



## TENDER NOTICE

**Subject:** Invitation of bids from eligible bidders for running of Nagammaiyar Cafeteria at Periyar Maniammai Institute of Science & Technology (PMIST), Periyar Nagar, VallamThanjavur – 613 403, Tamil Nadu.

Date of Notification	:	07.04.2019
Tender Fee	:	Rs. 1,000/-
Bid start Date & Time	:	10.04.2019 - 10.00.am
Bid submission start Date & Time	:	26.04.2019 -10.00 am
Last Date & time for Bid submission :		30.04.2019 - 5.00 pm
Date & Time of Bid Opening	:	02.05.2019 – 10.00 am
EMD	:	Rs. 50,000 /-

### **General instructions:**

- The tender fee **Rs.1,000/-** and **EMD Rs. 50,000/-** shall be paid separately as Demand Draft in favour of **“The Registrar, Periyar Maniammai Institute of Science & Technology”** payable at **“Thanjavur”** and submit the Demand Draft in Office in person or send through Registered Post along with covering letter, before the last date of submission of tender, failing which the bid will be rejected.
- Quotations will be in two bids (a) Technical Bid consisting of Tender Fee and EMD (scanned copy) (b) Financial Bid containing tender value and item wise price inclusive of taxes / duties / packing / printing / delivery charges.
- Experience of catering services in institutions or private organizations is preferable.
- The bid will be opened by a committee duly constituted for this purpose. The bidders, if interested, may participate in the tender opening date and time. The bidder shall produce original identity proof to participate in the tender opening.

## Terms and Conditions:

- The institution will not be responsible for any missing information or any postal delay.
- If the successful bidder fails to execute the work i.e. running of the canteen, the EMD shall stand forfeited.
- The bidder must be reputed and must be registered with sales tax / income tax authority.
- The bidders must be a license holder with Food Safety and Standards Authority of India (FSSAI).
- The following scanned documents are to be furnished by the bidder along with technical bid. All the pages must be signed and sequentially numbered before uploading.
  - (i) Registration Certificate: GST / PAN / TIN / Service Tax / Sales Tax etc.,
  - (ii) License issued by FSSAI
  - (iii) Income Tax Return for last three years.
  - (iv) Copy of tender acceptance letter in the prescribed format.
  - (v) An undertaking as per prescribed format that the bidder has not been blacklisted by any organization and there has been no litigation with any one.
  - (vi) No near relative certificate.
  - (vii) Checklist
- The institution reserves its rights to reject or accept the tender without assigning any reasons.
- The institution also reserves its rights to terminate the contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for the services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- Any dispute or disagreement will be interpreted and addressed in the Hon'ble Courts of ThanjavurJurisdiction only.
- Once an order is placed, it will be non-transferable / outsource by the successful bidder to any other.
- Canvassing whether directly or indirectly in connection with bids is strictly prohibited.

- The institution may ask the bidders for sample reviewing at free of cost before opening of the financial bid.
- TDS applicable for professional services will be deducted.
- Turnover and income tax return of the bidder for the last three years with valid proof shall be verified.
- The canteen caters to the need of students and staff of the institution (approximately 3400 members).
- The contract would be initially for a period of three months from the start of the contract, purely on trial basis. During this trial period, the institution shall monitor the food services and canteen operations. If the services are found satisfactory during this period, the institution may extend the contract for another period of 9 months. The contract may be extended for a maximum of another 2 years (1+1), after review and satisfactory report from the stakeholders of this institution.
- Regular canteen timings are from **8:00 am to 8.00 pm** on all working days. However, occasionally the contractor may be advised by the institution to run the canteen on Saturday's or Sunday's.
- Water charges Rs. 2,000/- (fixed) per month and Electricity charges (commercial) will be on the basis of actual consumption, as per reading of the sub-meter installed in the canteen, shall be payable to the institution.
- The successful bidder will be required to submit a demand draft of Rs.3,00,000/- as Security Deposit and would be refunded after the expiry of contract period.
- Norms specified in Food Safety and Standards Act, 2006 should be strictly followed. The details can be checked from the <http://www.fssai.gov.in>. Also, the contractor shall abide by all the prevailing laws for running of canteen and shall do all the necessary formalities of obtaining licenses / permission etc., on his own. The institution shall not take any responsibility for any legal provision not met by the contractor & on account of this, the contractor shall solely be responsible.
- Consuming / Serving alcohol, Smoking Tobacco or any product based on them is strictly prohibited in institution premises. Their sale is also strictly prohibited.
- The Contractor shall have the responsibility to keep the canteen clean at all times specially the serving tables. Good hygiene conditions are to be maintained in canteen at all times. Good personal hygiene should also be maintained by the canteen staff.

