

Rs.500/-  
( DD)

**Rajiv Gandhi National Institute of Youth Development**  
Ministry of Youth Affairs & Sports  
Sriperumbudur-602 105  
**OPEN TENDER DOCUMENT FOR CANTEEN SERVICES**  
**(DUAL BID SYSTEM)**

Date of Issue: 22.06.2017

**EMD to be deposited along with the Tender Form: - Rs.12,000/-**

- Closing Date & Time of submission of Tender Form : 12/07/ 2017 up to 14.00 hours
- Date & Time of opening of Technical Bid : 12/07 / 2017 up to 15.00 hours
- Date & Time of opening of Price Bid : will be notified to the short listed Technical bidders

**Note:-**

1. This tender document contains 26 pages and bidders are requested to sign in all the pages.
2. This tender document can also be downloaded from the website – [www.rgnyd.gov.in](http://www.rgnyd.gov.in) and duly filled tender document shall be submitted alongwith tender document fee of Rs.500/- in Demand Draft in favour of “RGNIYD, Sriperumbudur”.
3. The Technical bid & the Commercial bid should be sealed by the bidder in separate covers duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and superscribed as “Tender for Canteen Services” addressed to The Registrar, RGNIYD, Sriperumbudur.
4. Earnest Money Deposit should be kept in a separate cover superscribed as EMD – Tender for Canteen Services and should not be kept in Commercial Technical bid cover.

Ref : File No:

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I accept the tender conditions

(Full signature of the Contractor with seal)

## **Rajiv Gandhi National Institute of Youth Development**

### **Introduction:**

Canteen services exist at the premises of RGNIYD, Sriperumbudur. The tender is intended for the catering services to the Staff, Trainees, Outsourced workers, Authorised visitors etc of RGNIYD, Sriperumbudur. The day to day working of the canteen will be inspected by a Canteen Advisory Committee duly constituted by the Competent Authority of RGNIYD, Sriperumbudur for this purpose.

### **Brief scope:**

The contractor is required to supply breakfast, lunch and dinner to the Staff, Trainees, Outsourced workers, Authorised visitors etc of RGNIYD, Sriperumbudur. The contractor is required to supply tea, coffee, snacks, lunch and dinner for official meetings whenever and wherever required within the premises. Detailed scope of work is given below along with terms and conditions of the contract.

Timings: 7.00 hours to 22.00 hours

### **Terms and conditions**

1. Tender quotes should be submitted in official tender form only. If submitted in any other means, the same will summarily be rejected. No tenderer shall submit more than one tender form.
2. Tender quotes received without the prescribed Earnest Money Deposit shall not be considered.
3. The schedule at Annexure – A (Scope of Work) issued along with the tender form listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer should be mentioned in a separate letter accompanying the tender quotes.
4. No paper of the tender form shall be detached from the tender.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender form unless duly countersigned by the tenderer. The tender form should be filled in duly and submitted in strict accordance with the instructions laid down herein; otherwise the tender quotes is liable to be ignored.

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6. The tender quotes is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule attached to the tender form are not filled in.
7. Individual who is signing the tender or other documents connected with tender must specify whether he sign in as
  - a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - b) A partner of the firm if it is a partnership firm, in which case he must have the authority to execute contracts on behalf of the firm and refer to the arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - c) Director or Principal Officer duly authorized by the Board of Directors of the Company.
  - d) In case of (b) a copy of the partnership agreement 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 of 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 form and all other related documents must be signed by all the partners of the firm. In case of (c) the person signing the tender form should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
  - e) Indication of any of the above should be mentioned along with the documentary proof for the same. In case of sole proprietor all the valid documents should be in the name of sole proprietor. **TENDER DOCUMENTS NOT ACCOMPANIED WITH VALID PROOF WILL BE TECHNICALLY REJECTED.**

