

ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES (ARIES)
MANORA PEAK, NAINITAL-263129
(An Autonomous Institution of the DST, Govt of India)

TENDER NOTICE TO RUN THE CANTEEN

The Director, ARIES invites the sealed tender from eligible and willing candidate to run the canteen in ARIES campus. Tender form can be obtained from ARIES Purchase Section on payment of Rs: 100/- on all working days from Monday to Friday between 10:00 Hours to 16:00 Hrs. Tender form can be also downloaded from ARIES website :<http://aries.res.in/tender.html>. A demand Draft of Rs: 100/- as tender fee, in favor of Director ARIES is to be enclosed along with tender form downloaded from website. An Earnest Money Deposit of Rs: 10000.00(Ten Thousand) in form of DD in favor of Director ARIES must be enclosed along with technical bid.

Last date for submission of tender: 25 Jun 2010 up to 17:00 Hrs
Date of opening of technical bid: 26 Jun 2010 at 15:30 Hrs
Date of opening of financial bid: 29 Jun 2010 at 15:30 Hrs

Tender No: AO/67/2010-2011

Date: Jun 2010

The Director, ARIES

**TENDER DOCUMENT
FOR PROVIDING
CANTEEN SERVICES
AT ARIES, MANORA PEAK CAMPUS
NAINITAL**

**TO BE DEPOSITED IN THE TENDER BOX
KEPT IN THE RECEPTION**

Cost of the Tender Document is Rs. 100/-

**ARYABHATTA RESEARCH INSTITUTE OF
OBSERVATIONAL SCIENCES (ARIES)**
Manora Peak, Nainital-263 129, Uttarakhand (India)
Phone: +91-5942-233734, 233735, 233727, 232655
Fax: +91-5942-233439, **Gram:** ASTRONOMY

About the Institute

Situated adjacent to the picturesque hill town of Nainital, ARIES (an acronym of Aryabhata Research Institute of observational sciencES) is one of the leading research Institutes, under the ministry of the Department of Science and Technology (DST), Govt. of India, which specializes in observational Astronomy & Astrophysics and Atmospheric Sciences. The Institute hosts two telescopes of apertures 56-cm and 104-cm. There are two 15-cm telescopes dedicated for solar observations. In order to carry out observations in the frontier areas of astronomy, the Institute is setting up 130-cm and 360-cm optical telescopes at a site called 'Devasthal' at a distance of ~ 60-Km from ARIES.

Scope of work for canteen caterer

Manora Peak campus comprises of one admin block, computer centre block, optics building, atmospheric block, two telescope buildings, one students' hostel, science centre and one guest house. The Institute has 26 scientists, 12 engineers, 33 students and 70 staffs. The Canteen needs to serve tea/coffee/cold drinks, snacks, high tea, breakfast, lunch, dinner to the scientists, engineers, students and to the very important national and international guests staying in the guest house. The caterer also needs to serve tea/coffee/cold drinks, snacks, high tea, breakfast, lunch, dinner during various official meetings, programmes, seminars and functions organized by the Institute from time to time. In addition, people visiting ARIES campus in connection with various academic activities of the Institute also avail these services.

THE CONTRACT FOR AWARD OF CANTEEN SERVICES THROUGH THIS TENDER SHALL COME INTO FORCE WITH EFFECT FROM 1st JULY 2010.

TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT ARIES CAMPUS, NAINITAL

Last date & time for submission of duly filled-in Tenders.

25 JUNE 2010 – 5.00 p.m.

Duly filled-in Tender Documents, complete in all respects, to be dropped in the Box kept in the reception. No Tender Document would be accepted after 5.00 p.m. on 25.06.2010.

