



INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
(Deemed University)

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India,
Govandi Station Road, Deonar, Mumbai # 400088.

Tel: 022-42372400/25563254 - Fax: 022-25563257

Website: www.iipsindia.org E-mail: Registrar@iips.net

TECHNICAL BID

NOTICE INVITING TENDER FOR STAFF CANTEEN SERVICES AT IIPS.

TENDER NO. IIPS/EM/CANTEEN/01/2018

- Name of the work : **TENDER FOR STAFF CANTEEN SER.AT IIPS.**
- Earnest money deposit : **Rs. 20,000/-** in the form of D. D. payable at **Mumbai** in the name of **Director, IIPS**
- Last date for receipt of tender : **June 4, 2018 at 3.00 p.m.**
- Date & Time for opening of tender : **June 5, 2018**
2.00 p.m.(Technical bids)
3.00 p.m.(Price bids)
- Address for submission of tender : International Institute for Population Sciences
Govandi Station Road, Deonar,
Mumbai-400 088
- Place of opening of the tender : International Institute for Population Sciences
Govandi Station Road, Deonar,
Mumbai-400 088

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TENDER NOTICE FOR STAFF CANTEEN SERVICES CONTRACT

No.IIPS/EM/CANTEEN/01/2018

Sealed tenders are invited from the registered parties/contractors/agencies having adequate experience in running canteen/cafeteria/fast food centre in Government Departments/Public Undertakings/Renowned educational institutions and public places for running the Staff Canteen located in the campus for the Students and Staff of the Institute for a period of ONE YEAR as per timeline below.

Sl. No.	Activity	Date & Time
2.	Last date & time for submitting sealed tenders	4/6/2018 at 3.00 p.m.
3.	Date & time for opening of tenders (both technical bids & price bids) in the presence of bidders (if any)	5/6/2018 2.00 p.m. & 3.00 p.m.

TENDER PROCESS

1. IIPS canteen at its own campus is serving to its students and staff strength of around 250. It has a capacity of 25 for students and staff apart from a serving counter and a kitchen area. No charges will be levied on account of use of Electricity, Water and Canteen Hall.
2. Sealed Tenders are invited from interested bidders, who may be individual/firms/agencies/companies/private restaurant owner/caterers etc. for running the canteen who have expertise and experience in the field.
3. Tenders submitted after due date and time or having conditions or incomplete in any aspect will not be accepted. Canvassing in any form will lead to cancellation of the tender. The bidders must not be an employee of the institute.
4. The tenders must be submitted in two separate sealed covers, viz. **‘TENDER FOR IIPS CANTEEN 2018 (i) TECHNICAL BID** and (2) **PRICE BID** which shall be kept in another large envelope with a marking as “TENDER for IIPS Canteen 2018.
5. Tenders must be submitted to the Dispatch Section located at 3rd floor of Library Building by speed post or registered post only within prescribed time limit.
6. The tenderer(s)/authorized representative can remain present at the time of opening of the tenders.

7. The tender document must be submitted as per formats given in this notice along with their offers or suggestions if any in annexed format (ANNEXURE –I, II & III).
8. Each page of the tender document must be numbered serially. Each page and each correction must be signed by the party.
9. The Technical Bid will consist of:
 - i. Application with enclosures (In the format given at Annexure-I)
 - ii. Certificate for Food vending and preparation
 - iii. Certificate towards Registration under GST
 - iv. DD for Tender Cost (Rs. 500/-)
 - v. DD for Earnest Money Deposit (Rs. 20,000/-)
10. The Price Bid will consist of:
 - i. Price list for Category-I Items
 - ii. Price list for Category-II Items
 - iii. Price list for Category-III Items
11. The DD deposited shall be pledged in favour of ‘Director, IIPS’ payable at SBI, Deonar Branch. Cheques will not be accepted.
12. Technical Bids shall be opened on the notified date and time; interested bidders / authorised representatives may remain present during the opening.
13. Price bid will be opened in presence of the successful bidders from technical bid evaluation phase, on the same day, followed by the technical bid opening.
14. Successful bidder will be intimated by the institute and shall be asked to execute the agreement for the contract within stipulated time.
15. If the successful bidder fails to comply in signing the agreement and opening the canteen within stipulated time the EMD shall be forfeited and the next bidder in the selection panel will be given the award of contract.
16. EMD shall be returned without any interest to the unsuccessful bidders only after lapse of 3 months from award of tender to the successful bidder.
17. The Institute reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason.
18. The contractor agreement will be valid for a period of one year from the date of its signing and will be renewable on the recommendation of the Assistant Registrar (Academic), (Canteen In-charge) and on the final approval of the Director and Sr. Professor for further term of one year each up to 3 more terms as per the need and subject to the satisfactory performance of the contractor.
19. The decision of the tender committee shall be final and binding.

