



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD)**

TENDER NO. NIEPMD/PUR4 (33)/2023-24

TENDER DOCUMENT
FOR PROVIDING CANTEEN SERVICES AT NIEPMD, CHENNAI

S. No.	Particulars	Details
1.	Name of the job	For providing Canteen Services.
2.	Date of Issue of Tender Document	25 th Sep 2023
3.	Last Date and time for submission of Tender	16 th Oct 2023 by 1500 hrs.
4.	Date and time for Mandatory Pre-bid meeting	06 th Oct 2023 at 1100 hrs.
5.	Date and time for opening of Technical Bids	16 th Oct 2023 at 1630 hrs.
6.	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Refundable) (DD, NEFT, RTGS)
7.	Period of contract	02 years (Extendable for similar or lesser period based on institute requirements and performance of agency on 06 monthly performance assessment basis)

Sd/-
Deputy Registrar Offg. (Admin)
25 Sep 2023

Sd/-
Director
25th Sep 2023

CPPP e-Publishing ID: 2023_NIEPM_728420_1 25th Sep 2023

(Department of Empowerment of Persons with Disabilities (Divyangjan),
(Ministry of Social Justice and Empowerment, Govt. of India)
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**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
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1. Introduction:

- 1.1 National Institute for Empowerment of Persons with Multiple Disabilities hereafter called "NIEPMD" was established in year of 2005 at Muttukadu, to serve as a National Resource Center for Empowerment of Persons with Multiple Disabilities as under the Department for Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, (MSJ&E), Government of India.
- 1.2 The agency shall be awarded the work should run Canteen services for NIEPMD HRD Students, parents, beneficiaries, Institute staff and officials "**as is where is basis**" with the space and facilities provided by the Institute in the Campus at ER Muttukadu, Kovalam (Post), Chennai - 603112.
- 1.3 The Tender document can be downloaded from Institutes website URL: <https://www.niepmd.tn.nic.in/tendernotice.php> or Central public Procurement website URL: <https://eprocure.gov.in/epublish/app>. (Tender Reference Number: NIEPMD/PUR4 (33)/2023-24)

2. Eligibility Criteria:

- 2.1 A tenderer will be eligible for tendering only if the agency satisfies the eligibility criteria given below:

The tenderer should be an Income tax assesses (latest Income Tax return should be enclosed).

OR

The tenderer should have Tax Index Number (TIN) issued from commercial tax department of the Government (A copy of the Registration Certificate should be enclosed).

- 2.2 **Work Experience:** The tenderer should have at least 05 years' experience in running a hostel Canteen in an Institute (Central/State)/ Autonomous Institutions /PSUs/Educational Institutions including schools & colleges/Private Institutions of repute wherethe institution should have residential hostel. Documentary evidence, such as an experience certificate, issued from the concerned educational institute/Institute, should be furnished.
- 2.3 Presently, the tenderer should have running/ongoing contract of hostel mess or canteen for a capacity of 200 nos. approx. students in an Institute (Central/State) /Autonomous Institutions having residential hostel. Documentary evidence such as experience certificate must explicitly mention the no. of students served.
- 2.4 The bidders should have worked in educational institution/Institute having residential hostel/guest house who have annual turnover of Rs. 50.00 Lakh or more per annum. The bidders should provide separate Balance Sheet, certified by chartered Accountant for the last three years having Rs. 1.00 Crore or more per annum.
- 2.5 **Financial Standing:** To prove financial capability to undertake the tender, the tenderer should furnish banker's Certificate (in original) as per Appendix-5.
Credit Facility for an amount not less than Rs. 20.00 lakhs and not more than 3 months older from date of advertisement of tender.

OR

The Tenderer can furnish a Solvency Certificate from any nationalized/ scheduled bank for Rs. 20.00 lakhs.

- 2.6 Employees of NIEPMD or their family members are not eligible to participate in the Tender. For this purpose, the family includes spouse and children (Undertaking to be furnished in this regard as per Appendix 6).

2.7



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3. GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT

- 3.1 The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.
- 3.2 To enclose duly filled up check list as per Appendix-7
- 3.3 The Institute reserves the right to amend the tender in full or any part thereof. Amendment to the Tender will be uploaded on the website of the Institute and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.
- 3.4 The Tender document is not transferable.
- 3.5 The meals provided in Lunch and Dinner shall be **unlimited. (For Standard Menu)**.
- 3.6 Initially the contract will be awarded for a period of 06 months from the date of signing the agreement. The NIEPMD will assess the performance of the agency before completion of tenure. After reviewing, if the performance of the agency is found to be satisfactory, the contract may be considered for further renewal on annual performance basis with mutual consent on same terms and conditions. However, it is not binding for either side to extend the contract beyond one year any party can refuse to extend the contract beyond one year without assigning any reason. Vendor cannot claim for extension on expiry of contract.
- 3.7 If at any stage the involvement of the Contractor is found, in any, uncalled for activity, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the contract is liable to be terminated by the Competent Authority by giving one month's notice or with immediate effect also (If found so serious, decision of Director, NIEPMD in this regard will be final and binding).
- 3.8 The Institute reserves the right to accept or reject the tender without assigning any reason whatsoever. The contract may be terminated after giving one-month notice by the Institute. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
- 3.9 Contractor will be required to deposit **Rs. 2.00 lakh (Rs. Two lakh) only in form of Demand Draft/Bank Guarantee as performance security deposit** for Canteen Services. If EMD furnished the EMD amount will be considered as performance deposit. However, vendor can submit the bank guarantee to get EMD amount released.
- 3.10 The premises of the Canteen Services will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
- 3.11 No person with any adverse police record will be allowed to work in the Hostel Mess.
- 3.12 Required safety measures are to be observed by the Contractor themselves. He should install the required numbers of fire extinguisher etc. at appropriate places to prevent fire hazard.
- 3.13 Cost of the menu fixed by the canteen committee should be paid to the canteen contractor by the students directly. However, students are not bound to avail the mess services.
- 3.14 Students willing to avail the mess facilities should pre-book their dining slot with the mess vendor by paying one-month advance dining charges to the contractor. However, student can book their meals on each occasion basis also, like Breakfast can be booked at previous day evening by paying, Lunch during morning breakfast time and dinner during lunch time. Vendor will charge the student only for the item booked by them. They cannot be forced to book full day menu. If they choose to book one item they will pay for one item only. Under no circumstances they will be charged extra or forced for full day. In case violation complaint received from student to committee will be viewed seriously and action will be initiated against contractor.
- 3.15 In case of the non-booking of the advance dining slots, vendor will not be responsible for serving the foods in case of any shortage of food. However still they can avail the canteen services on daily pay & eat basis but the services will be on first come first served basis.



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- No guarantee for serving of food will be borne by neither vendor nor by the institute. Student booked dining slot in advance will be given priority and their food will be reserved by the vendor and will not be served to other student. Student booking the food slot and not dining will not be refunded and will be considered as service availed. Student booking full month slot and not want to avail the service due to some reason, the booking slot can be extended by informing vendor in advance, however refund of amount will not be entertained.
- 3.16 NIEPMD will not borne any responsibility incase vendor is honoring the credit facility to the students, staffs or any beneficiaries. It is in preview of vendor to sort out the issue among themselves without affecting the canteen services and without bringing NIEPMD in picture as NIEPMD do not recommend any type of credit to anyone.
 - 3.17 Separate electricity meter will be fitted for the purpose of the canteen premises electricity consumption. The consumption charges will be paid by the canteen contractor to the NIEPMD as per commercial rates fixed by the TNEB for NIEPMD.
 - 3.18 Infrastructure such as furniture fixtures, refrigerator, deep freezers, grinders, tables, chairs, cooking Equipments, utensils, plates, glasses, cups, spoons, forks, cutleries and any other inventory available will be handed over to the canteen vendor in serviceable condition at the time of taking over of services. It is then responsibility of the vendor to maintain the serviceability and safe guard of the Equipments. All materials will be handed over back to the NIEPMD by the vendor in working condition during the handing over of the canteen to NIEPMD.
 - 3.19 Vendor can discontinue the services if the dining strength of the students falls below 25% of the proposed strength. If the canteen services need to be continued, dining charges may be fixed in consultation with the canteen committee, Director and vendor. However, during this period proposed strength should be dining strength for the period fixed and payment of the dining charges for the fixed strength will be guaranteed to vendor by the institute, however the vendor is having the right to withdraw the services if found that the price fixed by the committee is not profitable for him to run the canteen. Canteen services can be resumed again on improvement of the dining strength.
 - 3.20 NIEPMD canteen premises is coming under VI-B type of accommodation as per the central government quarters rates, license fees for Type VI-B accommodation as on date is Rs.2200/- per month. Hence the vendor has to pay the license fee of Rs.2200/- per month (non-refundable) on the first date of every month and any revision in license fees by the government will be accepted by the vendor and to be paid as per implementation proposed by NIEPMD.
 - 3.21 Vendor are instructed to use LPG for cooking of foods, wood fire, coal fire or any other medium generating smoke will not be permitted to use in NIEPMD hostels. In case of violating of instruction will leads to strict action.
 - 3.22 Any change like timing of operation, rate of items and any addition of item(s) to be included in the Canteen Services in future will require the prior permission of the Institute.
 - 3.23 The tenderer should have license under Food Adulteration Act 1955.
 - 3.24 The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
 - 3.25 The Institute shall not be the party in case any dispute takes place between the Contractor and their employees.
 - 3.26 Dispute, if any, between the Contractor and the Institute shall be subject to the Chennai jurisdiction.
 - 3.27 Menu may change as per discussion with the Canteen committee with vendor. Canteen committee will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose suitable fine/penalty in case of unsatisfactory service.
 - 3.28 The quoted price for food and other services should be **including of all taxes** like GST



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etc.

- 3.29 The workers employed by the agency shall wear uniform and name-badge, which will be provided by the agency itself. This should be implemented within 15 days from the date of signing the agreement. These workers are not employees of the Institute and shall not have any claims whatsoever on the Institute and shall not act detrimental to the interest of the Institute.
- 3.30 The agency should maintain a complaint register inside the canteen and should be produced on demand by any of the user. Non-production of this will be taken seriously by the Institute and suitable penalty shall be imposed as determined by the competent authority.
- 3.31 The agency should put the complaint register duly updated to Canteen Committee for perusal on weekly basis.

4. Hygiene Criteria:

- 4.1 The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- 4.2 The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time. They shall be sterilized each morning before serving of any items.
- 4.3 The contractor shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be dealt with severely.
- 4.4 Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.
- 4.5 The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every morning. The surrounding should be kept clean and hygienic by the caterer.
- 4.6 The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.
- 4.7 The contractor will ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and head gear
- 4.8 The contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
- 4.9 After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- 4.10 Sufficient number food counter should be arranged for serving of food to avoid student queues and safeguard their time and better dining management
- 4.11 Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Hostel Authorities.
- 4.12 **Non Vegetarian food should be cooked in a separate kitchen with separate utensils. Non Vegetarian food should be served on separate counter.**
- 4.13 Contractor shall provide light food to the sick student/s during sickness period and no extra charge will be paid for the same.
- 4.14 Canteen Contractor or his representative is required to remain present in the mess when the food served in the mess.
- 4.15 Liability/responsibility in case of any accident causing injury/death to mess worker/s or any of his staff shall solely be the liability of the Mess Contractor. The Hostel Section / Institute Authorities shall not be responsible by any means in such cases.
- 4.16 **The contractor must prepare the food in the mess and the same will be served to the students at Dining Halls on outside food is permitted**



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- 4.17 The Contractor shall not employ any mess worker whose track record is not good or involved in any crime/offence/police case.
- 4.18 During seminars / workshops/meetings as per requirement the food items are to be supplied at the same rate to the participants at the locations within the campus of NIEPMD.
- 4.19 The Institute will not provide any kind of staying facility to any worker or other concerned persons. This will remain the soul responsibility of the contractor. Workers or contractor are not permitted to enter residential area of hostel.
- 4.20 Mess workers should be strictly asked to make the use of hand gloves, aprons, cooking hats etc.
- 4.21 Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.
- 4.22 Water cooler and purifier should be cleaned and maintained properly by the caterer.
- 4.23 All the utensils, dinner set and other equipment's required in the mess should be arranged by the caterer and replaced if missing/damaged in the kitchen.
- 4.24 The caterer should provide sufficient number of fly catchers in the mess premises.
- 4.25 Non maintenance of above criteria shall result in penalty to be imposed on the vendor as follows: -

(a) **Penalty for Poor Food quality** – **Rs. 5000/- on each occasion**

(b) **Penalty for Hygiene/cleanliness** – **Rs. 2500/- on each occasion**

If poor quality of food has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.

