



Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
(Field Operations Division)

West Bengal (South) Region
CGO Complex, DF-Block,
Salt Lake, Kolkata – 700 064
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No. NSSO/FOD/RO &ZO/Catering/2017-18

Date: 15.06.2018

Subject: Notice Inviting Quotation (NIQ) for supply of Working Lunch and refreshment at NSSO (FOD) Offices situated at Kolkata

1. INTRODUCTION

- 1.1 Online bids are invited under Two Stage Bid System for **Supply of Working Lunch & Refreshment at NSSO(FOD), Zonal Office, Mahalanobis Bhawan, 164, G.L.T. Road, 6th floor, Kolkata – 700 108 and NSSO(FOD), Regional Office, CGO Complex, 2nd floor, E-Wing, DF Block, Sector-I, Salt Lake, Kolkata- 700064** or at any other place in Kolkata as specified by NSSO.
- 1.2 Tender documents may be downloaded from MOSPI website www.mospi.gov.in (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

Published Date	16.06.2018 (09:00 Hrs.)
Bid Document Download Start Date	16.06.2018 (10:00 Hrs.)
Bid Submission Start Date	16.06.2018 (10:00 Hrs.)
Bid Document Download End Date	09.07.2018 (10:00 Hrs.)
Bid Submission End Date	09.07.2018 (10:00 Hrs.)
Bid Opening Date	10.07.2018 (13:00 Hrs.)

- 1.3 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
- 1.4 Tenderer who has downloaded the tender from the MOSPI website www.mospi.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. The bids shall be submitted in the prescribed bid templates (pdf format) only.
- 1.5 Tenderer has to submit Technical and Financial Bids. Technical Bid Template is attached at Annexure-I and Financial Bid Template is attached at Annexure-II.
- 1.6 Intending tenderers are advised to visit again MOSPI website www.mospi.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 1.7 Interested bidders or its representative may be present at CGO Complex Office of the NSSO on the date opening of bids. NSSO reserves the right to cancel any or all quotations without assigning any reason thereof. Rate should be quoted for working lunch menus and refreshment menus attached at Annexure-IV.

2. BACKGROUND

- 2.1 The Field Operations Division of National Sample Survey Office organizes training programmes and meetings from time to time at the premises of Zonal Office, Kolkata and Regional Office, Kolkata located at Mahalanobis Bhawan, Kolkata-700108 and C.G.O. Complex, Kolkata-700064 respectively. The meetings /training programmes may also be organized at Govt./Pvt. Institutes, other offices of Central Govt./State Government or any other place in Kolkata as specified by NSSO. Yearly, approximately, 16-20 trainings/meetings are held at Zonal Office and 4-6 trainings/meetings at Regional Office. The number of participants in these trainings/meetings vary between 25-100. However, the same are intimated one day in advance of the programme.

3. GENERAL INSTRUCTION: SCOPE OF THE WORK

- 3.1 The successful bidder is required to provide working lunch and refreshments (tea/coffee and snacks) to members/participants present in various meetings/training programmes held in Zonal Office and Regional Office of NSSO (FOD), Kolkata from time to time as per selected

menu from the menu chart (Menu Code A to G for working lunch and Menu Code A to J for refreshment) attached at Annexure –IV.

- 3.2 Buffet spread table shall be provided by NSSO (along with running tap water). However there would be no provision of providing cooking kitchen/place inside the Office premises.
- 3.3 During lunch, successful bidder has to provide plates, spoons, paper-napkin, glass/paper tumbler, Mineral Water (Bisleri/Aquapura make) with dispenser, serving materials/utensils, fork, dustbin (for carrying leftovers) and detergent/scrubber for cleaning. Table Covers are also to be provided by the successful bidder.
- 3.4 Leftover /refuse/garbage emanating after the lunch are to be disposed off by the successful bidder at nearest Municipal garbage collection centre immediately after the working lunch and Tea & Snacks are over. The floor shall also be cleaned and spic & span of the Dining Hall has to be ensured by the successful bidder.
- 3.5 The successful bidder is to provide adequate service personal for serving buffet lunch in the dining hall of NSS Office, cleaning of garbage, cleaning of plates/cups etc.
- 3.6 There may be either Buffet lunch or packed lunch during meetings/training programmes which will be intimated prior to the meeting along with the time of serving.
- 3.7 The successful bidder has to provide suitable number of manpower for serving tea/coffee/snacks and working lunch. The cups/plates and other utensils for serving tea/snacks/working lunch will be provided by the successful bidder during meetings/trainings programmes.
- 3.8 While placing the order NSSO will only inform the menu code, as specified at Annexure-IV, and successful bidder will supply items mentioned in the menu code without any departure. The successful bidder has to ensure that sufficient quantity (of each item of the menu) is supplied against ordered quantum.
- 3.9 The successful bidder has to supply cooked food at the venue of meeting/training programme. The venue of meeting/training programme will be indicated by NSSO in advance. Transportation Charges against supply of food at the indicated venue will be borne by the successful bidder.
- 3.10 The service personnel provided by the successful bidder should be well dressed, in clean uniform and well behaved.

