



**TENDER DOCUMENT FOR RUNNING OF CANTEEN/MESS
AT
NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD), CHENNAI CAMPUS**

FILE NO. NIEPMD/PUR 4 (23)/2018-19

Important Dates:

| | | |
|---|------------------|---------------------------|
| Last date for Receipt of Bids | 05.00 PM. on | 24 th Dec 2018 |
| Mandatory Pre Bid Meeting | : 11.00 AM on | 12 th Dec 2018 |
| Tender fee | - Rs.1, 000/- | (DD, NEFT, RTGS) |
| EMD Amount | - Rs. 4,00,000/- | (DD, NEFT, RTGS) |
| Date & Time of Opening of Tender Documents | - 03.00 PM. on | 25 th Dec 2018 |

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email:niepmd@gmail.com

-Sd/-
DIRECTOR

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

TENDER NOTICE FOR NIEPMD CANTEEN

National Institute for Empowerment of Persons with Multiple Disabilities here after 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. NIEPMD's requirements

A Reputed Contractor having the experience of at least 05 years of running Canteen in a Govt. sector/PSUs/Educational Institutions/Private Institutions of repute is eligible to apply who can cater to the needs of students and Officers/Staff. The Contractor will be required to provide Breakfast, Lunch, Snacks & Beverage and Dinner and Catering arrangement for meetings, Seminars, Conferences, workshops, Ministerial level programmes etc. which may include Breakfast, High Tea, Buffet/Packed Lunch, Dinners etc.

Detailed list of items with approved rates is annexed in the statement “A”.

2. Facilities Provided by NIEPMD

NIEPMD Chennai is having one girls' hostel and one boy's hostel. Canteen / Mess space has been provided for the students of NIEPMD. The premises can be inspected during any working day from 10.00 a.m. to 5.00 p.m. along with kitchen facilities, space for cooking and dining facilities. Furniture, electricity on actual usage basis and free water shall also be provided by the Institute. However, raw materials, food articles, cooking fuel, cleaning/washing materials/tools and man power shall have to be arranged by the contractor at his/their own cost. Electricity will be provided for general purpose use only like light, running fans, exhaust fan, water cooler, RO water, TV, refrigerator etc. However it will not include running of cooking appliances and other heavy duty electric equipments.

Requirements from Contractor

- i) The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Canteen committee. The Canteen committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
- ii) 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, shall be deemed to be stale and unfit for consumption.

- iii) 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.
- iv) 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.
- v) 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.
- vi) The contractor shall pay special attention to maintain the Canteen in a neat and tidy condition at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly.
- vii) 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.
- viii) 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.
- ix) Sufficient number food counter should be arranged for serving of food to avoid student queues and safeguard their time and better dining management.
- x) The contractor should supply the items at the rates that will be mentioned in the rate list Annexed as Annexure 'A'. The same rate list should also be displayed at NIEPMD Canteen.
- xi) 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.
- xii) Cooking medium should be branded refined oil / ghee. Substandard material & other oil / ghee must not be used.
- xiii) Vendor are instructed LPG for cooking of foods, wood fire, coal fire or any other medium generating smoke will not permitted to use in NIEPMD hostels. In case of violating of instruction will leads to strict action.

- xiv) Non Vegetarian food should be cooked in a separate kitchen with separate utensils. Non Vegetarian food should be served on separate serving tables.
- xv) Sample menu is attached with this document. However Hostel Warden and Students' Hostel Management Committee can change the menu in consultation with the Contractor. Menu can be changed, to suit the availability of seasonal vegetables and their market supply with the permission of Institute authority.
- xvi) Contractor shall provide light food to the sick student/s during sickness period and no extra charge will be paid for the same.
- xvii) The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
- xviii) Mess Contractor or his representative is required to remain present in the mess when the food served in the mess.
- xix) 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.
- xx) The Contractor shall not employ any mess worker whose track record is not good or involved in any crime/offence/police case.
- xxi) 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 hostel premises.
- xxii) 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.
- xxiii) 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.
- xxiv) Decision of the Hostel Authorities will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
- xxv) The Institute will not provide any kind of staying facility to any worker or other concerned persons. This will remain the sole responsibility of the contractor. Workers or contractor are not permitted to enter residential area of hostel.
- xxvi) The Authorities of NIEPMD, Chennai reserve the right to accept or reject any or all the offers or apportion of the work amongst the different Tenderers in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

