

GOVERNMENT OF KARNATAKA

**FISCAL POLICY INSTITUTE**

Bangalore-Mysore Road, Kengeri, Bangalore-560 060.

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**NOTICE INVITING TENDER FROM AGENCIES TO PROVIDE CATERING
AND HOUSEKEEPING SERVICES TO FPI.
(Through e-procurement portal only)**

<https://www.eproc.karnataka.gov.in>

No /FPI/Proc/Cat-HK/ M-49 /2018-19

Dated: 31-10-2018

Tender Schedule

Date of commencement of Tender	31-10-2018
Campus visiting time	On 17-11-2018 between 11.00 AM to 2.00 PM
Pre-Bid meeting date, time and Place	On 17-11-2018, AT 2.30 P.M., Chambers of the Addl Director (Admin), Fiscal Policy Institute, Kengeri, Bangalore – 560 060.
Last date and time for receipt of tender forms	30-11-2018 - till 5.00 PM
Time and date of opening of Tenders	Technical Bid - 03-12-2018 after 11.00 AM. Financial Bid - Tentatively on 07-12-2018 at 12.00 Noon
Period for contract	Initially for a period of 2 (TWO) year that may be extended up to One year or Lesser period on same terms and conditions, on mutual consent, after the satisfactory completion of 1 st & 2 nd year.
Address for communication	The Director, Fiscal Policy Institute, Bangalore-Mysore Road, Kengeri, Bangalore-560 060.
EMD	Rs.1,50,000/-/- (pay through on-line)

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NOTICE INVITING TENDER
To Provide Catering And Housekeeping Services To FPI.
(Through e-procurement portal only)

No /FPI/Proc/Cat-HK/ M-49 /2018-19

Dated: 31-10-2018

1. The Director, Fiscal Policy Institute (FPI), Bangalore-Mysore Road, Kengeri, Bangalore-560 060, invites Tenders in two-tender mode, i.e. Technical and Financial, from eligible Tenderers to provide Catering and Housekeeping services to FPI on service contract basis.
2. The Tenderers are advised to note the qualification criteria specified in Clause 4 to qualify for award of the contract. A Tenderer should submit the combined bid for Catering and Housekeeping services in Fiscal Policy Institute (FPI), Bangalore.

3. PRE-QUALIFICATION CRITERIA

The Tenderer who intend to participate shall meet the following qualifying requirements:

(a) Technical Criteria

- (i) The prospective Tenderer (i.e. Facility Management Agency) should have successfully carried out Catering and House-Keeping services in any industry/organization/establishment for not less than 50 persons / users on a normal working day in a single unit during the last three years.
- (ii) The annual value of single largest contract at a unit should be not less than Rs. Rs.60 lakh PA from the said two services.
- (iii) For the purpose of calculating 'value of work' of a facility management agency, the value of operating an industrial/academic institution/establishment will be considered.
- (iv) The time period of three years shall be reckoned as on 31st March, 2018.
- (v) Tenderer shall not be under a declaration of corrupt and fraudulent practices issued by Government of Karnataka.
- (vi) Tenderer should have been in existence for at least 5 years.
- (vii) Tenderer should preferably have been incorporated in Karnataka. If incorporated elsewhere, should have necessary permission/license to operate in Karnataka and at least 50% of staff deployed for these services should be from Karnataka.
- (viii) All staff employed should be above 18 years and less than 50 years of age.
- (ix) Prior experience of services to Government, PSUs will be an added advantage.
- (x) All Tenders should include the Technical and Financial requirement information as per Annexure-I.
- (xi) Applications should be accompanied by copies of Registration certificates under Income Tax, goods and Service Tax, Provident Fund, Employees State Insurance, Shops and Establishments Act and any other statutory requirements.
- (xii) The Tenderers are responsible for employee insurance including medical coverage. FPI has no liability in this connection.
- (xiii) Tenders should be accompanied by copies of Income Tax and Annual return under GST for the previous year.

- (xiv) Tenders should be accompanied by copies of the latest returns of PF and ESI.

(b) Financial Criteria:

1. The annual turnover of the Tenderer during the last three year ending 31-03-2018 should not be less than Rs.75 lakh PA
2. The financial net worth of the Tenderer shall not be negative during the financial year 2016-17 & 2017-18.
3. Tenderer should not be blacklisted by Govt. of Karnataka, Govt. of India, PSUs in Karnataka.

4. GENERAL TERMS AND CONDITONS

- (a) The Tenderer shall submit documentary evidence in support of the above prequalification criteria. Tenders with all information and supporting documents by way of copies of work orders and audited Financial Statements, Annual Turnover Statement, latest Income Tax Returns, etc. to establish their credentials and track record for fulfilling the experience, financial and ranking system requirements, alone will be considered.
- (b) For the purpose of ascertaining the experience and financial criteria, the experience and financial criteria of the Tenderer entity alone will be taken into consideration.
- (c) There shall not be any case or charge under investigation/enquiry/trial against the Tenderer convicted in a Court of Law or suspended/blacklisted by any organization on any grounds.
- (d) FPI reserves the right to use in-house information for assessment of capability of Tenderer. The decision of FPI regarding the tender will be final and binding.
- (e) If the performance of the Tenderer is/has been found to be unsatisfactory for any reason, whatsoever, in any organization including FPI, then FPI reserves the right to reject the tenders submitted by such Tenderer at any point of time.
- (f) Joint Ventures / Consortium based offers shall not be accepted.
- (g) Tender forms can be downloaded from the website <https://eproc.karnataka.gov.in> as per the tender schedule (i.e. @ Page – 1).
- (h) The Tenderer has to ensure that the tender document is strictly as per the order indicated in the master index.
- (i) Request for sending the Tender document by post or Courier or any other mode shall not be entertained.
- (j) Tender forms completed in all respects along with supporting documents shall be submitted on-line (website <https://eproc.karnataka.gov.in>) as per tender schedule.
- (k) Tenderer shall ensure submission of complete information/documents at the first instance itself. FPI reserves the right to complete the evaluation based on the details furnished by the Tenderer without seeking any subsequent additional information. Tenders not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
- (l) Issuance of tender or submission of tender by itself shall not amount to pre-qualification or entitle the Tenderer to participate in the tendering.
- (m) FPI shall not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation of Tender.
- (n) Telex / E-mail / Fax tenders shall not be accepted.
- (o) Canvassing in any form by the agency directly or indirectly or by any other agency / person on their behalf, may lead to disqualification of their tender.

- (p) Clarification, if any, can be obtained from the Addl. Director (Admin) during working hours of FPI.
- (q) The successful bidders shall produce the documents in original at the time of agreement.
- (r) The decision of FPI regarding the tender will be final and binding.

Addl. Director (Admin.)
Fiscal Policy Institute, Bangalore

INSTRUCTIONS TO TENDERER
[(General Conditions of Contract (GCC))]

1. GENERAL CONDITIONS OF CONTRACT

You are invited to submit your Technical tender and Financial tender separately to **“Providing Catering And House-Keeping In FPI”** for a period of 2 (TWO) year that may be extended up to One year on same terms and conditions, on mutual consent, after the satisfactory completion of 2 years at the discretion of FPI. The ‘Scope of Work’ is outlined under the same title in a later section of this document. The TENDER documents shall remain the exclusive property of FPI without any right to the Tenderer to use them for any purpose except tendering and for use by successful Tenderer with reference to the work.

2. TENDER DOCUMENT

Tender document is available in the Karnataka Government web-site <http://eproc.karnataka.gov.in> and www.fpiBangalore.gov.in can be downloaded.

3. ONE TENDER PER TENDERER

Each Tenderer shall submit only one tender (i.e., Technical and Financial tender). Tenderer who submits or participates in more than one Tender will be disqualified.

4. TENDER VALIDITY

The Tender shall remain valid for acceptance for a period of 90 days from the due date of submission of tender. The Tenderer shall not be entitled to modify, vary, revoke or cancel their tender during the said period. In case of the Tenderer modifying, varying, revoking or canceling the tender, the Tenderer shall forfeit the Earnest Money Deposit paid. The validity of the tender shall be extended as and when required for the period as requested by FPI in writing.

5. AMENDMENT TO TENDERING DOCUMENT

The Institute may, for any reason, whether at its own initiative or in response to the clarification requested by the prospective Tenderer, issue amendment in the form of addendum / corrigendum either during the period of issue of tender document and subsequent to receiving the tenders. Any addendum / corrigendum thus issued shall become part of the Tender Document and the Tenderer shall submit “Original” addendum corrigendum duly signed and stamped in token of acceptance. For addendum/ corrigendum issued during the tendering period, Tenderer shall consider the impact of such addendum / corrigendum in the tender. For addendum /corrigendum issued subsequent to receiving the tenders, Tenderer shall follow the instructions issued along with such addendum / corrigendum.

6. CLARIFICATIONS REQUESTED BY TENDERERS:

Although the details presented in the tendering document consists of Conditions of Contract, Scope of Work/Services, Specifications and have been compiled with in all reasonable care, it is the Tenderer's responsibility to ensure that the information provided is adequate and clearly understood. The Tenderer shall examine the Tender Document thoroughly in all respect and if any conflict, discrepancy, error or omission is observed, the Tenderer may request clarification at any time up to one day prior to the Tender Closing Date. Such clarification requests in writing, shall be mailed to **director@fpibangalore.gov.in** or **procurement@fpibangalore.gov.in**

7. CHECK LIST FOR SUBMISSION OF TENDER

To assist the Tenderer in ensuring the completeness of tender, a check list for submission of various documents details in "Technical & Financial Tender, has been enclosed as Annexure-7. Tenderer in their own interest, are requested to fill the check list and submit it along with the tender for ready reference. In case of incomplete submission, Fiscal Policy Institute, Bangalore will not be under any obligation to give the Tenderer an opportunity to make good such deficiencies and FPI may at its own discretion, treat such tenders as incomplete and not consider the same for further evaluation.

8. MODE OF SUBMISSION OF TENDER

TENDER shall be submitted in e-procurement portal only in two parts of tenders.

PART – I: TECHNICAL BID (Annexure-1 to 8)

PART – II: FINANCIAL BID – Financial Bid Schedules – Annexure-9

PART – I of the Tender shall contain the following:

Part-I of the tender document shall contain all pre-qualification (i.e., Technical) details as mentioned in Annexure-1 below under the heading "Pre-Qualification Requirement".

PART – II of the Tender shall contain the following:

Part – II of the tender shall contain information regarding the lowest rates for different items of menu both in figures and words i.e. Financial Bid Schedule as in Annexure-9. Any conditions mentioned in Part – II shall not be taken into account and if insisted upon, the tender shall be liable for rejection. It is mandatory to submit Financial Bid online in e-procurement portal only. Submission of scanned copies of Financial Bid will not be considered for evaluation and the same will be rejected.

9. TENDER SUBMISSION.

Tender documents can be downloaded from <http://www.eproc.karnataka.gov.in>. The Tenderers should ensure that their offers are uploaded / submitted at e-procurement portal only within the stipulated date and time. FPI shall not take responsibility if the tenders are

not uploaded at the above portal within due date and time and the tenders uploaded after the date and time stipulated for receipt of tenders are liable to be rejected. No request for extension of time for submission of tender shall be considered. Submit Financial Bid online in e-procurement portal only. Uploading scanned copies of Financial Bid will be rejected.

10. EARNEST MONEY DEPOSIT (EMD)

10.1 Earnest Money Deposit of **Rs.1,50,000/-** (Rupees one lakh fifty thousand only) shall be deposited with the Tender. EMD is commonly fixed for all options.

10.2 The EMD shall be paid through e-procurement with any of the following modes:

- a) Debit Card,
- b) Credit Card,
- c) NEFT (National Electronic Fund Transfer) and
- d) OTC (Over-the-Counter payment - ICICI Bank / AXIS Bank).

Note: EMD shall be paid through e-procurement only.

10.3 Tenders without the EMD will be rejected.

10.4 No interest shall be payable on the EMD furnished.

10.5 If the Tenderer after submitting the tender, revokes the offer or modifies the terms and conditions thereof during the validity of the offer, except where FPI has given opportunity to do so, the EMD shall be liable to be forfeited.

10.6 In the event of withdrawal of the Invitation to Tender by FPI, the EMD paid with the tender will be returned to the Tenderer.

10.7 In the event of the successful Tenderer's failure or refusal to sign the agreement or furnish the security deposit, the earnest money deposit shall be forfeited without prejudice to FPI's right to recover any further loss or damage incurred or caused in consequence thereof, from the Tenderer.

10.8 The EMD of the successful Tenderer will be discharged when the Tenderer has executed the agreement and furnished the security deposit.

10.9 EMD of the unsuccessful Tenderer will be returned on award of work to the successful Tenderer.

10.2.1 Tender Processing Fee and Download of Tender Document

Bidder can download the tender document for free from the portal (<http://eproc.karnataka.gov.in>) till the due date and time for bid submission. Any interested bidder shall pay tender processing fee prescribed in the e-Procurement portal to participate in this tender. The tender processing fee has to be paid through any of the five e-payment options in the portal:

- Credit Card / Direct Debit / National Electronic Funds Transfer (NEFT) / Over the Counter (OTC) – designated ICICI Bank / Axis Bank branches located across the country / Net banking .

Please note that payments submitted through cheque or demand draft shall not be accepted. For details regarding e-Payment, please refer to e-Procurement portal at the above mentioned website or call e-procurement help desk 080-23010900, 23010901, 38013000

Note: It will be in the interest of the bidders to familiarize themselves with the e-Procurement system to ensure smooth preparation and submission of the tender documents and the bid will within the bid submission time and date. FPI shall not be responsible for non-submission of the bids by any bidder due to either technical reasons or the non-compliance by the bidder to the process requirements for submission of valid bids on the e-procurement portal.

