



F.No. 344/NRCP/2023-24

Date: 27.09.2023

Invitation for Expression of Interest for providing Catering Services at ICAR-NRC on Pig, Guwahati

Director, ICAR-NRC on Pig, Guwahati is pleased to Invite Expression of Interest (EOI) for the Annual job contract work for catering services of canteen of the Guest House of ICAR-NRC Pig, Guwahati under following terms & conditions. The interested firm/agency must submit their proposal latest by **4.00 P.M, 15.10.2023** in the prescribed format (**Attached as Annexure A**) as attached and submit the following documents by email/person by hand/post.

Email : aaonrcp@gmail.com

Address: Director, ICAR-NRC on Pig, Guwahati-781131, Assam.

Documents required

1. Application in prescribed format.
2. GST Certificate.
3. Trade License/FSSAI Certificate/ISO certificate
4. Details of Experience, if any.
5. Client List, if any.
6. PAN/TAN Card.

Competitive rates (Highest Bid) for the rent of the canteen from the firms will be collected separately.

Selection Criteria

The contract will be awarded to the firm/agency based on their credentials/quoted/offered highest rent charges.

TERMS & CONDITIONS OF THE CONTRACT:

1. The contract is initially for a period of two year but can be terminated by ICAR-NRC on Pig by giving one calendar month notice in writing of its intention to terminate the agreement. The contract can be renewed or extended on manually agreed terms.

2. The Catering Agency shall continue its operations for running the canteen in the space earmarked to it. The Catering Agency will have no ownership rights on the premises of the ICAR-NRC on Pig, Rani, Guwahati and will not use ICAR-NRC on Pig premises as his office address.

The Catering Agency will not increase the rates of serving items during the period of contract without prior permission of competent authority i.e Director, ICAR-NRC on Pig, Guwahati. Any addition to the serving items as per list and its rate will only be decided/ fixed by the Director ICAR-NRC on Pig, Guwahati and also the Catering Agency will display the approved rates of all the eatable items to be sold by him in the canteen. The rates for different items shall be as per list enclosed as **Annexure – B**. However, Rates can be changed/modified as per the discretion of Director, ICAR-NRC on Pig, Guwahati.

- 3.
4. The Catering Agency will serve the food items during the various official meetings, as and when required on the rates approved by the institute on bill basis subject to written order only. The credit bills will be raised to the respective Divisions/Sections for its early payment. No responsibility will be taken by ICAR-NRC on Pig for credit sales to other.
5. The Catering Agency shall arrange crockery, cutlery, kitchen utensils, Gas stove, cylinder, refrigerator, etc. at his own cost. The crockery should be properly cleaned and used in good conditions and will keep the kitchen, dining hall always in a neat and clean conditions. Eatable shall be prepared under hygienic conditions. **However, the Catering Agency shall deposit an amount of Rs.25000/- (Rupees Twenty-five thousand) only as Security Money for using utensils/facilities of ICAR-NRC on Pig, Guwahati.**
6. ICAR-NRC on Pig will provide infrastructure facilities including Air Conditioners, Water Cooler and necessary furniture, free of cost and the same shall be cleaned daily and should be maintained in the good condition by the Catering Agency during the contract and the same will be returned to this office in workable condition at the time of the completion of contract. Any loss or damage in this regard will be recovered from the Catering Agency from time to time.
7. Breakage, replacement cost of the utensil/facilities shall be borne by Catering Agency failing which Director, ICAR-NRC on Pig, Guwahati reserves the right to forfeit the Security Money towards breakage, replacement cost of utensils/facilities.
8. The Canteen Management Committee of ICAR-NRC on Pig will have right to inspect the facilities maintained and food items sold/served by the Catering Agency in presence of representative of the agency/Catering Agency. Report of such inspection shall be shared for taking appropriate remedial measure. No prior notice will be given to Catering Agency before such inspection by committee.

9. ICAR-NRC on Pig and the Catering Agency will address general complaints, if any, received from the public regarding operations of the Canteen. A suggestion box will be installed by Catering Agency in the Canteen. Catering Agency will attend to the suggestions in consultation with the Canteen Management Committee.
10. For the preparation of eatables, only healthy cooking oil shall be used. The quality of the food items prepared and served by the Catering Agency in the Canteen shall confirm to the standards as prescribed. Further Catering Agency shall also ensure the following:-
 - i. Monosodium glutamate shall not be used in any of the food preparations.
 - ii. All fruits and vegetables and other ingredients shall be fresh and good quality.
 - iii. Fruits and vegetables are to be washed in potassium permanganate solution.
 - iv. Chipped crockery/stained cutlery shall not be used.
 - v. Any other item which is banned by the Govt. of India/Food Standard and Safety Deptt./Authority Statutory Authority will not be used/sold at canteen.
11. Water, Electricity and 01 Store Room will be provided by ICAR-NRC on Pig free of charges for cleaning utensils, cooking of food and keeping the premises clean and tidy.
12. Electricity will be supplied free of charges in Dining hall kitchen and for Refrigerator, water cooler, oven etc. **Electricity shall not be used for cooking purposes.**
13. No unlawful activities will be run by the center or his worker in the canteen & in the institute premises. Drinking/serving of alcohol etc. and smoking will not be sold by the Catering Agency.
14. The Catering Agency shall ensure deployment of sufficient of staff and replenishment of their strength for the smooth functioning of the canteen as well as for serving of food items in the canteen & Guest House. The Catering Agency shall provide proper uniform to its staff for identification. The Catering Agency shall ensure the police verification of staff before engaging them in canteen and same shall be intimated in writing to ICAR-NRC on Pig, Guwahati.
15. (a) The Catering Agency will be responsible to observe the provisions of the labour law and food laws as applicable and in force ICAR-NRC on Pig will not entertain any representation or bear any liability in this regard. The Catering Agency/vendor shall indemnified ICAR/ ICAR-NRC on Pig against all suits/libel of whatsoever in nature. The Catering Agency shall comply with all the statutory obligations in force without any liability being carried over on ICAR-NRC on Pig.

(b) The Catering Agency will bear the cost for a comprehensive general liability insurance covering injury to or that of any person(s) occurring in the areas of operation whether caused by negligence on the part of Catering Agency or not throughout the term of the contract. In case of failure of the Catering Agency/vendor to perform their obligations/duties under the agreement including obtaining insurance policy ICAR-NRC on Pig shall not be responsible for any consequence due to default of the Catering Agency/vendor in this regard

(c) The Catering Agency will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, relations and directions given by a statutory authority with regard to safety, labour laws, Payment of Minimum Wages, Payment of Bonus, EPF & ESI remittance or any other prevalent laws both of Central & State Enactments.

(d) The Catering Agency shall not engage any minor as per the Child Labour Act, 1986 at the canteen.

(e) The Catering Agency shall abide by all laws of the land including labour laws, tax deduction, liabilities and welfare measures of its employees and shall possess/obtain all necessary licenses for running a canteen.

16. The Catering Agency will have to provide a list of workers who will be working in ICAR-NRC on Pig Canteen and provide complete details about them. The Catering Agency will also make police verification and medical report of all his/her workers working in canteen.
17. The Catering Agency will ensure neat and clean dress/clothes and aprons used by his/her employees handing food at all items. Every employ so appointed by the Catering Agency shall wear the prescribed uniform. The said uniform shall be provided by the Catering Agency at his own cost. The canteen workers will bear the Identity Card during the working hours provided by the Catering Agency.
18. There is no liability of ICAR-NRC on Pig towards payment of wages and other statutory obligations to the Catering Agency or his employees engaged in the canteen services. Catering Agency shall meet all experiences i.e operational cost of canteen, wages of their engaged manpower and his profit from the sale only.
19. Breakfast/Lunch should not be supplied outside ICAR-NRC on Pig by the Catering Agency. However, it will be permissible for visitors, institute staff and for seminars, meetings, staff parties etc. being held in the campus.
20. The Catering Agency will ensure that his/her employees do not loiter around in the campus. In case of any loss of ICAR-NRC on Pig caused by the employees of the Catering Agency, the Catering Agency will be responsible for its rectification/correction.
21. (a) The Catering Agency will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate numbers of dustbins will

be provided by the Catering Agency and shall ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the canteen. The Catering Agency will ensure the cooks have proper shave and clipped nails and should wear apron and head gear. The Catering Agency will ensure that the cooked and uncooked food is stored properly, no stale food is served. In case of any food poisoning the, Catering Agency will be held solely responsible and will be penalized besides legal action.

(b) The raw materials used for cooking can be checked by ICAR-NRC on Pig officials at any time and if substandard/unauthorized materials are found, the Catering Agency will be penalized at the discretion of ICAR-NRC on Pig and Catering Agency will have to abide by it. In case of any food poisoning the Catering Agency will be held solely responsible and will be penalized besides legal action. The penalty will include at least Rs.5000/- in case if it is found using sub standard materials.