3. Eligibility Criteria of the Contractor

A Reputed Contractor having an experience of at least 5 year of running Canteen in a Govt. sector/P5Us/Educational Institutions/Private Institutions of repute is eligible to apply who can cater to the needs of students and Officers/Staff of NIEPMD as per their requirement.

1. Two Bids System

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid in separate sealed covers are invited to run NIEPMD Canteen in the NIEPMD Chennai Campus for the students and officials of NIEPMD. The period of contract will be 02 years (Two). Initial contract will be awarded for 6 Months and further extensions will be granted after review of satisfactory performance by NIEPMD Mess / Canteen committee on the basis of satisfactory services at the end of every 6 Months. This shall be subject to satisfactory service being provided for a period of two months, failing which the contract can be cancelled at the option of NIEPMD.

The tender details are available on the NIEPMD website <http://www.niepmd.tn.nic.in/tendernotice.php>. The bidders can download the Tender documents from the website and should attach a separate **Demand Draft of Rs.1000/- (Nonrefundable)** as tender cost, in favour of Director, NIEPMD Chennai along with the bid document (Technical Bid). The tender document, downloaded from the NIEPMD website will not be considered without tender cost (If Demand Draft not found with Technical Bid).The completed tender is required to be submitted along with the E.M.D. of Rs.4,00,000/- (Rupees Four Lakh only) in the form of D.D. drawn in favour of "Director, NIEPMD, Chennai" payable at "Chennai". The EMD of Rs.4,00,000/- (Rupees Four Lakh only) in the form of **DD/NEFT/RTGS** should be kept with the Technical Bid. The last date to submit the completed tenders in the Tender Box available at the Dept. of Administration NIEPMD Chennai Centre is on or before 05:00 P.M. on 24/12/2018 Technical and Financial Bids should be kept in separate sealed covers, with "Technical Bid" and "Financial Bid" super scribed on the envelope. These two sealed covers may be kept in another sealed cover along with the tender documents, with "**Tender for Canteen**" subscribed on the envelope. The name and address of the Agency/Firm must be mentioned on each envelope. A mandatory pre-bid meeting will be held on 12th Dec 2018 and vendors are advised to submit their bids only after pre-bid meeting. The Technical Bids will be opened on 25/12/2018 at 03:00 P.M. by the purchase committee in the presence of the tenderers or their authorized representatives. Financial bids of the tenderer who qualify technically will only be opened after technical evaluation of bids. Date of opening of financial bid will be intimated to all successful bidders. Incomplete tenders and those received without proper E.M.D. and tender fees shall be summarily rejected.

I accept the above condition
(Full signature of the Tenderer with seal of the Agency)

Terms and Conditions For the award of 'Canteen Contract' NIEPMD, Chennai

The contract will be awarded on the following basis:

- I. Unconditional Acceptance of the terms and conditions enclosed in the tender form.
 - II. Acceptance to the rates quoted by NIEPMD in this bid, for the items to be supplied at NIEPMD Canteen. Contractor shall not be allowed to reduce the items required from the canteen without prior written permission from NIEPMD. Failure to supply any item at the indicated cost shall be considered a breach of contract and invite action.
 - III. The Tenderer will have to enclose D.D. or transaction receipt of bank transfer of earnest money with Technical Bid which will be refundable only in case of non acceptance of the offer. Tender cost paid will be non-refundable. The Tenderer shall also give an **undertaking specifically agreeing to all tender conditions** failing which his financial bid shall not be opened.
 - IV. The tenderer, in case of allocation of contract, shall be initially on a trial basis for **6 months**. Thereafter, if his performance is satisfactory, his contract shall be confirmed and further extensions will be granted on every six months subject to satisfactory performance basis. During this period also in case of default, the contract can be terminated and in such a case he shall vacate the premises at **24 hours** notice. NIEPMD shall be entitled to take over possession of the premises after expiry of 24 hrs notice with no further correspondence. However, any case of default should be pointed out in writing to him as and when it comes to the notice to enable him to correct and rectify his mistake.
 - V. NIEPMD reserves the right to get periodic inspections conducted by qualified, and statutory or empowered authorities to ensure the quality and quantity of food stuff and soft drinks being offered for sale without any hindrance being created by the selected tenderer. NIEPMD canteen committee and any officer specially deputed by Director, NIEPMD will be authorised to inspect the canteen without any prior notice to tenderer and in such cases tender will be bound to show full co-operation with inspectors and will not create any hindrances. Non-cooperation and any hindrances shall be considered a breach of contract and invite action.
2. Tender shall be submitted in official tender form only, if submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
 3. Tenders received without prescribed Earnest Money Deposit (EMD) and tender cost with technical bid shall not be considered.
 4. The schedules issued with the form of tender listing the menus etc. for Canteen services

to be rendered, must not be altered by the tenderer. Any modifications/alterations of the rate schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.

5. No paper shall be detached from the tender.
6. The name and address of the tenderer with rubber stamp shall be clearly written in the space provided and no overwriting, corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
7. The tender is liable to be ignored if complete information is not given there in or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
8. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
 - I. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - II. A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - III. Director or Principal Officer duly authorized by the Board of Directors of the company.
9. In case of
 - I. a copy of the partnership deed or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of Attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
9. The tenders should be submitted in sealed envelopes superscribed as "Tender for NIEPMD Canteen" and addressed to "The Director, NIEPMD, East Coast Road, Muttukadu, Kovalam (Post), Chennai – 603 112 (Tamilnadu). The completed tenders should be forwarded through speed post / courier / registered post to mentioned address or deposited at Purchase Department of NIEPMD 3rd Floor. Tenderer are advised to process tender document well in time as NIEPMD will not accept any claim for any delay caused in reaching tender in time. Late received tender will not be entertained at any cost whatever reason may be. The tenders technical bid will be opened as per prescribed date and time mentioned in tender document. In case of tender opening day become holiday due to any reason or in case of incomplete quorum of purchase committee, the

tender will be opened on next working day and completion of quorum.

10. A demand draft/NEFT/RTGS of Rs.4,00,000/- (Rupees Four Lakh Only) is required to be deposited as an Earnest Money Deposit in favour of "Director, NIEPMD, Chennai" along with tender. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions.
 - I. An agreement is signed by him in the prescribed form within 07 (seven) days of the receipt of the letter awarding the contract.
 - II. The Canteen Services shall commence within 07 (seven) days of the receipt of the letter awarding the contract.
11. The bids should be valid in the case of all the tenders for at least two months from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the earnest money deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
12. Corrections, if any, in the tender must be attested.
13. Late tenders will not be considered.
14. Late tenders will not be considered. NIEPMD reserves the right to accept or reject any or all the offers either fully or partly without assigning any reason and is not bound to accept the highest maintenance charges offered, since due weightage shall be given to several factors besides the commercial bid.
15. The EMD of successful tenderer will be converted as security deposit. No interest shall accrue on this deposit, Security Deposit will be returned after the successful completion of contract and after adjusting dues if any. EMD of unsuccessful tenderer will be refunded.
16. NIEPMD, Chennai reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
17. The contract will be operative for 6 Months from the date of award, extendable by the NIEPMD in cycles of another period of 6 Months subject to satisfactory working, on the terms and conditions mutually agreed upon. NIEPMD may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract.
18. NIEPMD's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
19. 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.
20. The contractor will have to submit an affidavit at the time of signing the agreement

indicating that all employees of the contractor are paid the minimum wage as per Minimum Wages Act of Tamilnadu. Government.