TERMS AND CONDITIONS

The following terms and conditions shall be in force for the canteen contract.

1. The successful bidder shall have to sign an agreement with the Director & Sr. Professor, IIPS, within 15 days of finalization of bid, the bidder must submit a security deposit for Rs.20,000/- (Rupees Twenty Thousand only) in the form of DD. Otherwise, the order, stands cancelled and the EMD will be forfeited without any notice or extension of time.
2. The cost of stamp paper required for the agreement and its registration with the registrar will be borne by the contractor.
3. The Contractor who is awarded the contract of Canteen will have to start the canteen within 15 days of signing the agreement, failing which EMD shall be forfeited.
4. The contract shall be operative for a period of twelve months from the date of signing contract agreement.
5. The contract may be terminated at any time if services rendered by the contractor are found unsatisfactory or on violation of any terms and conditions of contract without any notice.
6. The contractor shall keep the canteen open from 9 am to 7 pm excluding Sunday and notified public holidays.
7. The canteen shall not be closed on any day without the written permission of the Director & Sr. Professor.
8. The service shall be on pre-paid basis.
9. The contractor shall make the arrangements for keeping all eatables in glass covered show cases to protect them from flies, insects, dust and other environmental factors.
10. No responsibility will be taken by authorities of the Institute for credit sale losses or pilferage or decrement in sales. No compensation will be allowed due to fluctuation in the market rates of material and labour.
11. The contractor shall sell and serve only such items as allowed by written approval of Director & Sr. Professor. Packed Items will not be sold above the MRP.
12. The Canteen premises (inside and outside) should not be used for any other purpose except for running the canteen and that the walls and surroundings of the canteen should not be used for display of wall posters, writings etc. The contractor is responsible for minor repair and replacement works with electrical fittings, sanitary items without any expenses to the IIPS. Major structural and building changes will be taken up by the Institute.
13. The Contractor should not Sub-contract or transfer the management to any other individual or agency. The manager of the canteen should be present at the premises and

supervise the day-to-day affairs of the canteen and shall not give scope for any complaints either from students/staff or customers.

14. The tender committee of the Institute shall conduct regular and surprise inspection of canteen in all respects including installation, stores, kitchen, preparation and supply of food items, hygienic conditions etc., at regular intervals. The contractor shall supply the samples of food items to be inspected free of cost by the committee on demand.
15. In case of any defaults or negligence under such contract the committee may suggest to the Director & Sr. Professor to impose fine or penalty against the contractor. Penalties may be imposed on the contractor for any such lapses and unhygienic conditions prevailing inside the canteen or substandard raw materials used in cooking or the workers improperly dressed or their conduct uncalled for or the items being sold in the canteen do not have proper acceptance of the committee or aesthetic sense is not prevailing. The rates on penalties shall be as follows:
 - i. On receipt of 1st complaint Rs.500/-,
 - ii. On receipt of 2nd complaint Rs.1000/-,
 - iii. On receipt of 3rd complaint Rs.2000/-,

If it is found that three such fines do not have any effect in abiding by the terms and conditions mentioned in the contract, the contract may be terminated.