22. In the event of unsatisfactory services rendered by the Catering Agency, the contract in question may be cancelled by the ICAR-NRC on Pig by giving one month's notice. Monetary fine as penalty @ Rs.500/- per day will be imposed for every default during the period of contract. If the services do not improve subsequently a monetary fine as penalty @ Rs.1000/- per day will be imposed for the subsequent defaults. This will have to be paid by the Catering Agency within a week on communication ICAR-NRC on Pig, failing which it will be adjusted against the Security Deposit. Under no circumstances the canteen shall be closed during the contract period. **The agency shall provide 24X7 service throughout the contract period failing which it will be treated as breach of the contract.**
23. **The agency shall provide/engage atleast 2 staff (01 cook and 01 attendant) for catering services. Minimum 01 person shall always be available in canteen for 24X7 service. The mobile number and contact details of the staff shall be displayed in the canteen.**
24. **Time of Breakfast/Lunch/Evening Snacks/Dinner shall be displayed in the canteen, however, the time may be flexible depends as per the requirement/arrival of the guest in the Guest House. The catering agency shall arrange the food as per the requirement of guest on emergency arrival.**
25. No legal right shall vest in the Catering Agency workers to claim employment or otherwise absorption neither in ICAR/ICAR-NRC on Pig nor the Catering Agency's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of ICAR/ICAR-NRC on Pig and there will be no employer-employee relationship between the ICAR/ ICAR-NRC on Pig and the personnel so engaged by the Catering Agency. The workers will remain the employees of the Catering Agency and this should be the sole responsibility of

the Catering Agency to make it clear to its workers in writing before deputing them to work at ICAR/ ICAR-NRC on Pig.

26. The Catering Agency shall not engage the service of any sub contractor or transfer the contract to any other person. If, it is found at any time that the Catering Agency is unable to provide the canteen service and has sub contractor to any other party the ICAR/ ICAR-NRC on Pig has right to terminate the contract and to forfeit all security deposits by giving one months notice.
27. **The Catering Agency will give three months advance notice for terminating the contract failing which the security deposit will be forfeited.**
28. (a) Without prejudice to right under any other Clause of the contract, the Director ICAR-NRC on Pig may in the event of any breach of the conditions on the part of the Catering Agency cancelled the contract and charged the Catering Agency with any loss arising from such cancellation.
- (b) Decision of Director, ICAR-NRC on Pig shall be final for any aspect of the contract and binding to all parties. Disputes arising if any on the contract will be settled at the his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NRC on Pig. The decision of the sole Arbitrator appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
- (c) The Director, ICAR-NRC on Pig reserves the right to cancel contract at any time on or before the contract agreement by giving one month notice without assigning any reasons thereof.
- (d) All Legal disputes arising under this contract shall be subject to jurisdiction of Guwahati only.

Sd/-

Asstt. Administrative Officer

Application/Proposal format of Expression of Interest for providing Catering Services at ICAR-NRC on Pig, Guwahati (Please Print in the letter head of the firm)

To

The Director
ICAR-NRC on Pig, Guwahati.

Sub: Proposal/Application for Expression of Interest for providing Catering Services at ICAR-NRC on Pig, Guwahati

Sir,

We are interested for providing catering services at your Institute and read all the terms & conditions of the contract. We ensure that we are capable to perform the contract satisfactory by abiding all terms & conditions. The details of our firm/agency is provided as detail below and all the required documents are attached.

1.	Name of the Firm/Agency.	
2.	Address with Tel. No./Fax/E-mail.	
3.	Contract Person Name and Mobile Number	
4.	GST No. (Please attach GST Certificate)	
5.	Trade License/FSSAI Certificate/ISO certificate No. (Please attach Trade License/FSSAI Certificate/ISO certificate Certificate)	
6.	Details of Experience, if any (Please attach the experience certificate)	Available/Not Available

7.	Client List, if any. (Please attach the Client list)	Available/Not Available
8.	PAN/TAN Card No. (Please attach the PAN CARD/TAN CARD)	
9.	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum Wages Act or contemplated against them. If Yes, details thereof	Yes/No
10.	Whether the Agency had been blacklisted by any organization. If Yes, details thereof	Yes/No

I/ we hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the agency will be blacklisted and will have no dealing with ICAR, Institutes.