- 21.The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws, PF&ESI remittance or any other prevalent laws both of Central and State Enactments. No child labour to be engaged under any circumstances and non adherence to it will cause legal action and termination of contract.
- 22.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.
- 23.The contractor will ensure that neat and clean clothes, aprons, head caps and serving gloves are used by his/her employees handling food at all times. Every employee so appointed by the contractor shall wear the prescribed uniform. The said uniform shall be provided by the contractor at his own cost.
- 24.The canteen shall remain open from 7:00 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.
- 25.The contractor will occupy the canteen kitchen and shall not occupy any other open space.
- 26.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.
- 27.NIEPMD reserves the right to ask & require the contractor to remove any person deployed by the contractor without assigning any reason or notice.
- 28.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 disposal 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, Thalis are lying in the NIEPMD campus and these should be removed immediately.
- 29.The contractor will ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and head gear.
- 30.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.
- 31.The raw materials used for cooking can be checked by NIEPMD officials at any time and if substandard/unauthorized materials are found, the contractor will be penalized at the discretion of NIEPMD and contractor will have to abide by it. The penalty will include at least Rs.5000/- in case if it is found using sub standard material.

32. 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.
33. 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.
34. 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.
35. The contractor shall abide by all laws of the land including labour laws. Tax deduction liabilities, welfare measures of its employees.
36. NIEPMD will deduct Income Tax at source under section 194-C of the Income tax Act, 1961 from the bills of the contractor.
37. The rates for different items shall be as per the list enclosed. The contractor if intends to serve eatables not specified in the enclosed list, the same must be with the approval of rates by the committee of NIEPMD officials.
38. The Director or its authorized representative/canteen committee member (s) may inspect the preparation of food etc. on time to time.
39. In the event of unsatisfactory services rendered by the contractor, the contract may be cancelled by the NIEPMD by giving one month's notice.
40. The Contractor and his workers must behave politely with hostel inmates, clients, parents, PwDs and officers. In case any misbehave or misconduct reported the contract will be terminated.
41. No responsibility will be taken by the NIEPMD for credit sales to students, staff, employees and others, losses or pilferage.
42. 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.
43. 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.
44. Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender. The bidder shall in a separate sheet disclose the details of the partners/directors etc. which shall be enclosed with technical bid.
45. The bidder should indicate the names of the firm/firms along with location where they

are currently having business with them and which can be seen by the NIEPMD Officials. A satisfactory report issued by such organization/s must be enclosed with the bid. Absence of report may cause rejection of tender. No correspondence will entertained in this regard.

46. 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.
47. Without prejudice to right under any other clause of the contract, the NIEPMD may in the event any breach of the conditions on the part of the contractor cancel the contract and charge the contractor with any loss arising from such cancellation.
48. Dispute if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by Director, NIEPMD at Chennai as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts or amounts payable to either party. No dispute arising of the execution, implementation or termination of the present contract, as also any other dispute with respect to the present contract be entertained by any court and shall be subject matter of Arbitration under the Indian Arbitration and Conciliation Act, 1996 and rules framed there under.
49. All legal disputes shall be subject to jurisdiction of Chennai court only.
50. The contractor shall inform to the administration department of NIEPMD Chennai Centre any changes of Canteen workers, if required, made by him along with their police verification and medical report.
51. The contractor shall submit duly signed undertaking enclosed with the tender document.

