

TENDER DOCUMENT

FOR

**‘RUNNING CANTEEN & CATERING SERVICES
AT CENTRAL POLLUTION CONTROL BOARD,
DELHI’**



**CENTRAL POLLUTION CONTROL BOARD
PARIVESH BHAWAN
EAST ARJUN NAGAR
DELHI-110032.**

Name of work:

Tender Document for running canteen and catering services in Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Delhi.

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Central Pollution Control Board
(Ministry of Environment & Forests, Govt. of India)
Parivesh Bhawan, East Arjun Nagar
Delhi – 110032.

TENDER NOTICE

1. Sealed tenders are invited from experienced caterers to run Central Pollution Control Board office canteen situated at CBD-Cum-Office Complex, East Arjun Nagar, Delhi-110032. This shall include preparation of hygienic and good quality of snacks and meals for about 450 employees and to serve in the cafeteria, six floors of the building and also in various meetings/ conferences/ workshops organizing in CPCB.

Cost of tender : Rs. 200/- non refundable Demand Draft in favour of Central Pollution Control Board, Delhi.

E.M.D Amount : Rs. 2,000/-

Last date for sale of tender : 21 days from the date of release of advertisement up to 1.00 p.m.

Last date of receipt of tender : 21 days from the date of release of advertisement up to 3.00 p.m.

Opening of tender : 21 days from the date of release of advertisement up to 3.30 p.m.

2. The intending tenderer should have minimum two years experience for running canteen/ catering services for about 200 employees/ consumers average in a day and have sound financial background. No tender will be entertained without EMD and experience certificate.

The tender document containing complete details and other terms and conditions can be obtained from the office of Chairman, Canteen Management Committee, from 10.00 a.m. to 1.00 p.m. on all working days. The tender document can also be downloaded from CPCB website www.cpcb.nic.in as well as from Government Tenders website www.tenders.gov.in . In case the tender document is downloaded from the website, the tenderer shall have to submit the document fee of Rs.200/- as D.D. in favour of Central Pollution Control Board, Delhi at the time of submitting the tender, failing which the tender will not be accepted. The tender document should be dropped in the tender box kept at ground floor (near reception area) of CPCB.

Chairman
Canteen Management Committee

**CENTRAL POLLUTION CONTROL BOARD
PARIVESH BHAWAN,
EAST ARJUN NAGAR,
DELHI 110032.**

ISSUE LETTER

This Tender Document to run Central Pollution Control Board office canteen is issued to:

Name of the Tenderer : _____

Address : _____
: _____
: _____

(_____)
Chairman
Canteen Management Committee

(_____)
Name and signature of
Tenderer or his authorised person

(_____)
Member Convenor
Canteen Management Committee

1.0 General Terms and Conditions for Contract

‘Central Board means 'Central Pollution Control Board (CPCB), Delhi' and shall include its successors and assignees.

‘Contractor’ means successful bidder for providing catering services and running of Canteen.

‘Canteen Management Committee (CMC)’ means the Committee constituted by the Competent Authority of Central Pollution Control Board to look after day-to-day working of the Canteen and supervision and control of the Canteen and Catering Services on behalf of the Central Board.

‘Chairman’ means the Chairman of the Canteen Management Committee, who is an authorised person as approved by the Competent Authority, Central Board.

- 1.1 After careful examination of Schedule – I & II, the tender should be submitted.
- 1.2 The EMD of unsuccessful tenderer will be released only after awarding the contract to successful tenderer, without any interest. The EMD of successful tenderer will be released without any interest, after depositing the security amount of Rs. 20,000/-.
- 1.3 Each page of tender must be signed by the tenderer himself/ owner(s) of the firm only.
- 1.4 The tender shall be filled-up either by type written or hand written very clearly without any over-writing or cuttings. If any over-writings/ changes, should be counter signed.
- 1.5 The contractor shall work under the supervision of the Canteen Management Committee and such other authorised person of the Central Board as may be nominated from time to time.
- 1.6 The contractor shall arrange to issue identity cards at his own cost bearing photographs of the canteen employees for gate entry. The contractor and his staff shall also be liable for search on entry/exit to the office premises.
- 1.7 The contractor shall issue tokens from the cash counter after getting the sum for meals and snacks available at the pantry and there customer may get the items against token to avoid any discrepancies. However, in case of orders booked on telephone, the catering waiter may collect the money from the employees and deposit at the cash counter.
- 1.8 The contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with - the safety rules in force from time to time at New Delhi/Delhi.
- 1.9 The canteen premises will be in possession of the Central Board and the contractor is permitted to enter the premises to run the canteen only. The contractor will have no right or interest in the canteen premises and other items given by the Central Board because of the permission being granted to the contractor supply articles as per the