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8. It may be noted that any vendor who signs the tender document and declared him/them as sole proprietor or partner should not subcontract/change the ownership during the contract period and if done the contract is liable to be terminated and EMD will be forfeited. The tender quotes submitted in sealed envelopes superscribing “Tender Quotes for Providing Canteen Services” should be addressed to the Registrar, RGNIYD, Sriperumbudur, and be deposited in the Tender Box available at The Administration Department, Last date for receipt of tenders in the office of the RGNIYD, Sriperumbudur- 602 105, will be 14.00 hours on 12/07/2017. The Technical Bid will be opened at 15.00 hours on the same day and opening of the Commercial Bid will be notified to the short listed bidders thereon.
9. A Demand Draft of Rs.12,000/- (Rupees Twelve Thousand Only) is required to be deposited as Earnest Money Deposit (EMD) in favour of RGNIYD, Sriperumbudur. The Earnest Money Deposit of the successful tender shall be liable to be forfeited, if he does not fulfill any of the following conditions:
  - Signing of agreement in the prescribed form within 3 (Three) days of the receipt of letter awarding the contract.
  - Commencement of Canteen Service within 05 (Five) days of the receipt of the letter awarding the contract.
  - Shall obtain a valid license under contract labour(R&A) Act 1970 and rules framed thereunder and shall continue to hold till completion of the contract.
10. The commercial bids shall be valid in the case of all the tenders for at least 3 months from the date of opening of technical bid and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit submitted by the tenderer shall be forfeited. In the case of the successful tenderer Rs.30,000/- should be remitted by him as 'Security Deposit' for the entire period of contract and the deposit so retained shall not bear any interest during the period of retention including Extended period, if any. The contractor is fully responsible for the maintenance/cleanliness, leakage and damage done to canteen and sanitary, electrical fittings and fixtures installed in the space provided to him by RGNIYD. Furniture provided to contractor should be maintained properly. Any loss/damage to the same will have to be made good by the contractor at his cost else, the same will be deducted from the monthly bill and at the time of expiry of contract, pending if any, will be reduced from security deposit.
11. Corrections if any, while filling the tender form must be attested properly. All pages should be duly signed.

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12. The tender quotes received without the required EMD and beyond the scheduled time of closing of tender will not be considered. Tenderer should give proper documentation for all the items in the technical bid. Annual turnover of the tenderer in canteen business should not be less than Rupees 06 lakhs for consecutive three years and documentary proof as certified by Auditors should be enclosed. IT returns for the last three years, PAN and other details should also be furnished. Technical bid should contain details as in Annexure B, Annexure C, Annexure D and also as in Annexure E (undertaking). Only on satisfying the conditions that all documents /information required have been furnished fully and correctly, and if so required, after visiting/inspecting the sites/institutions where there is a running contract, RGNIYD will open the Financial Bid. In case any contractor(s) withhold(s) information/documents or the contractor is not found suitable due to unsatisfactory remarks during the examination/enquiry/visit to the running sites, the financial bid shall not be opened.
13. RGNIYD, Sriperumbudur reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons, and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.
14. The Contractor shall be responsible for engaging adequately skilled/trained manpower required for providing good Canteen Service in the Institute.
15. The employees of the Contractors should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and the proof for the same should be given by registered medical physician and they should be in uniform while on duty.
16. The Contractor will, prior to the commencement of the operation of contract, make available to RGNIYD the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address, conduct report (from some renowned persons) and profile of the Health Status of the employees should be enclosed. No employee should be in underage of 18 years and documentary evidence should be provided by the contractor

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17. The contractor shall be solely and exclusively responsible to employ the required staff for his canteen services at RGNIYD and bear all costs for the payment of wages and allowances as per Minimum Wages Act of Tamil Nadu, and make contributions to PF, ESI and all statutory dues for the persons employed by him for providing the Canteen Services. The contractor shall ensure that all the workers get minimum wages and other benefits as admissible under various labour laws such as EPF, ESI and any other Acts/laws as applicable. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations. No child labourers shall be permitted by RGNIYD under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event of any claim, action or suit is instituted against RGNIYD, the contractor shall be required to reimburse to RGNIYD any payment made under such orders or judgments of any competent authority. RGNIYD shall also have right to deduct the amount from the payment due to the contractor.
18. The Institute shall not in any manner be treated as the employer of the employees employed by the Contractor or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing and their acceptance of these terms shall be communicated to the institute also.
19. The Canteen Service contract shall remain valid for a period of One year from the date of offer of contract and it may be renewed on mutually acceptable terms and conditions for further period of maximum of two years. The contract once awarded can be terminated by either party after giving one month's notice to the other party. Nevertheless, RGNIYD 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. RGNIYD's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