- All the food items should be kept covered before and after processing and during sale.
- Only the certified food commodities (Agmark) should be used in cooking. Non-permitted additives (colors, flavors, preservatives, etc.) in the food items are not to be used in the canteen.
- The contractor has to ensure that the garbage is not scattered here and there and dispose-off garbage on daily basis. The contractor shall have to arrange proper dustbins in and near the canteen premises. The dustbins placed in canteen must be covered and cleaned on routine basis.
- The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the safety of the people.
- The maintenance of the institution property inside the canteen will be the sole responsibility of the contractor. In case of any damage to the property, the contractor would bear the damage charges as assessed and advised by the institution.
- Any type of advertisement / branding in any form inside the canteen is not allowed without the prior permission of the institution authorities.
- The contractor must provide the details of the staff engaged / changed during the duration of contract. Their valid photo ID's must be submitted in office for records.
- Any indiscipline in the canteen will not be tolerated. The staff in canteen must ensure proper discipline.
- Any violation of terms and conditions would automatically lead to cancellation of the contract at any time without any prior notice by competent authority.
- The contractor would display the list of items offered and their approved rates in the canteen area, other prominent places and wherever directed at all times.
- The contractor would continuously rotate the menu for breakfast / lunch and snacks from the approved list in the week. The menu of the day will be displayed from the morning in the canteen premises.

- If the Institution or the contractor wishes to terminate the contract, three months' notice in advance has to be given, as the case may be. The institution reserves the right to forfeit the security deposit either in case of non-satisfactory services offered or violation of terms and conditions by the contractor or the premature termination of contract by the vendor.
- An agreement is to be signed between the institution and the contractor, once the contract is awarded to the successful bidder.
- All the engaged employee of contractor shall wear proper uniform with gloves, headgear, apron etc., while they work in kitchen and uniform when they provide table service and the uniform will be provided by the contractor.
- The contractor shall not employ child labour. The contractor should follow the labour laws as applicable, time to time.
- The licensed premises shall be used only for carrying out the business of canteen and for no other purpose.
- The vendor quoting maximum number of items at lowest shall be considered as the lowest vendor for finalization of this contract.
- If the vendor wishes to improve the infrastructure in the canteen, he / she can do the same at his / her own expenses but with the prior permission of competent authority and the same may be taken back by the vendor on expiry of this contract.
- All the food items served in canteen should be strictly fresh, seasonal vegetables should be used.
- Regular inspections will be done to assess the food quality and hygiene conditions. If found unsatisfactory, institution reserves the right to cancel the contract without any prior notice.
- In case the L1 fails to execute the contract either initially or in between the contract period then institution authorities reserve the right to engage the services with L2.

**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY (PMIST)**

(Deemed to be University)

Established under Sec. 3 of UGC Act, 1956.

**Technical Bid for Canteen contract**

<b>Name of Vendor</b>	
<b>Correspondence Address</b>	
<b>Mobile Number</b>	
<b>e-mail id</b>	
<b>Permanent Address</b>	
<b>Vendor's Bank Details</b>  Name of the Bank Account Number IFSC Code Branch	
<b>Aadhaar Number of the Vendor</b>	
<b>PAN No.</b>	<b>Attach</b>
<b>TIN No.</b>	<b>Attach</b>
<b>GST No.</b>	<b>Attach</b>
<b>Registration / License Number issued by FSSAI</b>	<b>Attach</b>
<b>Demand Draft Details:</b> <b>(1) Tender Fee Rs. -----</b>	<b>DD. No. -----</b> <b>Bank Name: -----</b> <b>DD Date -----</b> <b>Attach</b>
<b>(2) EMD Rs. -----</b>	<b>DD. No. -----</b> <b>Bank Name: -----</b> <b>DD Date -----</b> <b>Attach</b>