16. Under conditions of termination or expiry of the contract period the contractor is liable to vacate the canteen premises within Seven (7) days from the date of the notice received by him. The contractor shall handover charge of all furniture, fixtures, fittings etc., in good condition to the institute to the full satisfaction and certification of the canteen committee.
17. The canteen staff hired by the contractor for servicing in canteen will be required to wear the uniforms during working hours as supplied by the contractor.
18. The canteen contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of contract.
19. The contractor shall display the approved list of items and rates at the delivery counter in the canteen on a board of minimum 4'x5' in size.
20. The contractor will be bound to maintain good sanitary and hygiene conditions in and around the canteen including kitchen and sitting hall. No staff member of the Institute will be engaged for the purpose and it will be the sole responsibility of the contractor.
21. In case of any dispute arising between the contractor and the Institute, the decision of the Director & Sr. Professor shall be final and binding on the contractor.
22. Contractor should submit all licences for running canteen from the Govt. authorities such as FDA, MCGM etc.,
23. In no case the Institute will be responsible for any License Fee/ Certification required to

run the canteen service .The contractor is bound to obtain the requisite certificates with due payments of fees.

24. The contractor shall not sublet the contract to any other individual or party.
25. The contractor will have to arrange his own kitchen equipments. The contractor will provide his own crockery for the canteen. The contractor will make his own arrangements for the purchase of cooking gas at his own expenses. No domestic gas cylinders will be allowed in the canteen premises.
26. The Institute shall in no case be responsible for any accident; loss or damage to the staff employed or articles equipment etc. used by the contractor.
27. The contractor must not employ any child labour.
28. The contractor, in no case, will use unbranded/unhygienic eatable items and so, if found, contract shall be cancelled. In such case all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.
29. The contractor will have to be registered with appropriate Govt Agency / Civic Authorities mandated as per rules and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.
30. The contractor will pay minimum wages as per minimum wages as prescribed by rule of government in terms of category of the workforce employed by him.
31. It is to be agreed by the selected contractor that no interest whatsoever in the licensed premises has been assigned by the Institute to the contractor and the possession of the premises will always be that of the Institute, even when the premises are in use or occupation of the contractor.
32. The canteen will remain operational throughout the year, unless ordered otherwise by the competent authority. The contractor shall provide all other implements for running the Canteen, things like crockery, cutlery, table linen, flower vases of good quality etc.
33. It will be the responsibility of the contractor to get the police verification done of the employees engaged by him and will submit a copy to the Director and Sr. Professor.
34. The contractor shall not engage any child labour.
35. The contractor should also provide skeleton services for supplying tea, coffee, etc. after scheduled time on working days and also on Saturdays, Sundays and holidays when staff members are required to work for various training programs, admission works, examination works etc.
36. The contractor shall be fully responsible to protect Government property / premises of canteen handed over to the contractor. In case of any kind of damage, suitable recovery will be made from the deposit.

37. The contactor cannot sell illegal articles or alcohol, drugs, cigarettes in the premises. It shall be a no smoking zone.
38. Dustbins must be provided in adequate numbers in all areas of the canteen to ensure sanitation and for safe disposal of the waste will be the responsibility of the contractor.

ANNEXURE-I

APPLICATION [TO BE SUBMITTED ON LETTER HEAD

Recent passport
color photograph
to be affixed here

1. **Name of Tenderer** _____
2. **Name of the agency/company/ firm:** _____
3. **Father's name** _____
4. **Contact Phone number-**_____

5. Permanent Address of Tenderer

(Attach Address Proof in form of Adhaar Card/ Electric Bill/ Phone Bill)

6. Present Address of Tenderer

(Attach Address Proof in form of Electric Bill/ Phone Bill/Tenancy Certificate)

7. Permanent Income Tax Account (PAN No.)

(Attach attested copy of PAN Card)

8. Photo ID Proof attached

(DL/Voter Card/ _____)

9. Copy of Registration under GST (attach Copy) _____

10. Details of Food Vending Certificate (attach Copy) _____

11. DD enclosed _

i. Tender Cost-Rs.500/- DD No _____ Dt _____

ii. EMD-Rs.20,000/- DD No _____ Dt _____

12. Details of Experience in the field for last 3 years (Attach documentary proof)

Sr. No.	From	To	Organization	Details of Canteen Services [Customer strength, Sitting Capacity, Opening Hours, Snacks, Meals, Chinese Food, Continental Food, Thali, Mess system , Catering Service etc.]

13. Undertaking:

- a. We have understood completely about the tender documents and the terms and conditions therein and I hereby offer myself to run the canteen with the Price Bid quoted by me as per terms and conditions notified towards which I shall be executing an agreement with the authorities.

- b. We do 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 services; there is no vigilance/ court case against our firm/us/me.

