

PASTEUR INSTITUTE OF INDIA,
COONOOR – 643 103, THE NILGIRIS

NOTICE

No. PII/ADMN/CANTEEN/2022-23/3175

Dated 1st March, 2023

Sealed bids are invited from reputed caterers who is having valid FSSAI certificate for running of Canteen in the premises of Pasteur Institute of India, Coonoor – 643 103, The Nilgiris on contractual basis **for a period of one year.**

Detailed tender conditions are available in our website: www.pasteurinstituteindia.com

Last date for submission of bids: 20.03.2023 by 3.00 p.m.

DIRECTOR

PART-I
BID QUOTATION FOR RUNNING OF CANTEEN

TERMS AND CONDITIONS

1. Sealed bids are invited from reputed caterers who is having valid FSSAI certificate for running of Canteen in the premises of Pasteur Institute of India, Coonoor – 643 103, The Nilgiris on contractual basis **for a period of one year.**
2. Bids in sealed envelope super scribed as “Bid for running of Canteen in Pasteur Institute of India, Coonoor – 643 103, The Nilgiris” can be mailed / handed over at this Institute, up to **20.03.2023 up to 3:00 PM.** No bid thereafter shall be accepted. The tender shall be opened in the presence of canteen committee members on **20.03.2023 at 3:45 PM** in the presence of bidders or their representatives (only one person per bid) who wish to be present.
3. **Earnest money** in the shape of **Bank draft/ Banker cheque drawn on any Nationalized Bank in favour of “The Director, Pasteur Institute of India, Coonoor” payable at Coonoor for Rs. 5,000/- (Rupees five thousand Only) should accompany the filled-in tender documents.** It should remain valid for a period of 06 (six) months from the last date of submission of the bid. In the absence of EMD, the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
4. The bidder should have at least three years experience of running any restaurant/eatery, etc. Suitable documentary evidence should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.
5. **The bidder who quotes the least amount for the overall food items mentioned in the Part- III in the column (total) would be considered as successful bidder and the contract shall be awarded subject to the adherence to the conditions mentioned in this tender document.**
6. **The successful bidder shall deposit a sum of Rs. 25,000/- (Rupees twenty five thousand only) as interest free Performance Security deposit** which will be refunded after making necessary adjustments, if any, on the expiry of the contract.
7. Any conditional bid is liable to rejection of tender.
8. The contractor shall run the canteen for the benefit and use of the employees of Pasteur Institute of India, Coonoor exclusively in the aforesaid premises.
9. The contractor shall pay Rs.1000/- per month towards rent for the canteen.
10. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 7:30 A.M to 9:30 P.M on all normal working days including Sunday and other holidays.
11. The suitable space for dining is available in the Institute campus. Necessary furniture for dining area will also available in the Institute campus.
12. Contractor will be required to provide service in the canteen premises and also in the laboratory area.
13. a. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.

- b. The fuel to be used for cooking will only be LPG and shall be arranged by the Contractor.
 - c. The Contractor shall be responsible for providing adequate serving utensils like plates, spoons, tumblers, jugs, etc., and other cafeteria requirements such as Refrigerators, Gas Stoves, Cylinders, Ovens, Cooking utensils etc.,
 - d. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food, cleaning of canteen area, disposal of garbage and left over food.
 - e. The Contractor shall bear all the expenses for running the canteen shall not in any manner be.
14. Contractor shall serve food item at such prices and quantities as mentioned in Part-III of this tender.
15. a. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.
- b. The Contractor shall not be entitled to use the accommodation allotted by the Pasteur Institute of India, Coonoor for any other purpose or business other than running the canteen.
16. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by this Institute to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.
17. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
18. The agency will be responsible for complying all trade & security laws.
19. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the Institute and will be responsible for any act of commission & omission of such persons.
20. The contractor shall be responsible for removal/disposal of garbage generated in the canteen
21. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of Tenderer.
22. The Institute Campus is a “NO SMOKING ZONE”, hence sale and use of tobacco is prohibited.
23. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises.
24. No child labour shall be deployed.
25. The restricted/banned items should not be used in any manner. The Contractor should adhere the rules/regulations issued by the Government from time to time.
24. The packed food items should not exceed MRP.
- 25 The Contractor shall provide uniform rates to each employee.
- 26 The Contractor should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
- 27 The Contractor should not use Palm oil and should use fresh refined oil.
- 28 The Contractor should use Ponni Rice (boiled) only.
- 29 Any Officer/Official authorized by the Director can check the quality of food and hygienic condition as per the Govt. norms and a fine of Rs. 1000/- would be charged for every occasion of non-compliance. Pasteur Institute of India, Coonoor reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
- 30 The Contractor will secure and submit to Pasteur Institute of India, Coonoor all applicable