5. Earnest money deposit (EMD)

- 5.1 The tenderer should furnish Earnest Money Deposit (EMD) for a value of **Rs. 1,00,000/- (Rs. One lakh only)** for canteen tender along with the Technical Bid by way of NEFT / RTGS /Demand Draft obtained from any Nationalized /Scheduled Bank and drawn in favor of **“Director, NIEPMD, Chennai” payable at Chennai.**
- 5.2 Any tender without the EMD will be considered as Non- responsive and will be summarily rejected.
- 5.3 Exemptions under MSME/Startups etc. will be applicable as per existing government norms.
- 5.4 The tender inviting authority will arrange to refund the EMD to the un-successful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD.
- 5.5 The EMD of the successful agency is liable to be forfeited if the agency fails to start the mess as per the date scheduled in the agreement with the Institute. The tenderer on becoming successful fails to furnish the required security deposit or sign the agreement within the stipulated time.

6. Contract requirement:

- 6.1 While quoting the rates, the tenderer should consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or any other authority. Institute shall not be responsible for any change in the tax rate during the contract.
- 6.2 **Quoted rate must be practical and profitable to vendor. If institute found that quoted rates not practical and are not in accordance with existing market rates the lowest rate may not be accepted by the committee. The decision of committee will be final and binding. Institute is not bound to accept the lowest rate. Rates looking practical by the committee will be accepted. Vendor will be required to provide proper justification on quoted rates to committee.**

7. Submission of Tender:



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- 7.1 The tender document duly filled in, signed on all pages shall be submitted in sealed cover to the Director, NIEPMD, ECR, Muttukadu, Kovalam (post), Chennai -603112 at his/her office **up to 15.00 hrs. on 16th Oct 2023** as per the procedure laid down herein. The tender can be submitted by registered/speed post/ in person on all workings days till the above closing date.
- 7.2 The Institute will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/ certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- 7.3 The Institute may extend the last date for submission of tender by issuing an amendment. In such case all the rights and obligations of the Institute and the tenderers previously subject to the original due date for submission will be then subject to the new date for submission.
- 7.4 Any tender received by the Institute after the last date and time will not be considered and will be returned to the tenderer.

8. Procedure for Submission of Tender

- 8.1 Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- 8.2 The tenders shall be submitted as per the procedures and requirements stipulated therein.
- 8.3 This tender is based on **TWO-BID SYSTEM** i.e. Technical Bid and Financial Bid. Therefore, the tender shall be submitted in two parts viz., Cover-A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:

Cover 'A'
"TECHNICAL BID COVER"

Name of work: *"Tender for Canteen Services at NIEPMD, ECR, Muttukadu, Chennai"*

Cover 'B'
"PRICE BID"

Name of work: *"Tender for Canteen Services at NIEPMD, ECR, Muttukadu, Chennai"*

- 8.4 The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: **"Technical Bid cover"** and **"Price Bid Cover"**.
- 8.5 Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows:
"TENDER OF CANTEEN SERVICES AT NIEPMD, ECR, MUTTUKADU" & TENDER NUMBER.
- 8.6 The sealed tender envelope shall be addressed to **"The Director, NIEPMD, East Coast Road, Muttukadu, Kovalam (Post), Chennai -603112 (Tamil Nadu)**. The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.
- 8.7 The technical bid cover shall contain a "check list" as per **Appendix - 7**. In addition to check list any document or certificates etc., mentioned anywhere in the tender document shall also be part of the technical tender requirements as a proof of experiences, Turnover, Registration no., GST No., PAN No. No financial information should be mentioned in technical cover.



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8.8 Financial Bid (Price Bid 'Cover'- B) shall contain the duly filled in and signed Financial Bid as per **Appendix-3. (Financial Bid Part "A" and Part "B" + Price Justification sheet with menu)**

8.9 Signing the Tender:

"The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal manager or any other authorized person of the firm".

8.10 The tender shall contain no alteration or additions, except those Tenderer has to comply as per the instructions issued by the Institute. In case it is absolutely necessary to make corrections in the errors made by the tenders, in which case such corrections shall be signed by the person or person's signing the tender.

8.11 All the pages in the tender document should be signed by the tenderer after properly filling all details.

9. Compliance/ Confirmation:

9.1 The Tenderer should give an undertaking with reference to the Application Form for running the Canteen in Institute and should also give undertaking cum declaration regarding confirming and comply with various terms and conditions in **Appendix-4** "letter of Tender cum declaration" and **Appendix-7** "Check List"

10. Tender Opening:

10.1 Tender technical bids will be opened in the presence of the Tenderers or their authorized representative who choose to be present and the Purchase committee at 04.30 pm on 16th Oct 2023. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies/tenderer. In case 16th Oct 2023 declared holiday or insufficient committee quorum, the tender will be opened on next working day or fulfillment of committee quorum. The date & time of new opening date will be intimated through institute website.

10.2 Financial bids of only those bidders whose bids are qualified technically, will be opened in the presence of the Tenderers or their authorized representative on later date. Date and time for opening of Financial bid will be intimated through institute website.

10.3 Process to be Confidential

I. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.

10.4 Criteria for Technical Evaluation (Evaluation of Technical Bid)

- I. The Institute will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- II. Tenderers who have not fulfilled the tender conditions shall be a non- responsive tenderer and will not be taken up for further evaluation and Price bid opening.
- III. To assist the examination, evaluation and comparison of tenders, the Institute may at its discretion, ask any tenderer for clarification on his tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the tender shall be sought, offered or permitted.
- IV. When a Tender fails to be responsive, it will be rejected by the Institute and may not subsequently be made responsive by correction or addition/withdrawal of the non-conforming deviation or reservation.



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10.5 Price Bid Opening:

- I. The Institute will then proceed with opening of Cover-B, i.e., "Price Bid Cover" of those tenderers whose technical bid has been found substantially responsive. The opening of the "Price Bid Cover" will be done in the presence of those tenderers or their representatives who choose to be present. The Institute will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".
- II. On opening of the "Price Bid", the amount as quoted by the Tenderers will be read out.

10.6 Criteria for Price Bid Evaluation:

- I. In price bid evaluation the following procedures will be adopted:
 - (a) The selection of agency will be based on the rates quoted for "Price Bid Part "A" and Price Bid part "B". Price quoted in price Bid part "A" carries 60% weightage and Price quoted in price bid part "B" will carries 40% weightage during evaluation. For evaluation 60% & 40% ration of Part "A" & Part "B" will be taken to finalise L-1 bidder.
 - (b) Price should be quoted in number and words both. In case of discrepancies, the quoted price in word will be valid for evaluation of price bids.

11. AWARD OF TENDER

- 11.1 The Institute has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 11.2 Notwithstanding anything said herein, the Institute reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the Institute's action.
- 11.3 In case of tie in price bids etc. the competent authority will have all the right to offer Canteen service to any successful or qualified vendor.