terms of the contract. He shall not make or permit it to be made, any structural addition or alteration without the prior approval in writing of the Central Board. In the event of termination or end of contract, if the Central Board decides that the contractor should not be allowed to run the canteen, the Central Board will be entitled to restrain the contractor from entering the Building premises as well as the canteen premises.

- 1.10 The contractor shall not exhibit or cause- to be exhibited in the canteen premises any printed or written notices or advertisements of any kind, whatsoever, except notices related to the working of the canteen, without the previous permission of the Central Board.

Catering Services and running of Canteen

The contractor shall prepare and serve fresh and wholesome meals and snacks to the employees of the Central Board and other visitors/ guests who are permitted in

- i) Canteen Dining Hall,
- ii) At various floors as required from time to time and
- iii) At various meeting halls/ conference halls/ training halls etc.

2.0 Menu and Quantity

- 2.1 The meals and snacks (vegetarian and non-vegetarian) to be supplied by the contractor shall be of the type and in quantities as mentioned in **Schedule– I & II.**
- 2.2 A schedule of daily menu, alterations or additions in items shall be prepared by the 'CMC' and communicated to the contractor, which shall be strictly followed by the Contractor.
- 2.3 The contractor shall display the daily menu and list of available items with the rates.

3.0 Service Points and Timings

- 3.1 The Contractor shall be required to provide Canteen services in the Canteen premises and other floors from Monday to Friday and for skeleton staff on Saturday or on any other holidays at timings to be intimated in advance from time to time as per the requirements of the Central Board employees.
- 3.2 The CMC shall provide the schedule of timings of services and the places of services to the Contractor, who will ensure to provide services at the given time and places at all costs. The Contractor shall also provide Canteen Services at extra points as may be required at the same rates as per Schedule-I & II whichever is applicable.
- 3.3 If, at any time during the subsistence of the contract, the CPCB desires to utilise the services of the Contractor for any special parties/ meetings/ trainings/ conferences etc., catering to the participants of the programme arranged by the same at the rates to be mutually agreed upon with the 'Canteen Management Committee' /Chairman, CMC (in case the items are outside the rates of items already agreed) and also necessary service at times and places to be decided by the Competent Authority.

- 3.4 The Contractor shall supply Breakfast/ Lunch/ Tea/ Coffee/ Cold Drinks/ Snacks etc. at scheduled times at different floors, Canteen Hall/ Dining Hall and conference halls etc.
- 3.5 The Contractor shall keep a record of booking of orders on telephone provided to him.
- 3.6 The Contractor shall ensure that either he or his representative as Manager is always available for administration, supervision during working hours of canteen and be available any time on requirement by the CPCB.

4.0 Contractor's Obligations

- 4.1 The Contractor shall be responsible for the proper up-keep and maintenance of the Canteen Premises, Furniture and fixtures, cooking and serving utensils and cutlery. When the material supplied by the Central Board becomes unserviceable, the same, if these are to be replaced by the Central Board, would only be replaced against the return of the unserviceable materials by the Contractor; otherwise the cost of such materials shall be borne by the contractor.
- 4.2 For any damage, breakage or loss of any equipment or property of the Central Board, the Contractor shall have to make good the same at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Central Board or otherwise recovered.
- 4.3 The Contractor shall keep a proper inventory of the items placed at his disposal by the Central Board and the same shall be verified by the Contractor along with the CMC.
- 4.4 The Contractor shall not use or allow to be used the Canteen premises- or any part thereof for dwelling purposes and shall not allow any outsiders to loiter in and around the Canteen building without valid authority.
- 4.5 The Contractor shall also not use or allow to be used any facility, appliances, equipment provided by the Central Board to him for any purpose other than providing Canteen services as per the Central Board's requirements.
- 4.6 The Contractor shall not, without prior consent in writing by the Central Board assign or subject the Contract or any part thereof to any other party provided that it shall not relieve the contractor from any obligations, duty or responsibility under the contract.
- 4.7 The Contractor should keep the canteen premise neat, clean and tidy at all times and according to the health/ hygiene and bye-laws of the Municipal Corporation of Delhi.
- 4.8 CPCB may call for the advice of the honorary Medical officer on matters of Hygiene in the canteen.

