



**icmr** | **NIRRH**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH | NATIONAL INSTITUTE FOR RESEARCH  
IN REPRODUCTIVE HEALTH



आई सी एम आर - राष्ट्रीय प्रजनन स्वास्थ्य  
अनुसंधान संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

**ICMR - National Institute for Research in  
Reproductive Health**  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for providing "Catering Services in canteen at ICMR-NIRRH, Mumbai". Interested bidders can download this document and submit their offers in the given format duly filled and signed with required enclosures and documents. The EOI is to be submitted in a sealed envelope super scribed "EOI for Catering Service in Canteen at ICMR-NIRRH, Mumbai" addressed to the Director, ICMR-NIRRH or may be placed in the tender box provided at Administration Department of the Institute at ICMR-NIRRH, Parel, Mumbai. **LAST DATE FOR SUBMISSION OF EOI 31<sup>st</sup> August 2021 upto 01:00 PM**

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the Institute at Parel, Mumbai-400012, to acquaint themselves regarding the nature and extent of work and space provided for running of canteen services in a effective and efficient manner assess the requirement before submitting EOI, on any working days (Monday to Friday) between 09:00 a.m. to 05:30 p.m. after taking prior permission of the Administrative Officer.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on [www.nirrh.res.in](http://www.nirrh.res.in) or <http://eprocure.gov.in>]

निदेशक/Director  
आई.सी.एम.आर. – एन.आई.आर.आर.एच./ICMR-NIRRH  
मुंबई/Mumbai

# इ निविदा दस्तावेज- EOI DOCUMENT

FOR

## "Catering Services in canteen at ICMR-NIRRH, Parel, Mumbai"

आई. सी. एम. आर. - राष्ट्रीय प्रजनन स्वास्थ्य अनुसंधान संस्थान

ICMR-NATIONAL INSTITUTE FOR RESEARCH IN  
REPRODUCTIVE HEALTH

भारतीय आयुर्विज्ञान अनुसंधान परिषद

(Indian Council of Medical Research)

जे. एम. मार्ग, परेल, मुंबई - 400012

J.M. Street, Parel, Mumbai-400 012.

Start Date & time of Submission of EOI	9 <sup>th</sup> August 2021 at 10.00 AM
Closing Date & time of Submission of EOI	31 <sup>st</sup> August 2021 upto 01:00 PM
Date and Time of Pre-bid meeting	24 <sup>th</sup> August 2021 at 10.00 AM
Venue of Pre-bid meeting	ICMR-National Institute for Research in Reproductive Health, J. M. Street, Parel, Mumbai-400012
Place, Date & time of Opening of Technical Bids only	2 <sup>nd</sup> September 2021 at 10.00 AM



ICMR-National Institute for Research in Reproductive Health (NIRRH), Mumbai, is one of the permanent institutes of the Indian Council of Medical Research (ICMR), a Government of India's apex autonomous organization under Department of Health Research. The mandate of the Institute is to address the reproductive health issues of national and global relevance. The institute was established with an objective to develop novel and efficacious modalities for fertility regulation through research and thereby assist the government in its mission to stem the population boom.

We are desirous of having a contractor/firm to run a canteen facility at our campus on mutually agreed terms and conditions.

## EOI for "Catering Services in canteen at ICMR-NIRRH, Mumbai"

1. ICMR- National Institute for Research in Reproductive Health [ICMR-NIRRH] invites sealed EOI for "Catering Services in canteen at ICMR-NIRRH, Mumbai". **Bidders are requested to submit EOI both Technical and Financial separately.** The sanctioned strength of ICMR-NIRRH, Mumbai is 400. However, as on date about 350 employees (regular & project) are employed.
2. Complete Tender Document may be obtained from Institute's website on <https://nirrh.res.in> or [www.eprocure.gov.in](http://www.eprocure.gov.in)
3. Technical Bids will be opened as per schedule give in critical dates in the presence of bidder or their authorized representatives. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day. Only one authorized representative from the firms shall be allowed to participate in the opening of technical bids.
4. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Director, ICMR-NIRRH through the website <https://nirrh.res.in> or [www.eprocure.gov.in](http://www.eprocure.gov.in)
5. ICMR-NIRRH, Mumbai reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, ICMR-NIRRH, Mumbai in this regard shall be final.