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20. The contractor shall be liable to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws both central and state in force in the state of Tamil Nadu including registration with provident Fund, Employees State Insurance, TN Sales tax, Goods and Services Tax Health and Sanitary, Municipal registrations etc., An undertaking to that effect that he has not been blacklisted by any of the ministry/government/autonomous bodies in the past five years and that he has all the documents in respect of all statutory obligations/ rules should be provided along with the technical bid of the tender. An affidavit notarized should be provided by the successful tenderer that he is having all documents and other licenses as per statutory provisions of law to run this contract.
21. The contractor shall obtain license under contractor labour Act 1970 and all other requisite laws at his own cost from the appropriate authorities and comply with the terms and conditions of the licenses and the act.
22. The contractor shall be responsible to maintain the equipment and other articles supplied by the RGNIYD in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the contractor him-self. In case of theft or damage, contractors shall replace the items lost, broken or damaged with new items of the same quality at his own cost and expense.
23. RGNIYD shall in no way be responsible for any default with regard to any statutory obligation and the contractor will indemnify RGNIYD in case of any damage or liability, which may arise on account of action of contractor.
24. Services to be provided by contractor are indicated in the Annexure A attached.
25. Dispute, if any, arising out of the Canteen Services Contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, RGNIYD at Sriperumbudur as per the provisions of the Indian Arbitration and Conciliation Act 1996 and the Rules framed thereunder. 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 amount payable to either party.

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26. Tender quotes shall be accompanied by the relevant documents including the following;
- Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the contractor is currently providing/has provided the same type of service for minimum period of two years and also contact person's name and address of that particular organization shall be furnished.
  - Also certificate from two current running contracts to the effect of providing good quality food should be attached with this tender with address of such premises so that canteen advisory committee may visit such places before finalizing the contract.
  - Work – plan indicating the requirement of staff and deployment pattern of staff Proposed and other details for the efficient and satisfactory performance of the Contract (Contractor may visit the RGNIYD premises before bidding for this tender only once with authorized permission).
  - Certificates in support of all statutory registrations and it should be registered in the name of firm/sole proprietor/partner.
  - Satisfactory performance certificate given by students/staff with their proof in case of similar contracts in an educational institution if any, will be an additional weightage in selection for technical criteria.
27. Care must be taken to ensure while carrying out the work that no fittings, fixtures, furnishings are damaged. Any damages done to the same or to any other property of RGNIYD, the contractor shall repair/replace the same at their own cost, failing which the same will be got done at their risk and cost. The decision of the designated officer for this purpose shall be final which will be binding on the contractor.
28. All work shall be carried out with due care with regard to the convenience of RGNIYD. The orders of the concerned authority shall be strictly observed.
29. The contractor shall quote a lump sum charge per day for servicing unlimited breakfast, lunch and dinner & two times coffee / Tea.