- 4.9 The Contractor has to obtain/ arrange commercial gas for cooking purpose at his cost. The caterer is responsible for the loss/ theft of the gas cylinders and other equipments, provided. No electricity should be used by the contractor for cooking purposes such as electric stove etc.
- 4.10 The contractor and his staff will make their own residential arrangement outside the premises of the CPCB. No one will be granted permission to stay in the canteen during night or on holidays.
- 4.11 The Contractor shall also be liable to pay P.F. contribution, Leave salary etc. to its employees and shall be liable to observe statutory working hours. The Contractor shall be liable for all his obligations under the EPF Scheme and other statues.
- 4.12 The Employees of the Contractor will be subject to medical examination twice in a year at the contractor's cost. In the event of any employee(s) of the Contractor being found medically unfit, the contractor shall arrange to replace him.
- 4.13 Employees of the Contractor shall be subject to such prophylactic treatment as may be prescribed by the Medical Officer at Contractor's cost.

5.0 Responsibility to upkeep of cleanliness, hygienic and quality of raw materials and eatables.

- 5.1 The quantity and quality of meals/snacks and other items shall be as approved by the Central Board through the 'CMC'. The quality and quantity of ingredients to be used for preparation of meals/snacks shall be strictly in accordance with the norms laid down in Schedule– I & II and under the heading 'Materials and Supply'.
- 5.2 The contractor will have to keep a record of complaints and remarks of the consumers and consult with the Canteen Management Committee for improvements in light of such records from time to time.
- 5.3 The Central Board reserves the right of free access through the Canteen Management Committee to inspect the Canteen, Stores, Equipments and Food and Raw Materials for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.
- 5.4 The contractor shall use and provide at his own expenses prescribed detergents and other requisites to keep the entire premises, utensils, crockery etc. clean, neat and hygienic. He will ensure that the furniture of the Canteen premises, crockery and cutlery, utensils, kitchen pantry, wash basins etc. are washed and cleaned in a hygienic way as directed by the CMC.
- 5.5 The CMC shall have all the right(s) to inspect in a scheduled manner or surprisingly at any time and place (viz. Dining Hall or place of service), kitchen, store, equipments, raw materials or eatables and to collect sample(s) for ensuing it cleanliness, hygienic, quality and quantity.
- 5.6 In all cases of inspections, samples, complaints, a report shall be prepared by the CMC and the contractor has to comply with the suggestions for improvement.

- 5.7 If any complaint(s) or findings of an eatable served/un-served, in un-hygienic, damaged, toxic etc. and less in quantity as per the Schedule (saving to quantity negligible), the contractor has to replace the same at his own cost and responsibility.

6.0 Engagement of Staff and Labour

The contractor shall employ adequate staff and labour for efficient services. The suggested requirement is given below to highlight minimum requirement. The contractor shall not be entitled to additional remuneration for an increase in the manpower required at any time.

6.1 Counter Boy

A qualified and trained person in the field of catering and capable to handle purchasing, collection of cash and services at pantry.

6.2 Cook

- i) A qualified and specialist in North Indian dishes/meals, both Vegetarian & Non-Vegetarian as well as Continental.
- ii) A qualified and specialist in Chinese & South Indian dishes, both Vegetarian and Non-Vegetarian and also be able to prepare snacks.

6.3 Helper-Cum-Cook

An experienced person having knowledge in cooking and other activities related to running of Canteen.

6.4 Waiters

Some experience in the relevant job and must be soft spoken. They will be responsible to provide services at floors/canteen hall and collect utensils/cash as and when required.

6.5 Kitchen Helper

For washing and keeping available utensils of all kinds at the counter or kitchen. They should also look after the cleaning of tables and floors of Canteen Hall, pantry and kitchen.

The contractor shall make regular and full payment of wages/salaries and other payments to the employees and furnish necessary proof, as and when demanded by the Chairman, CMC. The contractor shall not engage or employ any child labour below the age of 18years.

The Contractor shall maintain a record showing names and addresses of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by the Chairman or any person authorised by the Central Board.

The contractor shall supply uniforms of the pattern approved by the Central Board as per details given to the Catering staff at his own cost and shall ensure that the uniforms are neat and clean at his own cost. He shall also ensure that all canteen employees, during their working hours, shall wear uniforms. No canteen employees shall be allowed to continue his duty without uniform of approved pattern.

7.0 Contractor's liabilities and Legal Bindings

- 7.1 The contractor shall indemnify the Central Board against any claim under the payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman Compensation Act or any statutory obligations arising out of any person employed by him.
- 7.2 The Contractor shall also indemnify the Central Board and every member, officer and employee of the Central Board against all actions, proceedings, claims, cost and expenses whatsoever in respect of or arising out of any failure by the Contractor in the performance of his obligations under this contract.
- 7.3 The Contractor shall be responsible for the compliance with laws applicable and/or which might become applicable to the Union Territory of Delhi, Rules and Regulations relating to the Control Labour (Regulation and Abolition) Act, 1970, Factories Act, 1948, Employee's Provident Funds and Misc., Provisions Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923 Shops & Establishments Act and such other Acts, Laws or Regulations passed by the Central/State Municipal and Local Government Agency or authority.
- 7.4 The contractor shall be bound to comply with laws, rules and regulations relating to Protection of Consumer rights especially for quality, quantity and rates in the interest of Central Boards employees.
- 7.5 The contractor shall maintain proper records with respect to the above Acts, as may be applicable to the contractor working and his workmen which would be subject to check, from time to time by the CMC.
- 7.6 The contractor shall be solely and exclusively liable for the payment of any and all taxes hereafter imposed, increased or modified from time to time and all Income Tax, Sales Tax now in force and hereafter increased, and all contributions and taxes for unemployment compensation, insurance and old age pensions or annuities now or hereafter imposed by the Central Government or State Government authority which are imposed with respect to or covered by the wages, salaries or other compensation paid to person employed by the Contractor.
- 7.7 The contractor shall abide by the local Government laws relating to Rationing and stocking of food grains, sale of food, etc. and shall obtain the necessary licences from the Competent Authority, at his own cost and responsibilities.
- 7.8 The contractor shall exclusively be liable and responsible for his Employee's wages, PF, Bonus, Medical, Uniforms and full compliance in their respect with all statutory laws, rules and regulations as applicable to them.
- 7.9 Credit sales, if any, affected by the contractor will be at his own risk and responsibility and that the 'Central Board' will not in any way be responsible for the recovery of such arrears in these transactions. Also, the Central Board shall not be responsible for any amount due from the contractor to any person(s) in respect of food stuffs supplied/or otherwise.

7.10 The security deposit shall be held by the Central Board as a security for due performance of the contractor's obligations under the contract provided that nothing herein shall make it incumbent upon the Board to utilise the security deposit in preference to any other remedy which the Board may have or shall be construed as confining the claims of the Central Board against the contractor to the quantum of security deposit.

7.11 The contractor shall be responsible for the safe custody of all the items of furniture, cutlery, etc. provided to the contractor and the fittings in the canteen premises, etc. and shall hand over the same to the Central Board AS AND WHEN DEMANDED. Any loss or breakage in these items shall be at the cost and responsibility of the contractor and shall be made good by the contractor.

7.12 Replacement of utensils, cutleries, furniture, etc. shall be made by the Central Board only for the normal wear and tear. In respect of all other items, normal wear and tear will be decided by the Central Board. Breakages and all other losses whatsoever and replacements required to be made shall be made good by the Contractor at his cost in the manner as may be decided by the Central Board. In case, the contractor fails to make good the aforesaid losses, the Central Board shall be at liberty to recover the cost of these items from the security deposit and the dues payable by the Central Board to the contractor. If the contractor fails or neglects to observe or perform the terms and conditions of the agreement or any of them, the Central Board may:

- i) Hold the contractor liable for all losses or damages occasioned to the Central Board by such failure or neglect;
- ii) Hold the contractor liable to pay damages and compensation for loss and inconvenience caused by the dislocation of all or any of the canteen services by the sudden discontinuance/dislocation or stoppages of such running of the canteen or catering service.

7.13 The Central Board authorities may make such arrangements of materials, eatables and other provisions as deemed fit and the expenses incurred on such account will be realised from the security deposit/pending bills, if any of the contractor without prejudice to its other contractual rights under the existing laws and the Central Board will have the right to take possession of the canteen after breaking open the lock or locks if any and making inventory of the materials kept in the canteen building and houses in the presence of two witnesses. If, however, the loss/dislocation of the canteen and catering services or any inconvenience is caused by an accident beyond the control of contractor, the contractor may not be held liable for any damage at the discretion of the Central Board.

8.0 Non waiver of defaults

Any failure by the Central Board at any time/or from time to time to enforce or require the strict keeping and performance of any of the terms or conditions of this contract, or to exercise a right herein, shall not constitute a waiver of such terms, conditions or right and shall not effect or impair the same, or the right of the Central Board at any time to avail itself of the same.

9.0 Security Deposit

- 9.1 The Contractor shall be required to furnish security deposit of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft in favour of Central Pollution Control Board, Delhi. This security deposit for due performance of the contractors obligations under the contract and does not carry any interest.
- 9.2 The security deposit will be refunded subject to the contractor rendering complete account of materials supplied by the Central Board. Any shortage in inventories or any damages to the properties vested with the Contractor by the Central Board will make the Contractor liable to make well, the cost of such inventories or damages at a value as may be determined by the Central Board at the time when such shortage is detected. The same shall be adjusted against the security deposit.

10.0 Penalties

- 10.1 The Central Board may impose fine(s) under the circumstances and norms as decided by the Committee. The contractor shall have to abide by them and liable to pay penalty(ies) if imposed on violation of any terms and conditions of the Tender/Contract as described hereby, in the event of any lack, complaint(s) delay/non-supply/short supply/inferior type of eatables/ingredient or stuff of raw materials.
- 10.2 The Chairman, CMC or his nominated person would be the final authority regarding imposition of penalty under various charges as enumerated above. His decision shall be final and binding on the contractor.
- 10.3 For the purpose of acceptance of complaint, a written complaint from 'CHAIRMAN' will be a valid document. It will be the responsibility of the contractor to prove it to the entire satisfaction of the Central Board that the penalties need not be imposed. The decision of the Chairman, CMC in this regard will not be subject to dispute or arbitration, the sole criterion being to ensure prompt and wholesome service to the employees of the Central Board.
- 10.4 In event of any complaint of non-fulfilment of any of the terms of agreement regarding delay/short or non-supply of meals, irregular and untimely running of the canteen and catering service, use of inferior type of ingredient(s), stuff, raw material(s) of the eatables, the Central Board may impose a fine not exceeding Rs. 1000/- for any one of the above mentioned defaults depending upon its nature and the fine so imposed shall be realised by deducting the amount from pending bills or security deposit.
- 10.5 The Central Board, in the event of lack of cleanliness and hygienic conditions in the canteen, may impose a penalty of Rs. 50/- per day on the contractor till remedial action is taken. All the existing rules and regulations of the Factories Inspectorate shall be observed by the contractor.
- 10.6 The contractor shall ensure that peace and order is maintained in the Canteen. If peace and order in the canteen is disturbed due to the lapse on the part of the contractor, a penalty of Rs. 100/- for such lapse leading to disturbance of

peace/order may be imposed by the Central Board. Continuing nuisance of this type would render the contractor liable for termination of the contract without notice by the Central Board.

- 10.7 If, it is found that the quantity/quality of meals/snacks served is not as per the norms laid down in Schedule – I & II, a penalty upto Rs.500/- may be imposed by the Central Board for every such occasion and/ or eventually.
- 10.8 If, on finding the contractor misusing the facilities provided by the Central Board for any other purpose not covered under the contract, the Central Board will be free to levy penalty which may extend to Rs.1,000/-. The contractor shall ensure that none in his employment is allowed to sell meals to unauthorised persons within the Parivesh Bhawan by accepting cash. In the event of any of his employee being found selling meals to unauthorised persons in the Parivesh Bhawan, the contractor shall remove such person on the instruction of authorised person by the Central Board.

In the event of the contractor suspending or abandoning catering services without giving proper notice to the Central Board without handing over charge of the canteen materials entrusted to him by the Central Board, the whole of his security money and other dues payable to him shall stand forfeited to the Central Board and he shall also be liable for a penalty as deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.

11.0 Commencement and period of contract

- 11.1 The period of contract shall be of one year in the first instance from the date of taking possession by the contractor extendable by another year if mutually agree to.
- 11.2 The contractor shall take possession and start functioning within 10 days from the date of receipt of 'the letter of intent from the Central Board'.
- 11.3 The contract shall be in force for the period stipulated in the contract and on the expiry thereof, it will be deemed to have been terminated automatically. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to any other intending party.
- 11.4 In the event of any dispute arising out of the Clauses mentioned above, the same shall be referred to the Chairman, Central Pollution Control Board or to any person nominated/ appointed by him for decisions and his decision shall be final and binding on both the parties.
- 11.5 An agreement will be executed on stamp paper of Rs.100/- or up-ward at the time of taking the possession of the contract.

12.0 Termination of Contract

- 12.1 If, it is found that the quality of meals supplied and/or the service rendered by the contractor are unsatisfactory or that the contractor has violated any terms and conditions of the contract -and agreement, then in that event, the Canteen

Management Committee will be entitled to terminate this contract, at any time without assigning any reasons whatsoever, and without notice.

12.2 If, at any stage during the period of the contract, any case involving moral turpitude is instituted in a Court of Law against the contractor or any of its agents/servants, the Central Board reserves the exclusive and special right to out rightly termination of the contract and the contractor shall not be entitled to any compensation from the Central Board whatsoever.

12.3 Same as provided in Clauses-1 & 2 above, either of the parties to this contract can relieve themselves from the contract by giving two months notice assigning reason thereof.

12.4

13.0 Materials and Supply

For cooking purpose, only double refined sunflower oil/ ground nut oil/ vegetable oil/ mustard oil of reputed brands like Sundrop, Saffola, Dhara, Nature Fresh, Fortune or its equivalent shall be used. Cost of the cooking gas (LPG) shall be met by the contractor.

Repairing of equipments/fixture provided to Canteen Contractor shall be got done from the manufacturer or its authorised agent by the Central Board at the expenses of the contractor.

In case of erratic supply of electricity for the reasons beyond the control of the Central Board, the contractor shall have to use ice for chilling the cold drink bottles at his own cost.

The contractor shall have to maintain the following weekly supply schedule for Non-Vegetarian Meals:

1. Egg Curry two days in a week.
2. Meat/Chicken/Fish etc. two days in a week.

- The Meat and Eggs shall be fresh and of best quality.
- The contractor shall use seasonal vegetables of good quality and shall not serve one type of vegetable for more than two days in a week.
- Pickles : Kisan, Maggi or its equivalent.
- Chatni/Sauce : Kissan, Maggi or its equivalent.
- Curd : Self prepared, Mother Dairy, Amul, Britannia or its equivalent.
- Milk : Mother Dairy, Delhi Milk Scheme, Amul or its equivalent.
- Rice : Basmati, Parmal of good quality.

- Flour, Besan : Agmark, ISI marked fresh stock.
- Bread : of approved quality, Britannia, Modern, Harvest or its equivalent.
- Paneer : Fresh and Hygienic as approved by the Committee.
- Dal, Beans & Sugar : Season's fresh supply, neat and clean, marketed by Super Bazaar/ Kendriya Bhandar/ Co-op Stores of following type: Arhar, Rajma, Urad, Safed Chana, Kala Chana, Moong (Sabut), Channa (Dhooli), Soya Beans, Lubhia etc.
- Tea : Quality products available in market such as TAJ MAHAL, BROOKE BOND SPECIAL, TATA Tea or its equivalent or as approved by the Committee.
- Coffee : Quality products available in the market such as Nescafe, Nestle, Bru, Brooke Bond or its equivalent or as approved by the Committee.
- Cold Drinks : Coca-Cola Group or PepsiCo company products.
- Biscuits : Fresh supply of reputed brands available in the market of approved quality: Britannia, Parle or its equivalent.
- Salt : Good quality iodised salt of TATA or its equivalent.
- Spices (Masala) : Quality products available in the market such as MDH, Everest or its equivalent or ISI or Agmark those approved by the Committee, or marketed by Super Bazaar/ Co-operative Store.

The food shall be wholesome and of best quality as approved by the CMC. Before using the raw materials and other ingredients for cooking, the contractor shall ensure their wholesomeness. CPCB through the Committee shall have the authority to carry out tests/ checks at their convenience of raw materials, ingredients for eatables and cooking arrangements.

FORM OF CONTRACT

THIS CONTRACT made at _____ on this _____ day of _____ 2013 BETWEEN the Central Pollution Control Board, A Government of India Organisation under the Ministry of Environment & Forests, and _____ carrying on business sole proprietorship/ carrying on business in _____, a Company registered in India under the Indian Companies Act, 1913/1956, having its registered office at _____ hereinafter referred to as the 'CONTRACTOR' which expression shall include his/their/its executors, administrators, representatives and permitted assigns successors and permitted assigns of the other part:

WHEREAS

The owner desires to have executed the works of _____ more specifically mentioned and described in the contract documents (hereinafter called the 'work' which expression shall include all amendments therein and or modifications thereof) and has accepted the tender of the contractor for the said work.

ARTICLE – 1: CONTRACT DOCUMENTS

The following documents shall constitute the contract documents namely:

- a) This contract;
- b) Tender documents as defined in the General Instructions to tenderers;
- c) Letter of intent from the 'Central Board'.
- d) Acceptance to tender
- e) Further Amendment(s).

The form of contract is at Annexure –I & the facility provided by Central Board is placed at Annexure-II.

ARTICLE – 2: WORK TO BE PERFORMED

The contractor shall perform the said work upon the terms and conditions and within the time specified in the Contract Documents.

ARTICLE – 3: COMPENSATION

Subject to and upon the terms and conditions contained in the Contract Documents, the owner shall pay Contractor compensation as specified in the Contract Documents upon the satisfactory performance of the said work and/or otherwise as may be specified in the Contract Documents.

ARTICLE – 4: JUSTIFICATION

Notwithstanding any other Court of Courts having jurisdiction to decide the question(s) forming the subject matter of a suit, any and all actions and proceeding arising out of or relative to the Contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil Jurisdiction in this behalf at Delhi (where this Contract has been signed on behalf of the owner) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

ARTICLE – 5: ENTIRE CONTRACT

The Contract Documents mentioned in Article - I hereof embody the entire Contract between the parties hereto, and the parties declare that in entering this Contract they do not rely upon any previous representation, whether express or implied and whether written or oral, or any inducement understanding or agreement of any kind not included within the Contract Document and all prior negotiations, representation, contract and/or agreement and understandings are hereby cancelled.

(Signature)
for and on behalf of CPCB

(Signature)
for and on behalf of Contractor

Witness:

- 1.
- 2.

Facilities provided by the Central Board

The Central Board shall provide the following facilities and/or equipments free of charge to the Contractor for the sole purpose of providing canteen services and a list of the same shall be provided at the time of possession.

1. Premises with Dining Hall, Kitchen, Pantry
2. Furniture for Dining Hall
3. Bulbs, Tube lights, Ceiling fans and Exhaust fans
4. Table and chair (a set)
5. Water bucket
6. Water and Electricity
7. Wash basin
8. Refrigerator
9. Hot Case
10. Dosa Plate
11. Geyser (Electrical)
12. Pressure Cookers
13. Steel Tea containers
14. Fly Catcher