4. TERMS AND CONDITIONS

- 4.1 The contract should be valid for one full year from the date of award of the contract. However, if the standard of the service and food is found satisfactory, the contract may be further extended for next one year or part thereof with mutually agreed terms and conditions.
- 4.2 Deputy Director General (RO), NSSO(FOD), Kolkata reserves the right to terminate/curtail the contract any time after giving one month notice to the selected bidder owing to non acceptance of office order, deficiency of service, substandard quality of food, breach of contract, declining requirement/non-compliance of instructions, non adherence to statutory duties/obligations etc.

- 4.3 The Bids should be inclusive of taxes, service charges, charges for providing manpower, consumables, utensil/equipment etc. as required for the performance of services as per scope of work. **Per menu per day cost (including all applicable taxes, GST, Octroi etc.) may be limited to Rs. 300/- for working lunch and Rs.75 for refreshment.** Rates quoted more than above will be automatically disqualified. Normally, successful bidder has to make arrangement of refreshment (tea /coffee & snacks) at two times (at morning and at evening as per time specified by NSSO in the work order) and one working lunch (as per time specified by NSSO in the work order) per day per person.
- 4.4 The rates quoted shall hold good for **one year**. No amendment in the rate will be accepted during the period of contract.
- 4.5 Conditional bids, incomplete bids, rates quoted for partial validity period and bid for part of the works would not be considered and will be out rightly rejected in very first instance.
- 4.6 The successful bidder has to deposit **Performance Guarantee of Rs. 5000/- (Rupees Five thousand only) in favour of “Pay & Accounts Officer, MOSPI, Kolkata” payable at Kolkata, in the form of Bank Guarantee /Fixed Deposit Receipt/Demand draft from a commercial bank, at the time of award of the contract. The Performance Guarantee should be valid beyond 60 days of the period of the contract.** The Security Deposit will be returned without any interest after satisfactory completion of all contractual obligations. The amount, however, shall be confiscated in case of refusal or failure to provide satisfactory service or backing out before completion of the contract period.
- 4.7 If the successful bidder fails to supply the required articles within the time stipulated in the work order of the office, the office shall be at liberty to purchase the articles from the market and the difference of price, if any, shall be deducted from the security deposit and in case any amount is in excess of the security deposit, the contractor shall be liable to pay this additional amount.
- 4.8 All entries in the quotation should be legible and filled-in clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. There should not be any over writings or corrections in the quotations. If a figure is to be amended, it should be neatly scored out, the revised figure written above in words and the same attested with full signature with date. In the absence of the attested signature, the quotation is liable to be rejected.
- 4.9 It is to be ensured that the complete information as required by this office must be furnished by the bidders in the prescribed format. Different formats submitted with incomplete information and not confirming to the requirements are liable to be rejected.
- 4.10 Each page of this NIQ should be signed by the bidder or by the authorized signatories with office seal and require to be enclosed with bid. Signing each page of this document will be implied as its acceptance in unequivocal manner with clear understanding and interpretations.

