

भारतीय विज्ञान अकादमी
डाक पेटी सं. 8005, सी.वी. रामन अवेन्यू, बेंगलुरु – 560 080, भारत

INDIAN ACADEMY OF SCIENCES

P.B No. 8005, CV. Raman Avenue, Bengaluru – 560 080, INDIA

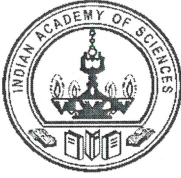
Tel: 00 91 80 22661203 * Fax: 00 91 80 23616094 * Email: execsec@ias.ac.in * website: www.ias.ac.in

(Tender No 01/ES/PUR/BNN/IASc-JGH/2025-26)

**TENDER DOCUMENT
FOR
CATERING SERVICES
AT
ACADEMY FELLOW'S RESIDENCY, JALAHALLI,
BENGALURU**

**Tender Document to be downloaded from Website
www.ias.ac.in tender link at below reference
(https://www.ias.ac.in/About_IASc/Tender_Notices/)**





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Important Instructions

1. This Tender Document contains 27 (twenty seven only) pages
2. Read the tender documents carefully before filling
3. Sign each page with seal
4. Part – ‘I’ should contain
 - a. letter (Annexure I)
 - b. Profile, (Annexure II) with all relevant signed documents as mentioned in terms and Conditions (General & Special).
 - c. EMD
 - d. Schedule of items to be served for Hostellers (Annexure-V)
 - e. Schedule of items to be served for Day Scholars and others (Annexure-VI)
 - f. Check List (Annexure-VII)

Seal the Cover with Superscription “**Technical Bid (Part-I) - Tender for Catering Services at IASc BENGALURU**”

5. Part- ‘II’ should contain only Commercial Bid with Annexures III & IV only.

Seal the cover with superscription “**Commercial Bid (Part-II)- Tender for Catering Services at IASc BENGALURU**”

6. Both (separate Part-I and Part-II) sealed covers are placed in outer cover addressed to the Executive Secretary, IASc with superscription as Catering Services and send it to Executive Secretary, Indian Academy of Sciences, Bengaluru), so as to reach on or before the last date i.e. 3.00 pm on 17/05/2024
7. Tender forms can be downloaded from Academy website.
8. Academy Website : www.ias.ac.in
(https://www.ias.ac.in/About_IASc/Tender_Notices/)
9. Late and Delayed or incomplete tenders will not be entertained and will be summarily rejected. The decision of the Executive Secretary, IASc is final & binding in this regard.
10. The technical bid will be opened on 05/05/2025 at 3.30 pm at IASc.
11. Only Shortlisted technical bids after evaluation will be considered for opening of their commercial bid on 05/05/2025 at 3.00 PM.

Executive Secretary



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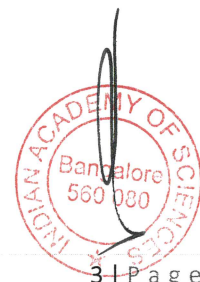
CATERING SERVICES AT IASc JALAHALLI, BENGALURU

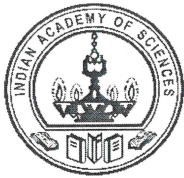
Technical Bid

S.No.	Description
I	Notice of Inviting Tender
II	Eligibility Criteria
III	General Terms and Conditions
IV	Scope of the Work
V	Utilities
VI	Specific Terms and Conditions
VII	Forwarding letter (Annexure-I)
VII	Profile of the Tendered/Bidder (Annexure-II)
VIII	Schedule of items to be served(Annexure- V)
IX	Schedule of items to be served(limited) for Day-scholars/ employees (Annexure-VI)
X	Check List(Annexure-VII)

Commercial Bid (Part-II)

S.No.	Description
I	Price Bid for catering services
II	Schedule of rates to be quoted for catering services (Annexure-III)





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PART – I – TECHNICAL BID

I. NOTICE OF INVITING TENDER

1. IASc invites sealed tenders from experienced, competent, regular and reputed contractors for providing catering services at Academy Fellows Residency, Jalahalli, Bengaluru
2. The tender documents can be downloaded from the website of Indian Academy of Sciences (IASc) at www.ias.ac.in. Each tender set comprises (i) **Part-I** Technical Bid and (ii) **Part II** Commercial Bid.
3. Sealed Tenders addressed to The Executive Secretary, Indian Academy of Sciences, Indian Academy of Sciences, P.B No. 8005, CV. Raman Avenue, Bengaluru – 560 080 may be submitted in the form of two bid system as per the procedure prescribed in the tender document and send to the Purchase Dept., Cabin No.106, I floor, IASc, Bengaluru to reach by 3.00 pm on 05/05/2024
4. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - a. One sealed envelope super scribed “**Technical Bid (Part-I) - Tender for catering services at Academy Fellows Residency, Jalahalli, Benglauru**” shall contain the following:
 - i. Forwarding letter (as per proforma given in Annexure-I) on the letter head of the bidder.
 - ii. **Crossed Demand Draft of Rs. 10,000/- (Rupees Ten thousand only) towards the EMD in the name of Indian Academy of Sciences payable at Bengaluru shall be put in a separate envelope**
 - iii. Profile of the Tenderer / bidder (as per proforma given in Annexure-II) duly filled.
 - iv. A complete set of tender document (**Part I -Technical Bid**), duly filled and signed by the bidder.
 - v. Other related documents (Annexures V to VII) mentioned in **Technical Bid (Part-I)**.
 - b. One sealed envelope superscribed “**Commercial Bid (Part-II - Tender for catering services at IASc**” shall contain the following:
Complete set of the tender document (**Part II – Commercial Bid**) duly filled and signed by the bidder. (Annexures III&IV)
 - c. Both the envelopes (technical bid as well as commercial bid) shall be placed by the bidder in an outer **sealed envelope** super scribing “**Tender for catering services at Academy Fellows Residency, Jalahalli Bengaluru**”.
 - d. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.





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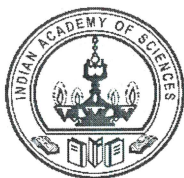
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- e. Bidder/authorized signatory shall sign on each page of the tender.
- f. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. In the first stage of evaluation process, only **Technical Bid (Part-I)** of the bids will be opened on, the **05/05/2025 at 3.30 pm at IASc, Bengaluru**. The Technical Bids will be evaluated for credentials, experience, capability based on documents submitted in technical bid, physical inspection of their establishment, physical inspection of their clients' site, obtain feedback on their past performance from their clients. Those bidders satisfying the technical requirements as determined by IASc and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of IASc.
6. Under the second stage of evaluation process, the **Commercial Bid (Part-II)** of only those bidders, who have been short-listed earlier in first stage will be opened on 17/05/2025 at 3.30PM. **The bidders who have been short-listed will be intimated and if they so desire can attend the meeting of opening of the commercial bid.**
7. Before submitting the bid, the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender.
8. Tenders not submitted as per the guidelines stated above, are liable for rejection. IASc's decision in this regard will be final.
9. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
10. Tenders received after the prescribed time and date will not be considered.
11. No deviations / conditions will be stipulated by the contractor in both technical and commercial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
12. Tender would remain open for acceptance for 30 days from the date of opening of Technical Bid (Part-I) of the tender.
13. Falsification/suppression of information shall lead to disqualification of the Bidder / cancellation of contract even after award of work during the currency of the contract.





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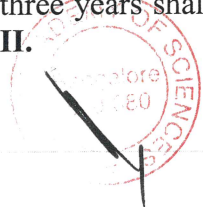
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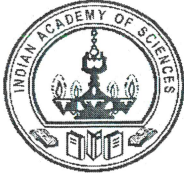
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14. Bidder shall ensure submission of complete information / documents at the first instance itself. IASc reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents/ conditional tenders.
15. IASc reserves the right to reject any or all of the tenders received without assigning any reason thereof.
16. **For any clarifications please contact Executive Secretary or execsec@ias.ac.in**

II. ELIGIBILITY CRITERIA

1. Bidder should be a reputed professional and registered organization/firm/individual with a minimum of 3 years' experience in providing in-house catering (i.e., Veg, Non-Veg, South Indian, North Indian etc.) to educational institutions, banks, corporate sector offices, etc. The time period of 3 years shall be reckoned as on 10/05/2025
2. Annual turnover of bidder should be Rs.50 proof/audited or CA certified statement of accounts.
3. Bidder should have successfully completed similar job/ services (in-house catering services) in educational institutions, banks, financial institutions, corporate sector in public/private sector, guest's houses, hotels during last 3 years ending on 1st April, 2025 and should satisfy one of the following:
 - i. Three similar completed jobs/ services costing not less than Rs.5 lakh each
 - or
 - ii. Two similar completed jobs/ services costing not less than Rs. 15 lakhs each
 - or
 - iii. One similar completed jobs/services costing not less than Rs.10 lakh
4. Bidder should have among its clients, educational institutions, IT Sectors or corporate in public/private sector, for whom they have been providing both catering services of similar nature. Names and address of such clients along with details regarding nature, amount and period of the contracts should be furnished along with Technical Bid (Part-I). Certificates from the clients regarding the quality and duration of service rendered during the last three years shall also be furnished in the prescribed format given in **Annexure-II.**





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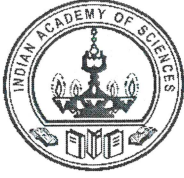
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5. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
6. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
7. Bidder must not have been suspended / delisted / blacklisted by any organization on any grounds.
8. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status of arbitration, if any.
9. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including IASc, then IASc reserves the right to reject the bids submitted by such bidders.
10. The bidder should be based at Bengaluru or have a representative establishment at Bengaluru.
11. Bidder should have applicable registrations with statutory authorities such as Regional Labour Commissioner (Central), ESI, PF, PAN, TIN, VAT, CST, Service Tax, etc. The copies of certificates of registration should be enclosed.
12. The bidders shall submit documentary evidence in support of the above Eligibility criteria.
- iii. Bidder should deposit **Rs. 10,000/-** by means of a Demand Draft obtained from scheduled/nationalized bank drawn in favour of Indian Academy of Sciences (IASc), payable at Bengaluru as Earnest Money Deposit (EMD) **and Rs 1000.00 (Rupees one thousand only) towards cost of tender in the form of Demand Drafts or Bankers Cheques (separate ones) drawn in favour of Indian Academy of Sciences payable at Bengaluru shall be put in a separate envelope**
13. **Tenders received without the EMD & Cost of tender document prescribed will not be considered and treated as invalid ab-initio.**
14. Complete tender document is also available free on IASc's website, address given below:
<http://www.ias.ac.in> ([https://www.ias.ac.in/About IASc/Tender Notices/](https://www.ias.ac.in/About%20IASc/Tender%20Notices/))





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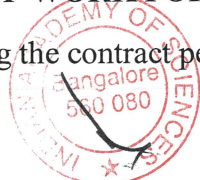
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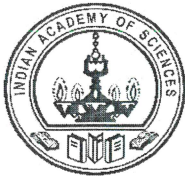
III. GENERAL TERMS AND CONDITIONS

1. The tenure of the Contract will be two years. However, initially, the contract will be awarded for 12 months and if services are found satisfactory, the contract will be continued for the next year on the same terms & conditions.
2. IASc will have option to terminate the contract if the contractor commits breach of any of the conditions confined in this contract and fails to render the services to the satisfaction of IASc after giving notice of one month expressing its intention to terminate the contract.
3. Bidder shall deposit **Rs. 10,000/-** (Rupees Ten thousand only) by means of a crossed Demand Draft from scheduled/nationalized bank drawn in favour of **"Indian Academy of Sciences (IASc)"** payable at Bengaluru as Earnest Money Deposit (EMD).
4. EMD of the unsuccessful bidder will be returned within 15 days after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards security deposit. The EMD shall not bear any interest.
5. The offer of contract issued to the successful bidder would need to be accepted within 7 days from the date of issue of the offer. Failure to accept the offer within this period will result in forfeiture of the EMD.
6. The successful bidder will be required to deposit a further sum of **Rs.5000/-** within 7 days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of **Rs.5000/-** shall be refundable after expiry/termination of the contract. The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the amount as above. However, IASc reserves the right to revive the contract order, if circumstances warrant. The security deposit shall not bear any interest.
7. On payment of the security deposit, the contracting firm will be required to enter into an Agreement/Contract on stamp paper of appropriate value in the form to be approved by IASc containing inter-alia all the terms and conditions of the contract, within 7 days of issue of the Work Order. The contractor should mobilize the resources including manpower for commencing catering services from **07/05/2025**
8. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

IV. SCOPE OF WORK FOR CATERING SERVICES

1. During the contract period, the contractor shall be responsible for the following:





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- i. Complete catering services to the 300 to 350 hostellers, which includes tea, coffee, breakfast, lunch, evening snacks and dinner of IASc as per **Annexure – V** on notified days.
- ii. Catering services to IASc about 100 students, 50 day scholars and guests as per **Annexure – VI** on all working days.
- iii. Providing snacks and tea/coffee/cool drinks etc. Services to the SRF Participants, Dignitaries, guests and guest faculty during office hours at all times and outside office hours and on holidays, if so required.
- iv. Providing special catering services within the premises / campus of IASc on special occasions as per the rates agreed upon or any rates agreed upon after mutual discussions.
- v. A single rate shall be quoted for catering services on per head per day basis for Hostel students. Where participants/guests stays for only a part of the day avails catering services, the catering charges shall be on per head per meal basis.

IASc will make payment for the actual number of Hostel students who dine in Food Court. For this purpose the contractor should arrange separate food serving counters to Hostel students (by giving coupons/biometric system) for correct account of number of students served the food. The Wardens and The Facility Manager of IASc shall oversee the arrangements/functioning of the food court on daily basis and devise a suitable mechanism for collection of data about the actual number of hostellers dined in the Food Court. Based on their certification, the hostel monthly food bill will be arranged by the administration to the contractor. Failure to serve any of the above will attract Penalty to be decided by IASc.

2.
 - a. The rates for the hostel students should quoted as a daily rate per hosteller covering breakfast, lunch, evening snacks and dinner.
 - b. The rates for others should be quoted item-wise.
 - c. The rates for special lunch/dinner on important occasions should also be quoted separately.
3. The payment of food charges for day scholars, faculty and staff shall be made by themselves at the cash counter before availing the service. The contractor should make arrangements for collection of money and issuing the coupons for serving the food through a separate counter.
4. The Hostels will function **from 07 May, 2025 till 10th August, 2025**. The catering services for hostel students are required for **03 months**.





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5. IASc does not guarantee any minimum number of students. During holidays most of the students leave to their native places. Notwithstanding this, the contractor's minimum catering services shall be available throughout the year without any break for the Faculty and Staff of the Indian Academy of Sciences on request.
6. The contractor shall provide adequate number of competent and well-trained staff for cooking, cleaning, dining and room services.
7. Minimum number of staff including expert Chef, shall be maintained at any point of time sufficient to manage the activities of the Food Court at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.
8. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
9. The Food court consists of main dining hall, kitchen, the store rooms attached to the kitchen, dormitory. It is the responsibility of the contractor for keeping the premises clean, hygiene and neat at his cost.

V. UTILITIES

a. Gas

IASc shall provide LPG gas connection and the Contractor shall arrange for regular supply of LPG gas at his own cost.

b. Electricity

The charges for electricity consumed for lights, fans and other electrical appliances in the Food Court will be funded by IASc. IASc reserves the right/option to levy penalty on the contractor in case of wastage of electricity.

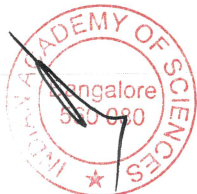
c. Water Supply

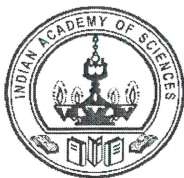
The water required for running the Canteen and maintaining the Canteen Block shall be supplied by IASc. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the canteen. Leaking taps shall be brought to the notice of IASc well in time to repair the same.

d. Water for Cooking & Drinking

The contractor is required to provide potable water for drinking and cooking at his cost.

VI. SPECIFIC TERMS AND CONDITIONS





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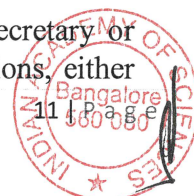
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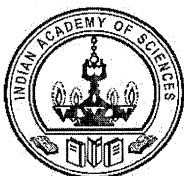
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1. No advance shall be paid. HOSTEL MONTHLY FOOD Bills for catering services may be raised by the contractor on a monthly basis and the same shall be settled within 30 working days from the date of submission of the bills, provided the same are in order.
2. Applicable taxes will be deducted at source at the time of settlement of bills.
3. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
4. In case of any labor problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end at his cost only.
5. The contractor should maintain all the statutory registers for his employees viz., Muster Roll, Register of Wages, Register of Fines, Register of Deductions for Damage or Loss, Register of Overtime, Wage Slips etc. as required by Labour Laws or any other statute.
6. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
7. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., of IASc for any purpose other than those expressly provided in the contract. It shall be open to officials of IASc to inspect the kitchen/Food Court premises without any prior notice.
8. The contractor shall be responsible for taking adequate care of all equipment, utensils, including safety aspects from fire etc. He should bring to the notice of IASc, the repairs and maintenance work that are required to be undertaken from time to time. If any repairs of the equipment are to be made on account of mishandling/negligence of the workmen, except normal wear and tear, the said items will be repaired by the contractor at his/her cost.
9. The contractor or his authorized representative has to attend review meeting every month or as and when required, for discussion, evaluation of performance of the contract, and compliance with statutory issues, etc.
10. In the event, any damage is caused to the movable or immovable property of the IASc or its client or to the property of the employees of IASc, the IASc reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the Security Deposit refund.
11. The contractor shall not use the IASc's address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on IASc's premises.
12. To ensure effective implementation of this contract, the Executive Secretary or Facility Manager or an authorized official of IASc shall issue instructions, either





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INDIAN ACADEMY OF SCIENCES

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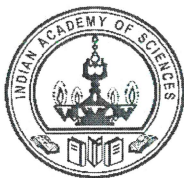
orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement the decision of the Executive Secretary, IASc shall be final and binding on the contractor.

13. Penalty Clause

- a. Failure to provide the service shall attract penalty
- b. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded. A committee consisting Assistant Executive Secretary, Facility Manager, Executive Secretary as appointed by the Executive Secretary, IASc will evaluate the performance of the contractor.
- c. The cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit.

14. Contractor's Employees

- a. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skilful in their tasks.
- b. The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos, etc. to security of IASc. The identity of such personnel will be checked daily by the IASc Security at gate while entering and leaving.
- c. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- d. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and IASc shall not be responsible in case of any eventuality.
- e. The contractor is solely responsible either for any injury, damage, accident of the workman employed by him or for any loss or damage to the IASc equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- f. The contractor shall take prior permission from the authorized official before deploying the employee at IASc. However, IASc reserves the right to reject any particular workmen/staff placed/employed by Contractor under the contract with IASc without assigning any reason.
- g. The Contractor shall remove any employee who in the opinion of IASc is guilty of misconduct, or is in any manner unfit or unsuitable for service. The



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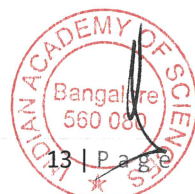
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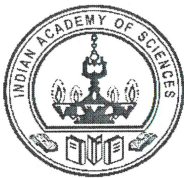
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Contractor shall at all times indemnify IASc against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them

- h. The workmen/employees engaged by the Contractor shall not have any right/claim for employment in IASc at any stage.
- i. IASc shall arrange for medical check-up of the canteen personnel if considered necessary by IASc and the Contractor shall withdraw any person who is found medically not fit for the job and arrange for an appropriate substitute.
- j. It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with IASc.
- k. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty in IASc premises.
- l. In case of theft of any material/cash takes place from the occupant's room on account of the negligence on the part of the employees employed by the Contractor, the Contractor would be liable for such lapse and the amount, if any, would be recovered from the Contractor while settling the bill.
- m. IASc will provide dormitory accommodation for the contractor workers in the kitchen area.
- n. All workers engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost through a group personal accident insurance policy.
- o. The workers employed by the Contractor
 - a. Shall not act in any way detrimental the interest of the Academy
 - b. Have to follow the security instructions as directed by the Security Officer engaged by the Academy
 - c. They shall not participate in any strike or protest in any form.

15. Licences and Registrations





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1. The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. IASc shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.
2. The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/Government of India (ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Workmen Compensation Act, Minimum Wages Act 1950 and amended from time to time, Payment of Wages Act 1935 and amended from time to time Provident Fund Act, ESI Act, etc. and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the principal employer (IASc) against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.
3. The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate licence from concerned labour department is obtained. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

16. Sub-letting/ sub-contracting the work is not permissible under any circumstances

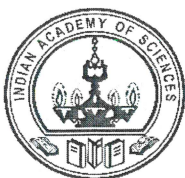
17. Furniture and Fixtures

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by IASc in or to the kitchen and dining block shall remain to be the exclusive property of Academy and shall on termination/expiry of this contract be handed over by the Contractor to IASc in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

a. Damage to other articles in the premises

The Contractor shall be responsible for any damage to the Food Court of the building under the Contractor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the contractor when such damage is in the opinion of IASc, caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent and the Contractor shall be liable to pay to IASc such amount in respect of such damage as may be assessed by IASc officials.





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b. Crockery, Cutlery and Cooking utensils etc.

IASc provides all the crockery, cutlery, table linen & frills and other articles that are necessary and required for providing catering services. The Contractor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order and condition. The Contractor shall maintain inventory of the stock of items given to him. An inventory statement giving clearly the break-up of the stock including usable items, unusable items due to normal wear and tear and breakage / missing, if any, should be submitted to IASc by 10th of every month, which shall be checked by the authorized official of IASc.

If any breakage takes place on account of negligence or mishandling of the equipment, utensils, crockery and cutlery, the Contractor shall have to bear the entire cost in respect of such breakage. Similarly, the cost of any items, missing shall be recovered from the Contractor in full.

19. Kitchen Equipment

Adequate care to be taken to keep the kitchen equipment in good condition. The list of kitchen equipment items will be provided at the time of awarding the contract. The gas stove, oven and other kitchen equipment should be cleaned on a daily basis and kept clear of any spillage of food and oil. Any repairs, if required for, should be brought to the notice of the authorized official of the IASc immediately.

20. Maintenance of Food Court

The Contractor shall keep the 'Food Court' as well as the adjoining space around the Food Court in a clean and tidy condition and use branded detergent to clean and mop the canteen block. The dining tables and the service tables have to be maintained in a clean and neat manner. The Contractor shall not permit the Food Court or any portion thereof to be used for residential purposes by any of its employees. It shall be open to any official of IASc authorized in this behalf to inspect the canteen block or any portion thereof at any time.

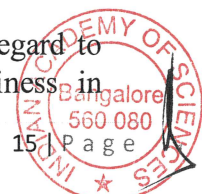
21. Personal Supervision

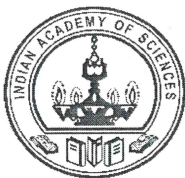
It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to IASc and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be conversant with Hindi, English and kannada.

22. Standard of Catering

a. IASc's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.

b. A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in





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preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the students, guests, participants and staff members. **Rating of the service should be maintained at very good and above at all times.**

- c. In case the food served by the contractor rated below **“very good”** by 50 % of the **students/employees/Faculty etc., IASc** shall levy penalty from the contractor.
- d. The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for Eg. by the food inspectors/ food dept.) the same shall be borne by the contractor and IASc will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, IASc may initiate further stringent action, as he may deem fit.
- e. The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by IASc. The Contractor shall be bound by the decision of IASc.
- f. Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
- g. The Caterer should ensure that the entire catering premises are kept hygienic and clean condition. A thorough master cleaning ought to take place every weekend for all equipment's, fixtures, utensils by removing the grime, grease, stains, oil etc.

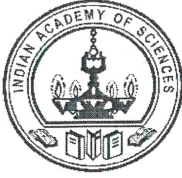
23. Provisions, fruits and vegetables etc.

- a. The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.
- b. It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by IASc. The security of such material shall be the sole responsibility of the Contractor

24. Utensils for cooking Non-vegetarian food

The Contractor shall ensure that cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian





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food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non Vegetarian dishes.

25. Service Timings

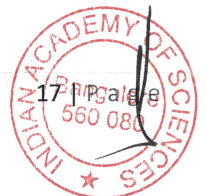
The timings for serving the Hostel Students guests shall be from 7.30 am to 9.00 pm. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor should provide without any extra charges.

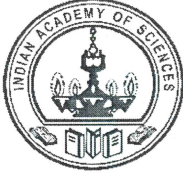
26. Preparation of the Menu

The menu for each day's breakfast, lunch, evening snacks and dinner shall be drawn up with due regard to the seasonal requirements, needs and varying tastes in advance by the Contractor or its Manager and approved by the authorized official designated by IASc for this purpose. The duly signed menu shall be enclosed with the bills at the time of submitting the same for payment.

27. Miscellaneous

- a. Food should be cooked only in the kitchen of the canteen. Contractor should not bring or serve any food prepared or cooked outside.
- b. The Contractor shall not be allowed to carry away any material/item out of the campus. Accommodation shall not be provided by IASc to the staff of the Contractor. However, IASc shall allow a few workmen of the Contractor to stay in the kitchen premises for early hour duties. Their presence, however, shall not cause any disturbance to normal functioning of IASc.
- c. The Contractor shall co-operate with the other Contractors working in the campus.
- d. The disposal of leftover foods and other garbage will have to be done on a daily basis by dumping the same in the main garbage bin earmarked by IASc for the purpose. Disposal/transportation of waste/garbage from main garbage bin to municipal garbage bin located anywhere outside IASc campus area on daily basis. Leftover food should not be sold or sent out of the campus.
- e. The authorized representatives of BBMP shall check the quality and quantity of the items supplied and served.
- f. Persons working in the canteen shall be provided with apron, gloves, headgear, etc., besides uniform.
- g. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.





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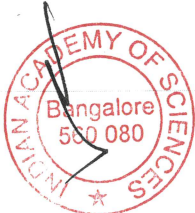
- h. One of the Cook should be available from breakfast till completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the Contractor.

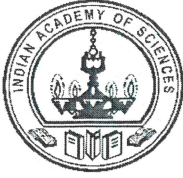
28. Disputes Resolution

All questions, disputes and / or differences arising under this shall be referred to an Arbitrator so appointed by the Executive Secretary, whose decision is final and binding on the contractor. This Jurisdiction is limited to BENGALURU only.

Signature of the authorized person:.....

- a. Name of the signatory (.....)
b. (in block capital letters) :
c. Status of the signatory i.e. proprietor/partner:
.....
d. Date:





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Annexure – I

**Note: Put in PART-I
Forwarding Letter**

(To be submitted on Tenderer's letter head)

No.:

Date:

To

Executive Secretary,

Indian Academy of Sciences

P.B No. 8005, CV. Raman

Avenue, Bengaluru – 560 080

Dear Sir,

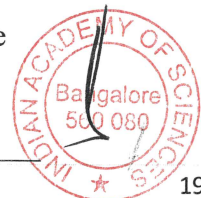
Sub: Tender for Catering Services

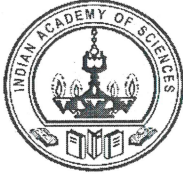
1. This has reference to your tender notice for catering services at IASc. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I/We are enclosing following Demand Draft for Rs. 10,000/- in favour of "IASc" payable at BENGALURU towards EMD.
5. I/We agree that our tender shall remain valid for acceptance by IASc for a period of 30 days from the date of opening of Part-I.
6. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to IASc verifying any or all the information furnished in this document with the concerned authorities, if necessary.
8. I/We understand that IASc reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person of the
firm/bidder with office seal)

Name: _____





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Annexure-II

Note: Put in PART-I

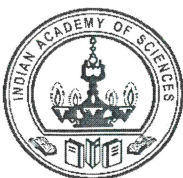
Profile of the Tenderer

PART “I”

TENDER FOR CATRING SERVICES AT IASc BENGALURU (ACADEMY FELLOW’S RESIDENCY, JALAHALLI, BENGLAURU

1. Name of the Firm/organization :
2. Address :
3. Telephone No./Mobile No. & Name of
The contact person :
4. Fax No. :
5. Email ID :
6. Do you have any Office at
BENGALURU, If so, Please provide
the Address and
Telephone No. :
7. Month and year of establishment :
8. Name of Proprietor/Partners :
9. No. of years of experience in this field,
With References, Certificates (enclosed copies) :
10. Annual turnover during the last three years :
(enclose copies of Audited Financial Statement)
11. Whether the firm is an Income Tax Assessese
If so please give the details of PAN No. and copy
of the latest assessment order for FY 2023-24 :
12. Registration No. :
13. EPF No. :
14. ESI No. :
15. APGST/CST/TIN No. :
16. Bank details (Bank Name, No. & Address
For ECS Payments) :





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Note: Put in PART-I

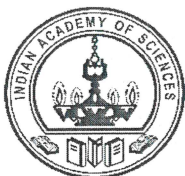
17. DETAILS OF PREVIOUS CONTRACTS (1-4-2021 to 31-3-2024)

Period of Contract From To	Name and Address of the organisation with reference letters/ PO/ work order copies	Name of the Contact Person & Phone No.	Value of Contract and other Details	Remarks

18. Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials: (From 1-4-2021 to 31-3-2024)

Period of Contract From To	Name and Address of the organization with reference letters/ PO/ work order copies	Name of the Contact Person & Phone No.	Value of Contract and other Details	Remarks

SIGNATURE OF THE TENDERER
WITH SEAL



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Annexure-- V

SCHEDULE OF ITEMS TO BE SERVED FOR HOSTEL STUDENTS

I. Breakfast

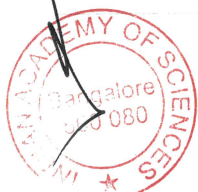
S. No.	Menu	Remarks
1.	Poori with Aloo curry Plain Paratha with Kurma Methi Parota with Curd Chole Bhature, Bread with Jam/Omlet	Any one item
2	Masala Dosa/Idli/Vada/Upma/Onion Uttapam with chutney & sambar	Any one item
3.	Tea/coffee	-

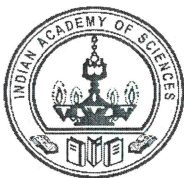
II. Lunch

S. No.	Menu	Remarks
1.	Pulka/Roti/Poori	Any one item
2.	Plain Rice	-
3	Dal or Sambar	Any one item
4.	Bhindi fry/Alu fry/Beans and carrot fry/ Gobi 65/Capsicum Fry/ Veg.Manchuria/ Karela Fry	Any one item
5	Mixed vegetable Kurma/ Capsicum with Gobi Curry/Paneer butter masala/ Palakpaneer/ Mirchi ka Salan/ Rajma dal	Any one item
6	Curd	
7	Papad fryans	
8	Pickels	

III. Dinner

S. No.	Menu	Remarks
1.	Pulka/Roti/Poori	Any one item
2.	Plain Rice	-
3.	Dal or Sambar	Any one item
4.	Bhindi fry/Alu fry/ Beans and carrot fry/ Gobi 65/Capsicum Fry/ Veg.Manchuria/Karela Fry	Any one item
5	Mixed vegetable Kurma/ Capsicum with Gobi Curry/ Paneer butter masala/ Palakpaneer/ Mirchi ka Salan/ Rajma dal	Any one item
6	Curd	
7	Papad fryans	
8	Pickel	





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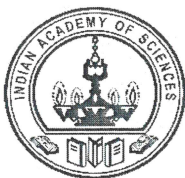
IV. Evening Tea and Snacks

- i. Onion Pakodi/Samosa/Vegetable cutlet/Bajji/ etc.
- ii. Tea/ Coffee

V. Weekly Special dish

- a. Once in a week mostly on Sundays a non-vegetarian dish is to be served as per the menu card.
- b. A special vegetarian dish to be served to others.

29/4 2025
SIGNATURE OF THE TENDERER
WITH SEAL



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Annexure-VI

SCHEDULE OF ITEMS TO BE SERVED(Limited) FOR DAY SCHOLARS/ EMPLOYEES

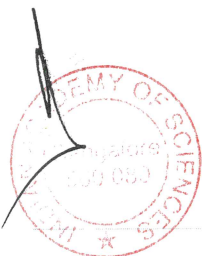
Breakfast

S. No.	Menu	Remarks
1.	Poori with Aloo curry Plain Parotha with Kurma Methi Parota with Curd Chole Bhature	Any one item
2	Masala Dosa, Idly, Vada, Upma Onion Uttapam All the above items with chutney & sambar	Any one item
3.	Tea/coffee	



Lunch

S. No.	Menu	Remarks
1	Pulka/Roti/Poori – 2 nos.	Any one item
2	Plain Rice	One bowl
3	Dal or Sambar	Any one item
4	Bhindi fry/Alu fry/ Beans and carrot fry/ Gobi 65/Capsicum Fry/ Veg.Manchuria/Karela Fry	Any one item
5	Mixed vegetable Kurma/ Capsicumwith Gobi Curry/ Paneer butter masala/ Palakpaneer/ Mirchi ka Salan/ Rajma dal	
6	Curd	
7	Papad fryans	
8	Pickel	





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Annexure-VII

CHECK LIST FOR TECHNICAL BID (Part-I)

To be filled in by the tenderer/bidder

Sl.No.	Particulars	Documents attached Yes/No	Page No.
1	License for providing catering and housekeeping services (Registration under shops & Estt. Act) obtained		
2	Trade License of GHMC		
3	List of work orders of the present contract period (From April, 2021 onwards)		
4	List of work order of the completed contracts during last 3 years (April, 2021 to March, 2024)		
5	Annual turnover of the firm for last 3 years (in Rs. in lacs) Furnish copies of audited balance sheets and profit and loss account statements)	FY FY FY	
6	Registration Nos. under various Statutory Acts viz. VAT, Service Tax, EPF, ESIC, Labour Licence (copy of registration certificate to be enclosed) a. VAT b. Service Tax c. EPF d. ESIC e. Labour License f. Professional Tax g. PAN (copies of income-tax returns for last 4 years to be enclosed)		
7	Whether involved in any litigation earlier with any organization? If so, please submit the details		
8	Any civil suits pending in any of the works executed? If so, furnish details		
9	Any other information which the bidder feels relevant		
10	EMD – Demand Draft of Rs.10,000/-		

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:





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PART – II - COMMERCIAL BID

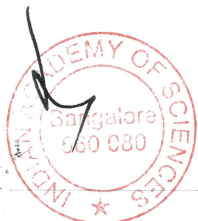
I. PRICE BID FOR CATERING SERVICES

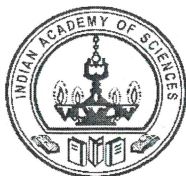
The contractor shall arrange for cooking & services of food on daily basis for the students/ guests etc. depending upon the attendance.

The charges for catering services shall be on actual consumption and as per the register entries maintained both by the contractor and Fellows Residency Facility Manager.

The charges for day scholars, Faculty and Staff as per the approved tariff, on cash payment basis.

The bidder shall quote the rates for each item separately for others, if any.





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Annexure - III

SCHEDULE OF RATES TO BE QUOTED FOR CATERING SERVICES

Sr.No.	Item	RPU (In Rs.)
1	Bed Coffee / Tea	
2	Break Fast	
LUNCH		
a	Veg	
b	Non Veg	
c	South Indian	
d	North Indian	
DINNER		
a	Veg	
b	Non Veg	
c	South Indian	
d	North Indian	
DINNER WITH EXTRA ITEMS ON SUNDAYS		
a	Veg	
b	Non Veg	

Note: Applicable Taxes, if any for the above may please be indicated separately.

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender Document including the penalty clause.

(Signature and Name of the authorized person of
the firm/bidder with office seal)

Name:



