

**Single Bid Tender Document**

**For contract of the Departmental Canteen in the FRI**  
**Main Building and Workshop Area, FRI**



**Forest Research Institute**  
**P.O. New Forest**  
**Dehradun-248006**

**2021-22**



क्रय अनुभाग  
वन अनुसंधान संस्थान  
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)  
देहरादून-२४८००६ उत्तराखण्ड  
GSTIN 05AAAAI1708G2Z6  
PAN NO. AAAAI1708G

Purchase Section  
Forest Research Institute,  
(Indian Council of Forestry Research and Education)  
Dehradun-248006, UTTARAKHAND  
Phone: 0135-2224205  
<http://fri.icfre.gov.in/tender/>  
Email:po\_fri@icfre.org



**TENDER No:- 9-44/2021-Bldg.**  
**TENDER ID: 2021\_ICFRE\_594839\_1**

## **CONTENT OF TENDER PAPER**

BID DOCUMENT INCLUDES THE FOLLOWING DOCUMENTS:-

1. Tender Notice (Chapter-I)
2. Instructions to Bidders (Chapter -II)
3. Conditions of Contract (Chapter-III)
4. Schedule of Price (Chapter –IV)
5. Specification and Allied Details (Chapter -V)
6. Tender Acceptance letter (Chapter-VI)

Sd/  
[PURSHCASE OFFICER]



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Dated: 08.03.2021

**BIDDING DOCUMENT**  
**Notice Inviting Tender (E-Publishing mode)**

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**Chapter-I: Tender Notice**

Sealed Tenders are invited from the reputed firms for contract of the Departmental Canteen in the FRI Main Building and Workshop Area, FRI

Contract Name	Quantity	Total Base Rent for two canteens	Name of Division
Contract of the Departmental Canteen in the FRI Main Building and Workshop Area, FRI	2 Nos. (1. Main building) (2. Workshop Area)	Rs. 18,000 + Taxes as Applicable	Registrar, F.R.I.

Bid/Tender documents can be downloaded from FRI web site: <http://fri.icfre.gov.in/tender/> and CPP portal: <https://www.eprocure.gov.in/epublish/app> as per the schedule as given in tender critical date sheet as under:-

Technical Clarifications	Mrs. Rajni Duggal, Section Officer, Building and Misc. Section, FRI	Ph: 0135-222-4238
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**Tender Critical Date Sheet**

Events	Important Date	Time	Venue
Published Date	08.03.2021	05:30 PM	FRI Website: <a href="http://fri.icfre.gov.in/tender/">http://fri.icfre.gov.in/tender/</a> and CPP portal: <a href="https://www.eprocure.gov.in/epublish/app">https://www.eprocure.gov.in/epublish/app</a>
Bid document download	08.03.2021	06:00 PM	At CPPP Portal and FRI website as above
Bid Submission Start Date	08.03.2021	06:30 PM	At Purchase Section, FRI Dehradun
Seek Clarifications Start Date	08.03.2021	06:30 PM	Through Phone/Email
Seek Clarification End Date	01.04.2021	05:00 PM	Through Phone/Email
Bid Submission End Date	02.04.2021	03:00 PM	At Purchase Section, FRI Main Building
Opening date of technical bids	02.04.2021	03:30 PM	At Purchase Section, Main Building, FRI
Opening date for financial bids	05.04.2021	03:00 PM	At Purchase Section, Main Building, FRI

**Note: The bidders will have an option of inspecting the Canteens on 12.03.2021 between 9:30 AM to 10:30 AM.**

Sd/  
[PURSHCASE OFFICER]

## Chapter-II: Instructions to Bidder

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstances will father and his sons(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if he is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. Nationality must be disclosed by the supplier.

All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

Prices shall be quoted as specified in each Price schedule as provided (Chapter-IV). The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser (FRI). This shall not in any way limit the Purchaser's right to contract on any of the terms offered.