11 FINANCIAL TENDER (PART – II)

The rates quoted by the Tenderer as per Financial Bid (Annexure-9) shall be firm and fixed during the contract period. However, in case, of extension of contract period beyond two year to offset impact of any undue variation in prices of food items, if any, will be taken care as per **Consumer Price Index (CPI)** goes beyond 10% in any month, the tender will be compensated to the extent of index exceeding 10%. Item-wise rates for the schedule of food items required are to be quoted. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed, the tender is liable to be rejected. In any case, Tenderers shall be presumed to have quoted against the tender requirement read in conjunction with all other sections of the tender document and the same shall be binding on the Tenderers. Financial Bid must be duly completed in all respects. The Financial Tender, should not carry any conditions. Rates should be quoted in clear terms in the format given. The Tenderer has to give their rates (both in figures and words) for each and every item to be served, in the Financial Bid only. The item rates quoted in other formats will not be accepted. Such an item rate shall be inclusive of all costs, taxes and Tenderer's profit.

NOTE: It is **mandatory** to submit Financial Bid on-line on e-Procurement portal of Govt. of Karnataka, Uploading scanned copy will be rejected from bid evaluation.

12. TENDER OPENING AND EVALUATION

Opening of Technical tender will be on the date and time mentioned in 'Tender Schedule'. Tenderer may depute his authorized representative to attend the opening. Tenderer's representative, who is present during the tender opening, shall sign the 'Tender Opening Statement' evidencing his attendance. In the event of the specified date of tender opening being declared a holiday for FPI, the tender shall be opened at the appointed time and location on the next working day.

13. TECHNICAL DISCUSSIONS

Technical Discussions with the Tenderer shall be arranged, if needed. The Tenderer shall depute their authorized representative(s) attending the discussions and sign the minutes of meeting on behalf of his organization. The authorized representatives must be competent and empowered to settle all technical and commercial issues.

14. COMPLIANCE TO TENDER REQUIREMENT

FPI expects the Tenderer to comply with requirement of tendering document without any deviation. In any case, no exception or deviation shall be accepted. Deviation on clauses, if

felt necessary, should be furnished in the technical tender itself as per the enclosed format. FPI shall not take cognizance of any deviation stipulated elsewhere in the tender.

15. TENDER EVALUATION CRITERIA

- 15.1 Tendering is the responsibility of the Tenderer and no relief or consideration can be given for errors and omissions made by the Tenderer in advertently or otherwise. Tender with incomplete information is liable for rejection.
- 15.2 The Tenderer, who intends to participate shall meet the qualifying requirement as mentioned in notice inviting tender.
- 15.3 Tenders not meeting the qualifying requirements shall be summarily rejected.
- 15.4 Tenders of those Tenderer which are found to be meeting the qualifying requirement, shall be taken up for detailed evaluation.
- 15.5 In case the tender does not fully comply with the requirement of Tender document and in case the Tenderer continues to stipulate exceptions and deviations to the clauses of Tender document and if the same is not acceptable to FPI, then the tender will be rejected.
- 15.6 Proposed deployment of resources like manpower shall be complied with as per the requirements specified and will be completed prior to the commencement of work.
- 15.7 Performance of Tenderer on works executed / under execution shall be taken into consideration before selecting the Tenderer for opening of their financial part.
- 15.8 The Tenderer shall not mention their rate of any items or total quoted Financial anywhere in the Technical (Part-I) part of the tender. If Tenderer specifies rate of any items or total quoted Financial Tender in the Technical (Part-I) part of the tender, then their offer shall be rejected summarily.

16. PROPOSAL OF THE TENDERER:

The Tenderer shall arrange their tender in the following order:

16.1 PART - I TECHNICAL PART:

- (a) Tendering document duly uploaded in all respects (Annexure 1 to 5)
- (b) Documents in support of pre-qualifying requirements as per Annexure-1.
- (c) Earnest Money Deposit of Rs.1,50,000/- (Rupees one lakh fifty thousand only) through online.
- (d) Copy of GST registration Certificate & IT registration and GST, IT returns filed for FY 2016-17 & 2017-18.
- (e) Details of Technical/Skilled Manpower proposed to be deployed - in a separate annexure
- (f) Power of Attorney in the name of the person who has signed the tender.
- (g) Annual Turnover Statement
- (h) ESI/PF/Labour Laws/Local bodies registration details
- (i) Other statutory details, if any.
- (j) Do not furnish the Financial Bid along with this bid.

16.2 PART - II – FINANCIAL PART

The Financial Part of tender shall be submitted in Annexure-9 (Financial Bid Schedule – 1 , 2 & 3) issued to the Tenderer. Financial tender shall contain only Financials quoted by the Tenderer. It is mandatory to submit the Financial Bid on-line on e-procurement Portal.

17. TENDERER'S RESPONSIBILITY FOR QUOTATION

Although the details presented in this tender document have been compiled with, with all reasonable care, it is the Tenderer responsibility to ensure that the information provided is adequate and clearly understood. Tenderer shall inspect the site and surrounding area, shall satisfy himself/herself of the existing facilities and shall collect any other information, which he/she may require before submitting the tender. Claims and objections due to ignorance of existing conditions will not be considered after submission of the tender and during implementation. Tenderer is responsible for the tender submitted and no relief or consideration can be given for errors and omissions.

18. REBATE

No suo-moto reduction in Financial(s) by Tenderer will be permitted after opening of the tender. If any Tenderer unilaterally reduces the Financial(s) quoted by him in his tender after opening of tenders, such revision of tender will not be considered for evaluating the tender of the concerned Tenderer. But, such reduction shall be considered for comparison of Financials offered by the successful Tenderer and the reduced rates shall be binding on the concerned Tenderer if he happens to be the successful Tenderer.

19. EVALUATION OF FINANCIAL TENDERS

- 19.1. The financial tenders of only those Tenderer shall be considered for opening and evaluation whose tender is determined to be technically and commercially acceptable to FPI. Evaluation of financial tenders shall be taken up to determine the competitive Financials of the technical tenders and include the following:
- 19.2.
 - a. Tenderer should quote the Unit rates for each item in financial bid (Schedule 1 and 2) for catering and House Keeping. The approximate no. of participants is as in 2.1 of SCC.
 - b. After downloading the quoted rates, the unit rates will be converted and estimated to month wise.
 - c. Lump sum rates will be arrived by converting the unit rates into month wise.. Based on arrived lump sum L1 will be decided.
 - d. If L1 tenderer quoted more for any item then that tenderer will be called for negotiation. Rates quoted in Schedule 3 will not be considered for deciding L1.
- 19.3. Financial tenders containing overwriting/erasures in the quoted rates shall be liable for rejection. Cuttings and overwriting shall be avoided. However, in case any cutting is unavoidable the same shall be attested by the signatory of Tender, failing which such Financial tenders shall be liable for rejection.

19.4. In arriving at the final evaluated Financials of all Tenderer, any uncalled for lump sum / percentage / or adhoc reduction, if any, offered by the Tenderer after the last date of submission of Financials or rebates offered at any place shall not be considered for the purpose of evaluation. However, such reduction/rebate from the Tenderer, who is finally selected, shall be taken into account while issuing final order.

19.4 FPI reserves the right to negotiate on the quoted Financials.

20. CONTRACT DOCUMENT

20.1 The Tenderer, whose tender has been accepted by FPI, shall enter into formal agreement with FPI at the date and place to be notified by FPI.

20.2 Contract documents for agreement shall be prepared after award of works as intimated to the successful Tenderer and by a Letter of Acceptance by the Tenderer. Until the final contract documents are prepared and executed, the Tendering document together with the annexed documents and Tenderer's acceptance thereof shall constitute a binding contract between the successful Tenderer and FPI. Contract documents to be signed between FPI and successful Tenderer, shall consist of following:

- Agreement on stamp paper of appropriate value
- Letter of Acceptance
- Detailed Letter of Award / Acceptance along with agreed variation / Amendment and other enclosures
- Original Tendering document
- Addendum issued to Tenderer, if any.
- Different type of menu.

21. AWARD OF WORK

The Tenderer, whose tender is accepted by FPI, shall be issued with a Letter of Acceptance prior to expiry of tender validity. Tenderer, shall confirm acceptance by returning a signed copy of the Letter of Acceptance. FPI shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Tenderer as regards non-acceptance of their tenders. Except for refund of EMD to unsuccessful Tenderer, FPI shall correspond only with the successful Tenderer.

Additional Director (Admin)
Fiscal Policy Institute, Bangalore

SPECIAL CONDITIONS OF CONTRACT (SCC)

1 GENERAL

- 1.1 Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of Rates, specifications of work and any other document forming part of this contract wherever the context so requires.
- 1.2 Notwithstanding the sub-division of the document into these separate sections and volumes, every part of each shall be deemed to be supplementary to every other part and shall be read with and into the contract so far as it may be practicable to do so.
- 1.3 Where any portion of the General Conditions of Contract is repugnant to or in variance with any provisions of the special conditions of contract, then unless different intention appears, the provision(s) of the Special Conditions of Contract shall be deemed to override the provision(s) of General Conditions of Contract only to the extent that such repugnancies or variations in the special conditions of contracts are not possible of being reconciled with the provisions of General conditions of contract.
- 1.4 Wherever it is stated in this tender document that such and such a supply is to be effected or such and such a work is to be carried out, it shall be understood that the same shall be effected / carried out by the Tenderer at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the context.

2 . LOCATION AND UTILISATION OF SERVICES

a. Fiscal Policy Institute Campus, Kengeri, Bangalore-Mysore Road, Bangalore.

b. For Catering

Sl. No.	Division/location	Facility	To whom & approximately no. of users	Remarks
01	Administrative Block	Class rooms - 07 Faculty rooms - 18 Auditorium -01 Conference rooms - 02 Administrative Hall-01 Library Hall-01 Group Discussion Rooms- 07	Trainees, faculty members, Trainees, administrative and support staff, and other officers - about 200 persons	To be supplied at the Pantry Area and served to individuals during predetermined timings at least twice a day. Coffee / tea, biscuits and snacks to be supplied depending upon the training schedule;

				During Governing Council meetings and special occasions, lunch or dinner also needs to be served.
02	Guest house	Guest rooms -12 Dining Hall - 1	Maximum occupancy of Guests –24	To be supplied only at Guest House Dining Hall
03	Hostel	Trainee officers rooms -73 Dining Hall -01	Trainee officers, interns - 150 + staff	To be supplied only at Hostel Dining Hall.
04	Residents	22 Quarters	Staff – 20	To be supplied only at Hostel Dining Hall, on demand by resident and for a price to be decided from time to time.

2.1 Catering / Food Estimation:

It is expected that the FPI will have the following occupancy in the hostel/guesthouse during the annual operations (2018-19) starting from April 2018:-

	Particulars	Estimated No. of Programs / per year	Average duration of programme in days	Expected no. of participants per programme	Total No. of participants during the year
1	Training Programmes	27	1	30	810
2	Training Programmes	8	2	30	480
3	Training Programmes	28	3	30	2520
4	Training Programmes	23	4	30	2760
5	Training Programmes	39	5	30	5850
6	Training Programmes	27	6	30	4860
7	Training Programmes	9	9	30	2430
8	KSAAD Induction	1	42	30	1260
9	Treasury Induction	1	34	30	1020
10	Hi Tea – one each for a Training program.	163	One each	30	21990
11	Unscheduled VIP programmes	5	1	5	25

*(Approx. 21990 or 22000 people/pa)

Note: The above figures are indicative and may increase / decrease up to 25% The flow of trainee participants will vary from month to month.

The Tenderer is required to make special arrangement for catering in the event of Seminars, Conferences, and Workshops etc., organized by FPI. The user capacity may exceed 200 persons on these occasions. However, FPI reserves the right to outsource catering service during such occasions.

2.2 Eligible Users of Catering Service in FPI :

All trainees of FPI are eligible to have food at the contracted rate by FPI in whose name the bill is to be drawn. Guest speakers/Resource Persons and faculty on course duty in FPI are eligible to use the catering service at FPI shall make such payment at the contracted rate for the meal/meals consumed.

Officers, faculty, staff and other guests of FPI are eligible to have food(Working Lunch) at the rate quoted by the Contractor and they shall make their payment to the Catering Contractor directly. The Contractor shall not charge the food charges more than the rates quoted for FPI Officers/staff/guests in the Financial Bid (for working lunch) of this tender.

2.3 For House-Keeping – Area/Location:

2.3.1 House-Keeping: The area and buildings where the house-keeping services are required by FPI is as under and the tender should be submitted to cover this scope. However, FPI will be at liberty to reduce or increase the requirement of the services at any time during the currency of the contract. In such an event, the compensation for the services payable will be reduced or increased accordingly.

Sl .No.	Description	Floor-wise plinth area	Total plinth area
1	Main Block - Ground Floor + First Floor + Second Floor - (which includes Reception area, Director and Chairman's chambers, PAs Chambers, 7 class rooms, 16 faculty rooms, one auditorium, 2 conference rooms, administrative office, library hall, computer lab, studio and common area, toilets or wash rooms pantry counters etc.)	About 1640 sq. meters X 3	4920 square meters
2	Guest House - Ground Floor + First Floor (which includes 9 rooms with attached toilets, 3 suite rooms with attached toilets, kitchen, dining hall and common area), portico and area adjoining the building.	About 540 sq meters X 2	1080 square meters
3	Hostel – Ground Floor + First Floor + Second Floor (which includes 73 rooms (with toilets,	About 1254 sq. meter X 3	3762 square meters

	of which few rooms would be designated for staff use, administration office and OPD consultation), kitchen, and dining hall etc. and kitchen) and adjoining areas of the building		
4	Director's residential Quarters with two wash rooms, kitchen, back yard and adjoining area.	Ground Floor - 104 Sq. Meters First Floor - 78 Sq.Mtrs.	182 square meters
5	Faculty & Staff Quarters Blocks	Type 14 Quarters (6 units) Type 16 quarters (8 units) Type-17 quarters (8 units)	7544.19 sq. meters common area
6	Terrace Area	Terrace of all the blocks	10261.62 sq. meters

2.3.2 Washing and Pressing/Ironing Fabrics

The linen fabrics like Bed Sheets, Bed Covers, Bath Towels, Hand Towels, Pillow covers, Blankets, Curtains, Table cloths etc. which are used in FPI's Hostel, Guest House and Administrative Blocks have to be washed and ironed as indicated in the clause 'Scope of work' of this document.