*ee Gajhi*  
*9/8/2018*

निदेशक/Director  
आई.सी.एम.आर. – एन.आई.आर.आर.एच./ICMR-NIRRH  
मुंबई/Mumbai

## INSTRUCTION TO BIDDERS AND TERMS & CONDITIONS

The catering contractor/agency is required to submit the competitive rates for the items mentioned in the Schedule of requirement by adhering terms & condition.

1. This Institute will provide the agency the following facilities:
  - Rent free space, Water, Kitchen, Furniture (Table & Chairs), Electricity use is restricted strictly for gadgets, water cooler, fans, mixer and refrigerator only.
  - Electricity should not be utilized for any other purpose, if found, the firm may be liable to charge the electricity bill on the prescribed commercial rates of BEST Electricity.
  - 3 free filled gas cylinders will be provided by the Institute per month.
2. **Security Deposit (SD):** The successful firm will be required to deposit ₹20,000/- (Rupees Twenty Thousand only) as interest free security deposit in the form of a crossed demand draft drawn in favour of Director, NIRRH payable at Mumbai, within 15 days of the award of the services contract. The Security Deposit will remain at the disposal of ICMR-NIRRH, Mumbai, reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.
3. **License Fees:** The Selected Contractor will pay a nominal monthly license fee of Rs. 1,500/- p.m. to the ICMR-NIRRH before 10<sup>th</sup> of every month.
4. The payment of wages and other benefits as per Minimum Wages Act and other statutory liabilities to the employees of the agency shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the AGENCY shall have NO CLAIM whatsoever on the Institute.
5. Child labour (children less than 18 years) is strictly prohibited.
6. The contractor/agency shall be solely and wholly responsible for the procurement at its expenses of all the articles of food, raw material and provisions. The contractor/ agency shall bear complete financial responsibility for all purchases it agrees to and also financial commitments it may enter into for fulfilling the contract. The contractor /agency should maintain the canteen premises clean at its own cost.
7. Wearing of mask, cotton clothes, kitchen aprons, cotton gloves, headgear and a separate pair of slippers (for kitchen use only) provided by the contractor/agency should be adhered to whilst preparing the food. The contractor/agency is required to maintain cleanliness and personal hygiene, wearing gloves & head gear during service. The use of mobile phones in the canteen kitchen will not be allowed.  
**(Covid Precautions)**
8. Only branded oil, dry provisions and masalas should only be used for cooking meals. A sample of these branded items are enclosed at Annexure-IV. Any other brand may also be used but prior permission of the Canteen Committee.
9. The number of persons availing the canteen facility may change from time to time.
10. The agency will have to complete all the required formalities/obtain permits/license, if any, including agreement etc. immediately within 15 days after the award of the work order.

11. This Institute reserves the right to reject and or all quotations without giving any reason.
12. **Period of contract:** The contract will be initially be awarded for a period of three months from the date of issue of order. After successful run of canteen service for a period of three months and delivery of essential contractual obligations, the contract may be extended further for 9 months to complete one year. The contract may thereafter be extended on a year to year basis for a period of two years (maximum 3 years in total) based on mutual agreement and subject to providing satisfactory canteen service by the bidder to ICMR-NIRRH, Mumbai. The option to extend contract beyond the initial three months or beyond the initial first year shall be solely depend upon Director, ICMR-NIRRH, Mumbai.
13. **Termination of contract:** The contract can be terminated by the contractor by giving 02 (two) months clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene/cleanliness of any of the canteen services are deteriorated to such an extent that it is detrimental to the interests of the Institute. The firm has to vacate the premises within the time prescribed by the competent authority without any condition has the full right and power initiate any necessary action to get the premises vacated from the firm.
14. **Agreement:** The successful agency has to sign an agreement on Rs.500/- non judicial stamp paper (to be borne by the successful bidder).
15. **Arbitration:** All disputes or differences whatsoever between the canteen service provider and the Institute related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purpose.
16. **Legal dispute:** Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Mumbai only.
17. **Inspection authority:** Authorized representative(s) of the Institute will carry out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.
18. **Canvassing:** Any attempt to canvass for the candidature of any bidder directly or indirectly will lead to disqualification of such bidder/ firm from the whole process.
19. **Rejection clause:** The firm who does not fulfil any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.
20. **Modifications:** ICMR-NIRRH, Mumbai reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.
21. **Medical fitness:** The mess staff including cooks, serving member, and cleaners have to be medically reviewed. The fitness certificate should be obtained from a registered medical practitioner before employment of catering staff and also once in a year to the satisfaction of the ICMR-NIRRH authorities, failing which suitable action may be initiated.
22. The Bidder/ Firm should sign on each and every page of the EOI documents.