Intending bidders are advised to keep visiting FRI website 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment. The details of the above items and other Terms and Conditions, etc. are available in the tender Documents. The tender forms and specifications are available at web site <http://fri.icfre.gov.in/tender/>

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

Sd/  
[PURSHCASE OFFICER

## Check List

Item No	Qualifying documents	Yes/No	Page No
1.	Tender fee/ Exemption certificate		
2.	EMD in shape of FDR/Demand Draft or Exemption certificate		
3.	Signed copy of PAN card		
4.	Signed copy of Tender Acceptance Letter as per tender document (Chapter-VI)		
5.	Signed copy of GST certificate either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid.)		
6.	Signed copy of affidavit in non-judicial stamp paper of Rs 10/- by the firm that it has never been black-listed/debarred/banned by any Govt. Department/Public sector/any other Department must be attached along with the Bid, failing which the Bid shall be rejected.		
8.	Signed copy of proof of experience ( duly signed & stamped) of last three (03) years, in the field of providing Canteen/Mess in a Govt. Sector/PSUs/Educational Institutions including schools & colleges/Private Institutions of repute		
9.	List of Organizations/ Clients served (Name & address, their Certificates )		
9.	Signed copy of food license with its validity		
10.	Price Bid as per Chapter IV(A)		
11.	Price Bid undertaking as per Chapter IV(B)		

**1. Checklist as per above Annexure-I, must be filled along with page numbers of tender document.**

**2. Above checklist (annexure-1) must be kept in the front part (first page) of tender document.**

**Note:** - In Failing of above, bid shall be summarily rejected & no further correspondence in this regard will be entertained.

## **Chapter-III: Conditions of Contract Terms and Conditions**

- 1. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.**
- 2. Checklist as per Annexure-I, must be filled along with page numbers of tender document failing which bid is liable to be rejected and no further correspondence in this regard will be entertained.**
- 3. Duly filled Annexure-1 must be placed in the front part of tender document**

4. The proposals must consist of two separate sealed envelopes as follows:

The First envelope must consist following documents and must be marked in bold letter as “QUALIFYING DOCUMENTS, TENDER FEE & EMD”

### **5. Qualifying Documents as per Check List**

- i) Signed copy of PAN No. and Tender Acceptance Letter.
- ii) Signed copy of GST Certificate.
- iii) Signed copy of affidavit in non judicial stamp paper of Rs. 10 by the firm that it has never been black-listed / banned /debarred must be attached along with the Bid, failing which the Bid shall be rejected.
- iv) Earnest Money Deposit –EMD of Rs. 5000/- in the form of Demand Draft/FDR in favour of Director, Forest Research Institute, Dehradun. EMD will be as follows (liable to be forfeited if wrong information is furnished)
- v) Tender fee of Rs 590/- (Rs. 500 + 18% GST) in the form of Demand Draft/FDR in favour of Director, Forest Research Institute, Dehradun.
- vi) The bidding firm must possess an experience of at least three (03) years; in the field of similar type of work/Contract (duly Signed & stamped copies of the supportive documents like contracts orders must be attached).
- vii) Bidder should have among its clients, reputed institutes/ centres or corporate in public/private sector or establishments, for whom they have been providing catering/canteen services. Names and addresses of such clients along with details regarding nature, amount and period of the contracts should be furnished. Certificates from the clients regarding the quality and duration of service rendered shall also be furnished.
- viii) Signed copy of food license with its validity.

6. The Second Envelope must enclose the financial proposal and must be marked in bold letter as “FINANCIAL PROPOSAL”.

### **7. FINANCIAL PROPOSAL**

The financial proposal must be submitted in the format as given in Chapter-IV: Schedule of Price along with Price bid Undertaking. Validity period of quotation, discount or any other information relevant to the items may please be indicated clearly in Financial Bid. The financial bid will consist of following documents in format as given in Chapter-IV (A & B):

- (a) Schedule of price bid in the form of Price Schedule (As given in Chapter-IV(A))
- (b) Price bid undertaking (As given in Chapter-IV (B))

### **8. SUBMISSION OF PROPOSAL**

#### **Clarification of Bids**

To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the First Party (FRI) may, at its discretion, ask any Second Party (Bidder) for a clarification of its Bid. The Purchaser’s request for clarification and the response shall be in writing. Any clarification submitted by a Second Party Bidder in respect to its Bid and that is not in response to a request by the First Party shall not be considered. No change, including any voluntary increase or decrease, in the prices or substance of the

Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the First Party in the Evaluation of the bids.