12. NOTIFICATION OF AWARD

- 12.1 The tenderer whose tender has been accepted will be notified by the Institute.
- 12.2 Notification of award shall constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause- 13 of this tender document.
- 12.3 Upon furnishing the security deposit by the successful tenderer or tenderers and upon Signing the Agreement, the EMD shall be returned to the unsuccessful tenderer within reasonable time period.

13. SECURITY DEPOSIT

- 13.1 The successful bidder has to furnish security Deposit of **RS. 2,00,000/- (Rupees Two Lakh only)** for running Canteen in form of Demand Draft obtained from any nationalized / Scheduled bank and drawn in favour of " Director, NIEPMD, Muttukadu, Chennai drawn at Chennai. Amount of EMD deposit may also be adjusted against security deposit.

Security Deposit to be furnished within 10 days of issue of letter of Acceptance and signing the Contract/Agreement.

- 13.2 If the successful bidder fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the Institute shall continue the process with other responsive tenderers as per the General Terms and conditions of the contract. The Institute also reserves the right to take any other action as deemed necessary against such tenderer.
- 13.3 No Interest will be paid on the Security Deposit mentioned in Clause.13.1 above.



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14. SIGNING THE AGREEMENT

- 14.1 The successful tenderer shall furnish the required security deposit and execute an agreement (Three copies) on a non-judicial stamp paper to the value of Rs. 100/- (embodying the terms and conditions of the tender within 15 days from the date of acceptance of the agreement.
- 14.2 If the agreement mentioned in Clause 14.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.
- 14.3 The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/Institute in this regard.

15. TERMINATION OF CONTRACT

15.1 Termination for Default:

- I. The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Canteen Contractor, terminate the contract in whole or in part.
- II. If the Canteen Contractor fails to perform any of the obligation(s) under the contract; or (ii) if the Canteen Contractor, in the judgment of the Institute, has engaged in fraudulent and corrupt practices in competing for or inexecuting the contract.
- III. In the event, the Institute terminates the contract in whole or in part, the Institute may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the Institute for loss of revenue Suffered by the Institute in this process. However, the Canteen Contractor shall continue the performance of the contract to the extent not terminated.

15.2 Termination for Convenience:

The Institute may give a written notice, with a notice period of 30 days sent to the Canteen Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Institute convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

16. Special Conditions

- 16.1 Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained. Non-fulfillment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The Institute also reserves the right to debar such tenderer/ Canteen Contractor from future tenders. Besides this the tenderer will also be liable or all damages arising from such default including the cost of conducting fresh tenders and the increase in rates in the subsequent tender and shall compensate for all losses sustained by the Institute in this regard. liquidated demurrage charges may also be levied in case of non-performance or poor performance of the contract i.e. goods of FPO, FSSAI, AGMARK etc. for maintenance of good quality of food to the students or beneficiaries.
- 16.2 If the Tenderer fails to provide catering services within the stipulated time and substantial quality, the Institute shall be at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower rate/L1 bidder, at the risk and cost of the Canteen Contractor and in such case the Institute has every right to recover the cost and impose penalty, besides taking any other action.

17. Visit to Tenderers' Clients:

- 17.1 Complete details of clients of the' tenderers must be enclosed with the Technical bid.



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Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Institute reserves the right to carry out surprise visits to establishments/mess/dining facilities/Hostel Mess/Canteen serviced currently by the tenderers and their reports will form valuable input for the short-listing process. The Canteen Committee of the Institute shall supervise the quality of goods.

18. Alternative Proposals:

- 18.1 Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

19. Validity of Offer:

- 19.1 Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.
- 19.2 In exceptional circumstances, prior to expiry of the initial time limit as indicated in 19.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by e mail. A tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

20. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within Chennai.

21. Schedules:

- 21.1 The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.
- 21.2 **Schedule A** refers to the terms and conditions for lease of canteen in NIEPMD, Chennai.
- 21.3 **Schedule B** refers to the scope of work.

It is mandatory that all tenderer must sign and submit these Schedules along with the tender.

22. Acknowledgement:

It is hereby acknowledged that I have gone through the entire tender document and various conditions mentioned hereunder and we agree to abide by them.

Date:
Place:

Signature

Tenderer Official seal and address



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Schedule A-

The NIEPMD, Chennai has fixed menu, quantity etc. as mentioned Appendix -1 of Schedule B of tender document. The tenderer has to quote for each item on the menu and rates on which the items to be supplied will be decided as mutually agreed upon.

1. The contractor will not be allowed to change or fix the rate as mentioned in the fixed menu during the contract period of one year or any extension further.
2. It is mandatory on the part of the contractor to serve each item of menu at the rates and quantity as given in the Schedule.
3. The canteen will be running initially for a period of one year and can be extended on the satisfactory performance on mutual consent for further similar or more / lesser period based on Institute's requirements. A review would be done on competition of every 6 months and based on that the extension would be considered.
4. Canteen facilities (Kitchen, dining hall, open space etc.) at hostel Campus are provided by the Institute on an as is where as basis.
5. Institute shall provide the following:
 - a. Water for cooking, washing and cleaning.
 - b. Drinking water
 - c. Electricity for exclusive purpose of running the dining facilities etc. (On payment basis as per commercial rate fixed by TNEB)
 - d. The caterer should adopt better conservancy measures as water is ELIXIR of human life and no wastage is allowed.
6. Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the Canteen committee. Indicative list of the items to be procured is as below;
 - a. First/Good quality of vegetables, fruits, provisions, dairy products/meat etc. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer on each time.**
 - b. Caterer shall use only branded raw materials and best quality items for preparing the food. Brands of products will be decided in consultation with Canteen Committee of the Institute. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer on each time.**
 - c. The caterer should be solely responsible for the arrangements of gas refills and their safety and supply of milk from its own resources of good quality.
 - d. The caterer shall provide catering services as given in the menu annexed to the agreement. The cost includes fuel cost, procurement of provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at kitchen premises, statutory taxes, duties and all other levies (existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the Institute.
 - e. The caterer shall make his own arrangement for procuring utensils/plates, glasses & cutlery etc.
 - f. Caterers should not use any artificial colour, preservatives and other harmful chemical additives' (say, for example, mono- sodium glutamate) in any of the dishes or even store them in the canteen premises. **In case of non-compliance of the above, a penalty of Rs. 5000.00 will be imposed on caterer on each time.**
(Note: the above list is indicative and not exhaustive).
7. The premises of the Canteen should be kept clean and tidy on daily basis and the contractor shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department.
8. 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 and latest within 10 hrs. of its preparation. Un-refrigerated cooked food, not consumed within six hours,