23. **Brief Scope of services:** The scope of work to be carried out under the Canteen Service Contract is essentially providing catering services at Canteen at the premises of ICMR-NIRRH, Mumbai. Meals to be served in the canteen are tea & snacks (Morning and evening) and lunch. Also the contractor is required to provide catering service for workshop/seminar/official meetings also at the prescribed rates by the competent authority
- a. Procuring good quality raw materials, both dry and wet rations, from the open market.
  - b. Ensuring that the procured raw materials are fit for cooking with proper washing and cleaning in a hygienic environment.
  - c. Cooking the raw stuff as per menu and meal specification using ISI/FSSAI branded cooking materials, wherever applicable. Standard brand or quality of ingredients should be used for preparing food items.
  - d. Serving the prepared food in hot condition using service utensils on pre-cleaned dishes, tumblers, cups (small bowls), as the case may be. Food is to be served during fixed time periods as per meal schedule in a well maintained and clean environment in the Canteen.
  - e. Thorough washing and cleaning of all the items and space used for the purpose should be done after each meal.
  - f. The tenderer shall have required specialized and trained staff for cooking as well as supervision and for service, catering, helping job etc. The cooks should be proficient in cooking different special dishes like Maharashtrian, South Indian etc.
24. Self-service is to be observed in the Canteen. However, during the meeting/seminar/conference, tea/snack may be served on the tables.
25. Any of the item may be deleted or added at the discretion of the Competent Authority and rates of the items shall be fixed by the Competent Authority.
26. The rates of extra items shall be fixed by the Institute and no escalation in rates of the food items shall be allowed for whatsoever reasons without prior permission of Competent Authority.
27. The Contractor and his manpower shall maintain a high standard of cleanliness and hygiene in the kitchen area. The Contractor shall keep adequate manpower (No child labour is allowed) for running the canteen with appropriate training and experience, at his own expense, for the proper discharge of the responsibilities entrusted to him, such persons shall be properly and neatly dressed in uniforms and well behaved. They should also be medically fit for employment in the canteen.
28. Price should not be more than the listed price anywhere around Mumbai city and service provider may give some discount on their items, mutually decided the Director on the recommendation of Canteen Committee of the Institute from time to time.
29. The packaged items should contain the MRP and Date of packing and Expiry and selling price of such packaged items should not exceed MRP.
30. The contractor shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards practices.

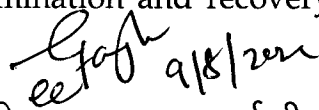
31. The collection of bills/ payment from the consumers shall be the responsibility of the contractor.
32. No claims whatsoever, either for loss of Successful Tenderer's property, tools and appliances, equipment's etc., or accident of workmen during the course of work, will be entertained and no losses made good by the Institute on any such account. The workmen deployed on the work shall evince particular care and abundant precaution while doing their duties and special precaution shall be bestowed where electric lines and cables exists, both exposed and underground. Any damage to men or property of Institute due to careless operation and consequential losses shall be to Successful Tenderer's account. The Institute will not to be responsible for payment of any compensation on such account. The Successful Tenderer shall take all precautionary steps to avert any accidents resulting in damages to men and property.
33. The ICMR-NIRRH, Mumbai does not extend facilities like transport, canteen and medical and other facilities to the Successful Tenderer and his laborers. The Successful Tenderer should make his own arrangement for the same at his own cost.
34. The ICMR-NIRRH, Mumbai premise is a 'NO SMOKING & TOBACCO FREE ZONE', any personnel deployed by the agency in the Institute found smoking, eating pan/ gutka or intoxicants/ drugs etc. shall be punished as per the law of land/ rules of the Institute.
35. The contractor is to provide high safety measures for its staff throughout the contract period. The following guidelines / information have to be followed in addition to the standard practices.
  - Safety of catering staff / personnel engaged by the contractor is sole responsibility of the contractor
  - The contractor may arrange for suitable insurance coverage against accidents etc. for his personnel and contractor or his personnel are not eligible for any compensation from ICMR-NIRRH.
  - The contractor should ensure that all personnel engaged by them are adequately trained for the use of catering/cooking equipment's/ firefighting.
  - The contractor should ensure that all personnel engaged by them are adequately trained for the use of FIRST AID KIT in case of requirement. The contractor shall maintain at one standard FIRST AID KIT at site for the use of his personnel
  - The contractor should ensure that all personnel engaged by them are adequately trained for the standard Grounding practices while performing catering/cooking food.
  - The contractor should ensure that all personnel engaged by them are adequately trained for the use of PERMIT to WORK and other safety procedures while performing operation and maintenance.
  - The contractor should ensure that all personnel engaged by them are Polite and possess good manners while on duty and while dealing with Department / other agency officials.