If a Second Party Bidder does not provide clarifications of its bid by the date and time set in the First Party request for clarification, its bid may be rejected.

#### Unresponsive bids

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc. as prescribed in the Bid Document. The bids are liable to be treated as non-responsive and will be summarily rejected if bidder does not submitted qualifying, technical and financial documents as required in the Bid Document.

#### Minor Informality/Irregularity/Non-Conformity

If during the preliminary examination, the First Party find any minor informality and/or irregularity and/or non-conformity in a bid, the First Party may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the Second Party bidders. Wherever necessary, the First Party will convey its observation on such 'minor' issues to the bidder asking the Second Party (bidder) to respond by a specified date. If the Second Party (bidder) does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid will be liable to be ignored.

### PROPOSAL EVALUATION

Financial Proposal and an envelope containing the Qualifying documents, Tender Fee, EMD should be sealed in two separate envelopes and then sealed in a counter envelope. The proposals should be clearly distinguished by writing on the cover "Qualifying Documents" and "Financial Proposal". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "**TENDER FOR Departmental Canteen in the FRI Main Building and Workshop Area, FRI**"

The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initiated by the person or persons signing the proposal. The completed proposal must be delivered on or before the stated time and date.

A two-stage procedure will be adopted in evaluating the proposals.

#### **Checking of qualifying documents:**

- (i) This will be the first envelope, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal in toto,
- (ii) The financial bid of only technically acceptable tenders will be opened for further consideration. Decision of FRI, Dehradun in this regard shall be final & no request etc. will be entertained from the bidders

#### Financial Evaluation

- (i) Thereafter, in the second stage, the Price Bids of qualified bidders only ( on the basis of qualifying documents ) shall be opened for further scrutiny and evaluation on the date mentioned in critical date sheet.
- (ii) The purchaser shall evaluate the qualified financial bids for deciding highest bidder (H1) on the basis of ultimate landing cost inclusive of all taxes etc.

