



कृषि वैज्ञानिक चयन मंडल
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
Department of Agricultural Research and Education, Govt. of India
Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012



F.No. 33-1/2022-GA

Dated: 22 July 2022

Subject – Invitation of bids for providing of packed lunch (North Indian Thali & South Indian Thali) and High tea at Agricultural Scientists Recruitment Board, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi

Sir,

Agricultural Scientists Recruitment Board is an attached Office of Department of Agricultural Research and Education, Government of India and is located at Krishi Anusandhan Bhawan I, Pusa Campus, New Delhi – 110012.

On-line bids are invited under two-bid system through e-procurement system from registered/well-established/reputed firms/aggregators, hereinafter call "the Supplier" for supply of packed lunch (North Indian Thali & South Indian Thali) and High tea, on need basis, for a period of 01 year. The contract so awarded shall be extendable upto 2 more years, one year at a time, subject to satisfactory performance and mutual consent.

The detailed tender document Tender form along terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in> and www.asrb.org.in upto 1300 hours of 12.08.2022. On-line bids completed in all respects should be submitted through CPP portal <https://eprocure.gov.in/eprocure/app> only on or before the last date and time i.e. 12.08.2022 at 1500 hours. The documents which are required for evaluation of in technical bid shall be uploaded on the CPP portal. **Please note that only online bids will be accepted.**


(Lal Singh Rawat)
Section Officer, GA

Copy to : Sh Ravi Bhushan Tiwary, Technical Officer for uploading the tender document on Board's Website

AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
KRISHI ANUSANDHAN BHAVAN-1,
PUSA, NEW DELHI-110012.

NOTICE INVITING TENDER

On-line e-tender is hereby invited on behalf of Secretary, AGRICULTURAL SCIENTISTS RECRUITMENT BOARD (ASRB) for supply of packed lunch (North Indian Thali & South Indian Thali) and High tea for a period of 01 year, on need basis. The contract so awarded, shall be extendable for a further period of 02 years, one year at a time, subject to satisfactory performance and mutual consent.

I. The tender schedule is as follows:

Tender id	2022-DARE-702447-1
Tender No.	F.No 33-1/2022-GA
Date of release of Tender through e-procurement	22.07.2022
Pre Bid meeting date/time/venue	05.08.2022
Last date & time for submission of bid	12.08.2022 @ 1500 hours
Date & time for opening of technical bid	13.08.2022 @ 1600 hours
Date & time for opening of financial bid	Will be intimated after scrutiny of Technical Bid
EMD	In place of EMD, bid declaration (as per annexure - I) is required.
Performance Security	Rs 36,000/-
Estimated cost of contract	Rs 12.00 lacs (approx.)
Contact Person	Sh Lal Singh Rawat, Section Officer E-mail Id – soga@asrb.org.in Tel. – 011-25840251 (Extn. 206)

II. Terms and Conditions

A. General Terms & Conditions

1. On line bids are invited in **two Bid systems**, (1) Technical and (2) Financial. Both the bids shall be uploaded at CPP Portal. Off line bids shall be summarily rejected.
2. Quotation should be complete in all respects and sent within specified date as mentioned on covering letter. The quotations received after the prescribed date shall not be considered.
3. Correction or over-writing in the tender document is not permissible. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
4. Bidder shall not be banned / suspended / blacklisted by any Government /PSU / Corporate organisation or convicted in any court of law across India. Bidder to submit

a self-declaration / undertaking, not older than 03 months, in prescribed format (as per annexure II) along with the bid.

5. The bidder is at liberty either to be present himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification. Also, the tender shall be opened at **Room No. 101, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi – 110012.**
6. The ASRB reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.
7. The final acceptance of offer will rest with **ASRB**, who does not bind itself to accept the lowest bid and reserves the right to reject any or all the bids received, without assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
8. An Office of the service provider must be located in the state of consignee, i.e. New Delhi/NCR. Documentary evidence, as specified, to be provided by the Bidder.
9. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to submit an undertaking / bank solvency certificate, not older than 03 months, along with the bid.
10. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's quotation. Conditional bids will not be accepted and shall be summarily rejected.
11. At any time, prior to the closing date of submission of bid, purchaser may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the tender documents by amendments.

B. Opening of Bids:

1. The Technical bid will be opened on pre-scheduled time, date and venue in the presence of the bidders' representatives if any, who choose to attend.
2. The bidders' representatives who will be present shall sign in the designated register evidencing their attendance. In the event of the specific bid opening being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.
3. The bidders' names, bid withdrawals, details of bid security and such other details as the ASRB at its discretion may consider appropriate will be announced at the time of bid opening.
4. The firms who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of i.e. "Price Bid **"(Financial Bid)"**.

C. Evaluation of bids –

1. Bids shall be evaluated on the basis of the information/documents furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined.

2. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.
3. ASRB may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
4. ASRB reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ notification of Award of contract.
5. ASRB may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.
6. ASRB may seek clarification in writing from bidder by fax on any point, if so required. Bidder shall promptly reply by fax within the time limit specified in the clarification letter from ASRB.