3 SCOPE OF WORK

3.1 SCOPE OF WORK FOR CATERING:

- 1 To provide quality food and beverages (breakfast/lunch/dinner/tea/coffee/cold drinks/snacks etc.) in the hostel, guest house and administrative/main block premises as per requirement of FPI. The Tenderer will use only the quality raw material for preparation of items. He/She will be provided with kitchen equipments for preparation of all types of food including deep freezer, refrigerator, wet grinder, gas burner etc. with utensils, crockery and cutlery. It is the responsibility of the Tenderer to use his own cooking gas. In that case, the responsibility on the Tenderer is only to use materials, such as, quality vegetables, fruits, grocery, milk, snacks, napkins, cleaning materials and cool drinks etc. With these he should be in a position to cater to the requirement of FPI. The tenderer needs to have a technical person in the team for ensuring proper maintenance of such equipment,
- 2 The Agency shall prepare and serve the **fresh, hot** breakfast/lunch/dinner, as per Menu, in a pleasing and presentable manner
- 2 Disposable paper napkins (of approved quality & size) / Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.

- 3 FPI will provide sitting and serving space to the staff of successful Tenderer along with space for storing raw material and kitchen equipment free of cost. FPI will also provide work tables, storage racks etc. in the kitchen and serving area, table and chairs in the hostel and guest-house. It will, however, be the responsibility of the Tenderer to keep the Canteen and its surrounding areas neat and clean in compliance with the required rules and regulation of public health and municipal services. For any violations the Tender would be held responsible. The personnel to be engaged by the Tenderer will observe general hygiene and they would remain physically fit. Use of child labour is, however, strictly prohibited. The Tenderer shall install electronic fly-kill / insect repellent equipment, rodent / rats barriers, emergency lighting / gas and fuel supply at his own cost.
5. The nature of job for the kitchen utility personnel is as follows –
1. Periodic Cleaning of all the areas in the Kitchen and Room Service as per the schedule decided by FPI.
 2. Cleaning of Kitchen Utensils.
 3. Cleaning and wiping of all Guest and Staff crockery, cutlery and glassware as and when necessary.
 4. Cleaning of the Stores and Staff Dining Room as per schedule.
 5. Utility workers should be willing to work on Break- Shifts.
 6. Maintenance of records and dealing with routine matters and such other duties and responsibilities as may be assigned by a competent authority from time to time.
- 6 **Service during the Training – (coffee / tea)**
- a. Arrange for Tea and Coffee with snacks and cookies (2 types) at the assigned place (pantry area) during mid-session breaks.
 - b. The Agency shall place hot Tea/Coffee Dispenser (to be provided by Agency) along with service boys to serve tea and coffee in pantry area in Administrative block to the participants during the mid-session breaks.

3.2.1 SCOPE OF WORK FOR HOUSE-KEEPING:

The nature of job for the housekeeping personnel is as follows –

Daily:

1. Dusting and cleaning of all furnitures, pictures ,boards, electronic gadgets like computer, computer peripherals, scanners, projectors, Audio equipment's, TV sets & set-top boxes etc., in all rooms in Administrative, Hostel and Guest House premises – Daily
2. Dusting of partitions, doors and walls, curtain, venetian blinds, in the Admin block, Guest House and Hostel excluding Auditorium – Thrice in a week
3. Telephones to be disinfected. Cleaning the mouth piece and ear piece of telephone sets with disinfectant (dettol) - daily
4. Cleaning of all toilets which includes toilet flooring, wash basins, commodes, urinals, mirrors, fixtures Water Closets (WC) etc. in all toilets in Hostel, Guest House, Bunker Room Toilets and Public Toilets using good quality disinfectants and toiletries – Once a day.
5. Sweeping , mopping and scrubbing of floor area other than corridor and stair case in Admin block, Guest House and Hostel. While scrubbing, extra care to be taken in the kitchens, food service areas (dining halls, pantries) and the wash up areas to

remove the grease as well as dirt and of any other areas as and when required -
Once in a day

6. All corridors and stair case to be dusted and mopped –Twice in a day
7. Cleaning of lift floor and door - thrice daily.
8. Cleaning of all toilets which includes toilet flooring, wash basins, commodes, urinals, mirrors , fixtures Water Closets (WC) etc. using good quality disinfectants and toiletries at Administrative Block – Thrice a day.
9. Installing wet waste and dry waste collection bins separately as required under municipal regulations at appropriate places, picking up waste paper, plastic, tea cups, food packets etc. thrown in common areas of administrative/main block and other areas – daily
10. Collection, segregation , cleaning and clearing of all dustbin/ waste baskets and all types of wastes from FPI premises which include Berms of tar roads in the Campus. Proper collection of waste in Garbage Bags and disposal outside the Campus in Municipal bins - Daily
11. Scrubbing of garbage bins. – daily
12. To replenish water in the water dispensers and to ensure that the water dispensers are always filled with adequate water - daily
13. Mopping of Toilet floors at regular intervals throughout the day in Administrative Block - daily
14. Picking up and clearing of plastic, paper etc in the campus area excluding garden area - daily
15. To ensure cleaning of the table tops after each coffee / tea session and to clear dustbins - daily

Weekly:

16. Dusting, sweeping and mopping of vacant Directors Residence and Quarters – Once in a week
17. Dusting and cleaning of shelves, cupboards, cabinets, electrical fixtures like tube light fittings, ceiling and pedestal fans, exhaust fans in all rooms in Administrative, Hostel and Guest House premises – Weekly
18. Sweeping of roads along with berms in the Campus twice in a week.
19. Removal of cobwebs -Weekly
20. Washing of floor area where rough granite stones are paved on weekly basis.
21. Cleaning of windows (panels & grills) ,doors, skirting, dados – Weekly
22. Washing of floor area where rough granite stones are paved –weekly
23. Cleaning of name boards of all Faculty & Staff –Weekly
24. All steel fixtures to be polished once a week.
25. Dusting, sweeping and mopping of Auditorium twice in a week

Fortnightly:

26. All the areas and corridors are to be scrubbed with scrubbing machine at least once a fortnight.

Monthly:

27. Cleaning and sweeping of terrace of Admin Block, Guest House , Hostel and Directors Residence.
28. Solar glass panels to be cleaned.

Quarterly:

29. Cleaning of sumps, overhead tanks- Quarterly
30. Glass cleaning with poles and squeezes – Quarterly
31. To provide toilet paper roll, liquid soap, Disposable paper napkins (of approved quality & size) in hand wash area in Admin block, hostel & guesthouse in FPI.

32. **Periodic Shampooing of Chairs:** Shampooing of Cushion chairs in Hostel & Guesthouse dining halls has to be carried out twice a year, i.e. once in 6 months. Chair shampooing has to be done with prior approval of FPI.
33. **Removal of Bee Honeycomb** from all buildings in FPI campus, the Contractor shall responsible to take proper care & safety during removal of honeycomb/ bee nest. Removal of bee honeycomb / nest has to be done with prior approval of FPI.
34. After wet scrubbing floors, vacuuming to dry up wherever necessary.
35. Changing of linen and replenishing supplies, as per FPI norms as and when required
36. The worker will be responsible for the keys taken for cleaning and are liable for its loss.
37. Regular spring cleaning to be done.
38. Housekeeping of all rooms of Administrative, Guest House Hostels when necessary. Only experienced housekeeping staff should be deployed for this task. **Some critical / essential staff should be available for service when required after office hours (between 6 pm to 6 am) for FPI functions.**
39. Workers are not supposed to use any facilities in guest areas, except in the designated place for their wash, change toilet
40. Attending to any other cleaning job as per our requirements, brought to your notice.
41. Dealing with routine matters and such other duties and responsibilities as may be assigned by a competent authority from time to time.

Note:

- The timings of cleaning of all the areas, as instructed by the in-charge are adhered to as per the check list.
- The supervisor should supervise the House-Keeping employees.
- Damages / thefts by house-keeping personnel of any equipment / furniture / guest items / personal belongings etc., will be recovered from payment due.
- The stock verification will be done every quarter and damage to breakable items, for reasons other than common wear and tear would be, the responsibility of tenderer. Such verification report would be submitted to the designated FPI officer for random check.

The nature of job for the housekeeping personnel in residential premises is as follows –

- a. Guest rooms – Daily removal of garbage, dusting and cleaning of all furniture, fans, electric & electronic fixtures, removal of soiled linen to laundry, placement of fresh linen according to specifications, scrubbing of the full bathroom, cleaning shower curtains, replenishing linen and supplies, scrubbing of full room floor including balconies. This cleaning is to be done after breakfast.
- b. All corridors to be dusted and mopped during the day twice and floor scrubbed once in the day.
- c. Lobby - All areas to be dusted and mopped during the day twice and floor scrubbed once in the day.
- d. Dining halls - Scrubbing of floor to be done once after breakfast, lunch and dinner. All furniture, glasses, etc to be dusted daily.
- e. All dustbins in the campus to be emptied and cleaned twice daily. Regular touch-up cleaning to be done twice a day (apart from thorough cleaning).
- f. All glasses to be cleaned daily from inside as well as outside (as much possible).
- g. Staircase to be mopped twice a day and scrubbed once a day. Metal railings to be polished once a week and dusted daily.

- h. Public toilets in Campus – daily twice scrubbing & dusting of the full toilet to be done (Fixtures, floor, washbasin, urinals, w/c), mirrors to be cleaned and supplies (disposable soap, toilet roll, tissues) to be replenished. Regular touch-up cleaning to be done once every 2 hours.
- i. All other back areas (floor pantries, gym, stores & storage areas, staff facilities, garbage rooms, bunkers etc.) to be dusted swept and mopped daily
- j. Sweeping and washing of exteriors to be done daily once.
- k. Terraces to be cleaned monthly.
- l. Overhead tanks to be cleaned as specified.
- m. Solar glass panels to be cleaned once a month.
- n. All areas to be cleaned according to specified timings.
- o. Cleaning (scrubbing of floor and tables, and dusting of chairs) of restaurant to be done thrice daily (after breakfast + after lunch and dinner.
- p. All glass panels/fittings to be cleaned thoroughly from outside once in 2 months

3.2.2 SCOPE OF WORK FOR HOUSEKEEPING - LAUNDRY SERVICE

– (Washing & Ironing for FPI Linen / Fabrics):

The Housekeeping Contractor has to execute Laundry Service in FPI Hostel & Guest House. FPI will provide basic infrastructure, washing machine, electricity, water, etc to facilitate the laundry services in FPI. However, contractor will arrange the detergent powder for washing machine, washing soap, steam iron, iron board, etc.

The following linen fabrics of hostel, guest house and administrative blocks have to be cleaned as indicated below:

Particulars	Frequency of cleaning
1. Bath Towels	Thrice a week
2. Bed sheets	Twice a week
3. Pillow covers	Twice a week
4. Bed cover	Twice a week
5. Blankets (dry clean)	Once a Month
6. Window Curtains	Once in 3 Months
7. Door Curtains	Once in 3 Months
8. Table Cloth	Once in 2 Months
9. Table Slip	Once in 3 Months
10. Napkin	Twice a week
11. Face towel	Twice a week

Note:

- a. For washing/dry cleaning purpose, necessary gate pass issued by the FPI authorities/security requires to be furnished along with the bill.
- b. Bed Sheets, Bed Covers, Bath Towels, Hand Towels, Pillow covers etc. have to be washed and ironed by the contractor at his own risk.
- c. Cost for the same will be borne by FPI as per quoted/approved rates on actual basis.

- d. The linens in the rooms must be changed at regular intervals as indicated above, bedding should be done neatly as per the standard practice in hospitality industry.

Verification of all these items would be done by tenderer and report to the competent authority in FPI, at least once in a quarter to ensure that there is any undue damage beyond normal wear and tear is assessed and prevented in time. If any undue damage is noticed it would be the responsibility of the tenderer.

3.2.3 SCOPE OF WORK FOR HOUSEKEEPING – CARE TAKING / ROOM SERVICES IN HOSTEL

1. The Housekeeping Contractor has to provide Care taking / Room Service in Hostel and Guesthouse.
2. The Contractor shall provide round the clock service in the Hostel rooms and premises to the guests.
3. The Contractor shall be responsible to keep room(s) ready in all respects daily and within reasonable time after the vacation of the room(s) by the guest(s). All linen shall be washed with clean water and soaps/ detergents/linen care agents (i.e. Comfort or equivalent), neatly ironed, packed and stored so that the linen are clean and soft.
4. Contractor shall ensure the neat bedding using proper linen in all rooms in hostel / guest house before arrival of the guests.
5. Required linen shall be provided by FPI and maintained by the Contractor.
6. The Contractor will also ensure that the linen is changed as per schedule or as and when requested by the guest(s).
7. The Contractor shall arrange to re-fill the drinking water Jugs, placed in the rooms as per requirement and as and when requested by the guests.
8. The Contractor shall arrange to re-fill the drinking water to water-dispensers, coolers placed in the corridors of the hostel / guesthouse.
9. The Contractor shall place the following daily toiletries in the toilet/Room for each Guest(s) in Hostel & Guesthouse, FPI will provide these items to the Contractor:-
 - Toilet Kit (Soap, Comb, Oil and Shampoo Sachets, tooth paste & brush, washing powder)
 - Mosquito Repellent of approved quality
 - Laundry Bag
 - One English/Kannada Newspaper
10. The Contractor shall arrange to clean hygienically water glasses, jugs, electric kettles, cutlery and wrapped, in the rooms.
11. The Contractor shall spray room fresheners at regular intervals or as requested by the guest.
12. The Contractor shall also ensure cleaning/shampoo washing of sofa sets / chairs in hostel, guest house visitors lounge & dining halls once in 6 months or earlier.