## General Terms & Conditions

1. The canteen will be operated at two outlets i.e. FRI, Main Building and Workshop area of FRI.
2. The rates are invited for canteen items as per Tender Form and the valuation will be done on the basis of qualifying documents and financial bid.
3. FRI (hereafter first party) will provide canteen space, furniture only. Expenditure on electricity and all man power will be borne by the Contractor (hereafter Second Party).
4. The snacks and meals shall be provided at subsidized rates to all employees including employees on deputation, consultants, advisors and any other such employees or students of Deemed University, IFS Probationers of IGNFA/CASFOS/Office of the DFE and students of all other training course run by FRI /ICFRE and to visitors/tourists at market rates.
5. The Second Party shall display the rate of items (for visitors). The Second Party will also keep a suggestion or complaint book in the canteen.
6. That meals, snacks etc. shall be provided within working hours of duty i.e. from 9:00 AM to 5:30 PM and also on Saturday, Sunday. The employees will only be permitted to purchase meals between 1:00 to 2:00 PM.
7. The Second Party shall sell snacks, meals, tea etc. to the visitors of Forest Research Institute Museums also and shall keep the canteen open on all seven days of the week as a facility to the visitors. However, whenever the museums will be closed, Canteen can also be closed. The visitors should be advised to have snacks etc. inside the hall meant for visitors and they should not be allowed to sit in the hall meant for staff, nor the staff should use the hall meant for visitors.
8. The approved items shall be served only in the Canteen and no employees of first party shall be allowed to take utensils to the offices. However, the service of meals in one's own container or disposable containers shall be permissible, second party shall bear the cost of disposable containers.
9. The Second Party shall maintain hygienic conditions in the canteen and the Committee may check the hygiene of Canteen and the products. If during the inspection any violation is observed, the contract would be terminated on issuance of one month notice.
10. Smoking or drinking shall not be allowed in the premises of canteen and sale of Cigarettes, Bidi, Pan Masala and Liquor or any other illegal items shall be strictly prohibited inside the premises of FRI
11. The Director FRI shall have the sole right to cancel the contract at anytime without assigning any reason.
12. The successful Second Party will have to deposit Rs. 50,000/- as security money. The applications must also be accompanied with the Earnest Money of Rs. 5000/-, which is refundable without interest to the un-successful bidder. The EMD of successful bidder will be refunded after the receipt of security deposit money.
13. The Second Party shall well and truly execute/perform works assigned to it to the satisfaction. If any default in performance is found then it shall be lawful for the Director, Forest Research Institute to forfeit the entire security amount of Rs. 50,000/-.
14. The Second Party will have to use the standard and best quality ingredients in food as approved by the provisions of FSSAI.
15. In the event of desiring early termination of contract, the Second Party shall have to give one month prior written notice to the Director, FRI.
16. The Second Party shall be liable to be fined to the tune of Rs. 1000/- in each case of duplication/contamination of eatables sold by him. In case of Second Party is found selling items on Prices higher than MRP or not as per quantity & Quality, the Second Party shall be liable to be fined to the tune of Rs. 1000/- & committee may recommend termination of the contract.
17. The Second Party shall ensure that no unauthorized members sit in the premises of canteen and use the canteen for illegal purposes.
18. The duration of the contract in the beginning shall be for one year from the date of entering into agreement. Based on the performance of the Second Party the duration of the contract shall be extended for further 1 year with 10% extra rent.
19. Contractor shall abide by all laws of the land including labour laws (ESI, PF, Bonus, Income Tax,



Service Tax or any other extra taxes levied by the Govt.) companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations of the region and also those Laws which are not essentially enumerated and defined herein. Any such claims at a later stage shall be the exclusive responsibility of the Contractor and it shall not involve the Institute in any way whatsoever.

20. That proportion of cost of meals/snacks mentioned in the tender Form shall be mandatory and under no circumstances cost of any item shall be increased by the Second Party without taking prior approval from the Director, Forest Research Institute during the period of contract.
21. The Second Party shall have to serve the tea/Coffee etc., on demand, in case of conference/seminar at FRI /ICFRE offices & its sister organization at the subsidized rates.
22. The Second Party shall sign a Contract on a non judicial stamp paper of Rs. 100/- at its own cost.
23. The contractor should hand over the premises in the same condition as it was given to them at the time of occupying and if any damages found, the charges should be recovered from the contractor.
24. The takeover of canteen is required in full and within 15 days/or time given after acceptance of the offer.
25. The validity of the bid is 60 days.
26. No bid should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the bidder.
27. If the institute is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 48 hour notice to improve or rectify the defect(s), failing which the FRI Dehradun will be at liberty to take appropriate necessary steps as deemed fit.
28. The tender should accompany a DEMAND DRAFT/FDR of value Rs. 5000/- as Earnest Money (EMD), payable to the Director, Forest Research Institute, Dehradun, which will be refunded, without interest, if the offer is not accepted. In case the offer is accepted but not honored by the bidder; the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost.
29. The bidder should quote on their printed letter-head paper, indicating there on Sales Tax/Trade Tax No., Registration No., Fax No., Telex No., Telephone No., E-mail & full address.
30. Any or all Bids can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
31. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.
32. In case the opening dates of bid is declared holiday, the dates will be shifted to next working day.
33. The tender is liable to be ignored if complete information is not given therein or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
34. Director, FRI, Dehradun reserves the right to accept or reject any or all the offers either fully or partly without assigning any reason.
35. If at any time during the period of contract, it comes to the notice of the FRI, DEHRADUN that the Agency/Contractor has misled the FRI, DEHRADUN by way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the Agency/Contractor or the owner /partners/directors or any person responsible for the affairs of the Agency /Contractor under law.
36. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
37. The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen.
38. The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate number of dustbins will be provided by the contractor to ensure proper disposal of garbage.
39. There should not be any littering of unused food or any other articles within the canteen. The