Date & Time of opening Technical Bids:

26 June 2010 – 10.30 a.m.

Venue for opening Technical Bids:

**ARYABHATTA RESEARCH INSTITUTE OF
OBSERVATIONAL SCIENCES (ARIES)
Manora Peak, Nainital-263 129, Uttarakhand
(India)**

**Aryabhata Research Institute of Observational
Sciences (ARIES)**

**TENDER FOR PROVIDING CANTEEN SERVICES AT
MANORA PEAK CAMPUS, NAINITAL**

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	

**TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES
AT MANORA PEAK CAMPUS, NAINITAL**

TECHNICAL BID

1. Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 10,000/- (Rupees ten thousand only) drawn on (name of the Bank) _____ in favour of Aryabhata Research Institute of Observational Sciences (ARIES) payable at Manora Peak, Nainital (To be enclosed with Technical Bid)
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COMPANY/FIRM PROFILE	
<p>1. Name of the Company/Firm and Complete registered address</p> <p>1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>1(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.</p> <p>1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p>	
2. Name, Designation and Tel. No(s) of the Contract Person	

-Fax No(s) -e-mail address	
3. Year of commencement of Business	
4. Statutory Details (photocopy to be attached) -Registration No. of the Firm - PAN - RPFC – Registration No. - ESI Registration No. - Service Tax Registration No.	
5. Income Tax Assessment Completion Certificates for the financial years 2006-07, 2007-08 and 2008-09. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid.

S. No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served

7. Volume of business done during the last three years (please submit documentary evidence)

Details of annual financial turnover (gross, Rs. in Lakh)	2006-2007	2007-2008	2008-2009

TERMS AND CONDITIONS

GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given on page number 16 of the tender document.
3. All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled in tender form should be supported by "Letter of Transmittal" as at Annexure-I of the Tender Document.
4. ARIES reserves the right to obtain feed-back from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first hand information regarding the quality of food and services provided by the Tenderer. Decision of ARIES with regard to award of the contract will depend upon the feed-back received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
5. Tender shall be submitted in ARIES's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.
6. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) shall be rejected.
7. The services to be rendered by the contractor must not be altered by the bidder.
8. No paper shall be detached from the Tender Document.
9. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
10. The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
11. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
12. The Institute reserves the right to reject any or all the tenders without giving any reason.

13. Before submitting the filled-in Tender Document to the Institute, the bidders may seek clarification(s), if any, from Shri Dheerendra Tewari, Junior Purchase Officer on Tel. No. Extension : 331 E-Mail : dheerendra@aries.res.in **OR** in person by visiting the Institute during working hours by taking prior appointment.
14. Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
15. The successful bidder will have to enter into an agreement with the Institute (as per draft agreement given in Annexure-II) before taking charge of the Canteen and commencement of the canteen work.
16. Canvassing in any form will make the tender liable to rejection.

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

17. Basic Eligibility.

- i) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of three years as on 25.06.2010.
- ii) Experience of having successfully run the catering services during the last three years ending 25.06.2010 as per following.
 - *3 similar completed works each having not less than 50 persons on its dining strength.*

Similar nature of work means the running of the Canteens/messes of institutions / organizations / companies / guest houses.

iii) Average Financial Turn-Over (Gross)

The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2004-05, 2005-06 and 2006-07, duly audited by CA should not be less than 10 Lakh. Year in which no turnover is shown would also be considered for working out the average.

iv) Financial Solvency

The bidder should have a solvency of 30% of the cost of the work. A certificate to this effect may be enclosed from the banker.

v) Performance Certification

The bidders' performance, as per format at Annexure-III for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements.

- vi) **Tenders received without proper documents, including EMD, shall be summarily rejected.**

For the purpose of pre-qualification, applicant will be evaluated in the following manner:

1. The initial criteria prescribed in the point 17 above, in respect of years of operation in the business, experience of similar class of work completed and financial turnover will first be scrutinized and the applicant's eligibility for empanelment for the work will be determined.
2. The above will be followed by the visit of the Team of ARIES to the sites of the contractor to inspect the site(s) at present contract(s) for on-the-spot first hand information regarding the quality of food and services provided etc.
3. On the basis of points 1 and 2 above, the financial bids will be opened.

GUIDELINES FOR SUBMISSION OF TENDER

18. The bids are to be submitted in two parts –

- i) Sealed Technical Bid, along with a Demand Draft for Rs.10,000– (Rupees Ten Thousand only), drawn in favour of Aryabhata Research Institute of Observational Sciences payable at NAINITAL, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed “TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT ARIES, MANORA PEAK CAMPUS”. Tender Document received without EMD will be summarily rejected;
- ii) Sealed Financial Bid placed in a separate envelop super-scribed: “FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT ARIES, MANORA PEAK CAMPUS”.

19. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed *“BID FOR PROVIDING CANTEEN SERVICES AT ARIES, MANORA PEAK CAMPUS, NAINITAL”*. This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to **The Director, ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES (ARIES), Manora Peak, Nainital–263 129, Uttarakhand (India)** and deposited in the Tender Box kept in the reception on or before **5.00 p.m. on 25.06.2010**. Tenders received after due date & time shall not be accepted.

OPENING OF BIDS

20. The Technical Bids will be opened on 26.06.2010 at 10.30 a.m. in the conference room at ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES (ARIES), Manora Peak, Nainital-263 129, Uttarakhand (India) in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
21. The Financial Bids of only technically acceptable tenders (as mentioned in point 17 above) will be opened for further consideration. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.
22. EMD of the unsuccessful bidders will be returned, without interest, within a period of three months from the date of award of contract to the successful bidder.
23. Financial Bid shall not be the sole criteria for award of contract. Feed-back received from the previous/present clients and on the spot assessment of the ARIES's designated team shall also form the basis of selection.

PERIOD OF CONTRACT

24. The contract for Canteen Services shall remain valid initially for a period of one year. However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of three months. The contract for the remaining 9 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.
25. The one-year contract period is subject to renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.
26. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any of the following conditions.
 - i) An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
 - ii) The Contractor does not commence canteen services within thirty days of the stipulated date for commencement of canteen services, viz. 1st August 2010.
27. **The Contract for award of Canteen Services through this Tender shall come into force with effect from 1st July 2010.** Hence, the Financial Bids submitted by the bidders should be valid to become operative from 1st July 2010. In view of this, no change in the financial bid will be allowed. If the successful bidder withdraws or

alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.

SECURITY DEPOSIT

28. The successful bidder will be required to submit with ARIES Fixed Deposit Receipt (in original) made in favour of ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES for a sum of Rs.50,000/- (Rupees Fifty thousand only) as Deposit on account of Performance Security. The Fixed Deposit Receipt, renewed from time to time, will be retained by the Institute for the entire period of the contract and on termination of the contract, the Institute will refund to the contractor the sum of Rs. 50,000/- (Rupees Fifty thousand only) along with interest accrued thereon during the entire period of the contract.
29. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the Institute, the Security Deposit will be forfeited without prejudice to the ARIES Management's right to proceed against the contractor for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

30. The Contractor shall be responsible for engaging a minimum of six trained manpower (1 supervisor, 2 cooks and 3 helpers) required for providing good canteen services in ARIES campus.
31. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
32. The Contractor will, prior to the commencement of the operation of contract, make available to ARIES the particulars of all the employees who will be deployed at the Institute's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
33. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
34. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
35. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event

of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.

36. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
37. The Contractor shall at all times keep indemnified the principal employer, namely, Aryabhata Research Institute of Observational Sciences, head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
38. The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them during the canteen timings and maintain them properly.
39. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by ARIES. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
40. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
41. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation **every day after the services are over**. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. ARIES

management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.

42. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
43. The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

OTHER OBLIGATIONS OF THE CONTRACTOR

44. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-IV .
45. The Institute will provide to the Contractor space for storing raw material, kitchen equipment as per list provided in Annexure-V for cooking and preservation of perishable items, sitting and serving space, etc. free of cost. The Institute shall also provide tables and chairs in the serving area. Any other items required by the canteen need to be procured by the Contractor.
46. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by ARIES at the contractor's risk and cost. In this regard, the decision of the designated officer of ARIES shall be final and binding on the Contractor.
47. All work shall be carried out with due regard to the convenience of ARIES. The orders of the concerned authority shall be strictly observed.
48. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of ARIES and the guests/hostellers.
49. The Contractor should be in a position to cater to the tastes of national and international users of the canteen.
50. The Contractor will have to supply breakfast/lunch/dinner in the canteen/hostel premises as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute.
51. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including

Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.

52. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/ARIES personnel to avail canteen services.
53. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection whatsoever with ARIES. ARIES shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against ARIES for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in ARIES.
54. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
55. The ARIES will provide cookers, hot boxes, utensils, plates, jugs etc., in sufficient quantity at the commensuration of the contract. A detailed list of items that will be provided by ARIES is in Annexure-V.
56. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

PAYMENTS

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

TERMINATION OF THE CONTRACT

60. The Contract can be terminated by either party, i.e., ARIES or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, ARIES reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. ARIES's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
61. On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by ARIES, in good working condition, back to ARIES.
62. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, ARIES reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

PENALTY

63. The Institute reserves the right to impose a penalty (to be decided by the ARIES authorities) on the Contractor for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Contractor or his staff or for any adulteration.
64. If the Institute is not satisfied with the quality of eatables served, services provided or behaviour of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the ARIES will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

65. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Nainital court only.

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

- 1) Demand Draft for Rs.10,000/- towards EMD.
- 2) Assessment Order (Certificate) for the last three years.
- 3) PF, ESI, Insurance under Personal Accidence Insurance Scheme, Licence photocopies
- 4) Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
- 5) Documentary evidence in support of the following:
 - a) Number of years of having run canteens in the offices / organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
 - b) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
 - c) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

ANNEXURE-I

LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

To

The Director

ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES (ARIES)

Manora Peak, Nainital-263 129, Uttarakhand (India)

**SUBJECT: SUBMISSION OF PRE-QUALIFICATION APPLICATION FOR THE CATERING
SERVICES AT ARIES**

Sir,

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms _____ to _____ and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We submit the requisite certified solvency certificate and authorize the Director, ARIES to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize Director or his chosen nominees to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation.
4. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works.

S. NO.	NAME OF WORK	CERTIFICATE FROM
1		
2		
3		
4		
5		

Encl.

Date of submission.

Signature of Applicant

ANNEXURE-II

**DRAFT OF THE AGREEMENT TO BE JOINTLY SIGNED BY ARIES AND THE
CONTRACTOR FOR RUNNING CANTEEN AT ARIES PREMISES, NAINITAL**

(To be signed on a Stamp Paper of Rs. 100/- to be purchased by the Contractor)

AGREEMENT

This Agreement made this day the _____ between the Aryabhata Research Institute of Observational Sciences (ARIE), Manora Peak, Nainital (hereinafter called the Institute) of one part and Shri/Mrs/Ms _____ of M/s _____ of the other part (hereinafter called the caterer) and whereas the Institute needs a caterer to run Canteen for supply of tea, coffee, cold drinks, juice, biscuits, snacks, high-tea, break-fast, lunch and dinner, etc. mentioned in the Tender Document invited by the Institute to the staff, students and guests of the Institute. Whereas it is thought desirable to grant a Contract (not being a lease) to the caterer to prepare and serve the aforesaid items to the Institute's staff, students and guests in the Canteen, office complex and in the hostels/guest house (in special cases as and when required). The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises of the Aryabhata Research Institute of Observational Sciences, Manora Peak, Nainital, initially for a period of one year w.e.f. 1st July 2010 on the terms & conditions contained in the Tender Document, Institute's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions. The contract is also terminable on three-month notice by either side.
2. That the items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The Director/Ass. Registrar of the Institute and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning

having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract may be cancelled without giving any notice.

3. The items of menu, which the Caterer would be expected to supply in the Canteen, are indicated in the Appendix IV. The rates of items to be served by the Caterer shall be valid on annual basis, i.e., from July to June every year and in-between revision shall NOT be allowed. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the caterer shall charge the existing rates.
4. That the caterer shall use only AANCHAL pasteurised and standardized milk. In case he is unable to maintain supplies of AANCHAL for any reasons, he should arrange to procure from other sources supplying good quality milk.
5. That the caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services.
6. That the caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Nainital or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities.
7. That in the event of Health Department or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
8. That the caterer has agreed to provide a minimum number of 6 skilled staffs in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's staff, students, visitors and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
9. That any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.

10. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer three-month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
11. That the caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the caterer before the expiry of the period of this contract.
12. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by the Institute to the contractor and the possession of the premises will always be that of the Institute, even when the premises are in use or occupation of the caterer.
13. The Institute shall provide to the caterer necessary equipments, furniture & fixtures, as per attached Annexure-V once at the time of the contract. The caterer shall be responsible for their maintenance and keep them in good condition.
14. The caterer has to provide stock of the items provided by the Institute on a monthly basis. Any damage to any of the items needs to be brought into the Institute's attention immediately.
15. The Institute shall provide 6 commercial cooking gas cylinders once at the time of the contract. The gas refills in sufficient quantity for cooking purposes is the responsibility of the contractor. The cooking equipments shall be provided in working condition by the Institute. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment provided to him by the Institute.
16. The caterer shall also be responsible for the upkeep of equipments provided by the Institute. In case of any damage to the furniture and equipments (list attached) by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.
17. All the equipments, furniture/fixtures, including gas and electrical installation of the Canteen kitchen/dining hall shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees.
18. The Institute shall provide water and electricity supply to the caterer round the clock. Strict action in terms of penalty shall be imposed on the caterer in case of any misuse of the water and the electricity.
19. The Institute shall provide proper living space for the Canteen staff free of cost.

20. That the Caterer shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.

In witness whereof the parties have put their hands to this agreement on the day aforesaid.

Signed and delivered by,

Countersigned.

1.	
2.	<p>The Ass. Registrar ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES (ARIES) Manora Peak Nainital-263 129, Uttarakhand (India)</p>

ANNEXURE-III

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED IN POINT NO.17 (v)

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location

2. Agreement no.

a. Scope of Contract

b. Contract Cost

c. Date of start

d. Period

e. Amount of compensation levied, if any

f. Performance Report

(i) Quality of Food – Excellent/Very Good/Good/Fair

(ii) Resourcefulness – Excellent/Very Good/Good/Fair

g. Compliance of all statutory requirements– Yes / No

(Seal of the Organization)

(Signature of the Responsible Authority)

Date.

ANNEXURE-IV

Permissible brands of consumables

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Any good quality brand.
Atta	Pillbury,
Butter	Amul, Britannia, Aanchal
Bread	Harvest/Britania make
Jam	Kissan, Nafed
Milk	Toned milk of Aanchal
Paneer	Amul/Aanchal
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day
Ice Cream, Lassi, Curd	Aanchal, Amul, Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Any good quality brand
Rice	Any good quality brand
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram

The Contractor may use any other brand only after obtaining prior written approval from the Institute.

ANNEXURE-V

LIST OF KITCHEN EQUIPMENT TO BE PROVIDED BY ARIES

S. No.	Description of Item
1.	Two sink wash units
2.	Service Tables with chairs
3.	Geyser for heating water
4.	Clean Dish rack
5.	Work Tables
6.	Storage racks
7.	Cooking range gas burners
8.	Gas griddle plate
9.	Stainless Steel rack with shelves
10.	Exhaust Hood
11.	Deep freezer
12.	Water purifier (with hot cold facility)
13.	Six commercial gas cylinders
14.	*100 steel dinning plates
15.	*100 steel glasses
16.	*100 steel katories
17.	*100 steel spoons and forks.
18.	*100 soup bowls
19.	*200 tea cups.

*These items will be provided only once at the beginning of the contract. Their maintenance is the responsibility of the contractor.

**ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL
SCIENCES (ARIES)
TENDER FOR PROVIDING CANTEEN SERVICES
AT AREIS MANORA PEAK CAMPUS, NAINITAL**

FINANCIAL BID

The bidders should include rates for the following given below. They should also quote the rates per breakfast, lunch and dinner separately.

1. Salary of the staffs (minimum 6 members):
2. Rate of the gas cylinders (include transportation):
3. Food items in the format given below:

Menu that will be followed in the canteen:

Breakfast	Lunch	Dinner	Snacks
Any item from the Breakfast list + Tea (mandatory)	Dal/Curry, vegetable without curry, Rice, Chapati, Curd, Papad	Dal/Curry, vegetable (dry), Rice, Chapati	Any item from the Snacks list + Tea (Optional)

List of breakfast Items (*Specify the number and quantity wherever required*):

S.No:	Item	Rate (Rs.)
1.	Stuffed Paratha (Aalo, Gobi, pyaz, mooli, methi, bathua)	
2.	Plain pratha and sabji	
3.	Poori and sabji	
4.	Chole bhature	
5.	Masala Dosa	
6.	Utthapam	
7.	Bada Sambhar	
8.	Upma	
9.	Idle/Sambhar	
10.	Poha	

Note: In addition to these items, butter toast, corn flakes with milk, bread omlet and banana should also be available on all the days.