D. Earnest Money Deposit –

1. Bidders are required to submit a "bid security declaration", in place of EMD, accepting that if they withdrew or modify their bids during the period of validity etc., they will be suspended for a period of 03 years from participating in any tenders / contracts floated by the Board. Format for bid security declaration annexed as Annexure I.

E. Performance Security –

1. The firm whom the contract will be awarded, will have to deposit an amount of Rs 36,000/- (Rupees thirty six thousand only) as performance security valid for 60 days from the period of contract expires.
2. No interest will be paid on performance security.
3. In case of violation of any terms and conditions on the part of the firm is noticed and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority in the Board.
4. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, performance security deposited would be forfeited.
5. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft / FDR / Insurance surety bond in favour of/pledged to "**Secretary, ASRB**" payable at "**New Delhi**".

F. Extension Clause –

1. The contract shall be valid for a period of one year initially. However, the contract may be considered for extension by mutual consent and for two more years, one year at a time, as may be agreed upon subject to proper services provided by the firm, mutual consent and approval of the competent authority in the Board. A 10% increase in Price bid shall be given for every annual extension.

G. Consortium :

1. In case of contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as the leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with the bid.

H. Financial Bid –

1. Contract rates once finalized will not be enhanced during the currency of the contract. No advance payment in any case would be made.
2. The contract shall be awarded to the bidder quoting the least amount as per Financial bid, i.e. L-1 bidder.
3. Supplier shall be entirely responsible for all taxes, duties, license fees, etc, incurred on providing the agreed service under this tender. No tax or duty will be payable by the ASRB separately.
4. If there is any enhancement in the taxes, duties, license fees etc, during the service period, the enhanced expenditure will be paid by the purchaser.
5. In case of any changes in GST rate or any other statutory obligation resulting in the generation of extra profit by the service provider, the same has to be passed on to ASRB.

I. Payment Terms –

1. The contract shall commence from the date as will be mentioned in the awarding letter and submission of performance security by the firm.
2. **Payment shall be made on monthly basis** and submission of duly signed delivery vouchers, satisfactory reports along with the bills.
3. GST Rates has to be stated separately in the Invoice generated by the firm and relevant notification or any other proof of rate to be enclosed
4. No advance payment will be made.
5. Payments shall be subject to any deductions (such as TDS etc.) of any amount, for which the Bidder is liable.

J. Penalties –

1. Decision as to whether penalties would be levied or not for violation of terms & condition laid down in this tender shall be taken by Secretary, ASRB.
2. All the fresh provisions shall be of good quality, stale or rotten vegetables are not to be used. In case stale / rotten vegetables / expired items / sub-standard / adulterated items are found to be used, the same will have to be replaced immediately and a penalty of Rs 1000 would be imposed for every violation.
3. Failure to supply food in terms of quality, quantity and as per the purchase order will attract a penalty of Rs. 1000 per violation.
4. All the packed/tinned provisions will have to have fssai certification. Use of noncertified provision would not be permitted. If found being used issue would be dealt under the provision of the prevention of food adulteration act 1954 in addition a penalty of Rs 1000 would be imposed for every violation.
5. If the delivery is delayed, a penalty of Rs.300/= will be imposed for every hour delay.

K. Termination of Contract - Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

1. The Seller fails to comply with any material term of the contract.
2. The Seller informs Buyer of its inability to deliver the material(s) or any part thereof within the stipulated delivery Period or such inability otherwise becomes apparent.
3. The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective material(s) promptly.
4. The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
5. Mutual consent : The contract may be terminated on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.

L. Arbitration:

1. If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration referred to by Secretary, ASRB. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996 as amended from time to time.

M. Set Off:

1. Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by contractor with purchaser.

N. Applicable Law:

1. The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Delhi.

Terms & conditions are acceptable

Dated

(Authorized signatory)

Scope of Work

1. ASRB reserves the right to ask for change of items in the meals (packed lunch), other than as mentioned in the Financial bid.
2. The quality of food/snacks/ eatables supplied shall be of good quality and hygienic in nature and the service should be to the fullest satisfaction of the Board. It shall be ensured that there is no adulteration of food, milk, etc.
3. ASRB shall not provide any utensils, cooking range, electrical milk boiler, electrical water heater, bain-marie, hot case, deep freezer, serving dishes cutleries, fridge etc.
4. All the food items should be warm when served, except items intended to be served at room temperature (Sweets, Dahiwada, Salad, etc) or frozen (ice creams).
5. All the packed/tinned provisions will have to have fssai certification. Use of noncertified provision would not be permitted. If found being used issue would be dealt under the provision of the prevention of food adulteration act 1954 in addition a penalty of Rs 1000 would be imposed for every violation.
6. Number / quantity of lunch / high tea / snacks are bound to change on day to day basis.
7. Normally, purchase orders shall be placed a day prior to the date of delivery. However, in exceptional / urgent circumstances, orders can be placed on the same day. Bidder is bound to accept the orders.
8. Orders shall be placed telephonically / by phone / email. Bidder is bound to accept all the orders, irrespective of the mode of placement. Orders shall be given by Section Officer, GA/ Under Secretary, GA or any other officer specifically authorised by the Board.
9. The firm shall be liable to provide services even on holidays, in case of emergency.
10. Reporting place : Pusa Campus, New Delhi-110012