3.3 QUALIFICATION for Housekeeping Personnel –

The house-keeping personnel deployed should have the knowledge of Kannada.

The supervisor should be XII standard pass (or equivalent) with at least 5 years experience in housekeeping or graduate in hotel management or equivalent.

Note: The number is indicative and the actual numbers of persons will be drawn for deploying will be informed with 15 days notice from FPI to the tenderer as and when needed.

4 VISITS TO CAMPUS

The Fiscal Policy Institute is situated on the outskirts Kengeri on the Bangalore-Mysore Road, Bangalore-560 060 (near Panchamukhi Ganapathi Temple).

- 4.1 The Tenderers are advised to visit and examine the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the TENDER and entering into a contract for execution of the works. The cost of visiting the site shall be Tenderers own.
- 4.2 It is understood and agreed that the above factors have properly been investigated and considered by the Tenderers while submitting the TENDER.
- 4.3 The facilities available at sites mentioned above can be examined by the Tenderers before submitting their TENDERS.

5 PERFORMANCE BANK GUARANTEE / SECURITY DEPOSIT:

- 5.1 Within 20 days of receipt of the Letter of Acceptance, the successful Tenderer / Contractor shall deliver to the FPI a Performance Security Deposit in the form of Bank Guarantee for an amount equivalent to 10% of the annual Contract Value or subject to minimum of Rs.7,50,000/- for the service contracts.
- 5.2. The successful Tenderer should pay Performance Security Deposit as mentioned at 5.1 above, in the form of Bank Guarantee from a public sector bank located in Bangalore, valid for a period of contract plus 2 months. The Performance Security Deposit will be retained by FPI till the end of contract period. The Performance Security Deposit will not carry any interest for the period retained.
- 5.3. Failure of the successful Tenderer to comply with the requirements of above 5.1 & 5.2 clauses, shall constitute sufficient grounds for cancellation of the award and forfeiture of the earnest money deposit.

6.1 PERIOD OF CONTRACT

- I The duration of AMC contract shall be for a period of **Two year (24 months) only that may be extended up to One year** on the same awarded rates (subject to Minimum Wages), and terms and conditions, on satisfactory performance of two years at FPI's review & discretion.
- ii. The Contract will be awarded for TWO(2) years only at a time, the contract may be extended up to ONE year (optional) subject to two year's satisfactory service to the satisfaction of the competent authority in FPI at the awarded rates (subject to compliance to Minimum Wages).

- iii. The Tenderer shall be allowed a period of 15 days from the date of issue of Letter of Acceptance to mobilize resources to commence services in all respects.
- iv. Notwithstanding anything contained in any other clause, FPI reserves the right to terminate the contract due to any failure on the part of the Tenderer in discharging their obligations under the contract or in the event of their becoming insolvent or going into liquidation. The decision of FPI about the failure on the part of the Tenderer shall be final and binding on the Tenderer.
- v. The Tenderer shall give **prior notice of 3 (Three) months** to FPI for termination of contract.
- vi. FPI shall also have, without prejudice to other rights and remedies, the right, in the event of breach by the Tenderer of any of the terms and conditions of the contract, or due to the Tenderer's inability to perform as agreed for any reason whatsoever, to terminate the contract forthwith and get the work done for the un-expired period of the contract at the risk and cost of the Tenderer, and recover losses, damages, expenses or costs that may be suffered or incurred by FPI. The decision of FPI about the breach/failure on the part of the Tenderer shall be final and binding on the Tenderer and shall not be called into question.
- vii. FPI has also reserves the right to terminate the contract at any time during its currency without assigning any reason thereon by giving **three months notice** in writing to the Tenderer at their last known place of residence/business and the Tenderer shall not be entitled to any compensation by reason of such termination. The decision of FPI under this clause shall be final, conclusive and binding on the Tenderer and shall not be called into question.
- viii. FPI has right to terminate the contract as above, the Tenderer shall vacate the premises within 7 (seven) days from the date of final termination, ensuring that all the Tenderer's equipment and personnel have been removed from the premises. Should the Tenderer fail to do so, FPI shall be entitled to remove the Tenderer's equipments at the Tenderer's risk and cost out of the premises of FPI.
- ix. Upon the expiry of the contract period or upon termination of the contract, the Tenderer shall forthwith, but not later than 7 days, vacate the premises along with his workers and hand over the same, along with all furniture fittings and fixtures and all other items provided by FPI therein, in good condition.

6.2 Extension of Contract Period:

- 6.2.1 The duration of the contract is for a period of 2 years from the date of award of work. Initially contract will be awarded for a period of Two years which may be extended on the basis of satisfactory services to the satisfaction of the Competent Authority of FPI up to one year on the awarded rates (11 GCC).
- 6.2.2 Notwithstanding any other provisions made in the contract, FPI reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- 6.2.3 FPI reserves the right to terminate the contract in part or in full at any time with three month notice without assigning any reasons thereof.

7 SCOPE OF SUPPLY OF MATERIALS & FACILITIES BY FPI

7.1 FPI will provide one-time infrastructure facilities at the beginning for catering service such as -

- Kitchen/dining hall/ stores etc., in hostel / guest house, Furniture, Cold storage facilities, gas pipeline.
- Kitchen equipment, Utensils, Crockery & Cutlery and Dining Hall equipment required for running the Canteen.

In addition to the above, the FPI would provide

- Water and Electricity; the Electricity shall be used only for lighting, grinding and cold storage in the canteen. The Electricity shall not be used to operate any type of heating equipment in kitchen / canteen area.
- An internal telephone connection in Dining Hall.

- 7.2 In the event of disruption of water supply on account of power failure, the successful Tenderer shall make his own arrangement for supply and storage of water in the canteen for smooth running of the canteen. In the event of power failure, the Tenderer should make his own arrangements for grinding, cold storage etc., at his own cost.
- 7.3 Further, any loss towards theft or breakage of kitchen equipments, furniture, fixtures, cold storage facilities, utensils, crockery & cutlery, and any other equipments, supplied, will be borne fully by the successful Tenderer. Though the Normal wear and tear is expected, unusual damage on these items will be recovered from the Tenderer.
- 7.4 The successful Tenderer shall be responsible for and ensure proper and optimal utilization of the facilities like equipment, water, electricity to be provided by the FPI, without abuse or excess use and shall follow and obey all instructions or directions as shall or may be given by FPI or its authorized representatives from time to time
- 7.5 The successful Tenderer is expected to deploy service personnel who can communicate in Kannada/ English with the users.
- 7.6 The successful Tenderer will name a single point contact person, who will be finally responsible for the entire catering operations of the Tenderer at FPI and will be available on full time basis to manage the operations at FPI.
- 7.7 The successful Tenderer shall ensure that the canteen premises are not used for any purpose other than activities related to the maintenance and running of the canteen.
- 7.8 The successful Tenderer will not facilitate any illicit consumption (such as cigarettes/ beedies/ cigars, alcoholic beverages or narcotic substances etc.) or immoral activities in the Campus. Stern action will be taken against the Tenderer if she/he or his employees are found violating this norm.
- 7.9 The responsibility of cleaning the mess/canteen and dining halls at Hostel and Guest House premises daily/routinely will be the sole responsibility of the Tenderer. Safe disposal of all the bio-waste and other garbage materials, dry and wet waste segregation will be the sole responsibility of the Tenderer at his cost. However, FPI may choose, at its discretion, to give any support to the Tenderer.
- 7.10 The performance of the catering services provided by the Tenderer at FPI will be continuously monitored by **Hostel and Campus Committee** or any other

mechanism set up by FPI. The Tenderer will be required to quickly and satisfactorily implement the instructions or suggestions arising thereof.

8. SCOPE OF SUPPLY BY TENDERER / CONTRACTOR

- 8.1 All items including gas, raw materials and equipments etc for the preparation of food items, canteen and dining hall maintenance in catering, materials and equipments in house-keeping, manpower, and salary, allowances etc. **The rates quoted by the Tenderers shall be inclusive of the above services, as applicable.**
- 8.2 For detailed scope of services to be executed under this contract, SCC shall be read in conjunction with scope of services and other terms and conditions elsewhere specified in the tender document.
- 8.3 The Tenderer shall purchase all raw materials for the preparation of food items and other housekeeping materials from reputed outlets like Metro Cash and Carry / Reliance Fresh etc., or equivalent outlets only. Outside purchases are allowed only on prior permission of the FPI.

8.4 Brand of consumables to be used:

Sl.No.	Name of item	Brand to be used
1	Salt	Tata, Annapurna, Nature fresh or equivalent
2	Spices-	M.D.H. Masala, Satyam, Badshah, Everest, MTR, Mayyas or equivalent
3	Ketchup	Maggi, Kissan, Heinz or equivalent
4	Oil	(Sunflower) Sundrop, Godrej, Saffola, Fortune, Dhara or equivalent
5	Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's or equivalent
6	Atta	Ashirvad, Pillsbury, Annapurna or equivalent
7	Flavoured fruit drinks	Rasna, Roohafza or equivalent
8	Papad	Lijjat or equivalent
9	Butter	Nandini, Amul, Britannia or equivalent
10	Bread	Modern, Kwalitiy, Nilgiris or equivalent
11	Cornflakes	Kellogg's or equivalent
12	Jam	Kisan or Maggi or equivalent
13	Ghee	Nandini, Amul, Mother Dairy, Britannia, Gits, Everyday or equivalent
14	Shrikhand	Amul or equivalent
15	Cow Milk (Toned)	Nandini or equivalent
16	Paneer	Nandini, Amul or equivalent
17	Tea	Brook Bond, Lipton, Tata or equivalent
18	Coffee	Coffee day, Kothas or equivalent
19	Ice Cream	Vadilal, Nandini, Amul, Mother Dairy, Kwalitiy Walls or equivalent
20	Sweets (for Hi-tea)	Nandini or equivalent
21	Soya	Nutrella or equivalent
22	Vermicelli	MTR, Anil, Mayyas or equivalent

The caterer may use any other approved brands only if permitted by the Hostel/Mess Committee, in writing.

9 MODE OF PAYMENT

- 9.1 Employees of FPI may avail of the Catering services facility by payment daily or by a monthly account system as mutually agreed between the Tenderer and an employee. However the prices so fixed would be not be exclusive to any single employee or user from FPI. Though FPI will have no role in fixing such a price.
- 9.2 For services provided to FPI's Guests and trainees, payment will be made from the FPI on a periodic basis.

10 TAX STRUCTURE

- 10.1 The quoted Financial bids shall be inclusive of all prevailing taxes, levies, cess, GST and applicable taxes, if any, as applicable, for all activities (catering & housekeeping service) provided under this tender.
- 10.2 GST or any other taxes and levies will not be paid separately. Rates quoted for food items should be inclusive of all taxes and levies.
- 10.3 Income Tax at the prevailing rates as applicable from time to time shall be deducted from Tenderer bills as per Income Tax Act, and quoted rates shall be deemed to include this.

11 LABOUR LAWS, PROVIDENT FUND, ESI

- 11.1 The Tenderer shall obtain necessary license from the Licensing Authority under the Contract Labour (Regulation & Abolition) Act, 1970 and the Central Rules framed there under and produce the same to FPI, before start of work.
- 11.2 The Tenderer shall not undertake or execute or permit any other agency or sub-Tenderer to undertake or execute any work on the Tenderer's behalf through contract labour except under and in accordance with the license issued in that behalf by the Licensing Officer or other authority prescribed under the Factories Act or the Contract Labour (Regulation & Abolition) Act, 1970 or any other applicable law, rule or regulation.
- 11.3 The Tenderer shall be exclusively responsible for any delay in commencing the work on account of delay in obtaining a license or in obtaining the code number and the same shall not constitute a ground for extension of time for any purpose.
- 11.4 The Tenderer shall comply with the provisions of ESI Act and Scheme framed there under with regard to all his employees involved in the performance of the Contract, and shall deduct employee's contribution from the wages of each of the employees and shall deposit the same together with employer's contribution of such total wages payable to the employees in the appropriate account. Tenderer is required to submit documents/ challans towards proof of remittance towards ESI for the workers engaged for this

work along with every RA bill. The BBMP requirement as to the maintenance of cleanliness and hygiene shall be the responsibility of the Tenderer.

11.5 The Tenderer should comply with the relevant provisions of the Employees Provident Fund Act. The Tenderer should promptly deposit P.F. deduction of the eligible contract employees plus the employers' contribution to the RPFC. For this purpose agency must submit a certificate in their Bill that PF amount has been deducted from the eligible employees and along with the employers contribution has been deposited with R.P.F.C. In support of this, the agency must furnish the challan/ receipt for the payment made to RPFC.

11.6 The Tenderer has to maintain record of all details called for by EPF organization for the Labour employed by them and has to submit the same at any time if called for.

11.7 All liabilities of the Contract like Salaries, wages and other statutory obligations in respect of the persons engaged by the Tenderer shall be borne by the Tenderer. In view of the provisions of the ESI Act, PF Act and other Acts, the Tenderer shall take necessary steps to cover its employees under the said enactments and shall submit proof of such compliance to FPI periodically, or at any date upon such request, as may be made by FPI to the Tenderer. In the event of non-compliance with the statute or the provisions thereof, referred to above, it shall be open to FPI to withhold such amount as in its opinion is due and payable by the Tenderer in respect of its employees from and out of dues, payable by FPI to the Tenderer and such due shall be held by FPI with it until proof is submitted by the Tenderer to FPI indicating compliance with such statutes within reasonable time, failing which FPI shall deposit such amounts with the authorities concerned on behalf of the Tenderer and inform the Tenderer of such deposit or deposits.

