

**eNotice Inviting Tender (NIT)**

NIT No.: ICAT/CHN/COOKING/2022-23/82  
Manesar, 10<sup>th</sup> August 2022

The Director, International Centre for Automotive Technology (ICAT), a division of NATRIP Implementation Society (NATIS), Govt. of India, hereby invites sealed bid for “**Hiring of Cooking Services for ICAT Chennai Guest House**” as per following details:

**Tender Activity Schedule**

<b>Job Description</b>	Application Hiring of Cooking Services for ICAT Chennai Guest House
<b>Scope of Work/Services</b>	<b>As Per Annexure “B”</b>
<b>Eligibility Criteria</b>	<p><b>Minimum Eligibility Criteria: The bidder whose bid meet the following eligibility criteria would only be considered</b></p> <ul style="list-style-type: none"> <li>• Bidder should have a minimum experience of <b>1</b> year in Cooking/Catering Services.</li> <li>• Legal Valid Entity: The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company. A Proof of legal validity of the Bidder shall be submitted.</li> <li>• If the bidder fails to submit the authenticated documents in support of his/their credentials as specified in tender documents, his/their tender will liable to be rejected summarily.</li> <li>• Tender form is not transferable.</li> </ul>
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>• Payment against submission of Monthly Invoice.</li> <li>• ICAT shall make payment within 7 days from the date of receipt of bills in order by NEFT/RTGS/Cheque payment.</li> </ul>
<b>Contract Period</b>	<b>12 Months</b> from the date of award of contract. However, the validity of contact period can be extended up to <b>3 Years</b> on mutual agreed terms and conditions.
<b>Price Validity</b>	<b>36 Months</b>
<b>Guest House Address</b>	Bechamp Tower, Flat No. 701 & 2102, Hiranandani Apartments Singaperumal – Oragadam Highway, Thriveni Nagar Vadakkupattu, Village, Oragadam, Tamil Nadu 603204

<b>Billing Address</b>	International Centre For Automotive Technology (ICAT), Plot No. 182/6, Chengalpattu Main Road, Vadakal Village, Sriperumbudur Taluk, Kanchipuram, Chennai - 602105 (Tamil Nadu - India), GST No. 33AAATN7662F2ZK
<b>Last Date of submission of Sealed Techno-Commercial Bid</b>	<b>Up to 1700 Hrs. on 25<sup>th</sup> August' 2022, at ICAT Centre - 1, Manesar, Gurgaon, India.</b>
<ul style="list-style-type: none"> <li>• Bidders to comply with Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23<sup>rd</sup> July 2020 <a href="https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf">https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf</a>)</li> <li>• <b>Preference to Make in India:</b> As per the revised order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. The purchaser reserves the right to give preference to the local supplier.</li> </ul>	
<p>Sealed Envelope should be marked with “<b>Hiring of Cooking Services for ICAT Chennai Guest House</b>”.</p> <p>Interested suppliers/service providers who meet our requirements should submit no regret techno commercial proposal in a <b>sealed envelope latest by 25<sup>th</sup> August' 2022 by 17:00 Hrs.</b> at below given address</p> <p><i>To, The Purchase Department, International Centre For Automotive Technology Plot N. 26, Sector-3, HSIIDC, IMT Manesar Gurgaon 122050 (Haryana) Contact No. +91 9971150821</i></p> <p><i>Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</i></p>	

## Annexure A

### Proposal Invited for “Hiring of Cooking Services for ICAT Chennai Guest House”

1. **Eligibility Criteria:**
  - Bidder should have a minimum experience of **1** year in Cooking/Catering Services.
  - **Legal Valid Entity:** The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company. A Proof of legal validity of the Bidder shall be submitted.
  - If the bidder fails to submit the authenticated documents in support of his/their credentials as specified in tender documents, his/their tender will liable to be rejected summarily.
  - Tender form is not transferable.
2. **General Terms & Conditions:**
  - a) **Sealed bid to be submitted with filling the Attached “Annexure - C” after duly filled and signed on Letter head.**
  - b) **Payment Terms:**
    - **Payment against submission of Monthly Invoice.**
    - **ICAT shall make payment within 7 days from the date of receipt of bills in order by NEFT/RTGS/Cheque payment.**
    - **In the event of any dispute on this account, the decision of ICAT shall be final and binding on the Contractor.**
    - **Billing:** All Bills and accompanying documents should be raised and submitted in original; as per the Payment Terms, and should be accompanied by original copies of duly receipted/certified Delivery Challan/Work Progress or Completion Certificate, as applicable. No payment shall be released against any duplicate bills, work progress report or Completion Certificate or delivery challan. All applicable taxes such as GST, Service tax, Works Contract Tax shall be mentioned separately in the invoice.
  - c) **Work Location: ICAT Chennai Guest House, Bechamp Tower, Flat No. 701 & 2102, Hiranandani Apartments Singaperumal - Oragadam Highway, Triveni Nagar Vadakkupattu Village, Orgadam, Tamil Nadu 603204**
  - d) **ICAT reserve the right to reject any or all the tenders in part of full without assigning any reason thereof. The ICAT also reserves the right to negotiate the rates and terms & conditions with any or all the bidders at its sole discretion as deemed fit without assigning any reasons thereof.**
  - e) **The comparison of the bids shall be on basis of total price (Inclusive of all taxes etc) quoted by the bidder. No comparison of individual item will be made the individual item charge is only for reference purpose of this office.**
3. **Proposal Validity Period:** Bids validity should be of at least **36 Months** from the last date of submission of Bids. Any Bid having validity lower than that specified above shall be rejected by ICAT as being nonresponsive. However, ICAT may request the Bidders to extend the Bid unconditionally beyond the Bid validity period up to an additional period of **ninety (90) days** without any modification and without giving any reason thereof. Conditional extension of bid validity shall not be accepted and ICAT reserves right to reject such bid/s and proceed with the bidding process with the remaining bidders.
4. **Contract Period: 12 Months from the date of award of contract.** However, the validity of contact period can be extended up to **3 Years** on mutual agreed terms and conditions.
5. **Scope of Work: As per Annexure “B”**

## Annexure B

### Scope of Work for Cooking Services

#### **To Be Met by ICAT:**

1. The accommodation can be provided by the ICAT in guest house only.
2. The general Utensils and other equipment's to be used during cooking to be provided by ICAT.
3. The refrigerator for storage will be provided.
4. The electricity cost will be borne by ICAT Only.

#### **To Be Met by Service Provider:**

1. The Raw material used in preparation for all meals cost to be borne by Service provider.
2. The cook should be able to cook North and South Indian Vegetarian dishes.
3. The kitchen cylinder arrangement and cost of re-filling to be borne by Service provide only.
4. The detailed menu is mentioned in Annexure 1 i.e. Breakfast & Tea, Lunch, Evening Snacks & Tea and Dinner.
5. Rates to be provided separately for each meal on per person basis so that accordingly invoice can be raised on per person basis.
6. Monthly/weekly menu for meals to be provided by supplier before only.
7. All vegetables, fruits etc. used shall be fresh and not rotten or overripe. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and must be prepared and served fresh. All the items being used shall be stored properly and served before their expiry date
8. The work shall be done in a neat workman like manner. The site must be cleared by the service provider including removal of waste and leftovers, etc. from time to time as these accumulate during the work. On completion the whole site must be left in a clean and tidy condition to the satisfaction of the SPOC
9. Service Provider shall adhere to the timeline given by Buyer for serving arrangements on Buyer's premise/ designated premise.
10. In case of non-availability of specifically demanded food item; the Service Provider shall communicate the same to Buyer at least 2 days prior.
11. The service provider shall update the logbook as per the logbook process flow mentioned in Annexure 2.

**12. For any queries please feel free to contact the undersigned:**

Contact Person: Mr. Shubham Saraswat

Contact No. +91 7011008350

Mail ID: [shubham.saraswat@icat.in](mailto:shubham.saraswat@icat.in)

**Note: It is mandatory for the bidder to comply with the complete technical requirement given in the bid document. In the event the bidder does not comply with the technical requirement, he shall be disqualified and any deviation proposed on technical requirement from the bidder end will not be considered at all. Disqualified bidders will not be eligible to make any claim. Those bidders who meet our technical requirements will be moved forward for financial evaluation. The order would be awarded to the L1 bidder among the technically qualified bidders.**

### Annexure - 1

**Food menu (for reference) is mentioned below: -**

<b>Break Fast with Tea/Coffee-Any one (7:45 am to 8:00 am)</b>	
Pav Bajji	
Poori Masala	
Allo/Onion Paratha	Mint chutny, Curd
Poha	
Masala Dosa	Sambar & 2 chutney
Idli & Vada	Sambar & 2 chutney
Adyar & Dahi sabzi	

<b>Lunch(12:30 pm 1:30 pm)/Dinner (8:30 pm to 9:30 pm)</b>	
<b>Rice (Any One) - 150 Grams/serving</b>	<b>Vegetable (Any One)</b>
Jeera/Steam Rice	Veg Korma
Lemon Rice	Veg Makhani
Pulao Rice	Allo Gobi masala
Tomato rice	Veg Kofta curry
<b>Dal(Any One)</b>	Bhindy fry
Yellow Dal	Allo Fry
Rajma Dal	Kadai Vegetable
Channa Dal	Palak Paneer
Black Dal	Paneer Malai curry
Chole	Allo Dum Banarasi
<b>Salad(Any One)</b>	Pakora curry
Green Salad	Brinjal fry
Cucumber salad	Egg curry

<b>Chapatti for Lunch &amp; Dinner</b>	<b>2 - 4</b>
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<b>Butter milk/Curd (Anyone) - One teacup size</b>	
Snacks - Tea/ Coffee	<b>Week End Special (Any One)</b>
<b>Sweet once a week (Any One) - Standard size</b>	Pani Poori/Samasa
Gulab Jamun	Sav Poori
Bread Halwa	Dahi Poori
	Bread Chenna

### Annexure - 2 Daily Attendance Sheet

Date:

S.No	Name of person	Department (ICAT)	Breakfast	Lunch	Dinner	Sign
1	Mr./Mrs. XXXX	XXXX	P	A	P	.....
2						
3						
4						
5	.....					

P - Present

A - Absent

## Annexure C

### Financial Bid For “Hiring of Cooking Services for ICAT Chennai Guest House”

SI No.	Product Description	Quantity	Unit Per Person Per Day	Unit Rate (INR)	Amount (INR)
1	Breakfast (As per attached Menu - Annexure 1)	1	Per Person (Per Day)		
2	Lunch (As per attached Menu - Annexure 1)	1	Per Person (Per Day)		
3	Dinner (As per attached Menu - Annexure 1)	1	Per Person (Per Day)		
4	Snacks with Tea & Coffee	1	Per Person (Per Day)		
5	Cook Salary	1	Per Month		
<b>Total Value (INR)</b>					
<b>GST%</b>					
<b>Grand Total Inclusive of GST (INR)</b>					

### International Centre for Automotive Technology (ICAT)

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050, Haryana, India

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Website [www.icat.in](http://www.icat.in)