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- shall deemed to be stale and unfit for consumption.
9. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the students/employees/Parents etc.
 10. The oil that remains from deep frying at the end of the day s/hall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
 11. Responsibility and safeguard of the Institute canteen property shall be with contractor. Damage to the Institute Hostel Mess/canteen property will be recovered from security deposit of contractor.
 - 12.
 13. NIEPMD shall not provide any additional facilities other than available in the Mess/canteen.
 14. The Canteen premises (inside and outside) should not be used for any other purposes except for running the Canteen.
 15. The contractor should not transfer/ sublet the management to any other individual or agency. The agency or its authorized representative of the Canteen should be present at the premises and supervise the day to day affairs of running of canteen and shall not give scope for any complaints either from students/ staff or customers.
 16. The Mess/canteen should be run in **the name of the Institute Canteen and other name should not be used.** The walls and surroundings of the canteen should not be used for paintings/ advertisement. Stay of unauthorized persons beyond Canteen hours or indulging in anti-social activities shall be viewed seriously and proper action will be initiated in such cases.
 17. The authorized NIEPMD officials shall have every right to inspect the canteen/hostel mess without any notice and take appropriate action.
 18. The contractor should not cater items which are not approved. As per state Govt. guidelines, cigarettes, pan & Gutkha, liquor etc., are strictly **prohibited.** "NO-TOBACCO ZONE in and 100 meters away from Institute gate." **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer each time.**
 19. **Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The Contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in canteen premises.**
 20. In case of violation of terms & conditions the Institute may take appropriate action and /or terminate the agreement, including the forfeiture of Security Deposit.
 21. The Canteen should run during the timings as will be declared by the Canteen Management Committee of Institute.
 22. The Institute shall have the right to terminate the contract by giving one months' notice. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
 23. Authenticated certificates, testimonials and proof of experience should be produced along with the tender and registration of firms etc. of the Govt. of Tamil Nadu.
 24. The caterer shall vacate the provided premises and hand over all fixtures, furniture etc. which are Institute property in good condition at the termination of the contract.
 25. The caterer shall not make or permit any construction or structural alternation or additional fittings inside the premises or the work place without prior written approval of the competent authority.
 26. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises. The contractor shall also ensure proper room services for the NIEPMD officials in case required / demanded. The Deployed persons should have sound health.
 27. The contractor will be required to display the rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen notice board.
 28. The contractor should have sufficient equipment & crockery and other items normally required to cater to at least 250 - 350 persons at a given time. He should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required.



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29. The contractor should take all safety measures while running canteen. He will keep a First- Aid box for the persons deployed to work in canteen.
30. The Contractor and his workers must behave politely with hostel inmates, clients, parents, PwDs and NIEPMD officers. In case any misbehave or misconduct reported the contract will be terminated.
31. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in NIEPMD nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of NIEPMD. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at NIEPMD.
32. 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 sub contracted to any other party, the NIEPMD has right to terminate the contract and to forfeit all security deposits by giving one months notice.
33. The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his agents or servants or workers to any property of the Institute The NIEPMD reserves the option to make good the damage or loss by charging the contractor with the expenses.
34. The contractor shall inform to the purchase department of NIEPMD Chennai Centre any changes of Canteen workers, if required, made by him along with their police verification and medical report.
35. The contractor will have to provide a list of workers who will be working at NIEPMD Campus and provide complete details about them. The contractor will also provide police verification and medical report of all his/her workers working within NIEPMD Campus. Consumption of Liquor, Tobacco, Pan Masala, on any other prohibited drug will strictly prohibited by contractor or its staff in NIEPMD campus. In case any employee found to be using this or found in influence of liquor or any other prohibited drug will be dealt severely and action deems to be initiated against them.
36. The contractor will also submit a medical certificate on half yearly basis that all his/her employees handling food are not having any contagious diseases.
37. **The canteen shall remain open from 06:00 A.M. to 10:00 P.M. on all days. However, depending on the exigencies, the contractor may be required to keep the Canteen open or close as per requirement of NIEPMD.**
38. The contractor will ensure that his/her employees do not loiter around in the campus. In case of any loss to NIEPMD caused by the employees of the contractor, the contractor will be responsible.
39. NIEPMD reserves the right to ask & require the contractor to remove any person deployed by the contractor without assigning any reason or notice.
40. Employment of child laborers (below 18 years) is totally prohibited. It is responsibility of the caterer to comply with all formalities of Labour office including obtaining necessary **labour license of the Govt. of Tamil Nadu of the current works. In case of non-compliance of the above, penalty as per government norms will be imposed on caterer.**
41. Ladies if employed by the contractor should be minimum and to leave NIEPMD premises by 5.30 pm.
42. Outsiders are not allowed to avail the mess facilities.



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43. The Mess to be closed after dinner and nobody is to reside in the premises.
44. In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of Mess/ Canteen personnel of Catering agency then the cost of loss thereby will be fully made by Catering agency to NIEPMD.
45. Since Catering agency will be responsible for providing security and protection of Mess/Canteen premises and properties of NIEPMD Mess/Canteen, catering agency will be responsible for loss or damage caused to the properties and premises of NIEPMD Mess/Canteen as a result will be compensate value of the loss or damage to NIEPMD.
46. The employees of the caterer should wear proper uniform. **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer on each time.**
47. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
48. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities.
49. All expenses related to the functioning of the employees like EPF/ESI engaged by the caterer shall be in the scope of the Caterer. No way institute will be responsible for such cases.
50. The Institute reserves the right to review and modify the terms and conditions periodically.
51. The items of food served will be checked by the Canteen committee. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee, Registrar of the Institute will be the sole arbitrator and His/ her decision shall be final and binding on both the parties. Since the service includes food and eatable. PFA (Prevention of Food Adulteration) Rules 1955 is binding on the caterer and registered in the state of Tamil Nadu at appropriate authorities.
52. Any other relevant matter for better functioning of Canteen will be included at the later date.
53. The agreement should be signed by a person or persons duly authorized to sign on behalf your organization. A certified copy of the power of attorney authorizing the signatory or signatories to sign the agreement/documents.

Signature of the Tenderer
Office Seal & address.



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SCHEDULE - B

Office of the Director, NIEPMD, Chennai - 603112

Scope of work:

1. The tender for Canteen Services in NIEPMD, ECR, Muttukadu, Chennai - 603112. For Running Canteen services as per terms mentioned in tender document.
2. The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. Any additional requirements, necessary for efficient services must be provided by the contractor without any extra charges.