A. Technical Bid

S.No	Eligibility Criteria	Supporting Document
1.	The bidder should submit one of the following:- a) Proof of Registration of the bidder under relevant law such as Companies Act, and/or Shop & Establishment Act. b) For Partnerships firms, the full name, and address of each partner along with the certified copy of the registered partnership deed, copy of the Trade License. c) For proprietorship firms, full name and address of proprietor along with the copy of trade license.	Submit the registration certificate with the bid
2	Bidder to provide copy of GST registration of the firm, if applicable	Copy of GST registration
3	Bidder to provide copy of PAN card of the company / self in case of proprietorship	Copy of PAN Number
4.	Bidder to provide bank solvency declaring the firm is not under liquidation / insolvency proceedings	Bank solvency certificate / self undertaking not older than 3 months
5.	The Bidder should not currently be debarred or blacklisted by any Government department/agencies	Self-declaration / undertaking not be older than 3 months
6.	Evidence for presence of Office in Delhi / NCR	Registration under shop and establishment act / Copy of rent agreement
7.	The bidder shall submit the certificate for Mandate form.	Bank mandate form
8.	Average annual turnover should not be less than Rs. 06 lacs during the three Financial years (2018- 2019, 2019-20, 2020-2021).	Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant
9.	The bidder should have satisfactorily completed similar catering / supply service of similar nature during the last 3 Years (2018-2019, 2019-2020, 2020-21) of the value of not less than Rs 4 lacs each.	Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate.
10.	Valid MSME / Startup Registration certificate (with terminal date) issued by NSIC etc. for the purpose of availing exemption in Turnover /Experience criteria.	Copy of Valid MSME / Udyam certificate (with terminal date) issued by NSIC etc duly certified by the authorized person of the firm with the bids.
11.	FSSAI license	Copy of FSSAI license

B. Financial Bid / BOQ

S. No.	Name of Work**	Items	Price Per Unit*
1.	North Indian Packed Lunch	One Paneer Sabji + One Dal + one mix Veg + Chapati/Naan + Rice + Salad + Raita/Dahi/ Yogurt + 01 sweet	
2.	South Indian Packed Lunch	One Dosa / Uttapam + One Idli / Vada + Sambhar + Salad + 01 sweet	
3.	Other Lunch items	One plate chhole bhature / chhole poori etc.	
4.	High tea	01 serving cup of Tea / Green tea / Coffee / coconut water (200ml.) / Juice (200ml.) /Soft-drinks (200ml.) + Biscuits (good quality) + Snacks + Chips + Sweet (01 piece)	
5.	Snacks / sweet	01 standard size piece of Samosa (approx. 200 gms) / Bread Pakoda (approx. 200 gms) / Paneer Pakoda (approx. 150 gms) / Sandwich (approx. 200 gms) / Kachori (approx. 200 gms) / Dhokla (approx. 150 gms) / pudding / cup cake / pastry / Rasmalai etc.	

* Rates quoted shall be inclusive of all taxes/duties including delivery charges.

**S.No. 1 & 2 above shall be given 30% weightage each, S.No. 3 shall be given 20% and S.No. 4 & 5 shall be given 10% weightage each for calculating the L-1 bidder. The evaluation formula shall be as follows:

S.No.	Name of work	Price per unit (In Rs.)
1.	North Indian Packed Lunch	A
2.	South Indian Packed Lunch	B
3.	Other Lunch Items	C
4.	High tea	D
5.	Snacks / sweet	E
	Evaluation formula for calculating L-1 bidder	$0.3A + 0.3B + 0.2C + 0.1D + 0.1E$

Format for Bid Security Declaration

To
Secretary, ASRB
Pusa Campus, New Delhi – 110012

Reference: Board's GEM tender Id Dated

Sir,

I/We , irrevocably declare as under:

I/We understand that, as per Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of **Three years from the date of disqualification** as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse), if

- a. I/We are in a breach of any of the obligations under the bid conditions,
- b. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- c. On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature

Name & designation of the authorized person

Date and place

(Note: In case of a Joint Venture/consortium, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid)

UNDERTAKING

I/We have read and understood all Terms and Conditions contained in the tender document. I/We do hereby declare that all the details provided in my/our offer are true to the best of my/our knowledge and any mis-representation of facts will render me/us liable to any action as may be deemed fit by AGRICULTURAL SCIENTISTS RECRUITMENT BOARD, including rejections of my/our bid.

I/We do hereby also, agree that ASRB has the right to accept or reject this offer.

I/We undertake to communicate promptly to ASRB any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this offer on behalf of the organization, he/she represent. We authorize ASRB to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:

Name:.....

Designation:

Address:.....

Place:

Date: