

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

NOTICE INVITING TENDER

IIFM/M(P)/CANT./09/02

Sealed tenders are invited from reputed catering/canteen contractors and restaurant owners with minimum 3 years experience in running Canteens and Officers Messes in Govt./Bank/Autonomous Institute for providing Canteen services and running the Students Coffee Corner at IIFM Campus for a period of one year (extendable for another year, based on quality of services rendered). The Contractor shall also be responsible for providing catering services to the participants of various Management Development Programmes, Workshops/Seminars and other guests of the Institute lodging at the Institute's Guest House/Executive Blocks.

The detailed Tender documents alongwith terms and conditions can be obtained from Manager (AS) on payment of Rs.500/- (non-refundable) by cash/D.D in favour of the Director, IIFM Bhopal on all working days from 2 to 5 PM w.e.f. 24.10.09 to 13.11.09. A pre-bid meeting with the tenderers will be held on 16.11.09 to explain the Institute's specific catering requirement including the prevailing rates.

Tender documents can also be down loaded from the Institute's website and should be submitted alongwith the cost of Tender documents of Rs.500/- plus EMD, failing which the Tender will not be considered. The last date and time for receipt of Tenders is 17.11.09 at 3.00 PM. Technical Bids of Tender will be opened on the same day at 3.30 PM. Earnest Money Deposit (EMD) of Rs.16,000/- (refundable) in the form of DD from any Nationalised Bank in favour of Director IIFM, Bhopal should be submitted with the Tender, failing which the Tender will be rejected. The Tender shall be finalized as per the terms and conditions specified in the Tender documents in favour of one of the short listed tenderers qualifying the Technical Bid stage. The Director, IIFM reserves the right to reject any or all the Tenders received without assigning any reasons(s) thereof. Details of Tender are available on website www.iifm.ac.in/tender.

(Chief Administrative Officer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

TERMS AND CONDITIONS FOR CANTEEN SERVICES
(IIFM/M(P)/CANT/09/02)

01. The terms of the contract shall be for a period of one year from the date of award, extendable for a further period of one year on the same terms and conditions at the discretion of the Director, IIFM. However, the work order will be given provisionally for six months to assess the quality of services provided by the caterer. If the services are found satisfactory, work order shall be given for the remaining period of one year of the contract.
02. The award of the tender shall be finalized on the basis of rates quoted by the parties and negotiations (if necessary) with the shortlisted tenderers and the approval of the Director, IIFM on the recommendations of the Canteen & MDP Mess Committee of IIFM. The decision of the Director IIFM shall be final and binding on all the tenderers.
03. The Director, IIFM will have the sole authority to impose/relax the terms and conditions contained in the tender document supported with sufficient valid reasons and justifications and to take appropriate decision related with this contract, if need arises.
04. The Contractor shall be provided with space, light, water, furniture for the canteen and an intercom free of charge and in lieu of that the contractor shall provide tea/coffee, beverages, snacks and other eateries at the rates and quality to be approved by the Canteen & MDP Mess Committee of IIFM to staff and students of IIFM and guests.
05. List of Menu for breakfast/lunch/dinner/high tea for MDP Mess are given in Annexure-I. List of Menu for Students Coffee Corner is given in Annexure-II along with terms and conditions. Prescribed standards for items to be served are given in Annexure-III.
06. Apart from prescribed standard menu(usually served) mentioned in the tender document, the institute will have the right to prescribe different menu for lunch, dinner, high tea etc with variable cost depending upon the need and occasion.
07. Rates should be quoted in the prescribed format attached with the Tender documents. Each and every page of the offer should be signed by the Tenderer before submission as a token of acceptance of terms and conditions of the Tender. Over-writing if any, should be initialed.

08. Rate should be quoted for all the items, failing which the offer will not be considered. Rates quoted should be inclusive of all taxes/duties etc., cost of material, labour charges.
09. Only Technical Bid will be opened on 17.11.09. Financial Bid of only those parties who qualify in the Technical Bid will be opened at a later date, intimation for which will be given to the Tenderers.
10. A pre-bid meeting with the tenderers will be held on 16.11.09 to explain the Institute's specific catering requirements including the prevailing rates for various services.
11. An Earnest Money deposit of Rs. 16,000/- (refundable/adjustable against the Security Deposit) should be paid along with the tender in the form of Demand Draft in favour of the Director, IIFM, Bhopal. Tenders without EMD will not be entertained.
12. On award of the contract, the successful contractor shall be required to deposit Rs. 80,000/- as Security Deposit by DD in favour of Director IIFM, Bhopal against loss/damage to the IIFM Property. The Contractor shall also execute an Agreement on Rs.100/- (non-judicial) stamp paper. The Security Deposit shall be refunded to the party after completion of successful execution of the Contract.
13. The Canteen facility may be availed by about 350 persons including IIFM employees/students and their guests. Outsiders shall not be permitted to avail the Canteen facility.
14. The Mess facility should be extended in the Executive dining hall and Guest House for the participants of the MDPs/Seminars/Workshops/Meetings and all other such activities of the Institute which are conducted regularly at IIFM, as per the approved menu throughout the contract period. Besides these, services are also required to be provided for other activities of the Institute related to boarding during the period of MDPs at Guest House. One person well versed in dealing with the trainees will be required to attend the reception counter during all MDPs.
15. The contractor has to provide tea/coffee/snacks in room on demand from IIFM employees.
16. It will be the responsibility of the contractor to take all measures to keep the canteen and mess premises in hygienic condition.
17. The Canteen should be kept open during working hours i.e. from 9.00AM to 9.00PM, whereas the timings fixed in the Executive Dining Hall/Guest House Mess for breakfast – 8.00 to 9.00 AM, Lunch – 01.00 to 2.00 PM and dinner – 8.00 to 07.00PM. Besides tea/snacks to be served during the programme period daily wherever required within the campus.

18. The quality of the material for preparation of food and the quantity to be supplied will be decided by the Director or the Chief Administrative Officer on the recommendation of the Staff Canteen & MDP Mess Committee. The decision of the Director or CAO in this respect shall be final in all the matters and shall be binding on the contractor. The Canteen & MDP Mess Committee shall suggest ways and means for improving the services, which may be implemented by the Contractor from time to time.
19. The Contractor will adhere to all statutory requirements of engaging labour such as Contract Labour (Abolition & Regulation) Act 1970, PF & Misc. Prov. Act 1952, Minimum Wages Act, Child Labour Abolition Act, and any other statutory requirements.
20. The caterer shall comply with the municipal and other regulations relating to preparation and sale of foodstuffs and refreshment and shall obtain the necessary license and permits or any other statutory requirements for running the Canteen and Mess.
21. IIFM may provide, if available, some basic articles in the Canteen and MDP Mess for use by the caterer as per Annexure- IV. The caterer shall arrange for other required items like crockery and cutlery of Bone China/Melamine/stainless steel of superior quality at his cost as per requirement from time to time. The Caterer shall ensure proper maintenance of articles and on termination of agreement, the caterer shall have to return the articles as per Annexure III, to the IIFM in good condition failing which the cost thereof will be deducted from the amount payable to the caterer/security deposit.
22. The caterer shall, for the purpose of the said Breakfast/Lunch/Dinner/Snacks/Tea/Coffee services, employ sufficient persons, above 18 years old, at his expenses who shall be efficient and experienced, free from disease, clean, courteous and neatly clothed in livery.
23. The caterer should possess the Income Tax and Commercial Tax clearances for running the Canteen/Mess.
24. IIFM will charge 5% of the bill amount from the caterer towards the lease rent for providing space, water, light and furniture to the Caterer.
25. IIFM shall be at liberty to make alternative arrangement for providing canteen and Mess services to its employees and participants in the said premises and also in the event of the caterer suspending/discontinuing his services during the period of this agreement. IIFM shall be at liberty to recover from the caterer any loss that the IIFM shall suffer in this regard.

26. In case any deviation in quantity or deterioration of quality is noted, it may result in penalty. The penalty shall be decided by the Director, IIFM based on the recommendation of the Canteen & MDP Mess Committee, depending upon the nature of the short comings.

The penalty would be imposed as under: -

1st time - 10%, 2nd time - 20%, 3rd time - 30% of the bill of a particular programme. Beyond 3 penalties, it may lead to cancellation of contract and forfeiture of Security Deposit.

27. The contractor is expected to serve the items in clean good crockery and maintained hygiene.
28. The contractor has to make own arrangements for fuel for cooking. IIFM will not allow use of electricity for cooking and heating. If the Contractor is found to be involved in using electricity for cooking or for heating any any point of time, the Institute will impose penalty upon him for not less than an amount of Rs. 1000/- at a time.
29. In case of unsatisfactory services, the Director reserves the right to terminate this contract without any notice and caterer shall not be entitled for any compensation in the event of such a termination of the contact.
30. In case the Contractor discontinues the contract, two months notice shall be given to the Institute so that it can make alternate arrangements, and 60% of the security deposit will be forfeited by the Institute for discontinuing the service before completion of the contract period. In case the contractor discontinues his services without giving the 2 months notice, the Institute will have the right to forfeit the entire amount of his security deposit and the Contractor shall be black listed and he shall be debarred from participating in future tenders of the Institute. Fresh contract shall be awarded at his risk and cost.
31. The Director, IIFM reserves the right to levy any penalty for breach of any of the conditions by the contractor during the contract period including forfeiture of Security Deposit. Director IIFM also reserves the right to amend any terms & conditions governing the contract for smooth running of the Contract.
32. In case of non-compliance of the work order, after entering into Agreement, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also further action shall be taken against the party.
33. The Institute is not in any way bound to accept the lowest or any Quotation and reserves the right to accept any quotation in whole

or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s) whatsoever.

34. The Tenderer should have own establishment, which can be inspected at call by IIFM, before finalization of the tender.
35. The party who has been provider of services to IIFM earlier or to any organization and if their services have been found unsatisfactory will not be allowed to participate in the tender process.
36. The tenderer should fulfill the following requirements and copies of documents should be attached with the Technical bid:-
 - (a) Submit copy of Registration for Establishment of the Firm in Bhopal from Bhopal Municipal Corporation OR Certificate of Registration with Registrar of Companies, Madhya Pradesh and proof of having office/establishment at Bhopal.
 - (b) Experience of minimum 3 years in running Canteen and officers mess in Govt./Bank/ Autonomous Institute/Training Centers having at least 250 employees/students
 - (c) Attach photocopies of Service Tax Registration(If applicable).
 - (d) Attach photocopy of Income Tax return for financial year 2008-09.
 - (e) EMD of Rs.16,000/-(Rupees Sixteen Thousand) by Demand Draft drawn from any nationalized Bank in favour of Director, IIFM, Bhopal to be submitted. Failure to submit any of the above documents will lead to rejection of the technical bid and Financial bid of such tenderer will not be opened.
37. Submission of Bids:
The tender should be submitted in following manner:-
 - (a) Technical bid alongwith all required documents duly signed and sealed should be submitted in an envelop marked as "Technical bid Envelop-A"
 - (b) Financial bids duly signed and sealed(02 forms, for MDP Mess and Canteen) should be put in another envelop marked as "Financial bids Envelop B."

(Name, signature & seal of tenderer)

LIST OF MENU FOR BREAKFAST/LUNCH/DINNER/HIGH TEA

01. Inaugural/Valedictory : Pastry/Sweet, Wafers, two types
(High tea) biscuits, Tea &/or Coffee (Dip-dip).

(a) Break-fast

Day 1 st	:	Bread Omelet, Fruits, Corn-flakes Milk, Tea/Coffee, bread, butter and jam
Day 2 nd	:	Bread-sandwich, Omelet, Fruits, Corn-flakes, Milk, Tea/Coffee, Bread, butter and Jam
Day 3 rd	:	Aloo-parata, Curd, Fruits, Corn-flakes, Milk, Tea/Coffee., Bread, butter and Jam
Day 4 th	:	Chole Bhature, Chatni, Cornflakes, Fruits, Milk, Tea/Coffee. Bread, butter and Jam
Day 5 th	:	Bread-Pakoda, Fruits, Cornflakes, Milk, Tea/Coffee. Bread, butter and Jam
Day 6 th	:	Idli-Sambar, Fruits, Cornflakes, Milk, Tea/ Coffee. Bread, butter and Jam
Day 7 th	:	Masala Dosa, Fruits, Cornflakes, Milk, Tea/Coffee. Bread, butter and Jam

Note: Bread Omelet will be provided, if demanded, daily.

(b)& (c) Lunch & Dinner

Day	Lunch	Dinner
Day1 st	Roti, 2 Veg. dishes, Dal, Pulao, Fruits, Raita, etc.	Roti, 2 Veg. dishes, Non-veg (Fish fry), dal, pulao, Sweet, Raita
Day2 nd	Roti, Dal, Rice, 2 Veg. dishes. , Sweet, Fruit raita etc	Roti, Dal, Rice, 2 Veg. dishes, Chicken, Sweet, curd, etc.
Day3 rd	Roti, 2 veg. dishes, Rajma, fruit, sweet curd, etc	Roti, dal , Kheema, 2 Veg. dishes, sweets, raita etc.
Day4 th	Roti, 2 veg. dishes., chola, sweet, raita, rice , etc.	Roti, Dal, 2 Veg. dishes, chicken masala, sweets.
Day5 th	Roti, 2 veg. dishes, dal, sweet ratite fruits, etc.	Roti, dal, 2 Veg., Mutton Masala, sweet, curd, etc.

Note:

- Sprouted dal will be served daily during lunch and dinner.
- Roti to be served fresh and hot only
- Roti to be changed everyday –Single, Roomal, Mixed, Naan etc.
- Salad, Papad, Achar and Soup will be provided daily with Lunch and Dinner.
- Sweet – Icre-cream, Kheer, Custard, Seviya, Ras Malai, Gulab Jamun, Rasgulla

Etc.

- Tea between sessions (Dip-dip) with two types of biscuits in evening and Morning.
- Drinking water Bisleri (Dispensers) at venue and Mess will be provided.
- Breakfast/lunch/dinner are to be provided in buffet system only. No individual thaly system should be adopted.
- During field trip, packet lunch and other refreshments, mineral water, etc. are to be provided as per requirement.

(Name, signature & seal of tenderer)

TERMS & CONDITIONS, INCLUDING MENU FOR RUNNING STUDENTS'
COFFEE CORNER
(Tender No. IIFM/M(P)/CANT./09/02)

1. Timings: 08.00 hrs to 24.00 hrs. on all working days.
2. Electricity and water shall be provided free of cost, however, use of electricity for cooking and heating is strictly prohibited.
3. Room service shall not be permitted under any circumstances.
4. Quality of crockery/cutlery, its cleanliness and general hygiene shall be of high Standard at all times.
5. Following items with quantity shown against each shall be allowed to be sold through the Coffee Corner:

	<u>Items</u>	<u>Qty</u>
(a)	Tea (Tajmahal/Red label/Goodrich)	100 ml
(b)	Coffee(Nescaffe/Bru)	100 ml
©	Milk	200 ml
(d)	Patties	Each
(e)	Omelet (with 2 slices of bread)	2 Eggs
(f)	Fruit Juice (fresh fruits)	200 ml
(g)	Maggie	150 gm

(Sale of any other item except those listed above is prohibited).

The Tea/Coffee prepared by normal process also to be provided by at the same rate as applicable for staff canteen.

The Director, IIFM reserves the right to levy any penalty for breach of any of the conditions by the contractor during the contract period including forfeiture of Security Deposit.