Appendix 1

(Not the part of price Bid should be uploaded with Technical Bid)

List of Items (Menu): For Canteen (For reference price only. No consideration or weightage will be given in financial evaluation)

To be served at the rates at which they are to be served and the quantum that should be maintained.

Rates proposed including GST to be charged for the items served.

S. No	Items	Quantity	Measure	Rate Offered
1.	BEVERAGE			Rs.
2.	Hot coffee	150 ml	Per Cup	
3.	Tea regular	150 ml	Per Cup	
4.	Shake	200 ml	Per Glass	
5.	Lassi	200 ml	Per Glass	
6.	MACHINE BASED			
7.	Cold Coffee	150 ml	Per cup	
8.	Tea Lemon/Green	150 ml	Per cup	
9.	Tea Special	150 ml	Per cup	
10.	Standard cold Drink All Brand available in the Market			MRP or less
11.	Mineral Water (Standard)	1litre	Per Bottle	MRP or less
12.	SNACKS & LUNCH			
13.	Pastry	100 grams	Per Plate/1 piece	
14.	Gulab Jamun	50-70 grams each	Per Plate/2 pieces	
15.	Chole Bhature		Per Plate/2 pieces	
16.	Bread Pakoda (2 piece)	100 grams each	Per Plate/2pieces	
17.	Cheese Sandwiches (Two)		Per Plate	
18.	Bread and Jam (Two Slice of Bread with Jam spread)		Per Plate	
19.	Bread Piece (three Slice of Bread Roasted in oil or ghee)		Per Plate	



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20.	Dhokla	100 grams	Per Plate	
21.	Tropicana Juice	Tetra Packs	Each	
22.	Biscuits (Maximum Varieties)			MRP or less
23.	Veg. Noodles (full plate)	Full Plate		
Veg Thali				
24.	Rice + Dal + Paneer Curry + 2 Rotis + Veg Curry + Pickle + Papad + Sweet (Deluxe)		Per Thali	
Non Veg Thali				
25.	Rice + Dal + Fish Curry + Roti + Salad (Ordinary)		Per Thali	
26.	Veg. Biryani with curry	200 grams	Per Plate	
27.	Rajma Chawal	200 grams	Per Plate	
28.	Seasonal Vegetable curry		Per Plate	
29.	Puri Aloo (3 Nos.)		Per Plate	
30.	Ice Cream			
31.	Yoghurt			
32.	Flavored Milk			
33.	Juices (Tetra Pack)			
34.	Vegetable Fried rice	250 gram	Per Plate	
35.	Jeera rice	250 gram	Per Plate	
36.	Tandoori roti (plain)		Per piece	
37.	Tandoori roti (Butter)		Per piece	
38.	Butter Nan	200 gram	Per piece	
39.	Dal fry (Tur Dal)	200 gram	Per Plate	
40.	Aloo Gobi Masala	200 gram	Per Plate	
41.	Dum Aloo	200 gram	Per Plate	
42.	Egg Omlette (1 eggs)		Per Plate	
43.	Fish Curry	200 gram	Per Plate	
44.	Dahi-Chura	200+100 gm	Per plate	
45.	Poha	100 gm	Per plate	

Vendor can be made available above items also on weekly schedule basis as per his choice apart from standard menu part A&B.

Signature of the Tenderer with seal

(In all the above pages also, the Signature of the tenderer with seal should be incorporated)



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Canteen / Mess Timings: -

Sl. No		From	To
01	Morning coffee/tea/milk with or without sugar (under request)	06.00hrs	07.00hrs
02	Breakfast	07:45hrs	09.30hrs
03	Lunch	12.30hrs	14.30hrs
04	Snacks	17.45hrs	18.30hrs
05	Dinner	20.00hrs	21.30hrs

Mess timings mentioned above are tentative, however it may be changed as per practical requirement on instruction from Canteen committee. Vendor will be follow the Canteen timing decided by NIEPMD administration without imposing any condition.

Sufficient food should be served to students and no restriction will be imposed in kind of number of chapattis / poories/ Dosa/ Idly / quantity of rice / Pulses / butter milk/ vegetable etc. will be imposed under any circumstances. If less serving reported by the hostellers and found correct may leads to strict action the contractor. Also if it found repeated the contract may be cancelled. Student will be permitted to eat as much as they want however food should be served in organized manner to avoid wastage of food.

“Only NIEPMD Student, Parents, Beneficiaries, Officer, staffs Guest will be permitted to avail Canteen services. Outside persons will not be permitted to enter NIEPMD campus only for availing Canteen services”

Due to COVID - 19 all directives to be followed for maintaining hygiene and sanitization in totality. The health record details of persons to be maintained and monitored by the contractor. No person affected and has history of COVID-19 to be employed at premises without any medical certificate.



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Appendix 2

TECHNICAL BID

TENDER FOR RUNNING THE CANTEEN FACILITIES AT NIEPMD, Muttukadu, Chennai

1.	Name and address of the caterer with phone no. and e-mail ID, if any.	:	
2.	Registration Number and date of registration of company/cooperative/agency/SHG/Society, if any (Certificate to this effect should be enclosed)	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	:	
5.	Enclose Performance certificates from previous clients with contact no. separately in respect of services rendered/catering for 3 years before tender opening date.	:	
6.	No. of Food courts/Dinning facilities Run in Academic Institutes/Students Mess * (Providing All supporting documents)	:	
7.	Whether Quality Certification obtained for Any of the Food Courts/Dining Facilities (Providing All supporting documents)	:	
8.	Bidders Solvency (Capital Employed) (Rs. In Lakhs)	:	
9.	Annual Turnover (Rs. In Lakhs) for the years 2019-20, 2020-21, 2021-22. Financial statements showing turnover duly certified by a Chartered Accountant with balance sheet & Profit & Loss statement should be furnished.	:	



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10.	PAN Number (Duly verified photocopy to be enclosed)	:	
11.	GST Regn. No. (Number & photocopy of certificate to be given)	:	
12.	Shops and Establishments Act registration No. of the competent Authority (Photocopy to be furnished)	:	
13.	FSSAI (Food Safety and Standard Authority of India) Certificate	:	
14.	No. of Employees (As on date of tender advt.)	:	
15.	Labour License, EPF, ESI of the current works to be provided	:	
16.	Any other Information	:	

. Details of Experience in the Field, attach copies from the Agency for last 05 years.