<b>Income Tax Return (of last three years).</b>	<b>Attach</b>
<b>Vendor's Signature</b>	

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**Financial Bid**

A. Tender Value (per month) Rs. -----

B. List of Food Items (Inclusive of all taxes and charges) to be offered in the canteen:

Sl. No.	Item of Description	Serving size in weight and volume (approx.)	Cost per Unit(Rs.)
1.	Beverages		
2.	Snacks		
3.	Breakfast		





## TENDER ACCEPTANCE LETTER

Date:.....

**Subject:** Acceptance of Terms & Conditions of Tender for 'Tender for running of Nagammaiyar Cafeteria at Periyar Maniammai Institute of Science & Technology (PMIST), Periyar Nagar, Vallam Thanjavur - 613 403, Tamil Nadu.

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I hereby certify that I/ we have read the entire terms and conditions of the tender documents and I shall abide hereby by the terms / conditions / clauses contained therein.

I certify that all information furnished by me is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then PMIST shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

**(Signature of the Authorized Person)**  
Seal.....

**NO NEAR-RELATIVE DECLARATION/CERTIFICATE**  
(To be submitted by bidder)

I \_\_\_\_\_ son of  
Mr. \_\_\_\_\_ Proprietor of M/s  
\_\_\_\_\_ is competent to sign  
this declaration and execute the tender document regarding for Nagammaiyar Cafeteria at  
PeriyarManiammai Institute of Science & Technology (PMIST), Periyar Nagar,  
VallamThanjavur - 613 403, Tamil Nadu.

I \_\_\_\_\_ resident of \_\_\_\_\_ hereby certify that  
none of relatives of mine are employed in PMIST. In case at any stage it is found that the  
information given by me is false/incorrect the institution shall have the absolute right to take  
any action as deemed fit/without any prior information to me.

**(Signature of Proprietor)**

Full Name:

Address:

Seal:

Date:

Place:

**NO BLACKLISTING DECLARATION/CERTIFICATE**  
(To be submitted by bidder)

I \_\_\_\_\_ son of  
Mr. \_\_\_\_\_ Proprietor of M/s  
\_\_\_\_\_ is competent to  
sign this declaration and execute the tender document regarding for Nagammaiyar Cafeteria at  
Periyar Maniammai Institute of Science & Technology (PMIST), Periyar Nagar,  
Vallam Thanjavur - 613 403, Tamil Nadu.

I \_\_\_\_\_ resident of \_\_\_\_\_ hereby certify that we  
have not been black-listed by any one. In case at any stage it is found that the information given  
by me is false/ incorrect, the institution shall have the absolute right to take any action as  
deemed fit/without any prior information to me.

I have carefully read and understood all the terms and conditions of the tender document and  
undertake to abide by the same;

I also undertake that we will observe all legal formalities or/and obligations under the contract  
well within time. In case of failure to observe any of the legal formalities or/and obligations, I  
shall be personally liable under the appropriate law.

The information/documents furnished, along with the tender document are true and authentic  
to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false  
information/fabricated documents would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

**(Signature of Proprietor)**

Full Name:

Date:

Address:

Place:

Seal

**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY (PMIST)**  
**(Deemed to be University)**  
 Established under Sec. 3 of UGC Act, 1956.

**BID CHECKLIST to be submitted with the Technical Bid**

Sl. No.	Item Description	Yes/No
1.	Tender Fee and EMD Receipt attached,original to be submitted in the office or send through Registered Post before last date of submission of bid.	
2.	Tender Acceptance Letter	
3.	An undertaking that the agency hasn't been blacklisted.	
4.	Registration Certificates: GST / PAN / TIN / Service Tax / Sales Tax etc.,	
5.	License issued by FSSAI	
6.	No near relative certificates	
7.	Technical bid as per format	
8.	Financial bid as per format	
9.	Copies of valid proof of income tax return of last three years.	