- No damage shall happen to the Institute's property, equipment's, systems and if anything happens by action of contractor or his personnel during the period, the contractor is required to set right / repair or make good the loss according to the decision taken by the Institute.
36. Successful Tenderer will be required to follow the Security requirements such as possessing a valid pass/identity card while entering the ICMR-NIRRH maintaining high order of discipline while on duty. The Successful Tenderer will make own arrangement for preparing Photo ID Card.
  37. The Workforce deployed are not authorized to communicate any official information they may come across during their working in the office.
  38. The Successful Tenderer shall be responsible for any theft, pilferage or misbehavior by any his workforce engaged for carrying out the work.
  39. In case, the workforce employed by the Successful Tenderer commits any act of omission/Commission that amounts to misconduct/indiscipline/incompetence, the Successful Tenderer will be liable to take appropriate disciplinary action against such persons, including their removal from site of the work, if required by Director, ICMR-NIRRH.
  40. The Successful Tenderer shall replace immediately any of its personnel who is found unacceptable to Institute because of security risks, incompetence, conflict of interest, improper conduct etc. up on receiving written notice from this office.
  41. All liabilities arising out of accident or death while on duty shall be borne by the Contractor.
  42. The security personnel engaged by the contractor shall not take part in any staff union and association activities/strike.
  43. The Institute shall not provide residential accommodation to any catering staff of agency.
  44. On occurrence of any accident as defined under the guidelines for Settlement of Claim for Compensation on Accident, will be paid by the Contractor. However, ICMR-NIRRH shall whether or not there has been any wrongful act, neglect or default or its part and notwithstanding anything contained in other law, be liable to pay compensation to such extent as applicable, any compensation paid by the ICMR-NIRRH on this account is invariably be recovered from agency.
  45. The Agency shall pay, and continue to fulfil, during the currency of contract all statutory requirements applicable, as per rules and law, regarding payment of gratuity/retrenchment benefits etc. It shall keep Institute indemnified and hold the institute harmless from and against all claims, damages, losses, expenses arising out of, or resulting from the work/services under the contract provided by the contractor.

46. That no right, much less a legal right shall vest in the Agency's workers / employees to claim/ have employment or otherwise seek absorption in the Institute nor the Agency's workers / employees, shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers / employees will remain employees of the Agency at all times and this shall be solely the responsibility of the Agency to make it clear to their workers before deputing or work at the Institute. Such a stipulation shall also be mentioned in the appointment letter or any similar document which may be issued to workers / employee of the Agency.
47. The deployed staff through contractor in the ICMR-NIRRH shall not claim any benefit, compensation, absorption or regularization of their services in the establishment of ICMR-NIRRH either under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act 1970. The contractor should have to obtain an undertaking from the deployed persons to the effect that the deployed persons is the employee of the contractor (agency) and shall submits the said undertaking to the ICMR-NIRRH. In the event of any litigation on the status of the deployed persons, the ICMR-NIRRH shall not be a necessary parties, however, in any event, either the deployed persons or to the order of the Court, the ICMR-NIRRH is made necessary parties in dispute to adjudicate the matter, the contractor has to reimburse the expenditure that expenditure which has been incurred by ICMR-NIRRH
48. The canteen staff deployed by the contractor shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the Institute has every right to remove the said person, immediately and responsibility if any to be borne by the contractor.
49. Settlement of Claims for Compensation on Accidents - Extent of Liability of ICMR-NIRRH. On occurrence of any 'accident' as defined under the 'Guidelines for Settlement of Claims for Compensation on Accidents' applicable to the Department of Telecommunications and Public Sector Undertakings under its Control' adopted by all the Departments of Govt. of India, the ICMR-NIRRH shall whether or not there has been any wrongful act, neglect or default on its part and notwithstanding anything contained in any other law, be liable to pay compensation to such extent as prescribed below : i) In event of death or permanent disability resulting from loss of both limbs: Rs.10,00,000/- (Rupees Ten Lacs only). ii) In event of other permanent disability: Rs.7,00,000/- (Rupees Seven Lacs only). Any compensation paid by the ICMR-NIRRH on this account is invariably recoverable from the Service Provider Agency (Person/Firm/ Company etc.).
50. **Subletting of contract:** Under any circumstances, the contractor cannot sublet or transfer the contract to any third party. Any deviation from this clause may invite spot termination of the contract.