- c. I/We have cleared all the statutory liabilities viz., EPF, ESI, Minimum wages etc., of the labour contract while I/We/our firm was/were dealing with any government/semi government/autonomous bodies/private industries etc., for last three years.

[Enclosures-as above]

Signature

of

Tenderer _____

Name: _____ **/Date**

Annexure-II

PRICE BID

Category -I (Compulsory Snacks Item) Price List

Item Number	Item	Unit Price in INR
1	Tea (100 ml)	
2	Lemon Tea (100 ml)	
3	Coffee (100 ml)	
4	Pettis veg- 1piece	
5	Idli with Sambar and chatni (4 pc each 50gm)	
6	Upma (Suji/Semai/Chuda) (150 gm)	
7	Samosa (100 gm piece) with Curry	
8	Pokodi (100 gm) with Curry	
9	Biri Bada (75 gm) with Sambar	
10	Piaji (100 gm) with Curry	
11	Aaloo Chop (75 gm) with Curry	
12	Puri (3 pcs) & Aaloo Curry	
13	Masala Dosa (375 gm) with Sambar 100 ml	
14	Ommelette single	
15	Bread ommelette (1egg,2 large bread piece)	

Category-II (Compulsory Meal Item) Price List

Item Number	Item	Unit Price in INR
1	Lunch Thali (Rice/Roti, Dal, Curry, Bhaji, Aachar, Onion, Salt, Green Pepper, with 2nd serve Rice/2Rotis & Dal only.	
2	Plain Roti (medium size-6" diameter)	
3	Plain Rice-1plate-100gm	
4	Dal -1 plate-100gm	
5	Curry, -Mixed Veg- 1plate -100gm	
6	Bhaji -alu,potato,bhendi-100gm-1 plate	
7	Fish Curry (2 big pieces)-or Fish fry-2 piece -1plate	
8	Egg Curry(2 eggs)-1 plate	
9	Mutton Curry (100 gm)- 1plate	
10	Chicken Curry (100 gm)-1 plate	
11	Mushroom Curry (100 gm)- 1plate	
12	Plain Curd (100 gm)- 1plate	
15	Tadka dal-100gm	

Category-III Price List

Item Number	Item	Unit Price in INR
1	Plain Dosa-200gm	
2	Gulab Jamun (50 gm pcs)	
3	Jalebi (50 gm pcs)	
4	Bread Chop- 2pieces large bread	
5	Chowmin (200 gm)	
6	Veg. Soup (150 ml)	
7	Chicken Soup (150 ml)	
13	Aaloo Potala Rasa (100 gm)	
14	Chana masala curry (100gm)	
15	Papad Fry (4" Dia)- 1piece	
16	Papad Roasted (4" Dia)- 1piece	
17	Chilly Chicken(100 gm)	
18	Paneer Chilly (100 gm)	
19	Veg Manchurian	
20	Plain Paratha	
21	Aloo Paratha	
22	Chicken tanduri-200gm plate	
23	Plain Nan- 1 piece10"diameter	
24	Butter Nan- 1piece – 10"diameter	
25	Veg. Roll (Vegetable)-200 gm plate	
26	Veg. Roll (Paneer)-200gm plate	
27	Veg. Roll (Mushroom)-200 plate	
28	Non Veg. Roll (Chicken)-200 gm plate	
29	Egg Roll- 200 gm with 2eggs	
30	Plain Chat-100 gm	
31	Sweet Corn Chat-100gm	
32	Rice (jeera/lemon/fried)-150 gm	
33	Dehradun Rice (150 gm)	
34	Paneer Kulcha -1 piece -150 gm	
35	Chicken Pakoda- 1plate-10gm	
36	Prawn pakaoda- 1plate 100gm	
37	Kabab Chicken-100gm	
38	Kabab Mutton-100gm	
39	Lassi (200 ml) Cold	
40	Mixed Fruit Juice(200 ml) Cold	
41	Cold Coffee(200 ml)	
42	Masala Cold Drink(200 ml)	
43	Pettis –chicken (200gm)	
44	Pettis-paneer (200gm)	
45	Chole Bhatorre (6" diameter each -2piece with 100gm chole)	

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Signature of TENDERER

Name-/date.....