



जैव संसाधन और स्थायी विकास संस्थान, इम्फाल
INSTITUTE OF BIORESOURCES & SUSTAINABLE DEVELOPMENT (IBSD)

DEPARTMENT OF BIOTECHNOLOGY, GOVERNMENT OF INDIA

Takyelpat, Imphal - 795001, Manipur (India)

TENDER DOCUMENT FOR

CANTEEN & MESS SERVICES AT

INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT (IBSD)

TAKYELPAT, IMPHAL.

January 23rd, 2023.

Cost: Rs. 500/-



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NOTICE INVITING TENDER

Institute of Bioresources and Sustainable Development (IBSD), Imphal invites sealed tender from experienced, reputed technically and financially sound bidders for "Canteen & Mess Services" at premises of the institute. Interested bidders may download the Tender Document from IBSD website www.ibsd.gov.in and submit their sealed offer in separate envelopes with complete technical details. The tender cost of Rs. 500/- with E.M.D. of Rs. 10,000/- (Rupees Ten Thousand) only both in shape of Demand Draft in favour of Director, IBSD Imphal drawn on any Nationalized Bank payable at Imphal, should reach the institute latest by 10/02/2023 up to 13.00 hours. The sealed offers shall be opened on the same day at 15.00 hours in presence of participant bidders. For details please visit IBSD website www.ibsd.gov.in

The corrigendum, if required, shall only be published in IBSD website but not in any other media/news papers.

IBSD reserves the right to accept or reject any or all the tenders documents or part thereof without assigning any reason.

Senior Administrative Officer-i/c
IBSD, Imphal.



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DETAILS

Tender for	CANTEEN & MESS SERVICES
Reference No.	IBSD/1/2022-23/CANTEEN-MESS
Cost of Tender Form	Rs. 500/-
Schedule – I	Eligibility Criteria
Schedule – II	General Terms and Conditions
Schedule – III	EMD & Security Money
Schedule –IV	Facilities to be Provided by IBSD
Schedule – V	Rate submission format
Schedule – VI	Technical Details
Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand) only
Last date and time for submission of tender document	Date 10/02/2023 till 13.00 hours
Date & Time for opening Tender	Date 10/02/2023 at 15.00 hours
Envelop – A	EMD to be Submitted
Envelop – B	Technical documents to be submitted
Envelop – C	Financial Bid to be Submitted
Address for communication	Senior Administrative Officer-i/c Institute of Bioresources and Sustainable Development (IBSD) Takyelpat, Imphal-795001 Manipur.

Senior Administrative Officer-i/c
IBSD, Imphal.



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SCHEDULE – I

ELIGIBILITY CRITERIA OF BIDDER

1. Contractor should have valid FSSAI certificate for running Canteen & Mess Services. Every certificate submitted will be verified with the concern departments (if required). If the certificates submitted by the contractor is found to be fake during verification then **Legal Action** will be taken up as per Law and will be black listed. And the whole money deposited will be forfeited and no claim will lie on IBSD.
2. Contractor should have valid food licence with minimum 02 (two) years of experience & professionally competent service in any Educational Institute of Repute/Government/Semi-Govt./PSU/Autonomous Body/Reputed Corporate is eligible to apply.
3. Contractor should have minimum turnover of Rs. 1 lakh each year in the last two years.
4. Undertaking for not ever been black listed by the Govt./Non-Govt. Agency as per format provided in the tender document.
5. The GST number either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid).
6. The Contractor should have valid PAN number either in the name of proprietor or firm. (Copy should be enclosed along with technical bid).
7. A Demand Draft of Rs. 10,000/- (Rupees ten thousand) only to be deposited as Earnest Money Deposit in favour of “Director, IBSD” along with tender paper.
8. They should have their own Bank Account (in the name of proprietor or the firm).

SCHEDULE – II

General Terms and Conditions:

- I. For the purpose of this particular contract, bidder should meet the following minimum qualifying criteria.**
 1. The Canteen operator is allowed to serve foods to the visitors, only after the consent of Competent Authority or Canteen Committee on the approved price list as agreed and approved by IBSD. The Price List shall be displayed in the canteen at IBSD, Imphal.

Signature of bidder with stamp



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2. The rate and items served by canteen operator shall be approved by competent authority of IBSD.
3. All milk and milk products to be used by canteen operator shall be of A1 quality.
4. A subsidy of Rs. 5/- per plate for lunch/dinner (Normal Thali) served to IBSD employees/man power engaged through contractors in the canteen shall be provided by IBSD.
5. The contractor shall sell items in the canteen against cash payment/online payment.
6. The Canteen operator shall have the option to revise the rates of subsidized items once in a year with approval of IBSD.
7. IBSD shall bear and pay the cost of repairs and maintenance of the canteen space together with any improvement as would be deemed necessary, with the approval of competent authority of IBSD. The Canteen operator shall keep the canteen space in good and usable conditions. If any damage caused by the canteen operator shall be repaired at its own cost.
8. The Canteen operator shall not store or allow storing of any inflammable or obnoxious article in the canteen space excepting those, as may be required for the use of the canteen operator, which is covered by any lawful license.
9. Officials of IBSD will have the right to inspect the entire canteen space and dining area during the day and night time and shall also test the sample of food items for quality checking.
10. If there is any complaint on the hygiene aspect or quality of food, which appear justified by IBSD, the contract is liable to be terminated after a hearing in the matter.
11. The Canteen operator shall be allowed to use water, urinal and toilet on common usage basis.
12. The Canteen operator shall obtain all the necessary licenses and approvals including all insurance covers for running its business in the canteen at IBSD, Imphal.
13. No liquor/**alcohol** would be served in the Canteen. **Tobacco in any form is not permitted inside institute premises.**
14. Number of canteen staff to be decided in consultation with the Admin. Deptt. Of IBSD. All staff engaged by the agency shall have photo identity cards with construe signature of the Canteen Committee.

Signature of bidder with stamp



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15. The Canteen operator shall not sell any cigarette, bidi, pan, alcohol, etc. in the canteen and in the institute premises, if anyone is found indulging in these activities, the person shall be asked to leave the campus immediately and the Tenderer shall be liable to lose the contract for breach of this condition.
16. The Canteen operator shall use the premises ONLY for which it has been given by the IBSD under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract.
17. The Agreement will be initially valid for a period of 01 (one) year with an option for renewal of the same for more years as per discretion of IBSD on the same or similar terms and conditions.
18. IBSD reserves the right to accept or reject any or all the offers without assigning any reason thereof. Director, IBSD shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & disputes Imphal court shall be our Jurisdiction.

II. Quality & Hygiene to be Maintained by the Contractor:

1. The contractor shall procure all food and other items to be sold in the canteen of good quality to the satisfaction of the Canteen/Mess Committee constituted by IBSD.
2. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale is not recycled. Stale food shall be removed from Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within three hours in summer months and six hours in winter months, shall be deemed to be stale and unfit for consumption.
3. The food preparation shall be wholesome and shall generally cater to taste of the employees.
4. The oil that remains from deep frying at the end of the day shall have to be disposed off and shall not be recycled for the purpose of cooking again.
5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
6. The utensils shall be sterilized each morning before serving any item.
7. The utensils shall have to be maintained sparkling clean at all time.

Signature of bidder with stamp



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8. The contractor shall apy special attention to maintain the Canteen neat and tidy at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly by the employees of the contractor.
9. The contractor shall ensure that only hot food is served to the employees. Complaint, if any, in this regard shall be viewed seriously.
10. The contractor shall ensure that sufficient man power is deployed at all times for preparation and serving each meal including cleaning, washing and overall upkeep of canteen assets and premises.

SCHEDULE – III

EARNEST MONEY DEPOSIT:

1. All the parties shall be required to deposit EMP of Rs. 10,000/- (Rupees ten thousand) only along with the tender submission paper. Without the requisite EMD the tender shall be rejected.
2. EMD in the form of Demand Draft (DD) drawn on any Nationalized Bank in favour of Director, IBSD payable at Imphal should reach physically in the office of IBSD, Imphal on or before date 10/02/2023 till 13.00 hours.
3. EMD of successful tenderer shall be retained till the completion of the work. No. interest will be paid on this deposit for the period during which the deposit is kept with IBSD.
4. EMD of the bidders whose rates are not accepted will be returned with two months from the date of tender opening.

Security Deposit, Dispute, Arbitration and Final Authority.

1. Security Deposit of Rs. 20,000/- (rupees twenty thousand) only shall be deposited by the successful bidder in shaped of Demand Draft in favour of Director, IBSD drawn in any Nationalized Bank payable at Imphal. No interest will be paid against the Security Deposit.

At the time of submitting the tender, tenderer shall supply detailed information about their activities in the enclosed form.

Signature of bidder with stamp



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2. **Disputes:**

- a. The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Director, IBSD will be final and binding in case the disagreement or dispute is not resolved by mutual negotiation.
- b. Legal dispute, if any, concerning to this contract shall be subject to the jurisdiction of the courts at Imphal.

SCHEDULE –IV

FACILITIES TO BE PROVIDED BY THE INSTITUTE

Following facilities will be provided by institute to the contractor for fulfilling their obligation and discharging their responsibilities under this agreement –

1. A subsidy of Rs. 5/- (rupees five only) by IBSD per plate for lunch and dinner (normal thali).
2. Furniture and fixture, utensils, including refrigerator.
3. Water.
4. Serving trays, Thalis, Stainless Steel Jugs, Mugs, Glass, Spoons, etc. which are required to replace due to normal wear and tear will be replenished by IBSD subject to verification of the damaged items.
5. The LPG commercial cylinders will be provided by IBSD considering actual consumption. (maximum 04 nos. per month).
6. IBSD shall arrange pest control services free of cost.
7. Payment of subsidy shall be made on monthly basis on produced of signed documents along with invoice duly certified by Admin and Accounts Section.
8. IBSD will bear and pay the cost of repairs and maintenance of the canteen. If any damage caused by the canteen operator shall be repaired at its own cost
9. IBSD will bear electricity charges on consumption basis, but not allowed to use heater or induction for making/cooking food. (If required Canteen Committee will decide).
10. At the time of expiry or termination of Contract, the contractor will hand over the items back to the IBSD. In case of any shortage, he will pay the cost for the same.



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Tendering Process:

Technical Bid and Financial Bid respectively shall be sealed properly & put in an envelope and sealed and superscribed “**Tender for Canteen & Mess**” on the top of the envelope and address to:

The Director

Institute of Bioresources and Sustainable Development

Takyelpat Institutional Area, Imphal

Manipur – 795001.

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. No photograph of this tender document would be accepted. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Whatever, the prices are to be quoted should be written in figures as well as in words also. The quoted prices should also include the impact of all overheads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.



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SCHEDULE – V

FINANCIAL BID

(RATES SHOULD BE SUBMITTED IN THIS FORMAT)

Canteen & Mess Services at IBSD, Imphal.

ANNEXURE – I

Sl No	Item Description	Unit	Qty		Max Rates (inclusive all taxes) (in Rs.)	Rates Quoted by the tenderer (including all taxes) (in Rs.)
1	Tea	Each	Cup	150 ml	10	
2	Coffee	Each	Cup	150 ml	20	
3	Biscuits/Chips/Cakes	Each	Pack	Packaged	MRP	
4	Packaged Water (1Ltr)	Each	Bottle	Packaged	MRP	
5	Standar Cold Drink	Eack	Bottle	Packaged	MRP	
6	Samosa/Bread Chop	Each	1 Piece	Stadard	15	
7	Pakora (veg/mix/paneer)	Each	1 Plate	Standard	20	
8	Egg Omelet and two big bread	Plate	02 Eggs	Standard	30	
9	Idli sambar/sambar-bada	Plate	4 Piece	Standard	25	
10	Puri Sabji	Plate	3 Piece	Standard	25	
11	Tawa Roti	Each	1 Piece	Standard Size	10	
12	Steamed Rice-Plain	Plate	Half/Full	Standard Size	15/30	
13	Vegetable Fried Rice	Plate	Half/Full	Standard Size	40/70	
14	Egg/Fish Curry	Plate	2 Piece	Standard Size	35	
15	Chicken Curry	Plate	2 Piece	Standard Size	45	
16	Manipuri Dishes – Eronba/Sinju, Utti/Dal, Nga Atoiba/Nga Atoaba, Khechri, Pakora, etc.	Plate	Half/Full	Standard Size	60/100	
17	Rabidi, Lassi, Sweet Curd, Black Rice Kheer, etc	Each	Pack	packaged	MRP	
18	Executive Thalıs for meeting/seminars/training containing Rice, 3 Roti, 2 Types of Vegetables Curry, Dal Fry, Salad, Papad, Achaar/Chutney & Sweet Dish	Pre-Plated	1 Plate	Standard Mess Plate	150	
19	Normal Thali containing 2	Pre-	1 Plate	Standard	80	



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	types of vegetables, Boiled Rice or Roti, Salad, Dal, Papad & Chutney/Achaar	Plated		Mess Plate		
GRAND TOTAL						

Grand Total of items mentioned at ANNEXURE – I

1. Rate Rs.

2. Total (.....)
(in words)

Signature of Bidder

Seal & Date

UNDERTAKING

I/We.....hereby solemnly agree to abide by the Terms and Conditions and the rates enumerated above. Any violation of the Clause(s) will render my/our contract null and void.

I/We have understood completely about this tender document and the terms and conditions therein. I/We agree to sell the eatables/snacks/Tea/High Tea/Juices, etc. on the rates mentioned in the tender rate list annexed with. I/We have also understood that I/We have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Date

Signature of the Contractor

(Full signature of the Tenderer with seal)



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SCHEDULE –VI
(TECHNICAL BID)

APPLICATION FOR CANTEEN & MESS SERVICES AT IBSD, IMPHAL.

1. Name of the Tendering Contractor :
2. Cost of Tender Paper : Rs. _____
(original DD is to be enclosed)
3. Details of Earnest Money Deposit : DD No. _____ date _____
of Rs. _____ drawn on _____
_____ Bank.
4. Name of the Proprietor/Partner/Director : _____
5. Full Address of Registered Office : _____

- Telephone/Mobile No. :
- FAX No. :
- E-mail Address ;
6. Name & Mobile no. of Authorized Officer
or person to liaise with Unit(s) :
7. Performance/experience (minimum 2 years
essential) (Copy of Certificate enclosed) :
8. Details of the License (Valid Labour Contract
License Obtained from Competent Authority,
Xerox Attested Copy to be enclosed) :
9. PAN/GIR No. :
- (Attach attested copy)
10. GST Registration No. :
- (Attach attested copy)
11. E.P.F Registration No. :
- (Attach attested copy)
12. E.S.I. Registration No. :



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(Attach attested copy)

13. Financial turnover of the tendering Contractor for the last 2 Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2020-21		
2021-22		

14. Additional information, if any (attach separate Sheet, if required)

Date:

Place:

Signature of Bidder

Name:

Seal:



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Takyelpat, Imphal - 795001, Manipur (India)

AGREEMENT

This Agreement is made on this day of _____

BETWEEN

The Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal, Manipur herein referred to as "IBSD" (which expression shall, unless repugnant to the context or meaning there of, include its successors in interest and assigns) of the ONE PART;

AND

M/s _____
referred to as the "THE CONTRACTOR" (which expression shall, unless repugnant to the context or meaning thereof, include their successors in interest and assigns) of the OTHER PART;

AND

WHEREAS the IBSD has its office located at Takyelpat, Imphal (hereinafter referred to as the IBSD) and is engaged in Canteen & Mess Services at the said premises;

AND

WHEREAS the Contractor is in the business of providing Canteen & Mess Services for commercial establishments;

NOW THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The Agreement will be initially valid for a period (01) ONE year with effect from Dated _____ with an option for renewal of the same for one year as per discretion of IBSD on the same or similar terms and conditions of such terms and conditions as may be mutually agreed upon.



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2. The Contractor will provide additional personnel as and when required by IBSD in exigency on the same rates, terms and conditions specified in this agreement.
3. Any damage/pilferage to IBSD's property due to mishandling, carelessness of the contractor or his workman will be recoverable from the contractor's bill and all materials issued to contractos shall be the sole responsibility of the contractor during the period of the contract.
4. The Agreement is terminable with one-month notice in writing or payment of one month charges from either side during the agreement period. The Contractor shall, however, not leave the job either during the agreement period or after the period of agreement till alternative arrangement is made by IBSD. In no case, this period shall exceed three months.
5. The Contractor shall make a security deposit of Rs. 20,000/- by means of Demand Draft in favour of "Director, IBSD". The security deposit shall be refunded after successful completion of the contract period. The claim of refund can be raised by the contractor after the contract period, which shall be refunded after 3 (three) months from the end of the contract period after necessary adjustment/recovery of any amount payable by the agency to the Federation and without any interest. If any loss arises due to negligence on the part of the contractor, IBSD shall deduct such amount from the Security Deposit of the contractor.
6. The Canteen shall remain open from 8:30 A.M. to 8:30 P.M. from Monday to Sunday (including Local/National Holidays) on all working days, however, depending on the exigencies, as per the requirement of IBSD.
7. The Contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen. The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate number of dustbins will be provided by the contractor to ensure proper disposals of garbage. There should not be any littering of unused food or any other articles within the canteen. The contractor will also ensure that no used utensils viz. Cups, Plates, etc. are laying in the premises and these should be removed immediately and frequently.
8. The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. If it is found at any time that the contractor is unable to provide the canteen services and has subcontracted to any other party, the IBSD has right to terminate the contract and to forfeit all security deposits.
9. In case of the breach of the terms of the agreement, security deposit of the contractor is liable to be forfeited.



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10. No liquor would be served in the Canteen.
11. In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Director, IBSD by either party and the decision of the Director shall be final.
12. During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings, etc. Non-adherence to this cause will attract imposition of suitable fines as decided by the IBSD Management.
13. The Contractor shall not use the canteen premises for any other activity except for the purpose, for which it has been provided for.
14. The Canteen operator shall not store or allow storing of any inflammable or obnoxious article in the canteen space excepting those as may be required for the use of the canteen operator which is covered by any lawful license.
15. Daily dusting and cleaning of furniture provided in offices, proper upkeep and maintenance of mosaic floor, wall, tiles and exterior wall, etc.
16. IBSD reserves the right to accept or reject any or all the offers without assigning and reason thereof. Director, IBSD shall be Arbitrator in case of any disputes and his decision shall be final and binding on both the parties. For all legal matters & dispute the courts at Imphal shall have the Jurisdiction.
17. The Contractor shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience certificate, proof of residence, Adhaar card and recent photograph and withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such request. IBSD shall provide room(s) for staying for the deployed person(s).
18. The contractor's person shall not claim any benefit/compensation/absorption/regularization of services from / in this institute under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation and Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the contractor to the institute.
19. The contractor's personnel shall not divulge or disclose to any person, any details of the office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.



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20. The Contractor shall be responsible for any act of indiscipline on the part of persons deployed by him.
21. That the persons deputed shall not be below the age of 18 years and shall not exceed 58 years and they shall not interfere with the duties of the employees of the institute. Deployed staffs whose age exceeds 58 years need to be replaced immediately after informing to the institute.
22. The institute may require the service provider to dismiss or remove, any person or persons, employed by the service provider, who may be incompetent or for his/her misconduct and the service provider shall forthwith comply with such requirements. The Service Provider shall replace immediately any of its personnel, if any are unacceptable to the institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
23. The Service Provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
24. The Service Provider should obtain a valid license under the Contracts Labour (R&A) Act, 1970. The Contractor shall also maintain all statutory records as may be required from time to time under the said Act. And furnish the same for verification by the Employer/Labour Authority as and when required. He shall have a valid license before commencement of work, and continue to have the same till completion of the contract.
25. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
26. The security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.
27. The Contractors/Bidders should certify that there is no legal dispute against him in any court of law in relation to the labour disputes and the Contractors or his agency is not black listed either by Central Govt./State Govt. or any public/private organization.
28. If any of the personnel of the Contractor indulges in theft, negligence of any illegal/irregular activities, the contractor shall take appropriate action against its personnel and intimate accordingly to the Department or itself can take action in accordance with law.
29. The Director, IBSD, Imphal or his nominee shall be at liberty to check at any time, the deployment of manpower by the service provider.
30. The terms and conditions of the tender document will form part of this agreement.



जैव संसाधन और स्थायी विकास संस्थान, इम्फाल
INSTITUTE OF BIORESOURCES & SUSTAINABLE DEVELOPMENT (IBSD)

DEPARTMENT OF BIOTECHNOLOGY, GOVERNMENT OF INDIA

Takyelpat, Imphal - 795001, Manipur (India)

“The Contractor”

Canteen & Mess Services

“The Federation”

**Institute of Bioresources and Sustainable Development
(IBSD), Takyelpat, Imphal.**

IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS ON
THE DATE, MONTH AND YEAR FIRST ABOVE WRITTEN:

For and on behalf of

For and on behalf of

The Contractor

Institute of Bioresources and Sustainable Development
(IBSD), Takyelpat, Imphal.

In the presence of:

In the presence of:

1.

1.

2.

2.