Name of the Tenderer:

Address of Agency :

I accept the above condition

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

UNDERTAKING

I, Shri. _____

R/o _____

hereby solemnly agree to abide by the Terms and Conditions and the rates enumerated above. Any break of the Clause/Clauses will render my contract null and void. I have understood completely about this tender document and the terms and conditions therein. I agree to sell the eatables/Buffer Lunch on the rates mentioned in the tender rate list annexed with. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Dated

Signature of the Contractor

Witness No. 1

(Name and full address)

Witness No. 2

(Name and full address)

I accept the above condition
(Full signature of the Tenderer with seal of the Agency)

NIEPMD, CHENNAI

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

TECHNICAL BID

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).

| S.N | Descriptio | To be filled by the Bidder |
|------------|-------------------------------|---|
| 1 | Name of the Tenderer | |
| 2 | Details of Tender cost | (Rs) With Draft No./NEFT/RTGS UTR No. |
| 3 | Details of E.M.D. | Rupees Draft No./NEFT/RTGS UTR No Issuing Bank |

4. Details of Experience in the Field, attach copies from the Agency of atleast last one year

| S. No. | 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

- VI. Copy of Financial Statements duly Certified by CA for the last Three Year (to the attached)
- VII. Turnover certificate certified by CA with profit & Loss statement of last 03 financial years (2015-16, 2016-17, 2017-18). Applying firm / agency / HUF etc. must have an average turnover of Rs. 30,00,000/- in last 03 FYs i.e. turnover of FYs (2015-16, 2016-17, 2017-18)/3 should be 30,00,000/- 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)

Rate List of Items (Annexure 'A')

| Sr. No. | Item & Quantity | Rate (Rs.) |
|----------------------|---|-------------------|
| 1 | Milk Tea regular (60 ml) one cup | |
| 2 | Tea bag tea (60 ml) one cup | |
| 3 | Coffee (60 ml) one cup | |
| 4 | Tropicana Juice | MRP or less |
| 5 | Flavoured milk | MRP or less |
| 6 | Cold Drink (300 ml) | MRP or less |
| 7 | Ice cream | MRP or less |
| 8 | Biscuits (Maximum Varieties) | MRP or less |
| 9 | Veg. sandwich (Home Made) Big | |
| 10 | Aloo Paratha stuffed with Aloo | |
| 11 | Butter toast (2 piece) | |
| 12 | Bread pakora (potato filled) (75gm) | |
| 13 | Samosa regular (50 gm) | |
| 14 | 3 pcs. Idli sambar/sambar bada | |
| 15 | Plain dosa 1 plate with sambhar & chattni | |
| 16 | Masala dosa 1 plate with sambhar & chattni | |
| 17 | Veg. Noodles (full plate) | |
| 18 | Veg. Noodles (half plate) | |
| 19 | Uttapam (onion / tomato) | |
| 20 | Vegetable Biryani + Raita | |
| 21 | Chicken Biryani + Raita | |
| Veg.Thalis | | |
| 22 | Rice + Dal + Aloo Dam + 2 Rotis + Salad + Papad + Pickle (Ordinary) | |
| 23 | Rice + Dal + Paneer Curry + 2 Rotis + Veg Curry + Pickle + Papad + Sweet (Deluxe) | |
| Non Veg Thali | | |
| 24 | Rice + Egg Curry + Dal + Aloo Dam + Roti + Salad (Ordinary) | |
| 25 | Rice + Dal + Fish Curry + Roti + Salad (Ordinary) | |
| 26 | Rice + Dal + Chicken Curry + Paneer Curry + Roti + Sweet (Deluxe) | |

Any other items to be included by the contractor with the prior approval and approved rates by NIEPMD management.