(Name, signature & seal of tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
(Tender No. IIFM/M(P)/CANT./09/02)

FINANCIAL BID

RATES TO BE QUOTED FOR TEA/HIGHTEA/BREAKFAST/LUNCH/DINNER
AS PER MENU LISTED IN ANNEXURE-I **(MDP MESS)**

Sl, No.	Name of item	Rate quoted (Rs.) per
01	Tea with two types of biscuits between the sessions.	
02	High Tea (as per annexure-I	
03	Breakfast (as per annexure-I(a)	
04	Lunch (Vegetarian) (as per Annexure-I(b)	
05	Dinner (Non-Veg.) (as per annexure-I©	

(Signature of Tenderer with Seal and Address)

PRESCRIBED STANDARDS FOR ITEMS TO BE SERVED

Beverages

Tea : Fresh Tea (To be prepared and served on demand) using Brookbond/Nestle/Taj Brand of tea leaves that is not more than 3 months old, using Fresh milk with at least 3 %fat.

Quantity of Tea - 100 ml.
Milk – not less than 20 ml

Special Tea : Tea bags (Taj Mahal, not more than 3 months old). Milk and sugar to be Supplied separately with hot water in thermo-flask.

Coffee : Quantity - 100 ml.
Milk with at least 3% fat – minimum 50 cc.
Coffee - 1 teaspoon full.
Nescafe (not more than 3 months old)
Sugar to be supplied separately.

Soft Drinks : Of reputed national company to be served in sealed bottle along with clean Glass and straw.

Room service : All orders for the room services shall be served in clean cutlery/crockery Neatly laid out in a tray.

General Conditions:

1. Cooking Medium : Only refined groundnut/soyabean/sunflower oil of reputed brandch as Postman/Surya etc.
2. Dress Code : All bearers of the canteen shall wear uniform, with person and caterer.

(Name, signature & seal of tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

TECHNICAL DETAILS TO BE SUBMITTED BY THE TENDERER ALONG WITH TENDER (No.IIFM/M(P)/CANT/09/02)

01. Name of the Firm :
(With full address)
02. (a) Individual :
(b) Proprietor :
(c) Partnership :
(d) Other :
03. Qualification in Catering/ :
Hotel Management/
Experience, if any
04. Present Experience :
(Name of Firm & period)
05. Past Experience :
(Minimum 3 years experience
in running of Canteen/
Officers Mess of reputed
Office/Institution with address
Telephone No., & Name of
Contact person.)
06. Copy of Income Tax return for :
Financial Year 2008-09
(Individual/Firm)
07. No. of Employees employed :
In the Firm/Canteen.
08. Licence No. (Issued by :
(Municipal Corpn. For
running canteen etc) or Corporate
Identity number(Registrar of Companies)
09. Annual Turn-over Rs. :
10. EMD details : DDNo. Dt.....
Rs.

Drawn.....

I have gone through the terms and conditions of the Staff Canteen and MDP Mess, which are acceptable to me. The information furnished above are true and correct to the best of my knowledge:

Place

Date

(Name , signature & seal of tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
(Tender No. IIFM/M(P)/CANT./09/02)

TECHNICAL BID

Sr.No.	Particulars	Yes	No	Enclosure No.
01	Submit copy of Registration for Establishment of the Firm in Bhopal from Bhopal Municipal Corporation OR Certificate of Registration with Registrar of Companies, Madhya Pradesh and proof of having Office /establishment at Bhopal.			
02	Experience of minimum 3 years in running Staff canteen and officers mess in Govt./Bank/Autonomous Institute having at least 250 employees/students,(Attach photo copies of contract agreements).			
03	Attach photocopies of Service Tax Registration (If applicable)			
04	Attach photocopy of Income Tax Return for financial Year 2008-09.			
05	Earnest Money Deposit of of Rs. 16000/- (Rupees Sixteen Thousand) by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal to be submitted)			

Place:

Date:

(Name, Signature & Seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
(Tender No. IIFM/M(P)/CANT./09/02)

FINANCIAL BID
RATES TO BE QUOTED FOR CANTEEN/STUDENTS COFFEE CORNER ITEMS

Sr.No.	Name of Items	Quantity	Rate to be quoted (Rs.)
01	Tea(Tajmahal/BB Redlabel/Goodrich	100 ml.	
02	Coffee(Nescaffe/Brue)	100 ml	
03	Samosa(50 grm.)	1 No.	
04	Kachodi(50 grm.)	1 No.	
05	Alu Bada(50 grm.)	1 No.	
06	Moong Bada	1 No.	
07	Bread Pakoda	1 No.	
08	Bhajia	100 gm.	
09	Mangoda	100 gm.	
10	Alu Bhajia	100 gm.	
11	Cutlet	1 No.	
12	Sandwitch Vegetarian	1 No.	
13	Idli Sambar	2 No.	
14	Sambar Bada	2 No.	
15	Dosa Masala	1 No.	
16	Upmav	1 Plate (100 gm)	
17	Poha	1 Plate (100 gm)	
18	Pulav Vegetable	1 Plate (200 gm)	
19	Rajma Chaval	1 Plate (200 gm)	
20	Alu Pattis	01 No.	
21	Dokla	100 gm.	
22	Puri Sabji	05 No.	
23	Mawa Gulab Jamun	1 No.	
24	Bread Omlette	1 Egg, 2 Bread pieces.	

- Note: 1. Cold drink, biscuits, Namkeen, Mineral water etc. to be supplied at market rate.
2. Tea/Coffee etc. should be supplied on demand at office rooms at the same rates quoted above.

(Name, Signature & Seal of Tenderer)

(On Rs.100/- Non-judicial stamp paper)

AGREEMENT FOR RUNNING CANTEEN AND MDP MESS

This agreement is entered into thisth 2009, between the Indian Institute of Forest Management, hereinafter called "IIFM", Bhopal (Being represented by its Chief Administrative Officer, which expression shall include his successors) of the first part and M/s – hereinafter called "Contractor" being represented by its Proprietor]

(which expression shall include its successor representative or assignees) of the Second part.

WHEREAS the 'Contractor' has submitted Tender for running Canteen Contract at IIFM against Tender No. IIFM/M(P)Cantt./ 09 /02 . Based on the offer submitted, IIFM has awarded the contract to the "Contractor" for running of the MDP Mess and Canteen including Students Coffee Corner, vide Letter No.IIFM/M(P)/ Cant./ 09/02 dated 2009, on the following terms and conditions:

1. The term of the contract will be for one year, w.e.f. 00.00.09 to 00.00.10. The period of contract may be extendable for one more year, if the catering services provided by the 'Contractor' to the Institute for the year 2009-10 are found satisfactory.
2. The Contractor shall be provided with space, light, water, furniture for the canteen and an intercom free of charge and in lieu of that the Contractor shall provide tea/coffee, beverages, snacks and other eateries to Staff, students of IIFM and also to MDP/Seminar/Workshop participants and other guests, at the rates approved by IIFM as per Annexure-I
3. List of Menu to be served along with terms and conditions are given in Annexure-II.
4. On award of the Contract, the Contractor shall be required to deposit Rs. 80,000/- (Rs. Eighty Thousand) as Security Deposit by Demand Draft drawn in favour of Director, IIFM, Bhopal, towards loss/damages/non-compliance of the terms and conditions of the Contract.
5. The Canteen and Mess facilities should be extended to the Guest House to the participants of MDP/Seminar/Workshop/Meetings which are conducted regularly at the Institute, as per the approved menu enclosed at Annexure-II, throughout the year. Besides these programmes, services are also required to be provided for other activities including guests of the Institute as and when required.
6. The Contractor shall be required to provide tea/coffee/snacks in rooms on demand by the Institute's employees.
7. It will be the responsibility of the Contractor to take all measures to keep the canteen and mess premises in hygienic condition.

8. The Canteen should be kept open during working hours, i.e., from 9 AM to 7 PM. The timings fixed in the Guest House are: for breakfast – 8.00 to 9.00 AM, for lunch – 1.00 to 2.00 PM and for dinner – 8.00 to 9.00 PM. In addition, tea/snacks to be served during the programme period daily wherever required within the campus.

9. A Committee on Canteen and MDP Mess so constituted shall decide the quality of the material for preparation of food and the quantity to be supplied. The decision of the Canteen/Mess Committee shall be final in all the matters and shall be binding on the Canteen/Mess Contractor. The Canteen/Mess Committee shall also suggest ways and means for improving mess and service facilities which may be implemented by the Contractor from time to time.