Dal/Curry (*Specify the number and quantity wherever required*):

S.No:	Item	Rate (Rs.)
1.	Arhar Dal	
2.	Chana Dal	
3.	Moong Dal	
4.	Urad and Urad Dal	
5.	Rajma	
6.	Malka	
7.	Massor	
8.	Kadi	
9.	Kala Chana	
10.	Aalo Matar	
11.	Aalo Tamatar	
12.	Loki Kofta	
13.	Bhasede ki sabji	
14.	Nutrilla	
15.	Green mustard (Sarson ka saag)	
16.	Mushroom	
17.	Loki ki sabji	
18.	Sambhar	
19.	Dum Aalo	
20.	Torai ki sabji	
21.	Chole	
22.	Veg Manchurian	
23.	Matar/Palak/Makhane Panner	

Vegetables (Specify the number and quantity wherever required):

S.No:	Item	Rate (Rs.)
1.	Gobi ki sabji	
2.	Jackfruit (kathal)	
3.	Beans	
4.	Baigun ki sabji/baigun bharta	
5.	shalgum ki sabji	
6.	parval ki sabji	
7.	green pyaz ki sabji	
8.	kele (banana) ki sabji	
9.	Karela ki sabji	
10.	kaddu ki sabji	
11.	aalo ghuiya ki sabji	
12.	bhindi ki sabji	
13.	Sem ki sabji	
14.	pethe ki sabji	
15.	tinde ki sabji	
16.	bandgobhi ki sabji	
17.	capsicum (stuffed) ki sabji	
18.	Bhujji (seasonal vegetables like mooli, palak, methi etc.)	
19.	Mix vegetable	
20.	Any other seasonal vegetable	

Snacks List (Specify the number and quantity wherever required):

S.No:	Item	Rate (Rs.)
1.	Veg Spring Roll	
2.	Potato Bada	
3.	Chow-meem	
4.	Bread Pakora	
5.	Finger chips	

6. Dahi Bada
7. Veg Burger
8. Aalo Tikki Chat
9. Sev Batata Dahi Potato (papdi chat)
10. Paav Bhaji
11. Veg/Panner/Aalo Sandwich
12. Pakodi (Aalo, pyaz, gobhi, mix)
13. Samose with Chole
14. Noodles/Maggi

Sweet Dish (*Specify the number and quantity wherever required*):

S. No:	Item	Rate (Rs.)
1.	Gulab Jamun	
2.	Ice Cream	
3.	Fruit Custard	
4.	Kheer	
5.	Halwa (Suji, Besan, Gajar)	
6.	sewai (Sweet milk Noodles)	

Sample Menu:

Day	Breakfast	Lunch	Dinner	Snacks
Monday	Poha + Tea	Torai Sabzi, Arhar Daal, Chapati, Rice, Curd, Papad	Nutrilla, Parval, Rice, Chapati	Veg Roll
Tuesday	Mooli Paratha + Tea	Masoor Daal, Kathal ki sabzi, Lemon Rice, Chapati, Curd, Papad	Chana Daal, Cabbage Sabzi, Chapati, Rice	Paneer Pakoda
Wednesday	Utthapam + Tea	Dum Aloo, Moong Daal, Rice, Chapati Curd, Papad	Choole, Veg Raita, Chapati, Veg Pulav, Gulaab Jamun	Papdi Chaat
Thursday	Masala Dosa + Tea	Loki Sabzi, Urad, Rice, Chapati, Curd, Papad	Loki Kofta, Shalgum Sabzi, Sabzi, Rice, Chapati	Aloo Bada
Friday	Idli + Tea	Matar Paneer, Aloo Zera Sabzi, Rice, Chapati, Curd, Papad	Arhar Daal, Kela ki Sabzi, Plain Paratha, Rice	Choole Samosa
Saturday	Choole Bhature + Tea	Razma, Methi Palak Bhujia, Rice, Chapati, Curd, Papad	Urad, Mooli Ki Sabzi, Rice, Chapati	Bread Pakora
Sunday	Upma Noddles + Tea	Aloo Puri, Choole, Veg Manchurian, Veg Pulav, Curd, Papad	Capsicum Sabzi, Rice, Chapati, Moong Daal, Kheer	Finger Chips

NB: Salad and Good Quality Pickles must be available with every Lunch and Dinner.