11.8 The provision of EPF & MP Act, 1952 and the Rules / Schemes there undershall be applicable to the Tenderer and the employees engaged by him for the work. The Tenderer shall furnish the code number allotted by the RPFC Authority, to FPI before commencing the work.

12. WAGES TO PERSONS DEPLOYED

12.1 The Tenderer shall make payment to the workers deployed by him on the scheduled date directly to their Bank Account (through RTGS/NEFT). The Tenderer has to maintain the Wage Register for the payment made to the personnel deployed for the subject services. The Tenderer shall be solely responsible to disburse wages due payable to the personnel deployed for the subject services promptly and in due time.

13 GOVERNMENT AND LOCAL RULES

13.1 The Tenderer shall conform to the provisions of all local laws / bye-laws and regulations relating to the work and pay all fees payable to such authorities for

execution of the work involved. FPI shall not be responsible for such liabilities and claims.

13.2 The approval from any authority required as per statutory rules and regulations of Central / State Government shall be responsibility of the Tenderer.

14 FIRST AID

14.1 The Tenderer shall provide necessary First Aid Facilities to his personnel.

14.2 If FPI provides, entirely at its discretion, any of these facilities, the cost of such support as worked out by FPI shall be recovered from the Tenderer.

15. GENERAL

15.1 The Tenderer shall furnish in writing the list of persons to be deployed by him. He shall not engage persons below 18 years of age.

15.2 If any of the workers employed by the Tenderer is found indulging in acts subversive of discipline, the same will be brought to the knowledge of the Tenderer and he shall arrange for replacement of such personnel.

15.3 **Rate Revision:** FPI will not entertain any request for revision of rates during the contract period due to any upward revision. If any request for revision of rates, duly supported by documentary evidence of substantial cost escalation, it will be examined by FPI or any other mechanism set up by FPI for this purpose. The decision of FPI on this request shall be final and binding on the Tenderer.

16. QUANTITY VARIATIONS

The quantities indicated in the tendering document are approximate and **may vary to the extent of 25% upward / downward**. No revision of schedule of rates will be permitted for such variations.

17 Dispute Settlement

If any dispute arises between FPI and the Agency in connection with, or arising out of, the agreement or RFP or the execution of the Project; the matter in dispute which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement shall, in the first place, be referred to the Principal Secretary (Finance Department), Bangalore, Karnataka. Either party may refer a dispute to the Principal Secretary (Finance Department), who shall give a decision in writing within 30 days of reference of dispute. Either party may refer a written decision of the ACS / Principal Secretary (Finance Department) to arbitration. If neither party refers the disputes to arbitration within 30 days of the date of such decision, ACS / Principal Secretary (Finance Department)'s decision will be final and binding.

In case either party is not satisfied with the decision of the ACS / Principal Secretary (Finance Department), they can FPI arbitration proceedings as per Indian Arbitration and reconciliation Act, 1996, after a 30 day notice period.

Any dispute or difference or claim arising out of, or in connection with, or relating to the present contract or the breach, termination or invalidity thereof, shall be referred and settled under the Arbitration Center, Karnataka (domestic and international) rules 2012, by one or more Arbitrators appointed in accordance with its rules.

18. CONSTITUTION OF THE TENDERER

- 18.1 The Tenderer shall not change the composition during the currency of the contract without the prior approval of the FPI. Any happening like Death/ Resignation of any partner/director/member shall be notified within 3 working days of such happening, in writing, to FPI Bangalore. On receipt of such notice, FPI reserves the right either to terminate or continue the contract. In the event of any dispute, legal or other proceedings by any party or parties concerning the constitution or composition of the Tenderer, FPI reserves the right to take such necessary action as it deems fit, including termination of contract and withholding payments due or accrued to the Tenderer.
- 18.2 The contract shall be awarded on the basis of “PRINCIPAL-TO-PRINCIPAL” and the Tenderer shall be deemed to be an independent Tenderer engaged for the performance of services/work/job in the manner and to the extent provided in these presents.
- 18.3 None of the workmen engaged by the Tenderer shall have any claims against FPI in respect of the execution of the contract and the Tenderer undertakes to indemnify FPI against loss suffered on account of any such claims

19. SUBLETTING

The Tenderer shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the FPI.

20. LAWS GOVERNING THE CONTRACT

The Contract will be governed by the Laws of India in force from time to time and as amended or made from time to time.

21 RECOVERY OF COST OF DAMAGED PROPERTY

- 21.1 The Tenderer shall comply with all operational, fire & safety rules and regulations framed by FPI and made applicable to the whole or part of FPI premises where the Tenderer or their designated person is operating under this Agreement. The Tenderer shall make good to the satisfaction of FPI any loss or damage due to fire to any portion of the canteen premises or to any of FPI's existing property. In the event of any of their staff/workmen violating the said rules and regulations or in any way becoming objectionable to FPI, the Tenderer shall remove them from FPI's designated premises forthwith.
- 21.2 FPI through its designated officers will carry out periodic inventory of all the aforesaid articles. Any discrepancy found at the time of taking inventory, will be notified to the Tenderer by FPI and the Tenderer will be charged at replacement cost in respect of loss of cutlery, crockery, glassware and other utensils and flower

pots such other assets entrusted to him for running the catering facilities. All the repair charges will have to be borne by the Tenderer. In regard to natural wear and tear of such items, the decision of FPI shall be final and binding on the Tenderer.

22 PENALTY

PROMPT, PUNCTUAL, EFFICIENT, SAFE, COURTEOUS AND QUALITY SERVICE

- 22.1 i) The Tenderer shall comply with all the terms and conditions and ensure supply of the prescribed quantity and quality of food items during the service timings and in the event of any failure or breach of any of the conditions by the Tenderer and in case of deterioration in the quality of the food items or reduction in the quantity thereof, FPI shall be at liberty to levy penalty for such breach, as determined by FPI, whose decision of the penalty shall be final and binding.
- ii) In case of failure to carry out the service to the satisfaction of FPI, it will be free to get the service done by any other agency at the cost and risk of the Tenderer.
- iii) If the Tenderer is not fulfilling the terms and conditions of the Contract or in case of any misconduct by the workmen of the Tenderer (which the Tenderer has not remedied in spite of the same being reported to him by FPI), FPI reserves the right to terminate/cancel the agreement either partially or fully by giving 3 months' notice, and without any liability to FPI. The Tenderer shall be liable for penalty for any failure as detailed below:
- 22.2 Sub-standard quality of raw materials found by FPI's authorized/designated officials once reported should be removed and replaced in total. The quality of the ingredients to be used will be determined based on the first quality sold in the market.
- 22.3 If it is found that the Tenderer is using other than the specified brand or uses inferior quality / size, vegetables, fruits, tea leaves, provisions, cooking oil etc, a penalty to the extent of 1% of the day's collection will be levied on the Tenderer on each such items separately for each occasion. Besides, inferior ingredients are liable to be removed from the premises of the canteen at the Tenderer's risk and cost.
- 22.4 If the Tenderer fails to provide service at any location for any period for any reason or if there is delay in service and if adequate quantity of food is not served, a penalty of 1% of the day's collection will be levied. In addition, the Tenderer should also immediately make good the shortage.
- 22.5 If it is found that there is laxity on the part of the Tenderer on maintenance of proper hygiene in canteen operations at the kitchen / dining halls in various service points / transport vehicles / personnel handling the food items / surroundings, leaving or storing the crockery /cutleries in places other than the proper locations, stains found due to improper cleaning of plates, utensils, water jugs, water glasses, serving platforms etc., penalty may be levied for each of such violations. The decision of the FPI is final and binding on the Tenderer.
- 22.6 Penalty may be levied if a worker is not found in uniform or with bad turnout without proper haircut/nail trimming, etc.
- 22.7 If FPI finds that the canteen services are supplied to any unauthorized personnel, penalty will be imposed on the Tenderer.

23 SECURITY:

FPI being a restricted area, entry into the campus shall be restricted and controlled through issue of gate passes bearing holder's photograph issued by an authorized officer of the

Institute. The Tenderer shall arrange to obtain through the Administration, well in advance, all necessary entry permits / gate passes for his staff and labour and entry and exit of his men and materials shall be subject to rigorous checking by the security staff.

24. MEMBERS OF FPI NOT INDIVIDUALLY LIABLE

No officer, official or employee, of the FPI (Institute) shall in any way be personally bound or liable for the acts or obligations of the Tenderer under the contract or answerable for any default or omission in the observance or performance of any of the acts, matters or things which are herein contained.

25. COMPLIANCE OF STATUTORY PROVISIONS

25.1 The Tenderer shall comply with the provisions of the Minimum Wages Act (Central / State), if applicable and as applicable, Contract Labour (Regulation & Abolition) Act, 1970 read with the Central Contract Labour (Regulation & Abolition) Rules 1975, ESI Act, 1948/Workmen Compensation Act, 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Bonus Act 1965, and any other law applicable for the employment of Contract workmen as amended from time to time.

25.2 The Tenderer shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of running of the services and shall pay all taxes, debts and/or levies as may be levied by the appropriate Government/local bodies and other authorities in this regard, and the Tenderer shall indemnify FPI against all claims, loss, damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.

25.3 The Tenderer shall fully indemnify the FPI for any default or non-observance by the Tenderer or any of their representatives of any of the provisions of the above mentioned enactment and the rules framed there under. Even though the Tenderer shall be solely liable for settlement of any claim made by any person due to the non-observance by the Tenderer of any of the provisions or otherwise of the enactments cited, FPI reserves its right to settle directly any amount due by the Tenderer as mentioned above and to recover such amounts from any of the amounts payable by FPI or in the absence of the same as debt due to the FPI by the Tenderer.

25.4 The Tenderer shall have separate ESI/PF code number on their own name and ensure prompt payment and submission of related returns on time to the authorities concerned and produce documentary evidence to that effect. The Tenderer should have separate EPF and ESI Code numbers for all workers. The Tenderer should ensure remittance of EPF and ESI, to the respective accounts of the individual contract worker. FPI reserves the right to check the records.

25.5 The Tenderer has to submit to RLC's Office by January / July of every year In Form XXIV of Contract Labour (Regulation & Abolition) Act, 1970.

26. FPI NOT BOUND BY PERSONAL PRESENTATIONS

The Tenderer shall not be entitled to any increase on the quoted rates except as provided in para 11 under the heading “Financial Bid” or any other rights or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to have been given to him by any person.

27. PREPARATION OF MENU AND INSPECTION

- 27.1 The services of the Tenderer will be monitored by one or more designated/ authorized officials of the FPI or a performance monitoring committee and all day-to-day activities and immediate instructions will be conveyed to the Tenderer through him/them on day to day basis.
- 27.2 FPI at all times reserves the right to inspect canteen items like eatables, beverages, food, etc. prepared by the Tenderer to ensure quality. Such items, which are rejected by the duly authorized officials of FPI during inspection, should not be used for services in FPI canteen and should be disposed / cleared from the premises immediately. The Tenderer should ensure that there is no disruption to the services on this account.

28 MANPOWER FOR RUNNING THE SERVICES

- The Tenderer shall provide one supervisor at all times in the canteen, to monitor day-to-day functioning of the canteen service and other services.
- The Tenderer shall employ his own Workmen/Supervisors to run the Canteen and other services he shall make his own arrangements to engage the required manpower. FPI has the right to specify the minimum number of manpower required to run its Canteen and other services to demand for additional persons for Special services as and when required. The Tenderer should also deploy adequate manpower exclusively for the maintenance of cleanliness inside/surrounding FPI premises, dining halls, dining table & chairs, ceiling fans, exhaust, tube fittings and other equipment (including lavatory and bathrooms attached for the specific use of the canteen contract workmen) in guest house, hostel block.
- The Tenderer shall be ready to deploy his workmen/supervisor for training, if any, to be given by FPI of Hotel Management who are the consultants for FPI. During such time, he shall make alternative arrangement at FPI for catering and cleaning services.
- The following is the minimum number of manpower required to run the canteen, the numbers mentioned below are indicative. However, the Tenderer has to deploy adequate manpower to provide timely and prompt catering service during the currency of the contract: –

Designation	Building/Service Area	No. of persons deployed
Supervisor	Hostel/GH/Pantry services in Main Block	01
Asst. Supervisor	Hostel/GH/Pantry services in Main Block	02
Cook	Hostel/GH	02
Asst. Cook	Hostel/GH	02
Supplier	Guest House/Hostel/ Main Block	04
Cleaners	Hostel/Guest House	04

29 MINIMUM QUALIFYING REQUIREMENTS OF PERSONNEL DEPLOYED

- Supervisor should have at least a Graduate/Diploma in Catering from a Government Recognized FPI with 2 years experience;
- Asst. Supervisor should have at least a Diploma in Catering from a Government Recognized FPI;
- Cooks and Asst. Cooks shall have a minimum of 3 years experience in the field; should be able to cook north Indian, south Indian, Chinese, continental foods and chats.
- The service personnel should have an education of minimum 7th standard and adequate experience in catering services. They should be properly trained in providing services in an industrial/institutional Mess/Canteen.
- The service personnel should be able to communicate with the users in Kannada/English/Hindi.

