



# राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)

“आयुष” मंत्रालय, भारत सरकार, चेरुतुरुत्ति, त्रिशूर, केरल-679 531

**NATIONAL AYURVEDA RESEARCH INSTITUTE FOR PANCHAKARMA**

(CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES)

MINISTRY OF “AYUSH”, GOVT. OF INDIA

CHERUTHURUTHY, THRISSUR DIST., KERALA – 679 531

F.1/1/2013-NARIP/General

Dated

**TENDER NOTIFICATION NO. /2017**

**6 OCT 2017**

Sealed tenders are invited by In-charge, National Ayurveda Research Institute for Panchakarma, Cheruthuruthy from reputed, registered & approved Agencies/Contractors/Organization, holding valid license to execute the work of providing Canteen facilities at NARIP, Cheruthuruthy, Thrissur.

**Name of work:** - “PROVIDING CANTEEN FACILITIES AT **NATIONAL AYURVEDA RESEARCH INSTITUTE FOR PANCHAKARMA**, CHERUTHURUTHY, THRISSUR – 679531

1.	Last date for submission of Tender	30.10.2017
2.	Date and time to opening of Tender	31.10.2017(3.00 P.M.)
3.	Cost of Tender Documents	Rs.100/-
4.	Earnest Money Deposit (EMD, to be submitted with Technical Bid)	Rs.1,000/-
5.	Interest Free Security Deposit/Performance Security after award of work	Rs. 10,000/- (by multi-city Cheque/ Cash only)
		by multi-city Cheque/ DD/Cash

The prospective tenderer may satisfy themselves about the requirement by visiting NARIP, Cheruthuruthy on any working days. Tender document can be downloaded from the CCRAS website ([www.ccras.nic.in](http://www.ccras.nic.in) (link Tenders) or collected from the Office of NARIP, Cheruthuruthy.

The agency must submit its bid along with a Demand Draft/Multi City Cheque of **Rs.100/-** (Rs. one hundred only) in favour of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, payable at SBI, Shoranur towards **tender document fee (non-refundable)**. EMD deposit of unsuccessful bidders will be refunded within 90 days after finalization of the Tender, without interest.

The tenders should be submitted in sealed cover and superscripted as Tender for providing Canteen facilities and with name of bid, Ref No.& date, name of tenderer etc Tender can be send by post or submit by hand. The Tender should be addressed to Asst. Director-In-Charge, NARIP, Cheruthuruthy. The tenders received will be opened on **31.10.2017** at 3.00 PM. Tenderers can send their representatives during the time of opening of Tender.

Tenderers submitting Tenders would be considered to have considered and accepted all the terms & conditions. Canvassing in any form in connection with the Tender is prohibited and tenders submitted by the contractors who resort canvassing, are liable for rejection.



*(Signature)*  
(Dr.P. Radhakrishnan) 16.10.17  
Asst. Director In Charge



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16 OCT 2017

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Eligibility criteria of the bidder: The contractors/Agencies have to meet following eligibility criteria for submitting their tender:

1. Possess valid License issued to carry out similar work.
2. Registered with GST, or any tax enforced by GOI.
3. Minimum experience of 3 years in providing similar services to Government establishments/ public sector undertakings, R&D institution/ reputed private Sector/ other similar organization (the decision in regard to the reputed private organization will be taken by the Institute which will be final).
4. Must have carried out three similar contracts of minimum Rs.1 Lakhs (Rupees One Lakh only) each year during the preceding 3 years (financial years).
5. Must not have blacklisted by any Government Department/ Autonomous bodies/ CCRAS or any of its laboratories/ Institute as on the date of submission of the bid.

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Right to acceptance or rejection of tendersA. The tender is liable to be rejected inter-alia:-

1. If it is not in conformity with the instructions mentioned in Tender Notice & terms and conditions.
2. If it is not properly signed or sealed
3. If it received by email.
4. If it received after scheduled date and time
5. If it is not accompanied by requisite Tender Document Fee and EMD and supported by proper documents.


B. This Office reserves the right to:-

1. Accept/Reject any of the tender in full or part thereof. No enquiries verbal or written shall be entertained from firms in respect of acceptance or rejection of the tenders submitted by them.
2. Reject any or all the Tenders without assigning any reason thereof
3. Revise the requirement at the time of placing of Order.
4. The decision of the Asst. Director-in-Charge (Officer-in-Charge) on all matters in this regard shall be final and binding.

The agency must submit its bid along with a Demand Draft/Multi City Cheque of **Rs.100/-** (Rs. one hundred only) in favour of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, payable at SBI, Shoranur towards **tender document fee (non-refundable)**. EMD deposit of unsuccessful bidders will be refunded within 90 days after finalization of the Tender, without interest.

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 (Dr.P. Radhakrishnan)  
 Asst. Director-In-Charge  
 16/10  
 ASST. DIR.

### **General Terms and Conditions for providing Canteen Facilities**

Terms and conditions in respect of tender for providing Canteen facilities in the National Ayurveda Research Institute for Panchakarma, Cheruthuruthy.

1. Tender should be submitted to the Asst. Director-in-Charge of NARIP, Cheruthuruthy by 30.10.2017 in a sealed cover.
2. The tender will be opened at 3.00 p.m on 31.10.2017 in the presence of tenderers who may like to be present.
3. Tenders not confirming to these requirements will be summarily rejected and no correspondence thereof shall be entertained whatsoever.
4. The tender forms should be clearly filled in ink legibly or typewritten giving full address/telephone No. of the tenderer. The Tender should be signed by the tenderer himself/themselves or his/their authorized agent on his/their behalf (Authorization may be enclosed if applicable). The forwarding letter duly signed should invariably be returned along with quotations furnished.
5. The tenderer should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.
6. The tenders should be valid for a period of one year from the date of their opening.
7. The Performance Security amounting to Rs.10,000/- has to be deposited with the Institute within 7 days of acceptance failing which the tender will be outrightly rejected.
8. In case of non-compliance of any of the clause/terms, the Asst. Director-in-Charge will have the right to impose penalty as deemed fit and employ staff at the contract cost and risk and may forfeit the security in full or part at his/her discretion. His/Her discretion shall be final and binding.
9. The Asst. Director-in-Charge reserves the right to cancel/reject full or any part of the tender which generally do not fulfil the conditions stipulated in the matter.
10. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
11. Any act on the part of the tenderer to influence anybody in the Institute is liable to cause rejection of his/their tender.
12. The successful contractor will have to provide a non judicial stamp paper of Rs. 200/- for preparing the rate contract agreement.
13. The contract can be terminated by giving one month's clear notice by the Authority in case the services of the contractor are not satisfactory and the security amount may be forfeited.
14. That the Agency staff shall work under the overall supervision and direction of the Director or any other Official(s) authorized by him/her.
15. The agency shall not engage any sub-contractor or transfer the contract to any other person.
16. The opening line should be that " We hereby unconditionally accept the tender conditions given in tender Notice No.....dated....."

17. Any request for increase in rates of food items will not be allowed during the period of contract.
18. (i) No alternation or modifications in the premises provided for running the Canteen will be carried out by the licensee.
- (ii) No damage to building/fixtures and fittings will be caused by the licensee. In the event of any damage being caused to the building fixtures, compensation as assessed by the authority will be paid by the licensee to the Institute
- (iii) The licensees shall use the premises solely for the purpose of running the canteen for the employees of the NARIP, Cheruthuruthy and he/they shall not assign or sublet or part with possession of the premises or any part thereof.
- (iv) The premises shall always be kept in a clean and food hygienic and sanitary condition. The licensee shall be responsible for compliance with all Municipal/Panchayath/Labour laws and other requirements of law as prevalent in Kerala. A copy of the licence may also please be furnished.
19. The contract will be for a period of one year from the date of Agreement and if the services are satisfactory, the same may be extended for a further period on mutually acceptable terms and conditions. In case the contractor will be deemed as terminated and security deposit will be forfeited.

#### **UTENSILS AND CROKERY**

20. Stainless steel utensils and crockery of good quality duly approved by the canteen Management Committee shall only be used in the Canteen by the licensee.

#### **FURNITURE OR OTHER CANTEEN ITEMS**

21. Items of furniture i.e., tables and chairs & some other items in the canteen may be provided by the Institute. The licensee will be responsible for the proper maintenance of furniture, fixtures and other equipments/property of the Institute well and will be liable to make good the damage caused by him or his employee.

#### **WATER AND ELECTRICITY**

22. Water and electricity will be supplied free of charge by the Institute subject to the condition that it is used only for running the canteen. Electricity should be used for preparation of cooking items.

#### **PROVISIONS**

23. Materials of good quality only will be used and Canteen Committee of the Institute will have the right to examine the provisions used with view to satisfy themselves of the quality/quantity.

The decision of the In-Charge or any Officer authorized by him/her in this regard shall be final and binding on the licensee. Licence will also make satisfactory arrangements for room service.

**RATES OF ARTICLES**

24. Schedule of items to be provided in the canteen is enclosed. The rates at which the items are proposed to be offered may be mentioned against each.

**NORMAL HOURS OF SERVICES**

25. This shall be regulated as per working hours of the Office/ Hospital/Labs/Pharmacy sections in the Institute.

**LICENCEE**

26. The licensee shall obtain such permits and licence as may be required under any law in force for the time being for his business and he shall be liable for any of his employee's action/misbehaviour resulting in on damages/losses in or injury of any type to the people and the property. He will also be himself liable for injury to himself or any of his employees for the time being employed by him.

The licensee shall supply the materials in the premises or the Canteen itself, strictly on cash basis and the Institute shall not be liable for any amount, due from its employees on account of any material sold to them on credit basis.