I accept the above rates
(Full signature of the tenderer with seal of the Agency)

Schedule of Menu (Annexure B)

| | Breakfast | Lunch | Snacks (Evening) | Dinner | |
|------------------|---|--|---|---|-----------------|
| | Veg | Veg | Veg | Veg | Non-Veg |
| Monday | Bread with Butter & Jam + Paratha with Potato tomato Veg + Milk Tea | Rice + Dal Fry + Aloo Tomato and Gobhi/Bingil Veg + Roti + Curd / Raita + Pickle Fruits + Sweets | Biscuits (04 Nos. Each) + Milk Tea | Rice + Sambhar + Veg Curry (Semi Gravy) + Roti + Salad | Boiled Egg |
| Tuesday | Idli with Sambhar & Coconut Chutney + Milk Tea / Coffee | Rice + Sambhar + Mixed Veg Curry (Semi Gravy) + Roti + Papad + Curd + Pickle Sweet + Fruits | Onion Pakora (50 Grams Each) + Milk Tea | Rice + Dal Fry + Mix Veg Dry + Tomato Chutney + Roti + Salad | |
| Wednesday | Puri with Chole + Milk Tea Coffee | Rice + Dal Fry + Paneer Curry (Semi Gravy) + Roti + Green Veg Dry + Sweets | Veg Puff (02 Nos.) + Milk Tea | Rice + Sambhar + Ladyfinger Masala Fry + Kadi Pakora + Roti + Salad + Sweet | Egg Biryani |
| Thursday | Dosa with Sambhar & Coconut Chutney + Milk Tea / Coffee | Mixed Veg Pulao + Raita + Dal Fry + Aloo Jeera + Roti + Pickle + Salad | Bonda (02 Nos, 50 Grams) + Milk Tea | Rice + Rajma Curry (Semi Gravy) + Mixed Veg Dry + Papad + Roti + Salad | |
| Friday | Upma & Poha with Sambhar and coconut Chutney + Milk Tea / Coffee | Rice + Dal + Paneer Curry (Semi Gravy) + Mixed Veg Dry + Roti + Salad + Curd + Pickle | Dal Vada (02 Nos. 50 Grams) + Milk Tea | Rice + Chole with semi gravy + Mixed Veg Fry + Papad + Roti + Salad | Chicken Biryani |
| Saturday | Aloo Paratha (stuffed with Aloo), Curd and Pickle + Milk Tea / Coffee | Jeera Rice + Sambhar + Veg Curry (Semi Gravy) + Curd / Raita + Roti + Salad + Pickle + Sweets | Medu Vada (02 Nos., 50 Grams) + Tomato Ketchup + Milk Tea | Rice + Chana Dal Fry + Veg Curry (Semi Gravy) + Roti + Salad | |
| Sunday | Bhaturay with Chola and Curd + Milk Tea/Coffee | Rice + Chana Masala + Mixed Veg Dry + Poori + Curd / Raita + Fruits + Sweets + Pickle | Mix Veg Pakora (50 Grams) + Milk Tea | Rice + Masoor Dal Fry + Bingil Masala Fry Roti + Papad + Salad | Fish Fry |

The above menu may be changed based on the feedback of the Mess Committee

Chennai" payable at "Chennai" or receipt of NEFT/RTGS. I/We understand that the amount will be forfeited, if the applicant who is awarded the contract refuses to accept the contract.

8. I/We understand that I/We shall have to deposit a security deposit of Rs.4,00,000/- as refundable security deposit in favour of Director, NIEPMD Chennai before signing the "Agreement" in case I am/We are awarded the contract. This deposit will not bear any interest and shall be refunded on termination of the contract after adjusting dues, if any.
9. In case the contract is awarded to me/us, I/We shall sign an agreement within 07 days (on a non-judicial stamp of paper prescribed value) of the receipt of the letter awarding the contract.

10.

I/We

S/o

R/o (local address)

Permanent address

Solemnly state that I/We have not so far been black listed by any of the Institutions/offices in which I/We have worked/run canteen.