- 4.11 Any form of canvassing or attempt to bear upon external influence in the tendering process shall be deemed to be a disqualification and the bid would be liable to be summarily rejected.
- 4.12 Any attempt to bear upon external influence during the period of operation of the contract shall be deemed to be a breach of contract and the contract would be liable to be summarily cancelled after giving one month notice to the successful bidder.
- 4.13 The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any party without the prior written consent of the NSSO.
- 4.14 The successful bidder will be bound by the details furnished by him / her to the NSSO while submitting the quotation. In case any of such documents furnished by him/her is found to be false it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- 4.15 The successful bidder shall be responsible for proper conduct of its personnel in NSSO premises. In case of any damage/loss/theft etc. to the property of NSSO which is caused by the personnel deployed by the successful bidder, it will either be liable to make good the loss on the basis of the value of the property as determined by NSSO or the same could be recovered from the security money deposited by the bidder /running bill. The decision of DDG(RO), NSSO (FOD) Kolkata as to the value of loss shall be final and binding on the successful bidder.
- 4.16 The offer quoted by the successful bidder shall remain valid at least sixty(60) days from the date of opening of the quotations.
- 4.17 It will be responsibility of the successful bidder to meet/coordinate transportation, food, medical and any other requirements in respect of the persons deployed in the NSSO and the NSSO will have no liabilities, financial or otherwise, in this regard.
- 4.18 GST number should invariably be printed in the invoice/bill. PAN, Trade License No., GST No. are to be provided with the quotation document.
- 4.19 NSSO reserves the right to levy suitable fine as debited by the competent authority from the bills submitted by the successful bidder pertaining to such order under the following grounds:
- (i) Sub Standard quality of food
 - (ii) Unsatisfactory performance of the service rendered
 - (iii) Failure to comply with the instructions of this office.
 - (iv) Failure to deliver/serve the food as per scheduled time.
 - (v) The service personnel/staff provided by the agency are not well behaved and humble.
 - (vi) Any other grounds not mentioned in this document.

The contract may also be terminated on the above grounds by this office by serving one month clear notice, in advance.

- 4.20 The successful bidder will be required to give an undertaking that it has understood clearly all the terms and conditions mentioned in this document and bind itself to the same for the period of the contract. A proforma of undertaking is at Annexure –III.
- 4.21 In case of abnormal irregularity noticed, penalty will be levied by NSSO up to the extent of 10% of the charges due for the relevant period for which order has been placed, after issuing show cause notice and due consideration of the explanation of the agency, if submitted within the stipulated time.
- 4.22 An Agency shall submit only one quotation. Submission of multiple quotations by a single Agency will lead to rejection of all such quotations.
- 4.23 On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms of the contract.
- 4.24 This office reserves the right to accept or reject any offer(s) without assigning any reason thereof to the bidder(s).

5. TERMS OF PAYMENT/PAYMENT MECHANISM

- 5.1 The successful bidder shall be paid for the number of plates ordered.
- 5.2 The number of plates used/consumed during the lunch shall be counted jointly by the representative of NSSO and the successful bidder. A certificate regarding the same shall be signed on the same day. Bills pertaining to an order must enclose a signed copy of such certificate.
- 5.3 The final bill shall be submitted to The Deputy Director General, National Sample Survey Office (FOD), Regional Office, CGO Complex (2nd floor), DF-Block, Salt Lake, Kolkata – 700064 by the successful bidder within one week of completion of meeting/programme.
- 5.4 All payments would be made through RTGS/NEFT after receiving bills in triplicate in favor of DDG(RO), NSSO, Kolkata with all relevant documents.
- 5.5 The Tax Deduction at source (TDS) shall be made as per the provision of Indian Income Tax Act, as amended from time to time.
- 5.6 Payment shall be made as per rate mentioned against the menu code.

6. SELECTION OF SUCCESSFUL BIDDER

- 6.1 All the bids will be scrutinized by a Committee constituted for this purpose. Only bidders who meet the qualifying criteria under Technical Bid shall be considered further.
- 6.2 The bidders shall quote rates in the prescribed bid templates (pdf format) only in respect of each menu attached at Annexure-IV. The same shall be signed by authorized representative of the bidder. **The rates are limited to Rs. 300/- for each menu for working lunch and Rs. 75/ for each menu for snacks per day per head.**
- 6.3 The lowest bidder (L1) shall be arrived at after averaging the rates quoted in respect of all the pre fixed menus only for those who meet the qualifying criteria.