Signature and Seal of the Firm
Business Address:

MENU

A.Hi – Lunch @ Rs. 150 (Inclusive GST & packing charges) full diet per person.

- Achar/Pickle
- Papad
- Salad
- Packed Mineral Water
- Roti
- Best/Fine quality- Rice/Veg Pulao/Jeera Rice/Fried Rice
- Veg Dry Fry/Dry Seasonal Vegetable
- Mix Veg
- Dal Fry/ Dal Tadka/Dal (Panchratani)/Rajma/Cholle
- Branded Curd (Plain/Sweet)
- Sweet Dish (Ice cream/Sweet/Halwa)
- Chicken/ Fish/ Paneer

B.Hi – Lunch (Special) @ Rs. 300 (Inclusive GST & packing charges) full diet per person.

- Soup (Branded)
- Veg Pakora
- Achar/Pickle
- Papad
- Salad
- Packed Mineral Water
- Roti
- Best/Fine quality- Rice/Veg Pulao/Jeera Rice/Fried Rice
- Veg Dry Fry/Dry Seasonal Vegetable
- Mix Veg
- Dal Fry/ Dal Tadka/Dal (Panchratani)/Rajma/Cholle
- Branded Curd (Plain/Sweet)
- Sweet Dish (Ice cream/Sweet/Halwa)
- Paneer
- Chicken/ Fish/ Mutton

C. Hi – Tea @ 75/- (Inclusive GST & packing charges)

- Tea/ Coffee/Cold Drinks (1 No.)
- Samosa/Kachori/Sandwich/Veg Pakora/Cutlet/Dhokla-(01 pcs)
- Dry Sweet (01 pcs)
- Cookies (2 pcs)

D. Hi – Tea (Special) @ 150/- (Inclusive GST & packing charges)

- Tea/ Coffee/Cold drinks (1 No.)
- Fruit Cake/Pastry (01 Pcs)
- Samosa/Kachori/Sandwich/Veg Pakora/Cutlet/Dhokla-(01 pcs)
- Dry Sweet (1 pcs)
- Cookies (2 pcs)
- Salted Kaju Fry (40 grms)
- Packed Mineral Water

E. OTHERS (Rates inclusive GST)

BEVERAGES:

1. TEA.....Rs.10
2. COFFEE....Rs. 20.00
3. MILK.....Rs. 20.00
4. COLD DRINKS.....MRP

SNACKS:

1. NIMKI.....Rs. 10.00 + GST
2. KHURMA.....Rs. 10.00 + GST
3. SAMOSA/KACHORI.....Rs. 20.00 + GST
4. VEG PAKORA.....Rs. 40.00 + GST

5. BISCUITS/CHIPS etc.....MRP

BREAKFAST @ Rs. 50.00

1. Roti Sabji
(4 Pcs Roti, Sabji, Bhaji, Pickle, Tea)
2. Puri Sabji
(4 Puri, Sabji, Bhaji, Pickle, Tea)
3. Paratha (Aloo/Gobhi/Muli/Others)
(2 Pcs Paratha, Curd, Pickle, Tea)
4. Bread
(4 Pcs Bread Toast, Butter/Jam, Tea)
5. Dosa/Idli/Upma/Vada with sambar/chutney

Lunch/ Dinner

1. Veg Thali.....Rs.70.00
(Rice, 2 Pcs Roti, Bhaji, Sabji, Dal, Papad, Salad/Chatni)
2. Egg Thali.....Rs.90.00
(Rice, 2 Pcs Roti, Bhaji, Sabji, Dal, 2 Egg Curry/Papad, Salad/Chatni)
3. Fish Thali.....Rs.100.00
(Rice, 2 Pcs Roti, Bhaji, Sabji, Dal, Fish Curry/Papad, Salad/Chatni)
4. Chicken Thali.....Rs.100.00
(Rice, 2 Pcs Roti, Bhaji, Sabji, Dal, Chicken Curry/Papad, Salad/Chatni)
5. Paneer Thali.....Rs.100.00
(Rice, 2 Pcs Roti, Bhaji, Sabji, Dal, Paneer Curry/Papad, Salad/Chatni)
6. Mutton Thali.....Rs.200.00
(Rice, 2 Pcs Roti, Bhaji, Sabji, Dal, Mutton Curry/Papad, Salad/Chatni)

**NOTE: Rates can be changed/modified as per the discretion of
Director, ICAR-NRC on Pig, Guwahati.**