Date this day of

Signature of contractor

Details of NIEPMD Hostels, Location, Strength & Serving Schedules

| Sl. No. | Hostel Details | Location | Present Strength |
|----------------|----------------------------------|--|-------------------------|
| 01 | NIEPMD Hostel Girls | NIEPMD, Campus Muttukadu | 150 Nos. Students |
| 02 | NIEPMD Hostel Boys | Kelambakkam (till completion of hostel | 40 Nos. Students |

| | | | |
|----|---------------------|---|---------------------|
| | | building at NIEPMD Campus | |
| 03 | NIEPMD Boys Hostel, | Thaiyur till completion of hostel building at NIEPMD Campus | 30 Nos. Students |
| | Total | 03 Locations | 220 Nos. of Student |

Girls Hostel: Full menu (Breakfast, Lunch, Snacks & Dinner) will be served at NIEPMD, Campus, Girls Hostel Dining Hall.

Boys Hostel:

For School Days: Breakfast, Snacks and Dinner will be served at respective hostels at Kelambakkam & Thaiyur, however **lunch** for both the hostellers will served at NIEPMD, Girls hostel dining hall at NIEPMD Campus.

For Non-school days, Saturdays, Sundays & Holidays: - Full menu (Breakfast, Lunch, Snacks & Dinner) will be served at respective hostels (Kelambakkam & Thaiyur).

Mess Timings:-

| Sl. No | Item | From | To |
|--------|---|----------|----------|
| 01 | Morning coffee/tea/milk with or without sugar (under request) | 06.00hrs | 06.30hrs |
| 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 mess committee.

Vendor will be follow the mess 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 chapaties / 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.

If the trainees happen to arrive a day before the commencement of the training session at NIEPMD, it will be the responsibility of the contractor to provide them food on payment.

When trainees arrange field visit/trips on any day for which they have paid for food, it will be the responsibility of the contractor to provide them breakfast, sufficiently early in the morning and also food packets for their use during daytime. During night when they arrive late, the contractor must make arrangements for serving them dinner late by employing enough work forces at his cost.

The hostel office of the Institute will provide following facilities:

i. List of Hostel mess inventory will be provided to contractor before taken over the mess. He should carry out the physical verification of inventory and sign the inventory.

ii. The facilities provided by the Institute will be in the charge of the Contractor and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repair, subject to approval and instructions of the Hostel Authorities. Other utensils and refilling of cylinders, which are required to run the mess will have to be arranged by the contractor

iii. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the Contractor. The suggestions / instructions of Hostel Authorities regarding cleanliness have to be followed and the expenditure towards this is to be borne by the Contractor.

Financial Bid

i. The Tenderer should go through the Tender document thoroughly. The Financial bid forms should be attached without any ambiguity in the enclosed format only. The Tenderer shall quote the standard rates for each item to be supplied. Also the Tenderer shall quote the whole day rates of the food items for the inmates of the Hostel. The FINANCIAL Bid shall be signed without fail.

ii. The contractor has to collect the Mess charges as per the rates prescribed in Financial Bid which generally does not change but likely to change if there is price negotiation

Legal Aspects

i. After award of the contract, the Contractor will enter into an agreement with the Institute for execution of this contract as per the prevalent rules and regulation of the Govt. This agreement will be executed on non-judicial stamp paper of appropriate value and the cost of stamp paper will be borne by the Contractor.

ii. The Contractor shall indemnify and keep indemnified the Institute against all losses and claim for injuries or damages to any person or property whatsoever which may arise out of or in consequent of the execution of the contract against all claims, demands, proceedings, damages cost, charges and expenses whatsoever in this respect and also on account of acts of omission or/ and commission of the personnel deployed by the Contractor.

iii. Any property/ fitting or fixture, if damaged by the supervisor or the labours engaged by contractor, the cost as fixed by the Administration of the Institute shall be recovered from the Contractors bill/Security deposit.

iv. In case of violation of any of the above condition, the Contract is liable to be terminated with immediate effect and shall be barred from future assignments.

v. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Hostel Authorities for such incidence/s.