10. The Contractor shall comply with all statutory requirements such as: -

- (i) Contract Labour (Abolition & Regulation) Act, 1970 and Rules thereunto.
- (ii) Abolition of Child Labour Act
- (iii) Payment of Minimum Wages Act
- (iv) Provident Fund & Miscellaneous Provisions Act
- (v) Payment of Bonus Act
- (vi) Necessary Licenses from Municipal Corporation for preparation and sale and services of food-stuffs and refreshments
- (vii) Any other statutory requirements for running this contract

11. IIFM shall provide some basic articles in the Canteen and MDP Mess of the Guest House for use by the Contractor as per Annexure-III. The Contractor shall arrange for other required items like crockery and cutlery of Bone China/ Melamine/Stainless Steel of superior quality at his cost as per requirement from time to time. The Contractor shall ensure proper maintenance of articles and on termination of Agreement, the Contractor shall have to return the articles as per Annexure-III to IIFM, in good condition, failing which the cost thereof shall be deducted from the amount payable to the Contractor or from Security Deposit.

12. The Contractor shall, for the purpose of the said breakfast/lunch/dinner/ Snacks/tea/coffee services, employ sufficient persons at his expenses who shall be educated, efficient and experienced, free from disease, clean, courteous and should wear clean uniform.

13. The Contractor should possess the necessary certificates from Income Tax and Commercial Tax Officers for running of the Canteen/Mess including Students' Coffee Corner.

14. IIFM will charge 5% of the MDPs, Seminars, Workshops, and various Meetings Bills amount from the Contractor towards lease rent for providing space, water, light, furniture, etc. to the Caterer.

15. IIFM shall be at liberty to make alternative arrangements for providing Canteen and Mess services to its employees and programme participants in the said premises and also in the event of the Contractor suspending/discontinuing his services during the period of this Agreement. Also the Institute shall be at liberty to recover from the Contractor any loss that it may suffer in this regard.

16. In case any deviation in quantity or deterioration of quality is noted, penalty shall be imposed as decided by the Director/CAO, depending upon the nature of the shortcomings.

The penalty would be imposed as under: -

1st time - 10% of the Bill of a particular Programme. OR Rs.200/- whichever is higher.

2nd time - 20% - do - OR Rs.500/- whichever is higher.

3rd time - 30% - do - OR Rs.1000/- whichever is higher.

Penalties imposed beyond three times in a manner stated above may lead to cancellation of the Contract and forfeiture of Security Deposit.

17. The Contractor is expected to provide items daily and daily special in the staff canteen as per the items (services) as given at Annexure V, failing which a penalty of Rs.200/- for first time, Rs.500/- for second time and Rs.1000/-for the third time will be imposed. In the event of penalties so imposed exceeds beyond three times will attract the penalty clause as stated at point No.16 of this contract.

18. The Contractor is expected to serve the items in clean and good quality crockery/cutlery.

19. The Contractor has to make his own arrangements for fuel for cooking. IIFM will not allow using electricity for cooking and heating.

20. In case of unsatisfactory services, the Director reserves the right to terminate the Contract without any notice and the Contractor shall not be entitled for any compensation in the event of such termination.

21. In case the Contractor discontinues the contract, two months notice shall be given to the Institute so that it can make alternate arrangements, and 60% of the security deposit will be forfeited by the Institute for discontinuing the service before completion of the contract period. In case the contractor discontinues his services without giving the 2 months notice, the institute will have the right to forfeit the entire amount of his security deposit and the Contractor shall be black listed and he shall be debarred from participating in future tenders of the Institute.

22. The Director, IIFM reserves the right to levy and penalty for break of any of the conditions by the Contractor during the contract period including forfeiture of Security Deposit.

23. The terms and conditions as stipulated in the tender document will form part of this Agreement.

(Chief Administrative Officer)
For & On Behalf of Indian Institute of Forest
Management, Bhopal.

(Proprietor)
M/s

In Witness whereof:

01.

02.....