TEMPLATE FOR TECHNICAL BID**1.**

Sl.No.	Name of Document	YES	NO
1	Registration Certificate of the bidder under State/Central Government		
2	Copy of PAN card of the bidder		
3	Copy of the IT return of the bidder as filed for the last financial year		
4	Copy of the Service Tax/ GST Registration certificate of the bidder		
5	Copy of trade license		

Note: Attachment of copies of above documents is mandatory.

2. OTHER RELEVANT INFORMATION (MANDATORY)

1	Name of the bidder	
2	Profile of the bidder (Catering Agency/Restaurant)	
3	Name of proprietor/ Director of the Agency	
4	Full address of Registered Office	
	a. Telephone/Mobile No. b. Fax No. c. E-mail	

(Signature of the authorised person of the Agency with seal)

Place:

Date:

TEMPLATE FOR FINANCIAL BID

MENU CODE (FOR LUNCH)	PRICE(INCLUDING TAXES)	MENU CODE (FOR REFRESHMENT)	PRICE(INCLUDING TAXES)
A		A	
B		B	
C		C	
D		D	
E		E	
F		F	
G		G	
XXX		H	
XXX		I	
XXX		J	

(Signature of the authorised person of the Agency with seal)

Place:

Date:

(On official stationery/letter head)

To
The Deputy Director General
Ministry of Statistics & Programme Implementation
National sample Survey Office
(Field Operations Division)
West Bengal (South) Region
CGO Complex,(2nd floor) DF-Block,
Sector-I, Salt Lake, Kolkata – 700 064

Undertaking

- i. I Son/Daughter/Wife of Shri
Proprietor/Director/authorized signatory of(name of agency)..... is competent to sign this declaration and execute this tender document.
- ii. I/We have visited the premises and fully understand the scope of the work and terms and conditions of the quotation.
- iii. I/We have gone through the Term & Conditions given in the NIQ document and agree with the same.
- iv. I/We understand that in the event of non-compliance of the terms & Conditions of the NIQ, my/our EMD shall be forfeited by the Govt. of India, Ministry of Statistics and Programme Implementation, NSSO(FOD), Kolkata, West Bengal.
- v. All information provided in this quotation is true and correct to the best of my/our knowledge. The price quotation along with reverent document is attached.

Seal with date

(Authorized signatory)

Menu for Working Lunch**Menu-A**

Plain Rice(Fine)
Tawa Roti
Yellow Dal (Arhar)
Matar Paneer /seasonal vegetable with tomato curry
Pyaj Koli with potato (fry)/ seasonal vegetable fry
Fried Fish (75 gm.)
Mutton Resala(150 gms) /Paneer Fry Curry (for Vegan) 150 gm.
Fruit Chutny/Pickle
Papad(Roasted)
Salad
Sour Curd(100gm)-Mother Dairy
Rossogulla(70 gm. each)- 2 pcs.

Menu-D

Pulau Rice (White)
Butter Nan
Dal makhanni
Seasonal vegetable fry
Navratan korma
Fish fry(1 pc-90 gm each)/Paneer Malai Fry (for Vegan)1 pc-90 gm each
Mutton Curry(200 gm)-Boneless
Fruit Chutny/Pickle with Jhuri Aalu Bhaja
Papad(Roasted)
Salad
Sour Curd(100gm) -Mother Dairy
Ras Malai (100gm)

Menu-B

Zeera Rice (Fine)
Butter Tandoor Roti
Chola Dal with coconut
Kashmiri Aloo Dam(2 pc) Curry
Fish Kalia(Rohi/Katla-75gm. piece)
Chicken Kabab(150 gm.) /Masala/Kabab Paneer(for Vegan)-150 gm.
Fruit Chutny/Pickle with Jhuri Aalu Bhaja
Papad(Roasted)
Salad
Sour Curd(100gm) -Mother Dairy
Sandesh(70 gm.each)- 2 pcs.