30. MEDICAL EXAMINATION

- 30.1. All staff/workmen of the Tenderer employed for handling the food items should be subjected to Pre-placement Medical Examination by Medical Officer authorized by FPI's Chief Medical Officer. In addition to the above, the canteen workers/staff should undergo periodical medical checking as and when FPI deem it necessary and as required. Tenderer has to deploy medically fit personnel for the services envisaged and FPI's decision on fitness of the personnel so deployed will be binding on the Tenderer. The Tenderer shall maintain medical check-up register along with the medical reports at all times.
- 30.2 The Tenderer shall arrange to carry out medical examination of his personnel at his own cost at periodic and regular intervals, so as to ensure that they are totally free from any infection/ disease that can be transmitted through food or other supplies/services. Such medical examination should be held at least once a year.
- 30.3 In case any of the personnel engaged by the Tenderer is found to be suffering from any communicable disease at any point of time, the Tenderer shall arrange to replace such personnel immediately.

31. WORKMEN DEPLOYMENT

- 31.1 The Tenderer shall provide necessary safety appliances to their workmen at their cost. If any worker of the Tenderer is found not complying with safety regulations during the services, such worker will be considered as violating the safety guidelines of FPI and will not be allowed to continue his services any further in the premises and a penalty will be levied on the Tenderer as per the conditions of the Tenders document.
- 31.2 The Tenderer shall ensure that their workmen comply with all the rules and regulations in force from time to time regarding safety, Hygiene, Sanitation and Prohibition of smoking. Violations will be viewed seriously and the Officer –incharge of FPI will levy penalty as deemed fit as per the guidelines.
- 31.3 FPI has no responsibility whatsoever on the Tenderer's workmen and the Tenderer is solely responsible for managing their workmen. In the event of any dispute between the Tenderer and their workmen, the Tenderer is solely responsible for any claim and consequences that may arise out of such dispute, whether statutory or otherwise.
- 31.4 FPI reserves the right to advise the Tenderer to remove from service any of the Tenderer's workmen if any of such workmen's behavior or conduct is not conducive for the General discipline, Safety, Hygiene and Security of the FPI or for any other reasons that FPI may deem fit and the Tenderer shall immediately comply.
- 31.5 Personnel engaged by the Tenderer in the canteen must be properly attired for achieving a smart turnout and to meet the hygiene standards necessary for the job. They shall also be courteous to the employees of FPI and other permitted diners, in their interactions.
- 31.6 The Tenderer will arrange to carry out, at his own cost, the verification by the Police Authorities of the character and antecedents of the personnel engaged by him for the job, and ensure that no person, whose character and antecedents have not been so verified, shall be engaged in the campus. Notwithstanding the same however, any person whose engagement is objected to by FPI, shall be promptly replaced by the Tenderer.
- 31.7 The Supervisor so provided will get the work done from the personnel of Tenderer by properly deploying them for various types of functions like cooking, distribution, cleanliness etc. The personnel deployed by the Tenderer shall not be considered or deemed to be employees of FPI on any account.
- 31.8 The Tenderer shall also keep Fiscal Policy Institute (FPI) indemnified in case any action is taken against Fiscal policy institute of Bangalore by the competent authority on account of contravention by the Tenderer, his agents or servants, of any of the provisions of an Act or rules made thereunder, regulations or notifications including amendments. If Fiscal Policy Institute of Bangalore is caused to pay or reimburse such amounts as may be necessary to comply with or observe such Acts, Laws, Rules, Regulations, Notifications including amendments, if any on account of any such contravention by the Tenderer, his agents or servants, then Fiscal policy institute of Bangalore shall have the right to deduct from

any money due to the Tenderer including his amount of Performance Security. Fiscal Policy Institute, Bangalore shall also have the right to recover from the Tenderer any sum required or estimated to be required for making good the loss or damage suffered by Fiscal Policy Institute, Bangalore

- 31.9 The Tenderer shall at all times comply with all Acts/Laws/Rules/Regulations and notifications including amendments regulating or relating to labour matters including any Laws relating to Contract Labour, employee welfare, food safety, occupational health and safety, sanitation, garbage disposal and environmental management. The Tenderer shall pay their employees' wages which shall not be less than those prescribed under the Minimum Wages Act or under any other Statute/ Rules/ Regulations as may be applicable from time to time. The Tenderer shall comply with all requirements of Contract Labour (Regulation and Abolition) Act, 1970 and all other statutory labour laws/regulations applicable to him from time to time. In particular, the Tenderer shall at his cost, obtain the required license under the Contract Labour (R&A) Act, 1970 before commencement of the job.
- 31.10 The Tenderer shall at all times comply with Acts/Laws/Rules and Regulations including notifications and amendments thereof, issued by the appropriate Government and/or statutory local bodies relating to storage, distribution, handling and sale of food and disposal of waste/surplus food and/or canteen garbage, including but not limited to any requirement to obtain and maintain a license, consent, permit or registration under the Prevention of Food Adulteration Act and all such laws and regulations as may be applicable for the purposes of providing the services at the said FPI premises.
- 31.11 The Tenderer shall make his own arrangements and at his cost, for the engagement of all staff and labour, local or other, and for their payment, housing feeding, transport, medical and all allied expenses.
- 31.12 The Tenderer will be the employer for all the workmen deployed for the Contract and in no case shall these personnel be treated as the employees of Fiscal policy Institute, Bangalore at any point of time.
- 31.13 All risks of loss or of damage to property and of personal injury and death which arise during and in consequence of the performance of the contract are the responsibility of the Tenderer..
- 31.14 The Tenderer shall be solely responsible for any damage to the property of FPI, Bangalore whether accidental or deliberate, caused by him, his agents or servants.
- 31.15 The Tenderer shall be personally responsible for any theft, dishonesty and/or disobedience and discourteous behavior on the part of the workmen/ supervisors so provided by him to provide this service.
- 31.16 The Tenderer shall not transfer or assign or sub let any part of the service once agreed or any share or interest herein in any manner or degree directly or indirectly to any person, firm or company whatsoever.
- 31.17 The Tenderer shall observe all safety precautions for the safety of the labour and employees / residents in the campus. The Tenderer should arrange to obtain the necessary insurance cover for his employees & third party. The tenderer would be solely responsible for the safety of persons employed by him.

32. TRANSPORTATION AND TIME SCHEDULE

- 32.1 The Tenderer shall make his own arrangements for transportation of the prepared foodstuff from the canteen to the various service points. The service points are normally Hostel, Guest House and Administrative Building. The Tenderer shall ensure adequate protection against seasonal weather conditions by transporting the food items by his own motorized conveyance/closed cycletrolleys as may be necessary at his cost and for ensuring satisfactory and timely service.
- 32.2 FPI will not provide any facility for transporting the food items to various service points within the FPI.
- 32.3 The rate quoted shall be inclusive of these provisions.
- 32.4 The **time-schedule** for service of foodstuff is as follows:

Schedule of service to be provided	Admve. Block	Hostel	Guest House	Remarks
Bed Tea	NIL	6-00 am to 7-30 am	6-00 am to 7-30 am	
Breakfast	NIL	8-00 am to 9-15 am	8-00 am to 9-15 am	
Coffee/Tea/Milk	11-15 am to 11-45 am	11-15 am to 11-45 am	11-15 am to 11-45 am	The timings vary depending upon the training schedule.
Lunch	NIL	1-00 pm to 2-30 pm	1-00 pm to 2-30pm	On special occasions, lunch needs to be served in Administrative
Coffee/Tea	3-30 pm to 3-45 pm	3-30 pm to 3-45 pm	3-30 pm to 3-45 pm	The timings vary depending upon the training schedule.
Evening Snacks	--	6-00 pm to 6.45 pm	6-00 pm to 6.45 pm	The timings vary depending upon the training schedule.
Dinner	NIL	8-15 pm to 9-30 pm	8-15 pm to 9-30 pm	On special occasions, dinner needs to be served in Administrative/Main Block/ also.
/High Tea (if ordered)	4.30 pm	4.30 pm	4.30 pm	Occasionally in a week.

* The timings vary depending upon the trg. Schedules.

33. CANTEEN MAINTENANCE AND OTHER JOBS

- 33.1 In addition to cooking and serving, as detailed out in this document, the Tenderer is also responsible for upkeep (except painting/colour wash) of Canteen Building and surrounding area, furniture provided by the FPI including repair/replacement due to damage made by the Tenderer's personnel. The inter-carting cylinder from filling area of LPG cylinders for cooking will also be the responsibility of the Tenderer. The detailed Scope of Work to be executed on this head are detailed

elsewhere in the tender document. Failure on the part of the Tenderer to execute the work under this clause, the FPI will make its own arrangements to execute the same and the actual cost incurred plus 15% for undertaking the jobs will be recovered from the running bills of the Tenderer.

33.2 The following activities including all cleaning activities / disposal of canteen waste, upkeep of in and around the canteen, kitchen, dining halls and all conference halls (after service) are in the scope of the Tenderer. No separate charges will be paid for these activities/disposal of canteen waste, etc.

34. CANTEEN SEWAGE LINES/PITS /TOILET CLEANING

34.1 Cleaning the sewage water lines (both opened and closed), manholes and pits around FPI canteen periodically by deploying adequate and trained Man power to maintain the line clear of all waste and other foreign materials.

34.2 Remove canteen waste from the sewage lines running in and around the canteen (opened & closed), manholes and pits on regular basis and store it into the drums. Also, the food waste, vegetable leaves and any garbage to be safely removed by separate motor vehicle (ref. to the clause under "Transportation") on daily basis and properly disposed outside the premises. The required manpower vehicle/trolley, drums, bucket and other cleaning equipment/ appliances, etc. for clearing/cleaning/transporting the canteen waste shall be arranged by the Tenderer at his own cost.

34.3 Remove the canteen waste and clean the open drainage inside the canteen premises at the following location on regular basis:-

- Kitchens
- Vessels Washing Areas
- Wash Basins
- Grinder Rooms
- Drainage from kitchens to pumping areas

34.4 Canteen waste solids blocked into the drainage are to be collected then & there and dumped into the big plastic buckets to be kept for the purpose by Tenderer. The waste/solids kept in the drums to be transported daily to garbage, vermin compost and disposed off safely and in eco friendly manner.

34.5 Clean the strainers fixed in the drainage line regularly to remove the choke for free flow of water. The strainer should be placed in its position always.

34.6 The Tenderer shall ensure that solid waste materials are not dumped into the drains. All such solid wastes must be removed from the utensils prior to washing. Any block either on the sewage lines (open & closed), manholes and pits shall be removed then and there by deploying additional manpower as required. No extra cost will be paid for such work.

34.7 If by chance, solids are allowed to accumulate, the Tenderer should employ more men for one time clearance. No extra payment will be paid for such work.

34.8 All tools and equipments required to perform the subject work shall be arranged by the Tenderer at his own cost.

34.9 Campus toilets (men/women)/change house provided by the FPI for the workmen are to be cleaned daily and always kept neat and tidy.

34.10 The required cleaning materials/consumables such as buckets, broomsticks, floor wiper with stick, cotton swabs with stick and chemicals/detergents, Vim, cheap cloth, duster cloth, perfume room spray, plastic hand brush, table cleaningwiper, fly kit, nylon brush, cobweb with stick naphthalene balls, etc. shall be arranged by the Tenderer at his own cost.

35. CANTEEN UTENSILS / CROCKERY / CUTLERY / GLASSWARE CLEANING:

Sterilization of plates, spoons, tumblers etc. and cleaning of utensils/rockery/cutlery/ glassware, etc. should be properly done by the Tenderer and the cleaning materials required for this purpose shall be at Tenderer's expense.

36. MECHANIZED CLEANING IN MAIN DINING HALL, KITCHEN, STORES, VIP DINING HALL, HAND WASH AREA, ENTRANCE ETC.

36.1. The floors of admin block, guest house and hostel and their Dining Hall, Hand Wash Area, Entrance, Stores and Kitchens should be scrubbed with automatic electric scrubber drier machine.

36.2. Dining hall including, wherever provided, skirting and serving platform should be sanitized and disinfected DAILY using steam cleaners.

36.3 The room freshener shall be sprayed DAILY at the hostel dining hall and guest house dining hall adequately prior to commencement of dining services and as advised by FPI.

36.4 The doors and windows, grills shall be cleaned DAILY.

37. MECHANIZED CLEANING OF KITCHEN

37.1 De-scaling and grease cutting (de-greasing) should be done DAILY in the kitchen for floor area, grills, oven and Dosa Tawa and any other catering gadget under use.

37.2 The entire kitchen has to be sanitized and disinfected DAILY using steam cleaners.

37.3 The floors should be scrubbed once in 3 days with automatic scrubber drier machine

38. CHEMICALS, SANITIZERS AND OTHER CLEANING COMPOUNDS

38.1 The chemicals, sanitizers and other cleaning compounds shall be used depending upon the nature of surface to be applied.

38.2 The cleaning of floor in all blocks in the campus and dining hall area shall be done using appropriate equipment and good quality Cleansers, sanitizers, Deodorizers & Chemicals of standard brands. Adequate frequency shall be maintained in doing various cleaning operations.

- 38.3 Materials and chemicals of approved quality only shall be used. These chemicals and materials are specifically for Kitchen usage only, wherein food is prepared at these locations. Utmost care should be taken to get the chemicals and the usage of the chemicals should be as per the recommendations and advice of the manufacturer of these chemicals.
- 38.4 The Tenderer has to maintain a logbook for the above cleaning activities and the log book shall be made available at all times in the canteen premises for inspection of FPI authorities. A copy of above cleaning schedule has to be accompanied along with the running bill.
- 38.5 The above procedures are formulated in order to maintain high standards of cleanliness in the canteen and it is the responsibility of the Tenderer to follow the above methodology. Further improvisation to maintain a hygienic atmosphere in the canteen and service points shall be the responsibility of the Tenderer.
- 38.6 The Tenderer has to adhere to the cleaning procedures strictly, else FPI will be forced to invoke penalty and other relevant Clauses of the tender document and it reserves the right to get the work done by mechanized Tenderers for housekeeping at the risk and cost of the Tenderer.

ANNEXURE-I**TECHNICAL BID
(Pre-qualification Requirement)****Tender to Provide Catering and House-Keeping Services To FPI**

This table has to be filled in by the prospective Tenderer without fail. Details of contract undertaken & annual turnover of the Tenderer for the preceding 3 years shall be given

A TECHNICAL/EXPERIENCE REQUIREMENTS		
Sl. No	Description	Particulars to be furnished by the Tenderer
01	Name of work & Description	
02	Contract Details	
	a) Contract period in months 2015-16 2016-17 2017-18	
	b) Contract Value in Rupees 2015-16 2016-17 2017-18	
	c) Date of commencement of business of the Tenderer	
03	Client Details – a) Name of Client b) Name & Address of Client's contact person c) Telephone & Fax No	
04	Supporting Documents a) Work order (Copy to be furnished) b) Completion certificate (Copy to be furnished)	
05	Confirm whether supporting documents as per 04 (a) and (b) are submitted clearly identifying the scope of work.	

Contd....

B FINANCIAL REQUIREMENTS		
Sl. No	Description	Particulars to be furnished by the Tenderer
01	Details of Annual Turnover of Tenderer preceding three years: 2015-16 2016-17 2017-18	
02	Whether Audited Balance Sheets & Profit & Loss Account submitted. 2015-16 2016-17 2017-18	YES / NO
03	Net worth: 2015-16 2016-17 2017-18	
04	Banker's details – Name and Address Type of account & No.	1) 2)

Note:

1) Tenderer shall furnish the experience details as above only of those contracts, which they consider suitable for meeting the qualifying requirements specified in the Notice Inviting Tender. FPI reserves the right not to evaluate any other contract details. Details of more contracts may be furnished in the same format, if desired.

2) Tenderer may note that non-submission of relevant supporting documents will lead to rejection of their tender. It shall be ensured that all relevant supporting documents are submitted along with their tender in the first instance itself. Evaluation may be completed based on the details so furnished without seeking any subsequent additional information.

3) If the Tenderer has executed/completed similar nature of work (as called in Experience Criteria of NIT (Notice Inviting Tender)), as a part of combined work order, then it is the responsibility of the Tenderer to produce documentary evidence from Client to establish the value and description of such works and that the Tenderer meets the experience requirements of tender.

UNDERTAKING

1. I / We have read and agree to adhere by all terms and conditions of the same.
2. I / We here by state that none of the employees of my/our organization is a relative of any employee of FPI and that none of the employees of FPI is a beneficiary of my/our organization including in the capacity as part-time employee, agent, partner or shareholder.

**SIGNATURE OF TENDERER
WITH OFFICIAL SEAL**

ANNEXURE -2**Business Information****Tender to Provide Catering and House-Keeping Services To FPI**

This table has to be filled in by the prospective Tenderer without fail. Self-attested copies of certificates of registrations under various departments of State and Central Government to be furnished.

SL No.	Description	Details to be furnished by the Tenderer
01	Name and address of the Tenderer	
02	PF Registration No. and District & State	
03	ESI Registration No. and District & State	
04	GST Registration	
05	Income Tax /PAN No.	
06	Certificate of Incorporation (in case of Company)	
07	Registration Certificate from Local Bodies	
08	Registration obtained from Labour Department	
09	Any other Statutory registrations obtained	
10	Other info, if any,	

I / We confirm that all the above registrations are under operation presently and shall be used for all related activities

**SIGNATURE OF TENDERER
WITH OFFICIAL SEA**

Tender to Provide Catering and House-Keeping Services To FPI

ANNEXURE – 3 TENDERER’S PROFILE

Photograph

This table has to be filled in by the prospective Tenderer without fail. Details of Tenderer’s profile are to be furnished in the following proforma.

Sl.No.	Subject	Details
1	Name and address of the Tenderer	
2	Whether a Proprietor/Partnership/Company/Any other? – Please indicate	
3	If a Company, please indicate whether a Private Company or Public Company.	
4	PAN issued by the Income Tax Dept. (a copy of PAN to be enclosed)	
3	Official address of the Tenderer (If a Company please indicate registered office address and corporate address separately)	
4	Name and address of the person submitting the tender whose photograph is affixed above (In case of proprietor/partnership firms, the tender has to be signed by proprietor or one of the partner only, as the case may be)	Shri/Smt.
5	Telephone number of the Tenderer	(Off) : (Res): (Mobile): (Fax): (e-Mail):
6	Registration and incorporation particulars of the Company. (If Partnership or Proprietorship, please indicate registration details obtained from local authority)	
7	Name/s and address of Proprietor/Partner/Directors to be furnished	1. 2. 3. 4.

8	Bank Details 1. Name and address of the Bank: 2. Bank Account No. 3. Type of Account	
9	Details of Technical and Supervisory Staff proposed to be deployed	

Note:

1. The Tenderers, as the case may be, shall submit self-attested copies of PAN Card, Certificate of Incorporation, Certificates of registration from local authorities, Partnership Deed, Articles and Memorandum of Association.
2. Authorization letter of the Company in case the person signing the tender document is an authorized representative of the company.
3. Self-attested copies of passport of proprietor and partner, in case the Tenderer is a proprietor or partner.
4. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents, with the Identity and signature proof.
5. Please attach a copy of last income tax return.

I/We hereby declare that the information furnished above is true and correct to the best of knowledge and belief.

Place:

**SIGNATURE OF TENDERER
WITH OFFICIAL SEAL**

Date:

ANNEXURE – 4**Proforma for Performance Statement for the last Three (3) years:****Tender to Provide Catering and House-Keeping Services To FPI**

Name of the Tenderer :	
-------------------------------	--

Orders placed by (Full address of Client)	Order No Date	Description Of Services	Value of order	Date of Completion of Service as per contract (attach a certificate)	Is the service provided satisfactory (Attach certificate from the client)

Note: Separate sheet to be enclosed for each order executed.

Date:

**SIGNATURE OF TENDERER
WITH OFFICIAL SEAL**

ANNEXURE – 5
Tender to Provide Catering and House-Keeping Services To FPI

Undertaking on being not Blacklisted
(Submit on Letterhead)

This is to certify that << COMPANY /PARTNERSHIP FIRM / PROPRIETARY AGENCY NAME >> is not blacklisted by Government of Karnataka or any of its agencies for any reasons, whatsoever and not blacklisted by Central / any other State / UT / Government, or its agencies for indulging in corrupt, or fraudulent practices or deficiencies of services or for indulging in unfair trade practices as on 31st September, 2018.

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Annexure – 6**TENDER FORM****Tender to Provide Catering and House-Keeping Services To FPI**

TO:
The Director
Fiscal Policy Institute
Kengeri, Bangalore – 560060.

Dear Sir,

Having examined the Tender Documents including Addenda No..... *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform AMC work.....
(*Description of Services*) in conformity with the said tender document.

We undertake, if our tender is accepted, to perform the services in accordance with the scope of work specified in tender document.

If our tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5.0% of the Contract Price in prescribed format.

We agree to abide by this tender for the Tender validity period specified in tender document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand that FPI is not bound to accept any tender.

We confirm that we comply with the eligibility requirements as per the tender document.

Date -----.

(Signature)

Tenderer / Authorised person

On behalf of -----

ANNEXURE – 7
Tender to Provide Catering and House-Keeping Services To FPI

CHECK LIST

The tenderer shall check the following parameters before submitting the tender

SI No	Enclosure Details	Remarks
1	Name & Address of Tenderer with photograph	Yes / No
2	Tendering document duly uploaded in all respects	Yes / No
3	Documents in support of pre-qualifying requirements as per Annexure-1.	Yes / No
4	EMD of Rs.1,50,000/- through online	Yes / No
5	GST Registration Certificate	Yes / No
6	Details of Technical/Skilled Manpower proposed to be deployed - in a separate annexure	Yes / No
7	Authorization letter of the Company in case the person signing the tender document is an authorized representative of the Company.	Yes / No
8	Annual Turnover Statement enclosed	Yes / No
9	Registration details: - ESI - PF - Labour Laws/Local bodies	Yes / No
10	Enclosed copies of latest Returns filed in respect of - IT - ESI - PF	Yes / No
11	Copy of PAN card enclosed	Yes / No
12	Copy of Registration and incorporation particulars of the Company. (If Partnership or Proprietorship a copy of Partnership Deed / Registration certificated issued by local authorities)	Yes / No
13	Bank details furnished	Yes / No
14	Registration obtained from Labour Department	Yes / No
15	The bidder shall not be under declaration of ineligibility for corrupt or fraudulent practices or deficiencies of services or blacklisted with any of the Government agencies at the time of bidding – Annexure – 5	Yes / No
16	Other statutory details, if any.	

Date:
Place:

SIGNATURE OF TENDERER
WITH SEAL

ANNEXURE – 8

Tender to Provide Catering and House-Keeping Services To FPI

AGREEMENT

(to be executed by the successful tenderer only, on finalization of tender)

The agreement made on this..... day of month
.....year.....
between M/S

..... herein
after called “The Tenderer” (which expression shall unless excluded by or repugnant to the
context, include its successors, heir, executors, administrative representative and assignee)
of the one part & herein after referred to as the Fiscal Policy Institute (FPI), of other part.

Whereas the Tenderer has offered to enter into contract with the said FPI in section
..... for the execution of work of Catering associated works in FPI terms in the
Bangalore jurisdiction) on the terms and conditions herein contained and the rates
approved by the FPI (copy of Rates annexed) have been duly accepted and whereas the
necessary security deposits have been furnished in accordance with the provisions of the
Tender document and whereas no interest will be claimed on the security deposits.

Now these presents witness and it is hereby agreed and declared by and between the parties
to these presents as follows.

1. The Tenderer shall, during the period of this contract that is to say from (Date)
..... to (Date)..... or completion of work or until this contract shall be
determined by such notice as is hereinafter mentioned, safely carryout, by means of labours
employed at his own expenses and by means of tools, implements and equipment etc. to
supplied by him to his labour at his own expensed, all other associated works as described
in Tender documents (annexed to the agreement), when the FPI (TERM) Bangalore or any
other persons authorized by the FPI, Bangalore in that behalf require. It is understood by
the Tenderer that the quantity of work mentioned on the schedule is likely to change as per
actual requirements as demanded by exigencies of service.
2. The Tender (notice inviting expression of interest), Tender documents (Qualifying and
Financial), letter of intent, approved rates, annexed hereto and such other additional
particulars, instructions, drawings, work orders as may be found requisite to be give during
execution of the work shall be deemed and taken to be an integral part of the contract and
shall also be deemed to be included in the expression “The Agreement” or “The Contract”
wherever herein used.
3. The Tenderer shall also supply the requisite number of workmen with means & materials
as wee as tools, appliances, machines, implements, vehicles for transportation, cartage etc.
required for the proper execution of work within the time prescribed in the work orders.
4. The Tenderer hereby declares that nobody connected with or in the employment of the
Fiscal Policy Institute is not/shall not ever be admitted as partner in the contract.
5. The Tenderer shall adhere by the terms and conditions, rules, guidelines, construction
practices, safety precautions etc, stipulated in the Tender document including any
correspondence between the Tenderer and the FPI having bearing on execution of work and
payments of work to be done under the contract.

In witness whereof the parties present have here into set their respective hands and seals the day year in.....

Above written:

Signed sealed & Delivered by

the above named Tenderer

in thePresence of

Witness: 1.

2.

Signed & Delivered on behalf of the FPI by the

Witness : 1.

2

ANNEXURE – 9**FINANCIAL BID****Tender to Provide Catering and House-Keeping Services To FPI**

[Financial Bid to be submitted on-line only (i.e. <https://www.eproc.karnataka.gov.in>)

[Uploading scanned copy of Financial Bid will not be considered].

- This table has to be filled in by the prospective Tenderer without fail.
- As per the notification of FD, Govt. of Karnataka, it is mandatory to submit Financial Bid on-line in e-Procurement portal of Govt. of Karnataka, Scanned copy uploaded will be rejected from Financial Bid evaluation.

FINANCIAL BID SCHEDULE -1:**FOR CATERING:**

1.1 The day meal includes the following:

Sl.No.	Food	Description
01	Vegetarian	Bed Coffee/Tea, Breakfast, Daily Coffee/Tea during mid session.-fore noon and afternoon, Regular Lunch, Executive Lunch, Evening Snacks, Hi Tea, Dinner .

1.2 The Tenderer shall quote rates for individual items both in figures and in words.

Rates To Be Quoted For Individual Items (Menu) As Under [rate includes GST]*

Sl. No	Item	Description	Quantity	Unit Rate (figures) (Rs.)	Rate in words* (Rs.)
01	Catering – Bed Coffee/Tea	Morning Bed Coffee/Tea	100 ML as one unit		
02	Catering - Breakfast	1. Cornflakes with milk and sugar / Ragi Ganji/Coffee/Tea/Milk 2.Any two eatables for each Day as per the weekly menu of the FPI <ol style="list-style-type: none"> 1. Idli Vada – With Sambar and Chutney 2. Rava Idli with vegetable Sagu/Chutney 3. Bread Toast with Jam and Butter. 4. Lemon Rice (Peas or with 	Unlimited		

		<p>seasonal Vegetable/Avarekalu) with Pudeena Chutney.</p> <ol style="list-style-type: none"> 5. Khara Pongal/Kichidi – with Tamarind Gojju/Raita 6. Bisibele Bath with Chips / Khara Boondhi. 7. Veg. Bath /Tomato Bath with Raita/Green Chutney 8. Masala Dosa with Chutney/Sambar 9. Plain Dosa with Veg.Sagu / Red Chutney 10. Onion Dosa with veg. Sagu/Chutney 11. Set Dosa with Bombay Sagu / Chutney 12. Mix Dal Dosa(Adai) with Green Chutney/Sagu 13. Rava Dosa with vegetable Sagu/Chutney 14. Chow Chow Bath. 15. Vegetable Shavige Bath with Chutney 16. Poori with Bombay sagu with Chutney. 			
03	Catering - Regular Lunch	<ul style="list-style-type: none"> • Any two items for each Day as per the weekly menu of the FPI • Plain Chapathi /Chapathi with Grated Carrot/Menthya/Pallak/Akki-Rotti/Raagi-Rotti /Jowar-Rotti, /Raagi Ball (Mudde) • White rice with Rasam - Peppar/ Tomato/ Mysore Rasam daily. • Sambar – Mix Veg(Seasonal Vegetables)/Bassaru/Soppu sambaru/Massoppu(Seasonal Soppu)/Uppesru /Drumstick/Majjige Huli/Pumpkin/Mulangi/Seem ebadanekai/Avarekalu. • One Sweet – Shavige/Hesaru bele/Sabudana/Gasagase Payasam/Gulab Jamoon/Dry jamoon/Dharwad Peda/Badam Burfee/ Dodh) 	Unlimited		

		<p>Peda(Nandhini)/ Khaju Burfi/Carrot/Khashi/Pinapple Halwa/ Badam Puri(small)/Mysore Pak(Nandhini)/ Badusha(Small)/Nandhini Dry fruit Burfi/Nandhini Milk Pede/ Jilebi/Jahangir/ Nandhini Coconut Burfi</p> <ul style="list-style-type: none"> • Pickle, Papad, Curds daily • Any one item for each Day as per the weekly menu of the FPI:Butter Milk/Masala butter milk without chilly/ Jaljeera. • Any two items for each Day as per the weekly menu of the FPI: Chenna masala Curry/Huchellu Chutney/ Red Kara chutney with butter/ Mixed Veg.Kurma/Bendekai Gojju/ Aloo mutter gravy/ /Onion with Tomato Gojju/Hagalkai Gojju / Brinjal Gojju (Ennagai) / bendi masala. • Cabbage Palya with Green Gram/peas/channa dal / Chapparadavarekayi Palya/ hurulikal palya/ soppu palya /Any seasonal Soppu palya/carrot and huralikayi pallya /Beetroot pallya/Any seasonal Veg Palya. • Chutney/ Herekai Palya/Sore kai palya any Soppina Palya • Green salad with sliced Tomato /Onion/Meti Soppu/ Beetroot/Sundal /Sprouted moongdal/peanut/raw grated carrot and cucumber / Kosambari . • Ice-Cream, Fruits/Cut-fruits(Seasonal Fruits), Pappad/Masala Pappad 			
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04	Catering - Executive Lunch	<p>Regular Lunch and Any one item out of the each following category on the day of request of the FPI:</p> <ul style="list-style-type: none"> • Ghee Rice/Jeera Rice/Pudeena Rice/Methi Rice/ Palak Rice/Veg Pulav/Peas Pulav/Veg Fried Rice/ /Lemon Rice/Mango Rice/Coriyandar Rice/ Capsicom Rice/Veg Biryani/Hydarabadi Biryani/Puliyogare/Coconut Rice Bath – with required Chutney/Raita/Dal fry/curry. Vegetable noodles/Hakka Noodles/Schezwan Noodles/Veg Noodles with Sauce. • Gobi/veg/Babycorn manchurian/ • Dum Aloo/Aloo mutter gravy/Aloo Capsicum/Aloo gobi masala / Hydarabadi curry / veg.Mughlai/ rajma curry /Paneer Kurma/Paneer Butter Masala 	Unlimited		
05	Catering - Dinner:	<ul style="list-style-type: none"> • Chapathi/Pulka • White Rice • Sambar and Rasam- Dinner also will be of similar variety and quantity of normal regular lunch specified above. However, on a particular day, the sambar and rasam for lunch and dinner should be different and not a repetition of the item. • Curry/vegetable pallya-Gowrikayi /Thondekayi/green peas/mix veg/beetroot/seeme badanekayi/hurali kayi/etc., the item for lunch and dinner should be different and not a repetition. • Butter Milk and Curd • Fruits: Banana 	Unlimited		

		<ul style="list-style-type: none"> Papad and Pickle. 			
06	Catering Evening Snack	<ul style="list-style-type: none"> 01 No. (100 grams) - Kachori / Bread Sandwich(Two slice)/Veg Puff. with required Chutney/green/sweet chutney/ sauce. 02 Nos(75 grams each): Paneer Pakoda / Onion Pakoda / Veg. Cutlet / Crispy Aloo Tikki/ Masala Vada /Maddur Vade/Hirekayi Bajji/ Onion bajji / Balekayi Bajji / Mixed Veg Bajji /Nuchhina unde/ Bread Pakoda/Aloo bonda / Samosa / with required Chutney/green/sweet chutney/ sauce. One Plate(150 grams):Bhel puri /Masala puri/Sev Puri/ /Masal Papadi Chat with required Chutney/green/sweet chutney/ sauce. Coffee and Tea(100 ml) 			
07	Catering Hi-Tea	<ul style="list-style-type: none"> Aloo Chips(6 Nos.big slices) , and Unbroken roasted spicy Cashew Nuts (Min. 5 nuts)- Compulsory. Any One Sweet-Rich Plum Cake(75 grams) / Mini Pastry(75 grams) / Bengali Sweet / Any Nandini Sweet.(One Whole Piece) Viz.,Dharwad peda/Nandini Dry fruit Burfi/ / Dood peda etc., Any One Spicy Snack out of the following category: <ul style="list-style-type: none"> 01 Veg. puff /Samosa (100 grams) 02 Nos(75 grams each): Paneer Pakoda / Onion Pakoda /Palak Pakoda / Hara bara Kabab/ Kachori / / Veg. Cutlet / Crispy Aloo Tikki/ Masala Vada/maddur vada / Onion bajji / Balekayi Bajji /Mixed-Bajji/Aloo bonda/Nuchhina unde/ with required Green/Sweet Sauce/Chutney. Coffee/Tea 			
08	Catering Daily Coffee/Tea during mid session.(for e noon &afternoon)	Coffee/Tea with two types biscuits for Trainees /Guests/Resource Persons/.	100ml per unit	Limited as stated.	
		Total			

Financial Bid Schedule – 1 contd.....

1.3 The Technically Qualified Tenderers has to provide the rates for the following individual items both in figures and in words (as **supplementary** to the above menu list i.e. 1.2) **[rates includes GST]. The rates quoted in this table will not be considered for financial evaluation to arrive L1. However, these rates should be match with the item wise rate quoted in Financial Bid Schedule –1, These rates need not be uploaded in the e-Procurement portal, the same needs to be submitted to FPI in closed cover mode before opening the Financial Bid.**

Sl. No	Menu	Quantity	Unit Rate (in Rs) [includes GST]*	
			In figures	In words
01	Vada	75 gms		
02	Idly (2 No.s)	150 gms		
03	Rava Idli			
04	Pongal	150 gms		
05	Kitchadi	150 gms		
06	Bisibele-Bath/VegBath/ Tomoto Bath etc.	150 gms		
07	Masala Dosa/Plain Dosa/	175 gms		
08	Set Dosa (3 nos.)	200 gms		
09	Onion Oothappam	175 gms		
10	Chow Chow Bath	150 gms		
11	Chinese Noodles - one medium bowl	200 gms		
12	Gobi/Veg/Baby corn Manchurian			
13	Somosa	75 gms		
14	Dahi Vada	75 gms		
15	Paneer Pakoda/Onion Pakoda/ Veg.Cutlet/Cryspi Aloo Tikki/ Masala Vada/Maddur Vada/Hirekai Bajji/Onion bajji/Mixed Veg Bajji/Palak Pakoda/Hara hara Kabab/Kachori/Veg Cutlet/Balekai Bajji/Aloo Bonda/Nuchina unde/Bread Pakoda.	75 gms		
16	Bajji	75 gms		
17	Sweet – any one item / dish	50 gms		
18	Mini Pastry/Sweet Rich Plum Cake	75 gms		
19	Veg. Puffs / Bread toast	100 gms		
20	Bread + Butter + Jam	100+10+ 20 gms		
21	Bread Sandwich/Toast/kachori	125 gms		
22	Aloo Chips	06 Nos		
23	Unbroaken roasted Spicy Cashew Nuts	05 Nos		
24	Kulcha	175 gms		
25	Tandoor Roti	175 gms		
26	Parota	175 gms		
27	Chapathi/Pulka			
28	Hot Beverages- milk/Horlicks....	100 ml		

29	Coffee / Tea	100 ml		
30	Ghee Rice/Jeera Rice/Pudeena Rice/Methi Rice/ Palak Rice/Veg Pulav/Peas Pulav/Veg Fried Rice/ /Lemon Rice/Mango Rice/Coriyandar Rice/ Capsicom Rice/Veg Biryani/Hydarabadi Biryani/Puliyogare/Coconut Rice Bath	150gms		
31	Veg-Subji	200gms		
32	Masala puri/Bhel Puri, Sev Puri			
33	Green Salad	150 gms		
34	Cut fruits bowl	150 gms		
35	Nandini /Amul Ice Cream	40 ml cup		
36	Ice Cream			
		Total		

Note:

1. The above list is indicative. The daily fixed menu will be decided in consultation with Director, FPI or authorized representative of FPI. A weekly sample menu will be finalised every month.
2. Item rate shall be inclusive of all costs, taxes and Tenderer's profit.

Contd....

Annexure - 9**FINANCIAL BID SCHEDULE -2****FOR HOUSE-KEEPING****2.1 Price Bid for House-Keeping: (Bid Monthly Rates only) [rates includes GST]**

Sl.N o.	Description	Floor-wise area	plinth area	Rates (in figures)	Rates (in words)
1	House Keeping - Main Block - Ground Floor + First Floor + Second Floor - (which includes Reception area, Director and Chairman's chambers, PAs Chambers, 7 class rooms, 16 faculty rooms, one auditorium, 2 conference rooms, administrative office, library hall, computer lab, studio and common area etc.)	1640 sq. meters X 3 = 4920 square meters			
2	House Keeping - Guest House - Ground Floor + First Floor (which includes 9 rooms, 3 suite rooms, kitchen, dining hall and common area)	540 sq meters X 2 = 1080 sq meters			
3	House Keeping - Hostel – Ground Floor + First Floor + Second Floor (which includes 73 rooms, kitchen, and dining hall etc. and kitchen)	1254 sq. meters X 3 = 3762 square meters			
4	House Keeping - Director Quarters: Ground Floor - 104 Sq.M. First Floor - 78 Sq.M. + Back yard	182 square meters			
5	House Keeping - Faculty & Staff Quarters Blocks	Type 14 Quarters (6 units) Type 16 quarters (8 units) Type-17 quarters (8 units) Total = 7544.19 sq meters, - common area			
6	House Keeping - Terrace Area (Terrace of all the blocks)	LS (Lump sum)			
7	House Keeping - Common Area: All Roads and open area in the campus, excluding garden area.	LS (Lump sum)			
		House keeping		Total	

Contd....

Financial Bid Schedule – 2

2.2 Price Bid for Laundry Service - Washing and Ironing for FPI Linen / Fabrics:

The rates for the following linen fabrics of hostel and guest house have to be quoted as indicated below **[including GST]**

SI No	Particulars	No. of item	Unit Rate (in figures)	Unit Rate (in words)
1	Laundry Service - Bath Towels	01		
2	Laundry Service - Bed sheets	01		
3	Laundry Service - Pillow covers	01		
4	Laundry Service - Bed cover	01		
5	Laundry Service - Blankets (dry clean)	01		
6	Laundry Service - Window Curtains	01		
7	Laundry Service - Door Curtains	01		
8	Laundry Service - Table Cloth	01		
9	Laundry Service - Table Slip	01		
10	Laundry Service - Napkin	01		
11	Laundry Service - Face towel	01		
	Total			

2.3 Price Bid for Chair Shampooing Service (Bid for unit) [including GST]

SI No	Particulars	Unit	Unit Rate (in figures)	Unit Rate (in words)
1	Shampooing Dining chairs (cushion)	01 Chair		

2.4 Price Bid for Removing of Bee-Honeycomb: [including GST]

SI No	Particulars	Frequency	Unit Rate (in figures)	Unit Rate (in words)
1	Removal of Bee Honeycomb - service	One time / per comb		

Note:

- In case of tie between two or more Tenderer at lowest position, all the lowest Tenderer shall be asked to submit discount over their previous quoted rates in sealed envelopes.
- In case of a tie again in lower position, the job will be awarded to the Tenderer with higher credential [highest single order value for similar type of jobs in last five years (50%) plus highest turnover in last three years (50%).
- FPI reserves the right to call vendors for Financial negotiation with L-1 bidder.

FINANCIAL BID**Tender to Provide Catering and House-Keeping Services To FPI**[Financial Bid to be submitted on-line only (i.e. <https://www.eproc.karnataka.gov.in>)].**(The Financial bid schedule-3 will not be considered for L1 price)****FINANCIAL BID SCHEDULE -3:****Rates for Serving Lunch to FPI Officers/Faculty/Staff/Guests:**

	Menu	Description	Food Quantity	Unit Rate (in figures) (includes GST)	Rate in words (includes GST)
1	South Indian Lunch / (Working Lunch)	Chapathi/Raagi Ball (Mudde), White Rice, Sambar, Rasam, One subji (vegetable palya), Pickle, Papad, and Butter Milk/Curds	Unlimited		
			Total		

Note: The officers, faculty, staff and other guests of FPI are entitled to have food at the rate quoted by the Tenderer / Contractor. The contractor should collect food charges directly from the consumers (i.e. officers, faculty, staff and other guests of FPI). The Contractor shall not charge the food rate more than the rates quoted above. FPI reserves the right to call vendors for Financial negotiation.

Date:
Place:

SIGNATURE OF TENDERER
WITH SEAL