51. **Canteen premises:** The entire activity of the canteen service provider/contractor shall be limited within area of the canteen premises inside the campus for dining, cooking, storing, cleaning, and preparation areas.
52. **Uniforms:** In order to bring uniformity amongst the service boys in the Canteen, service provider shall arrange to provide them with a pair of Shirt/ T-shirt, which should be common for his/her entire team. In order to coordinate the activity for smooth discharge, manager(s) shall be appointed by the service provider who will keep a check on the food prepared inside the kitchen, servicing in the Canteen, and all aspects of hygiene, etc. staff posted on duty should always bear a clean appearance, complete in uniform and should carry a photo identity card.
53. **Transportation of raw materials:** Transportation of all the consumables, including filling and refilling of the gas cylinders, will be the sole responsibility of the service provider at his own risk and cost.
54. **Penalty:**
- If during inspection/complaint regarding quality of food and Contractor's service is found not to be satisfactory, ICMR-NIRRH, have the right to claim by way of penalty an amount of Rs.1,000/- on 1<sup>st</sup> default, @ Rs. 1,500/- on 2<sup>nd</sup> default and thereafter @ Rs. 2,500/- for every such occasion during the month in fulfilment of contractual obligations.
  - Vegetables used should be fresh and good quality. Items like Aji-no-moto, Baking Soda, Colouring items etc. are banned and they should not be used.
  - Penalty will be applicable in following cases:
    - Any complaint with regard to (b) and insects cooked along with food found in any food items.
    - Soft objects like rope, soft plastic, cloth etc. in food and
    - Stones/ pebbles found in food items shall attract penalty as indicated above
  - Use of non-approved brand of consumables as stated in Annexure - IV.
55. **Safety measures:** The service provider shall ensure that all safety precautions are properly taken during the process of cooking by his employees. Special emphasis will be laid on fire Safety norms and proper operation of electrical gadgets/instrument, and fire-fighting Equipment etc. placed at the Canteen. Any loss to the goods/human life incurred due to mishandling of safety measures shall be made by the contractor.
56. **Good behaviour and prompt service:** The successful firm shall ensure that the quality of service is courteous and prompt and is in accordance with the laid down specification.
57. **Recovery of dues:** In case of any rightful dues (such as claim, penalty etc.) the service provider is supposed to deposit the amount in due time, failing which stern action may be initiated leading to termination and recovery from the security deposit.

  
निदेशक/Director आई.सी.एम.आर. -  
एन.आई.आर.आर.एच/ICMR-NIRRH  
मुंबई/Mumbai

## EXPRESSION OF INTEREST (EOI) FORM

The Director  
ICMR-NIRRH,  
J.M. Street, Parel, Mumbai-400012

1. Name of the agency (As registered): .....

2. Address of the agency: .....

3. Phone Number: .....

4. Proprietor's name: .....

5. Address of Proprietor: .....

6. Proprietor's Phone No.: .....

Details of the firm: -

(a). Date from which the firm is operating: .....

(b). Turnover of the firm during:

FY 2016-17 (Rs.) .....

FY 2017-18 (Rs.) .....

FY 2018-19 (Rs.) .....

FY 2019-20 (Rs.) .....

FY 2020-21 (Rs.) .....

(Please attach copy of CA audited balance sheet)

(c) PAN .....

(d) FSSAI Reg. No. ....

(g) GST No.: .....

Sr. No.	Details	Yes/No
1	Registration as catering agency and Registration Number	
2	Requisite Food licenses (Food and Drug Administration etc.) Nos.	
3	Income Tax Clearance Certificate, PAN No./ Aadhar Card copy	
4	Present catering set-up of the agency with complete details	
5	Catering services provided during last two years	
6	Maximum number of persons for whom catering services provided on one occasion during last one year (2019-2020)	
7	Name and address of establishment presently being managed/catered	
8	Any other information you would like to give	
9	References	

*Note: For any other information attach extra sheet.*

## **To be submitted along with EOI form and requisite documents**

### **PRE- REQUISITE QUALIFICATION FOR BIDDERS**

The bidder shall necessarily be a valid legal entity, having following registrations:

- i. The caterer must possess at least 03 years (2017-18, 2018-19, 2019-20) of experience serving as a mess/canteen/restaurant contractor in reputed national institutes or any other university/institute/corporate sector etc. (please enclosed copy of work order experience certificate)
- ii. Copy of License under Food Safety and Standard Act 2006. (Valid on date of EOI Opening). (No person shall commence any food business unless he possesses a valid license. For reference please visit the website: <http://www.fssai.gov.in/>)
- iii. Copy of Registration with service Tax/GST and PAN Card etc.
- iv. The Bidder should not have been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization at any point of time and also no case of any nature i.e. CBI/Civil/Income Tax/GST/EPF/ESIC is contemplated or pending against them.
- v. The vendor should provide the proper addresses and Contact numbers of their existing outlets in and around Mumbai area, if there is any for quality check inspection.
- vi. The caterers having experience only in the Cafeteria (snacks & beverage services) will not be considered.

**Final selection of the agency will be made on the basis of various parameters (as fixed by the Committee/Competent Authorities) like visiting of various existing sites of caterers, food quality, cleanliness, feedback from the current users etc. Bidders, if required may be called for the presentation/meeting (not more than 15 minutes) before the committee regarding their plan/credentials etc.**

## ANNEXURE III

## RATES AND VARIOUS ITEMS OF DIFFERENT MEALS

Sr. No.	Menu	Quantity	Rate including GST
1.	Tea	100 ml	
2.	Black Tea	100 ml	
3.	Lemon Tea	100 ml	
4.	Green Tea	100 ml	
5.	Coffee	100 ml	
6.	Special Tea	100 ml	
7.	Without Sugar Tea	100 ml	
8.	Milk	150 ml	
9.	Kokam Sarbat	200 ml	
10.	Butter Milk	200 ml	
11.	Limbu Pani (Lime Water)	200 ml	
12.	Sweet Lassi	200 ml	
13.	Potato Poha with chatney	Potato Poha 100 gm + chatney 20gm	
14.	Upma with chatney	Upma 150 gm + chatney 20 gm	
15.	Sheera	150 gm	
16.	Batatawada with chatney	Vada (2 Nos.) 100 gm + chatney 20 gm	
17.	Samosa Punjabi with chatney	Samosa (2 Nos.) 100 gm + chatney 20 gm	
18.	Vadapav with chatney	Vada (2 Nos.) 100 gm + chatney 20 gm	
19.	Pav Vada/ Bread Pakora	Bread Pakora 100 gm + chatney 20 gm	
20.	Idli Sambar with chatney	2 Nos. Idli 100 gm + chatney 20 gm	
21.	Medu Vada with Sambar & chatney	2 Nos. Wada 100 gm + chatney 20 gm	
22.	Medu Vada Sambar	Medu vada (2 Nos.) + sambar 50 ml	
23.	Kanda Bhaji	150 gm	
24.	Batata Bhaji	150 gm	
25.	Palak Bhaji	150 gm	
26.	Batata Wada Sambar	Vada (2 Nos.) + sambar 50 ml	
27.	Plain Dosa with chatney	Dosa 25 gm + chatney 20 gm	

Sr. No.	Menu	Quantity	Rate including GST
28.	Masala Dosa with chatney	Dosa 25 gm + stuffing 50 gm + chatney 20 gm	
29.	Onion Uttapa with chatney	Uttapa 100 gm + chatney 20 gm	
30.	Tomato Uttapa with chatney	Uttapa 100 gm + chatney 20 gm	
31.	Dalvada with chatney	2 Nos. Wada 100 gm + chatney 20 gm	
32.	Chole Bhatura	2 Nos.	
33.	Sabudana Vada with chatney	2 Nos. Wada 100 gm + chatney 20 gm	
34.	Sabudana Khichdi	150 gm	
35.	Bun Maska	1 No.	
36.	Bread Butter	2 Slices	
37.	Misal Pav	Misal 100 gm + 2 Pav	
38.	Pav Bhaji	Bhaji 100 gm + 2 Pav	
38.	Rajgira Purui Bhaji	Bhaji 100 gm + 4 Puri	
39.	Puri Bhaji with Potato vegetables	Puri 4 nos. (20 gm each) + Bhaji 80 gm	
40.	Omlet Pav (Single)	1 Egg + 2 Pav	
41.	Omlet Pav (Double)	2 Egg + 2 Pav	
42.	Bhurji Pav (Single)	1 Egg + 2 Pav	
43.	Bhurji Pav (Double)	2 Egg + 2 Pav	
44.	Complete Meal (Lunch) i.e. Rice plate should be provided daily and should have following items : a) Dal - One Bowl (150 gm cooked portion) b) Rise- One Bowl (100 gm cooked portion) c) Roti/Chapati - 2 Nos (100 gm each) d) 1 Sukhi or Dry Vegetable/Sabji. (150 gm each) e) 1 Sabji with curry (150 gm each) f) Pickle + Papad + Salad (Onion/Carrot/Cucumber) g) 1 Sweet (Gulabjamun/ Sheera/Rasgulla/Ice-Cream)	1 No. 800+ gm	
45.	Chicken Masala	150 gm	
46.	Fish Masala (Pomfert/prawns)	Fish 60 gm + 60 gm gravy	
47.	Egg Masala	2 Eggs + 60 gm gravy	
48.	Veg Biryani/Veg. Paulo, with raita	Biryani 300 gm + raita 50 gm	

Sr. No.	Menu	Quantity	Rate including GST
49.	Egg (Two no.) Biryani with Raita, Pickle and Papad	Biryani 300 gm + raita 50 gm + pickle 10 gm + 1 papad	
50.	Chicken Biryani with Raita, Pickle and Papad	300 gm + raita 50 gm + pickle 10 gm + 1 papad	
51.	Veg Fried Rice	300 gm	
52.	Chicken Fried Rice	300 gm	
53.	Egg Fried Rice	300 gm	
54.	Veg Manchurian Rice	300 gm	
55.	Veg Hakka Noodles	300 gm	
56.	Chicken Hakka Noodles	300 gm	
55	Veg Manchurian	150 gm	
56.	Idly Chilly	150 gm	
57.	Bread Butter with sauce	2 Slices	
58.	Veg, Sandwich with sauce	1 Pcs. (100 gm)	
59.	Cheese Sandwich with sauce	1 Pcs. (100 gm)	
60.	Veg Butter Toast Sandwich with sauce	1 Pcs. (100 gm)	
61.	Cheese Toast Sandwich with sauce	1 Pcs. (100 gm)	
62.	Maggi Noodles	100 gm	
63.	Cheese Maggi Noodles	100 gm	
64.	Lime Water	200 ml	
65.	Pasta (White)	100 gm	
66.	Pasta (Tomato)	100 gm	
67.	Bhel Puri with chatney	100 gm	
68.	Sev Puri	100 gm	
69.	Dahiwada	Wada (2 nos.) 40 gm + Curd 50 gm	
70.	Ragada Patis	100 gm	
71.	Moong Dal Bhajia	100 gm	
72.	Mix Bhajia with chatney	Bhajia 100 gm + Chatney 20 gm	
73.	Veg Cutlet	100 gm	
74.	Khaman Dhokla with chatney	Dhokla (2 nos.) 100 gm + Chatney 20 gm	
75.	Papad	1 No.	
76.	Boil Egg	1 No.	



<b>Sr. No.</b>	<b>Menu</b>	<b>Quantity</b>	<b>Rate including GST</b>
77.	Bhajani Thalipith	1 No. (100 gm)	
78.	Aloo Paratha	1 No. (100 gm)	
	<b>Sweet Items</b>		
79.	Khir (Shevaya/Rava)	100 ml	
80.	Bundi (Sweet/Salty)	50 ml	
81.	Gulab Jamun	1 No. (50 gm)	
82.	Jilebi	2 No. (50 gm)	
83.	Laddu (Bundi)	1 No. (50 gm)	
84.	Laddu (Rava)	1 No. (50 gm)	
85.	Laddu (Besan)	1 No. (50 gm)	

Note:- Cold drinks, Ice creams, branded biscuits, chips, curds etc. will be as per MRP