Minimum Desired Experience

i. The firm should have experience in providing Mess / Catering Services for at least **Three large** corporate organization / PSU / Government body / Colleges / Engineering colleges or any organization where such Canteen/Mess facility is available to cater to the needs of at least 400 persons per day on an average (Attach Proof)

ii. Proof in support of at least 05 year experience in the field of catering.

34. Terms of Payment

i. The Mess charges will be paid to the Contractor towards the cost of food items, on per trainee monthly basis, are hereinafter called as Mess Charges. Every month from 1st day to the last day is termed as one Mess Period. The Week starts on Monday and ends on Sunday.

ii Monthly mess will be certified by mess committee for payment. Mess committee will recommends the bills for payment based on satisfactory performance during the mess period basis.

iii. Guests are permitted only with prior approval of the Hostel Authorities. Guest charges shall be decided by the Hostel Authorities for ordinary / special meals which shall be slightly on higher side than the approved daily rates of the contractor.

iv. Contractor has to collect the guest charges directly from the students / guests.

v. End semester dates and mid semester break will be informed to the contractor and charges will be paid on per day basis instead of monthly basis.

35. Termination of Contract

i. One month notice is required on either side for the termination of the contract if such a condition arises during the contract period.

ii. If students are not satisfied with the service and if they communicate to the Authorities, and authorities found it correct, then the services shall be terminated with one month notice and

contract shall be awarded to the next lower bidder at the rate approved by the NIEPMD authorities. The decision of the DIRECTOR, NIEPMD will be final in this regard.

iii. If the services of the contractor are not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Hostel Authorities are empowered to terminate the contract with a short notice of one week. The opinion of Hostel Authorities is final so far as the food quality / mess management is concerned.

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

ABNORMAL RATES

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 on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

I accept the above condition

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

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES

CHENNAI

FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelope)

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)

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

Food Transportation Cost:-

Transportation Charges for Kelambakkam & Thaiyur per Day per Trip: Rs.....

I accept the above condition
(Full signature of the tenderer with seal of the Agency)

Rate List of Items (Annexure 'A')

| Sr. No. | Item & Quantity | Rate (Rs.) |
|----------------------|---|-------------------|
| 1 | Milk Tea regular (60 ml) one cup | |
| 2 | Tea bag tea (60 ml) one cup | |
| 3 | Coffee (60 ml) one cup | |
| 4 | Tropicana Juice | MRP or less |
| 5 | Flavoured milk | MRP or less |
| 6 | Cold Drink (300 ml) | MRP or less |
| 7 | Ice cream | MRP or less |
| 8 | Biscuits (Maximum Varieties) | MRP or less |
| 9 | Veg. sandwich (Home Made) Big | |
| 10 | Aloo Paratha stuffed with Aloo | |
| 11 | Butter toast (2 piece) | |
| 12 | Bread pakora (potato filled) (75gm) | |
| 13 | Samosa regular (50 gm) | |
| 14 | 3 pcs. Idli sambar/sambar bada | |
| 15 | Plain dosa 1 plate with sambhar & chattni | |
| 16 | Masala dosa 1 plate with sambhar & chattni | |
| 17 | Veg. Noodles (full plate) | |
| 18 | Veg. Noodles (half plate) | |
| 19 | Uttapam (onion / tomato) | |
| 20 | Vegetable Biryani + Raita | |
| 21 | Chicken Biryani + Raita | |
| Veg.Thalis | | |
| 22 | Rice + Dal + Aloo Dam + 2 Rotis + Salad + Papad + Pickle (Ordinary) | |
| 23 | Rice + Dal + Paneer Curry + 2 Rotis + Veg Curry + Pickle + Papad + Sweet (Deluxe) | |
| Non Veg Thali | | |
| 24 | Rice + Egg Curry + Dal + Aloo Dam + Roti + Salad (Ordinary) | |
| 25 | Rice + Dal + Fish Curry + Roti + Salad (Ordinary) | |
| 26 | Rice + Dal + Chicken Curry + Paneer Curry + Roti + Sweet (Deluxe) | |