**TERMINATION OF LICENCEE**

27. The Institute may terminate the licence at any time in the event of breach of any of the terms and conditions of this licence deed or in the event of prosecution of the licensee or any of his/her employee or worker under the prevention of food Adulteration Act or prosecution of the licensee or its partners or Directors/Members of the Managing Committee of the licence under any other law for the time being in force.

**EXPERIENCE**

28. The tenderer should furnish proof of experience of three years or more in catering in Govt. Department/or Govt. Undertaking and furnish income tax clearance certificate/sales Tax certificate, if any.

(Signature of the Tenderer)  
Name

Sl.No. of Tender.....

Name of the party is whose favour .....

The tender form has been issued .....

.....

The Asst. Director-in-Charge  
National Ayurveda Research Institute for Panchakarma (Seal of the Office)  
Cheruthuruthy

Dear Sir,

1. I/We hereby submit the tender for providing canteen facilities in the National Ayurveda Research Institute for Panchakarma, Cheruthuruthy.
2. I/We have now deposited EMD of Rs...../- with the Institute vide cash receipt No.....dated.....
3. I/We hereby agree to all the terms and conditions stipulated by the National Ayurveda Research Institute for Panchakarma, Cheruthuruthy in this connection.
4. I/We have noted that overwritten entries shall be deleted unless only cut/rewritten and initiated.
5. Tenders are duly signed (No thumb impression should be affixed).
6. I/We undertake to sign the contract within 7 days from the issue of the letter of acceptance failing which the EMD will be forfeited.

Yours faithfully,

(Signature of the Tenderer :  
With full address::

Witness 1.  
Address

Witness 2.  
Address

**Check list of Information to be provided along with the quotation**

1.	Name of Tendering Company (Attach Certificates of registration with a brief profile of the company)
2.	Name of Proprietor/Director of Company
3.	Full address of Registered Office with Telephone No. FAX and E-Mail.
4.	Full address of operating/Branch Office with Telephone No. FAX and E-Mail.
5.	Banker of Company with full address with supportive document
6.	PAN/GIR No.
7.	Service Tax Registration No.
8.	G.S.T Registration No
9.	As per Appendix 'B' <ul style="list-style-type: none"> <li>• Acceptance of Terms and Conditions.</li> <li>• Signed declaration stating that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector</li> <li>• Signed declaration about Non fraud and Non corrupt practices</li> </ul>
10.	Documents showing completing at least one service where it has provided canteen services in one organization during last 2 years(desirable)
11.	Multi City Cheque/ DD in favour of NARIP, Cheruthuruthy for Tender documents fee (non-refundable) of Rs.100/-(Rs. One hundred only) & EMD of Rs. 1,000/-(One thousand only) attached.
12.	Any other information to establish financial worth and technical competence

Signature of authorized person

Name:

Seal:

Date & Place



PROFORMA

- 1. Name of the Contractor :
- 2. Full Address :
- 3. Previous service, if any

Signature

Note: The proforma should be filled up completely.

UNDERTAKING

I/ We ..... Do hereby declare that we have carefully read all the conditions of the tender schedule of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy for tenders quoted for the providing Canteen Facilities to National Ayurveda Research Institute for Panchakarma, Cheruthuruthy for a period of one year from the date of acceptance of tender and shall be abide by all the conditions set in therein. I/ We also declare that the details furnished above are true and if found to be false, I/ We shall be liable to disqualification.

Signature of the Agency

Name:

Seal:

Date:

Place:

Schedule of Tender for providing Canteen facilities

Sl.No.	Name of the Item	Quantity/Details	Cost (In Rs.)	
			Staff	Outsiders
1	Tea	150 ml		
2	Coffee (Ordinary)	150 ml		
3	Coffee (Bru)	150 ml		
4	Cool Drinks (Standard)	.....		
5	Fresh Juices	200 ml...Amla,Carrot etc.		
6	Dosa (Sada) each	100 gm. Butter with 50 gms. Sambar + 50 gms.chutney		
7	Masala Dosa each			
8	Ghee roast each			
9	Idli each	150 gm. Butter with 50 gms. Sambar + 25 gms.chutney		
10	Parotha each	50 gms Parotta + 150gm.Curry		
11	Poori each	75 gms Poori + 50 gms curry		
12	Appam each	100 gms.Appam+50gm Curry		
13	Chappathi each	75gm.Chappathi+50gmsCurry		
14	Uzhunnu Vada each	100 gms + 50 gms Sambar or 50 gms Chutney		
15	Parippu Vada each			
16	Pazhampori each	100 gms. + 20 gms. Tomato sauce		
17	Baji each			
18	Sukhiyan each	100 gms		
19	Meals	Complete break-up of Item along with quantity Of each in grams		
20	Omlette	Single		
		Double		
21	Cutlet	1 Nos		
22	Puffs	1 Nos		