- Licenses issued by FSSAI for running the canteen on commencement of work.
- 31 A penalty of Rs. 2500/- will be imposed on the Contractor for each day of unauthorized closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of Institute authorities.
 - 32 Pasteur Institute of India, Coonoor shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.
 - 33 The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the over stay at the rate of Rs. 10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
 - 34 Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.
 - 35 For any dispute regarding quality / service and rates the decision of the Director, Pasteur Institute of India, Coonoor shall be final and binding to the Contractor.
 - 36 The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by the contract the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period by the Competent Authority on terms and conditions of the Director, PII, Coonoor, if work and conduct is found satisfactory.
 - 37 The Successful Bidder shall execute an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the Director, Pasteur Institute of India, Coonoor within one week from the date of intimation of his selection.
 - 38 The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
 - 39 The contractor is responsible to maintain the infrastructure facilities provided by the Institute such as sitting spaces, fans, electrical fittings, sanitary fittings, water doctor, chairs, tables etc.
 - 40 The contractor should abide the rules and regulations of the Institute and conditions stipulated above. The contract should be terminated immediately if any breach is observed in the above stipulated conditions.
 - 41 All disputes relating to this tender can be legally resolved through courts in Coonoor only.

DIRECTOR

PART-II

APPLICATION FORM

1.Name of the Firm _____

2.Address _____

3.Phone No. (Mobile / Landline) _____

4.Experience (in years) of Catering. _____

(Certificate to be enclosed)

5.Registration/license No. (If a co-operative society) _____

(Attach attested Photostat copy of license issued by the competent authority)

6.DD / Pay Order No., Date & Drawee Bank _____

7. PAN/TAN _____

I hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Place:

Signature of the Bidder:
Full name:

UNDERTAKING

a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.

b. The Earnest money of Rs.5000/- deposited by me has been enclosed herewith vide Demand Draft no.....Dt.Drawn on Bank....., Branch

c. I / We give the rights to the Director, Pasteur Institute of India, Coonoor to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the officer authorized by him.

d. I/We are duly authorized to sign the above undertaking.

Date:

Signature of the Bidder

Place:

Full name:

PART-III

SCHEDULE OF ITEMS AND PRICES w.e.f. 01.04.2023

The contractor should serve the following items at the prices mentioned against them.

Tentative menu & quantities

S. No	Item Name	Quantity (Pcs/ grams/ mL)	Price
Tea, beverages and snacks			
1.	Tea	150 mL in 170 mL cups/ Steel tumblers	
2.	Coffee		
3.	Boost / Horlicks		
4.	Milk		
5.	Bajji/ Ulundhu vadai / Paruppu vadai / Aloo bonda/ Samosa	One Pc of 50 gms	
6.	Onion pakoda	100 gms / plate	
Breakfast Items			
1.	Idly , sambar, chutney	4 Pcs of standard size	
2.	Pongal with Chutney	350 gms	
3.	Upma with Chutney	350 gms	
4.	Dosa, Chutney, sambar	One Pc of 12” dia	
5.	Poori & Masala	3 Pcs of 6” dia	
6.	Uthappam, Chutney, sambar	One Pc of 10-12” dia	
7.	Chapatti / Parotta & Kurma *	2 Pcs of 8” dia	
Lunch Items			
1.	White rice, sambar, porial, kootu, rasam, curd, pickle, papad.	Unlimited	
2.	Tomato rice / Pudhina rice / Coriander rice / Lemon rice / Sambhar rice* with Chutney	400 gms / plate	
3.	Veg fried rice with sauce / Veg biriyani with raitha	400 gms / plate	
4.	Chicken fried rice with sauce	400 gms / plate	
5.	Chicken biriyani with raitha	400 gms / plate	
6.	Chilli Chicken	100 gms / plate	
7.	Boiled egg	One whole egg	
8.	Omlette	With one egg	
	TOTAL		

The above Menu subject to change (the contractor may also provide suggestions for any changes in the above list, subject to approval of the Canteen Committee)

Sambar, Kurma, chutney and raitha for breakfast, variety rice items (as applicable) shall not below 50 gms.

* Covers dinner items also

The Biscuits, Chocolates, Juice (tetra packs), Soft Drinks, Chips, Muffins & Cakes, Ice creams (branded), flavoured milk (bottle) should not exceed MRP.

Signature of the Contractor