## ANNEXURE IV

Sr. No.	Name of Items	Approved Brands
1	Salt	Iodized salt such as Tata, Aashirvaad, Nature fresh, Annapurna, Nirma, Saffola
2	Spices	M.D.H., Everest, Catch, MTR, Priya, Badshah
3	Ketchup	Maggi, Kissan, Heinz, Del Monte
4	Oil (Sunflower/Groundnut) <i>* Vanaspati oil is strictly prohibited</i>	Saffola, Fortune, Dhara, Sunday, Sundrop, Godrej, Sweekar, Gemini
5	Atta	Wheat Sihore, Aashirvad, Pilsbury
6	Rice	Kolam, Indrayani, HMT
7	Pickle	Bedekar, Pravin, Kubal, Mother's, Shree Siddhivinayak,
8	Papad	Lijjat
9	Butter	Amul, Nutralite, Mother dairy, Govardhan, Britannia
10	Bread	Modern, Kwality, Britannia
11	Jam	Kissan, Mapro
12	Ghee	Amul, Gowardhan, Chitale, Dynamix, Mother Dairy, Britannia
13	Milk	Amul, Warana, Gokul, Mother Dairy
14	Paneer	Amul, Mother Dairy, Gowardhan
15	Tea	Girnar, Society, Tata, Taj, Brook bond, Lipton, Taaza, Wagh Bakri
16	Coffee	Nescafe, Bru
17	Bread	Modern, Kwality, Britannia
18	Chicken/Fish	Fresh Chicken/ Fish

**Note: Use of any other brand may also be permitted subject to prior approval of the Competent Authority.**

**ANNEXURE - V**

**FORMAT FOR PERFORMANCE/EXPERIENCE CERTIFICATION**

(Furnish this information for each individual work from the employer for whom the work was executed, please enclose a certified copy of contract)

1. Name of the Contract and location .....
- .....
2. Agreement no. ....
3. Scope of Contract .....
4. Annual Contract Cost .....
5. Date of start .....
6. Period from to .....
7. Amount of compensation/penalty levied, if any .....
8. Performance Report (Tick the response)
  - i. Quality of Food: Excellent      Satisfactory/Fair      Un-satisfactory
  - ii. Resourcefulness: Excellent      Satisfactory/Fair      Un-satisfactory
  - iii. Compliance of all statutory requirements- Yes / No .....

(Signature of the Contract Running Authority)

(Seal of the Organization)

**DECLARATION**

(On letter head)

From: -

M/s. \_\_\_\_\_

To,

The Director

ICMR-National Institute for Research in

Reproductive Health

(Indian Council of Medical Research)

J.M. Street, Parel, Mumbai-400 012.1.

I, \_\_\_\_\_ Son/Daughter/Wife  
of Shri \_\_\_\_\_ Proprietor/Director authorized signatory  
of the agency/Firm, mentioned above, is competent to sign this declaration and  
execute this EOI document;

I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;

The information/documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I/we, am/are well aware  
of the fact that furnishing of any false information/fabricated document would lead  
to rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

I/We further undertake that none of the Proprietor/Partners/Directors of the  
Agency/agency was or is Proprietor or Partner or Director of any Agency with whom  
the Government have banned /suspended business dealings. I/We further undertake  
to report to the Director, ICMR-NIRRH, Mumbai immediately after we are informed  
but in any case not later 15 days, if any Agency in which  
Proprietor/Partners/Directors are Proprietor or Partner or Director of such an  
Agency which is banned/suspended in future during the currency of the Contract  
with you.

Yours faithfully,  
(Signature of the Bidder)

Name: .....

Designation: .....

Address: .....

Seal of the Agency

Date .....

Place .....

**CERTIFICATE & DECLARATION**

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged/tampered document(s) are produced with tender form for gaining unlawful advantage. I/We understand that ICMR-NIRRH, Mumbai is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by me/us is false/misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of Security Deposit and or any penal action and other damages including withdrawal of all work/purchase orders being executed by us. Further ICMR-NIRRH, Mumbai is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I/We assure the Institute that neither I/We nor any of my/our workers will do any act/s which are improper/illegal during the execution in case the tender is awarded to us. Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities/ practices in my/our dealing with the Institute.

Our Firm/Company/Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization and also no case of any nature i.e. CBI/Civil/Income Tax/GST/EPF/ESIC is contemplated or pending against us.

Signature of the Tenderer

Stamp

Date .....

Place .....

***Note: This certificate should be executed on duly notarised Rs.500/- NJ Stamp Paper***