- contractor will also ensure that no used utensils viz Cups, plates are lying in the FRI campus and these should be removed immediately and frequently.
40. The contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
  41. The contractor will be required to display the Menu and rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen.
  42. Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
  43. The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his agents or servants or workers to any property of the Institute. The FRI Dehradun reserves the option to make good the damage or loss by charging the contractor with the expenses.
  44. Without prejudice to right under any other clause of the contract, FRI Dehradun may in the event of any breach of the conditions on the part of the contractor cancel the contract and charge the contractor with any loss arising from such cancellation.
  45. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
  46. The firm shall keep the canteen and its surrounding areas clean and up to date sanitation will be maintained every day. The cleaning includes of utensil, kitchen canteen hall, floor, counter, benches, tables, chairs etc.

**Sd/  
[Purchase Officer]**

## Chapter-IV (A): Schedule of Price

(To be utilized by the bidders for quoting their prices)

The below mentioned Financial Proposal/Commercial bid format is provided as Financial Schedule in the bid document. Bidders are advised to quote their offer/rates in the Price Bid Schedule. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Forest Research Institute.

To,  
The Director  
Forest Research Institute  
Dehradun

### Price Bid Schedule

Contract with detail specifications	Rent for two Canteens in Rs. (per month)	Taxes, as applicable	Total Rent for two canteens per month in Rs. (in figure and words )
	A	B	C = (A+B)
For contract of the Departmental Canteen in the FRI Main Building and Workshop Area, FRI	Rs.	Rs.  (As per statutory Liability applicable from time-to-time.)	Rs.

Validity of Price Bid 60 Days.

1. The total rent quoted (As per column C above) will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates for rent shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**Chapter-IV**  
**(B): Price Bid Undertaking**

From: (Full name and address of the Bidder)

To,  
The Director  
Forest Research Institute, Dehradun

Dear Sir/Madam,

I am submitting the price Bid for Tender No:- 9-44/2021-Bldg. for contract of the Departmental Canteen in the FRI Main Building and Workshop Area, FRI as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work/ supply the quoted item at the rates as indicated in the price Bid, (Chapter-IV) and Chapter-V inclusive of all applicable taxes.

Yours Faithfully,  
Signature of authorized Representative

**Chapter-V: Specifications and Allied Details  
(Description of the items and specifications)**

<b>Canteen items on fixed rates</b>	<b>for FRI Staff</b>	<b>For outside Visitors</b>
1. Lunch (Dal, vegetable, 4 Chappatis/Puri and Rice Water, Dahi) & Sweet Dish (On demand at extra rate)	35/-	Rs. ....
2. Tea (150ml) (Freshly prepared/Flavoured)	8/-	Rs. ....
3. Samosa (60gm.)	10/-	Rs. ....
4. Pakora (100gm.)	18/-	Rs. ....
5. Bread Pakora	10/-	Rs. ....
6. Standard Tea with tea bags in disposable cups	10/-	Rs. ....
7. Other items (Please attach Menu Card/List) <b><u>(Price to be quoted separately for FRI Staff and Visitors)</u></b>	Rs. ....	Rs. .... (List to be attached)
8. Other branded items on MRP		

(Please also quote rate separately for outside visitors for all the above items. The rates quoted should not be more than market rates)

I \_\_\_\_\_ hereby declare that I shall be abide by the rules and regulations mentioned in the Tender Documents.

Signature of the Second Party  
(with seal of the firm)

## Chapter-VI: TENDER ACCEPTANCE LETTER

### TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date: .....

To,

Director  
Forest Research Institute  
Dehradun-248006

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name [www.fri.icfre.org](http://www.fri.icfre.org) as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred / banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)