Schedule-I**Rates to quote for eatables to be served in the canteen cafeteria**

S. No.	Description of items	Unit/Weight	Rate (Rs.)
1	Tea (Prepared)	One Cup (120 ml.)	
2	Tea (Dip Tea)	One Cup (120 ml.)	
3	Coffee Prepared	One Cup (120 ml.)	
4	Tomato Soup	150 ml	
5	Vegetable Soup	150 ml	
6	Cold Drinks	Each	
7	Vegetable Pakora, Samosa (with Chutney)	100grms (One Plate)	
8	Bread Pakora etc. (with Chutney)	100grms (One Plate)	
9	Cheese Pakora	One (25grms.)	
10	Vegetable Cutlet	One (100grms)	
11	Omlete	One Egg	
12	Omlete	Two Eggs	
13	Omlete with 2 slice	One Egg	
	Omlete with 4 slice	Two Eggs	
14	Boiled Egg	One	
15	Butter Toast	4 big toasts with 25grms butter	
16	Bread Slice plain	Each	
17	Vegetable Sandwich	4 Big Toasts with vegetables without butter	
18	Chappati Tava/ Tandoori/Puri	One (40grms)	
19	Dal	One Plate	
20	Dal Fried with Butter	One Plate	
21	Vegetable (Seasonal)	One Plate	
22	Palak Paneer/ Mutter Paneer	One Plate	
23	Raita	One Plate	
24	Curd	150grms.	
25	Ckicken/ Mutton Curry (2 pieces)	Half Plate	
26	Egg Curry	One Egg	
27	Sambar Vada	Two pieces	
28	Idli with sambar	Two pieces	
29	Plain Dosa (with Sambar and Chutney)	One Plate	
30	Masala Dosa (with Sambar and Chutney)	One Plate	
31	Paneer Dosa (with Sambar and Chutney)	One Plate	
32	Uttapam (with Sambar and Chutney)	One Plate	
33	Upma (Sooji/ Dalia/ Semiya)	One Plate (250grms)	
34	Rice with Dal	Half Plate (100grms)	
35	Rice without Dal	Half Plate (100grms)	
36	Noodles	Half plate	
37	Biscuits		
38	Ice creams		
39	Chocolates		

40	SWEETS		
	Burfi	One (25grms)	
	Gulab Jamun	One (25grms)	
	Rasgulla	One (25grms)	
	Lassi	200ml	
41	VEGETARIAN MEALS:		
	4 Chapattis (160grms), one vegetable, Raita, one Dal, Salad OR 2 Chapattis (80grms.), Half Plate Rice, One Vegetable, Raita, One Dal, Salad		
42	NON VEGETARIAN MEALS:		
	Same as above, but Meat instead of vegetable.		

NOTE:

1. The Menu will be decided by the Committee from the above stated food items. The Crockery and cup/saucers will of the standard as used in the canteens of the Govt. of India Departments.
2. If the tenderer would like to provide/ serve other items apart from the above schedule, they can mention the details and rates for those items also.

Schedule-II**Rates to quote for eatables to be served in the Meetings/ Conferences**

S. No.	Description of items	Rate per person in Rs.
1	Meeting Lunch (Ordinary)	
	Seasonal vegetable Curry	
	Paneer Curry	
	Dal	
	Rice	
	Roti	
	Raita	
	Papad	
	Salad	
	Ice Cream/ Sweet (Gulab Jamoon/ Rasgulla – 02pcs.)	
2	Meeting Lunch (Special)	
	All items of ordinary meeting lunch	
	Soup	
	Non-Veg.	
3	High Tea	
	Wafers	
	Pastry	
	Sandwich/ Paneer Pakoda	
	Biscuits	
	Roasted & Salted Cashew Nuts (Kaju) – 25grms	
	Packed Fruit Juice (Frooti/ Maaza/ Real/ Tropicana)	
	Tea/ Coffee	
4	Meeting Tea	
	Tea	
	Biscuits – 01 Sweet, 01 Salty & 01 Cream	
5	Meeting Coffee	
	Coffee	
	Biscuits – 01 Sweet, 01 Salty & 01 Cream	
6	Mineral Water & Soft Drinks (Only reputed brands. Not more than MRP. Served Chilled.)	
	Soft Drinks: Coca Cola Group/ PepsiCo Group	
	Mineral Water: Bislery/ Aquafina/ Kinle/ Kingfisher	