S · N o.	Period		Organization/Agency	Approx. number of Clientele handled/being handled**
	From	To		

** Certificate from the concerned Agency must also be attached

- I. IT Return (Copy of last 03 year)
- II. Registration with Service and Sales Tax etc. (Copy must be enclosed)
- III. PAN card No. of the Registered firm (Copy of same must be enclosed)
- IV. GSTN Registration as catering service provider
- V. **FSSAI (Food Safety and Standards Authority of India) registration** (Contractor/Vendor should have valid FSSAI (Food Safety and Standard Authority of India) Certificate for running Canteen/Cafeteria Services).
- VI. Copy of Financial Statements Duly Certified by CA for the last Three Year (to the attached)



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- VII. Turnover certificate certified by CA with profit & Loss statement of last 03 financial years (2020-21, 2021-22, 2022-23.). Applying firm / agency / HUF etc. must have an average turnover of Rs. 50,00,000/- in last 03 FYs i.e. turnover of FYs (2020-21, 2021-22, 2022-23)/3 should be 50,00,000/- or above to qualify.
- VIII. Please specify as to whether Tenderer is sole proprietor /Pvt. Ltd./Partnership firm (Name of The partner should be specified in this case). Separately attach details of partnership/ company etc.

**Signature of the Tenderer & Date
With Rubber Stamp**

Name of the Tenderer:

I accept the above condition

(Full signature of the Tenderer with seal of the Agency)



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Financial Bid

Appendix -3

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES
CHENNAI**

FINANCIAL BID

(Keep this Financial Bid Part “A” and Part “B” in a Sealed envelope both price schedule and price Justification sheet)

Name of Work: To run the NIEPMD Canteen, Chennai.

1. Name of Firm / Proprietor:
2. Quote the rate in view of infrastructure:
3. Quote the rate in view of infrastructure /facilities & maintenance provided by NIEPMD
(Including water and electricity charges) (As given in this tender bid)

Financial Bid Part “A” is having 60% weightage & Financial bid Part-B will be having 40% weightage in financial evaluation.

Part -A

Sl. No	Particulars	Amount in Rupees @ Per Person Per Day	
		Food Rate ()	Food Rate In Words
1	Breakfast	·	Rupees
2	Lunch	·	Rupees
3	Snacks	·	Rupees
4	Dinner	·	Rupees
	Total	·	Rupees

I accept the above condition

(Full signature of the tenderer with seal of the Agency)



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Financial Bid

Part "A" Menu (Please quote the rates with proper justification. Attach the separate sheet if required)

HOSTEL MESS MENU (STANDARD THALI MEAL)				
Day	Breakfast	Lunch	Snacks	Dinner
Monday	Pongal with sambar – 01 Nos. Coffee – 01 Nos. Amount:	White rice, Rotti, pappad, Vegetable sambar, rasam, green leaves Veg (dry), banana Amount:	Sundal & Tea Amount:	White rice, dal fry, Rotti Panner Manchurian Amount:
				White rice, dal fry, Rotti Omelet (02 Eggs) Amount:
Justification of Rates Quoted				
Tuesday	Idli, tomato chutney, coconut chutney with Milk Coffee – 01 Nos. Amount:	White rice, Rotti, pappad, dal fry, Curd, Pickle, yum fry. Amount:	Biscuits – 04 Nos. with Tea – 01 Cup. Amount:	Plain Dosa with Groundnut & Tomato chutney. Amount:
Justification of Rates Quoted				
Wednesday	Poori, chole curry with Coffee Amount:	White rice, Rotti, papad, curd, Potato Tomato Curry, Cabbage Fry or Cauliflower Fry (dry). Amount:	Onion Pakora with Tea. Amount:	White rice, Rotti, Rajama Masala (Kidney Beans Curry), rasam. Amount:
Justification of Rates Quoted				
Thursday	Aloo paratha, kurma, Coffee Amount:	Tomato rice, curd rice, Rotti, aloo masalagravy, Pickle. Amount:	Samosa + Tea Amount:	Paneer fried rice with Chilly, tomato sauce. Amount:
				Chicken fried rice with Chilly, tomato sauce. Amount:
Justification of Rates Quoted				
Friday	Idiyappam coconut milk & Coffee	White rice, Rotti, pappad, sambar, rasam,	Sundal + Tea	Rotti, white rice, panner gravy



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Financial Bid

	Amount:	Beans Fry, pickle. Amount:	Amount:	Chicken briyani + Raita (350 Grams (150g Chicken + 200g rice)) Amount:
Justification of Rates Quoted				
Saturday	Plain Dosa with Coconut and Tomatochutney and Coffee Amount:	White rice, Rotti, pappad, vatha kulambu, Curd, , Dal Fry, Pickel. Amount:	Biscuits – 04 Nos. with Tea – 01 Cup. Amount:	White rice, Rotti, Chole gravy, Mixed Veg and rasam. Amount:
Justification of Rates Quoted				
Sunday	Toasted bread with Jam and butter or Noodles (70 Grams) – 01 Nos. Coffee -1 Nos. (Any One item) Amount:	Chicken Biryani with Onion Curd, (For Non-veg) (350 Grams (150g Chicken + 200g rice)) Veg Fried Rice with Paneer Gravy (ForVegetarian) Amount:	Bread bhajji + Tea Amount:	White rice, sambar, bread halwa or Keshri , panner Manchurian and Fish Fry (200 Grams). Amount:
Justification of Rates Quoted				

Proper justification on quoted meal amount as per above table should be mentioned. During justification cost of materials involved as per wholesale market prices index, overhead charges and profit% should be clearly mentioned. If it is noticed that the unit rates quoted by the Tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Institute is convinced about the reasonableness of the unit rates quoted by tenderer.

Average food fall of 300 to 400 persons per day should be considered. Quality of food should not be compromised. For cooking Roties Floor (Atta) to be used no Maida to be used.

The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.