Menu-E

Mixed veg Rice
Roti Tawa
Mung dal fry
Mixed or Seasonal veg curry
Fish rosa(1 pc-90 gm each)/Kadai Mushroom (for Vegan) -90 gm approx
Chicken Kossa (150 gm)
Fruit Chutny/Pickle with Jhuri Aalu Bhaja
Papad(Roasted)
Salad
Sour Curd(100gm) -Mother Dairy
Langcha/Gulab Jamun-2 pcs. (60 gm.each)

Menu-C

Veg Fried Rice
Butter Nan
Mung dal fry
Baiguni- 75 gm and Mixed veg. fry.
Fish posto (Katla)-75 gm.
Chicken Chapp(150 gm.)/Malai Kofta(for Vegan)-150 gm.
Fruit Chutny/Pickle with Jhuri Aalu Bhaja
Papad(Roasted)
Salad with vinegar garnished whole onion(Small)
Sour Curd(100gm) -Mother Dairy
Rajbhog(100gm)

Menu-F

Biriyani (Veg) & (non-veg) with Egg & Potato
Butter Naan
for vegan-Paneer/Chhole with thick gravy-80 gm.
for non-veg-Chicken 200 gm/Mutton 150 gm.
Salad with Raita/Sour curd
Ice Cream(80 gm)(Amul/Mother Dairy)
Cold drinks(200ml)

Menu-G

Veg.Fried Rice
Tawa Roti
Yellow Dal (Arhar)
Chhole with thick gravy /Fish manchurian
Chilli Chicken/Chilli Paneer
Salad with Jhuri Aalu Bhaja
Sweet Curd(100gm)-Mother Dairy
Ice Cream(80 gm)-Amul/Mother Dairy
Gulab Jamun-2 pcs. (60 gm.each)

Menu for Refreshment**Menu-A**

Fruit Cake	100 gm
French Fry with Tomato Ketchup	100 gm
Fruit	1 pc (Apple)
Sweet	1 pc (Sandesh)
Coffee & Biscuit	150 ml coffee and 4 biscuit

Menu-B

Dal Kachauri with sabji tamarind chatni	2 pc
Fruit	1 pc (Apple)
Sweet	2 pc (laddu)
Coffee & Biscuit	150 ml coffee and 4 biscuit

Menu-C

Puri with sabji	4pc.(approx 150 gm)
Boiled Egg	1pc
Fruit	1 pc (Banana)
Sweet	1pc(Extra 1 PC sweet for vegan)
Tea & Biscuit	150 ml tea and 4 biscuit

Menu-D

Dhhokla	2 pc
Stuffed mini Samosa	2 pc
Fruit	1 pc (Banana)
Sweet	2 pc (laddu)
Tea & Biscuit	150 ml tea and 4 biscuit

Menu-E

Roasted Bread & Butter	2 p.c. (approx50 gm)
Sweet	2 p.c. (laddu)
Fruit juice (packaged)	100 ml. (Tropicana)
Boiled egg	1 p.c.
Coffee & Biscuit	150 ml coffee and 4 biscuit

ANNEXURE-IV (cont...)**Menu-F**

Fruit Cake	50 gm.
Chocolate	1 p.c.(Dairy milk)
Sweet	2 p.c. (Kalakand)
Khasta Kachuri	2 p.c.
Tea & Biscuit	150 ml tea and 4 biscuit
Fruit	1 pc (Banana)

Menu-G

Pizza	150 gm.
Fruit	1 pc (Banana)
Sweet	1pc (dry Kala Jamun)
Tea & Biscuit	150 ml tea and 4 biscuit

Menu-H

Samosa (serve hot)	1 p.c.
Jalebi with curd	(approx.50 gm)
Sweet	1pc (Kalakand)
Fruit	1 pc (Orange/Seasonal fruit)
Coffee & Biscuit	150 ml coffee and 4 biscuit

Menu-I

Stuffed mini Samosa	2 pc
Sweet	2 pc (laddu)
Sweet	2 pc (Kaju Barfi)
Chocolate	1 p.c.(Dairy milk)
Tea & Biscuit	150 ml tea and 4 biscuit

Menu-J

Salted Kaju	50 gm
Stuffed mini Samosa	2 pc
Potato chips	20 gm
Fruit	1 pc (Apple)
Sweet	2 pc (laddu)
Coffee & Biscuit	150 ml coffee and 4 biscuit

