चूरमा, तीन तरह का (बेसन, सादा व गुलाब का चूरमा)
3. गट्टे की सब्जी
4. कढ़ी
5. हरी मिर्च की सब्जी/टपोरे
6. नीबू

### नोट:-

1. सभी प्रकार के मीनू में चावल बासमती व देशी घी (सरस) ही प्रयोग में लावें जावेंगे। रोटी/चपाती पतली गर्म व देशी घी में चुपड़ी हुई ही दी जावे। खाने के पश्चात्, सौंफ, मिश्री उपलब्ध करानी होगी।
2. भोजन सर्व करते समय सही एवं समुचित सजावट तथा सभी वेटर यूनिफॉर्म में होंगे। साथ ही टेबल पर नेपकिन भी लगाना होगा।
3. न्यूनतम दरदाता का निर्धारण अनुसूची- "जी-1" में न्यूनतम बोलीदाता होने के आधार पर किया जावेगा तथा उसी आधार पर Bidders से Negotiation भी किया जा सकता है।
4. उपरोक्तानुसार प्रस्तुत दरे, GST के अतिरिक्त होगी, जिस पर GST नियमानुसार पृथक से देय होगी।

## हाई टी- 1

दर.....

1. पनीर पकौडा / वेजीटेबल पकौडा / दाल पकौडा (5 प्रति व्यक्ति के हिसाब से)
2. केला / संतरा
3. काजू कतली (दो)
4. वेफर्स / नमक पारे
5. चाय / काफी

## हाई टी- 2

दर.....

1. मिठाई (काजू कतली दो)
2. दो कुकीज
3. 10 नमकीन काजू
4. वेफर्स
5. चाय / काफी

## पैक लंच

दर.....

1. पूरी 10
2. सब्जी सूखी - दो तरह की
3. अचार (मिक्सड) Nilon's Brand
4. पुलाव
5. एक मिठाई का पीस (बालू शाही / कानपुरी लड्डू / मोतीचूर लड्डू)
6. दही

अधिकृत हस्ताक्षरकर्ता

नाम:-

पदनाम:-

सील एवं हस्ताक्षर



**Annexure - A**  
**Compliance with the Code of Integrity and No**  
**Conflict of Interest**

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

I/we have gone through the conditions/clause above and ready to adhere to them.



**Signature of the bidder**  
**Name:-**  
**Designation with seal**

**Declaration by the Bidder regarding Qualifications**  
**Declaration by the Bidder**

In relation to my/our Bid submitted to ..... for procurement of in response to their Notice Inviting Bids No ..... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

**Date:**

**Place :**



**Signature of bidder Name:**

**Designation:**

**Address:**

**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is **Secretary, Panchayati Raj Department, Jaipur.**

The designation and address of the Second Appellate Authority is **Principal Secretary, PR&RD Department, Jaipur.**

**(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) Appeal not to lie in certain cases  
No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
  - (a) determination of need of procurement;
  - (b) provisions limiting participation of Bidders in the Bid process;
  - (c) the decision of whether or not to enter into negotiations;
  - (d) cancellation of a procurement process;
  - (e) applicability of the provisions of confidentiality.
- (5) Form of Appeal
  - (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
  - (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- (6) Fee for filing appeal
  - (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) Procedure for disposal of appeal
  - (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.



- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
  - (i) hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

I/we have gone through the conditions/clause above and ready to adhere to them.

**Signature of the bidder**  
**Name:-**  
**Designation with seal**

**Additional Conditions of Contract****1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

I/we have gone through the conditions/clause above and ready to adhere to them.



**Signature of the bidder**

**Name:-**

**Designation with seal**