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Financial Bid

Financial Bid part- "B" (40% Weightage)

S. No	Items	Quantity	Measure	Rate Offered	Rate Justification (Must be provided) (Attach the separate sheet if required)
1.	SNACKS & LUNCH				
2.	Samosa (Potato)	120 grams each	per piece		
3.	Lunch (Roti & Rice, Dal & Sabji, Veg Salad, Papad Achar etc)		Roti, Rice & Dal unlimited		
4.	Masala Dosa each with Sambar	175 grams	Per Plate		
5.	Plain (sada) Dosa with Sambar	150 grams	Per Plate/2 pieces		
6.	Uttappam with chutney	120 gram	Per Plate		
7.	Vada (2 piece) each with Sambar	120 grams each	Per Plate		
8.	Veg. Cutlet (2 piece) with sauce	100 grams each	Per Plate		
9.	Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)		Per Plate		
10.	Bread and Butter (Two Slice of Bread with Butter spread)		Per Plate		
11.	Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce)		Per Plate		
12.	Idli (3 pieces) with sambar& chutney	150 grams	Per Plate		



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Financial Bid

13.	Upma with chutney	200 grams	Per Plate		
14.	Poori (5) with Sabji	200 grams	Per plate		
15.	Chicken Biryani + Raita	350 Grams (150g Chicken + 200g rice)	Per plate		
16.	Vegetable Biryani + Raita	350 Grams (100g mixed veg + 250g rice)	Per plate		
17.	Veg. Noodles (full plate)	Full Plate			
18.	Veg. Noodles (Half plate)	Half plate			
a. Veg Thali					
19.	Rice + Dal + Aloo Dam + 2 Rotis + Salad + Papad + Pickle (Ordinary)		Per Thali		
a. Non Veg Thali					
20.	Rice + Egg Curry + Dal + Aloo Dam + Roti + Salad (Ordinary)		Per Thali		
21.	Rice + Dal + Chicken Curry + Paneer Curry + Roti + Sweet (Deluxe)		Per Thali		
22.	Chicken Curry (3 pieces)	150 gm	Per Plate		
23.	Paneer Curry/Masala	200 gram	Per Plate		
24.	Roti Plain		Per piece		
25.	Roti (Butter)		Per piece		
26.	Stuff Paratha	200 gram	Per piece		
27.	Egg Omlette (2 eggs)		Per Plate		
28.	Fish Curry	200 gram	Per Plate		

The Menu Part-B item can be picked as per sale pattern of items. However, it is mandatory for canteen service provider to made these items available as per schedule on every day basis. The day wise menu to be prepared by the canteen service provider in consultation with canteen committee. However, item Sl. No.4,5,7,10 & 27 should be made available on daily basis.



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Appendix 4

**Tender for NIEPMD Canteen, ECR Muttukadu, Kovalam (Post), Chennai –
603112**

LETTER OF TENDER CUM DECLARATION

**To
The Director,
NIEPMD, East Coast Road,
Muttukadu, Kovalam (Post)
Chennai – 603112
(Tamil Nadu)**

Sir/Madam,

Sub: Tender for running canteen service in NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai - 603112 Self-Declaration

1. I/ We, the undersigned do hereby tender and undertake to provide catering services in NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.
2. I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned.
3. I / We hereby state that I/we have submitted Rs. 1,00,000/- (Rupees One lakh only) for Hostel mess and canteen services in the form of Demand Draft/ NEFT/ RTGS No.....Dated:.....drawn on Bank Branch, in favor of NIEPMD, Chennai as Earnest Money Deposit and agree to have it forfeited to the NIEPMD, Chennai in case of my / our failure to undertake the contract for the items accepted by the Institute.
4. I/ We hereby certify that the rate quoted in this tender is final and I/ We will not come forward for any revision or alteration in rent amount quoted subsequently due to hike in prices or any other reasons.
5. I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Institute at a later date during the process of evaluation of our Tender.
6. In response to the Tender No as a Proprietor / partner/Director of..... I/we hereby declare that our Agency/Bidder's nameis having unblemished past record and has not been declared ineligible for corrupt & fraudulent practices indefinitely or for a particular period of time.
7. I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Institute's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.
8. I/We state that I/We have not been blacklisted or debarred from participating tenders by the Central/State Government of Tamil Nadu agencies or autonomous bodies or Universities /institutions.
9. In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Director, NIEPMD, Chennai in 60 days, after



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the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

10. We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit **Rs. 1,00,000.00 (One Lakh Rupees)** to NIEPMD, Chennai. I/ we agree to execute at our cost the Agreement in 60 days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the NIEPMD, Chennai and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this day of of 2023.

Signature of the Tenderer
Name & Address: Company Seal



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Appendix 5

TENDER FOR RUNNING CANTEEN SERVICES AT NIEPMD, CHENNAI

BANK CERTIFICATE REGARDING CREDIT FACILITY

This is to certify that Mr./Mrs. or M/s..... is a reputed person / company with a good financial standing. If the contract is given for running the

Canteen service in the **NIEPMD, Muttukadu Chennai**

(Tender Ref. No)

For

the above person / firm, we will be able to provide overdraft/credit facility to them for

Rs. /- (Rupees only)

to meet their working capital requirement for executing the above contract.

Date:

Place:

Signature and Designation of the Authorized Officer.

Name and Address of the Bank.



Appendix 6

Declaration about family members working in NIEPMD, Chennai;

I/WE.....do hear by certify that neither myself nor any of my family members (as defined in tender conditions) are employees of the NIEPMD, Chennai.

I/We are aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

Tenderer:

Name:



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Appendix 7

Check List:

1.	Income Tax Assessment Certificates furnished/ITR	Yes / No
2.	Tax Index Number furnished/PAN	Yes / No
3.	Work Experience of successfully completing at least one hostel mess/canteen contract from an educational institute/Institute. Provided Completion certificate.	Yes / No
4.	Earnest Money Deposit (EMD) for Rs. 100000/- furnished for Hostel mess & canteen services	Yes / No
5.	Turnover and Balance Sheets/P & L A/c etc. certified by the Chartered Accountant	Yes/No
6.	Registration No of the Firm/Organization/etc.	Yes/No
7.	a) PAN No, b) GST No., c) Valid Labour License documents of current contracts	Yes/No
8.	Technical bid enclosed in a separate cover	Yes / No
9.	Financial Bid enclosed in a separate cover	Yes / No
10.	Whether all schedules and all tender papers are signed.	Yes /No
11.	Letter of Tender cum declaration as per Appendix furnished	Yes / No
12.	Bankers certificate regarding Credit Facility/ Solvency certificate.	Yes / No
13.	Declaration about the family members not working in NIEPMD, Chennai.	Yes / No
14.	All other Document mentioned in tender document at several places and mentioned during e-publishing at CPP portal.	Yes/ No.

Signature of the Tenderer

Name & Address: Company Seal

Important Note-No Deviation Clause: Any deviation in terms and conditions or the form of price bid i.e. inclusion/exclusion of Taxes, levies, surcharges and additional heads for charges shall be discussed in Pre-Bid Conference. The Institute authorities shall modify the tender documents, if required in the light of the discussion.

Payment Details:

The following details should be used for making payment of tender fee: -

A/C No. 761297290

Name of Account Holder: Director, NIEPMD

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

MICR Code: 600019133

Branch Code: 01176

NIEPMD PAN: AABTN4536B