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30. The contractor will be personally held responsible for clean and hygienic maintenance of the mess, kitchen and dining hall and the canteen committee appointed by Management will have 24 hours access to the canteen premises for ensuring the cleanliness and hygienic maintenance of premises.
31. The canteen facility is solely used by the Staff, Trainees etc., exclusively. No outsiders will be permitted without the explicit permission of RGNIYD management in exceptional cases.
32. The contractor will have to keep open the canteen all seven days of week throughout the year duly ensuring weekly / pay offs/ to the staff deployed as per statutory requirements.
33. The quality and quantity of food will be inspected item wise by Canteen Committee very frequently and the contractors shall not deny access for such inspections. Any discrepancy found in quantity or quality of food and environment , will be fined at Rs.2000/-each time and frequent fines will be taken as negative feedback and contract will be terminated with one month notice with the approval of competent authority. Materials used for cooking, food stuffs, vegetables and oil should be of best quality and the advisory committee may inspect them often and at any time
34. Drugs, Alcoholic drinks, energy drinks, pan and smoking of cigarettes are strictly prohibited inside the premises of RGNIYD including Canteen and any breach noticed will attract deterrent actions against the canteen agency as per statutory / norms of RGNIYD. Selling of such things is also strictly prohibited.
35. The contractor will work in close co-operation and co-ordination with other agencies working at site.
36. The Contractor has to deploy their manpower during holidays, late hours as well as Sundays according to the requirement and convenience of RGNIYD and the occupants, while ensuring weekly offs to their staff/manpower as per statutory requirements.

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37. The Contractor shall be fully responsible for the conduct of his employees and shall ensure that their behaviour with the students, staff, faculty & officers is always good and cordial. If it is found at any stage that the conduct or efficiency of any person deployed by the Contractor becomes unsatisfactory, the Contractor shall have to remove the person concerned and engage a new one within 48 hours of intimation by RGNIYD. The decision of the Designated Officer in this regard shall be final which will be binding on the contractor.
38. RGNIYD is not bound to provide any mode of transport in respect of men or material required for the contract.
39. Use of plastic cups and plastic carry bags is highly discouraged and the contractor shall give an undertaking to use environment friendly material only for serving coffee, Tea and for packing and carrying of food items.
40. The Contractor shall suggest a varied menu of Breakfast, Lunch and Dinner for all the days in a week and shall also furnish his quotations / rates after checking various items listed in Annexure G and give rates in the Part II financial bid for the same. Since the Canteen is basically meant for Staff, Trainees, etc of RGNIYD the charges shall be kept at the minimum. The contractor should maintain the weight in grams in all his food stuff according to the standard weight in any of the reputed canteen service.
41. The contractor shall give an undertaking to abide by the above.
42. The successful contractor should sell the soft drinks, biscuits, tinned juices, tinned lassi, ice-cream etc., which are procured from outside at the MRP rates to the Staff, Trainees etc of RGNIYD. Also snacks can be sold (e.g. Pav bahji, sandwich, bel puri, vada pav etc) at the rate as approved by the competent authority before selling such snacks. Prior permission should be obtained for selling such items along with rates.

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43. No minimum guarantee will be furnished to the contractor towards consumption of food items. He is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum no. of Staff/ Trainees/ Students to avail canteen services.
44. The payment towards hospitality bills of RGNIYD office shall be released on a monthly basis after scrutiny of authorization for supply and the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of RGNIYD will not be paid for.
45. All statutory obligations under various laws from time to time will have to be met by contractor for which no extra payment shall be made to him at any time during the contractual period.
46. The contract shall at all times indemnify and keep indemnified the head of the office and its officers, servants and agents for and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub contract and/or the servants or agents of the contractor any sub – contractor (s) and/or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workmans Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and/ or their Industrial Legislation from time to time in force.
47. Income Tax (TDS) as applicable at prevailing rate will be deducted at source. Payments will normally be made within 30 days of the submission of any bill through NEFT.

However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved. The contractor will be entitled for payment of amount as agreed by RGNIYD per month after deducting TDS as per the existing. The payment shall be made by RGNIYD every month on presentation of bill for such payment by the contractor in the first week of each succeeding month. The bill should be accompanied by such certificates as RGNIYD may prescribe from time to time.

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48. The contractor shall deposit Rs.30,000/-(Rupees Thirty thousand Only) as Security Deposit with RGNIYD. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the Contractor to RGNIYD. The EMD of successful tenderer will be converted as security deposit and the EMD of unsuccessful tenderers will be refunded.
49. As per RGNIYD policy, payments would be rounded off to the nearest higher rupee and i.e., paise 50 or above will be rounded off to the nearest higher rupees and paise less than 50 will be ignored.
50. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor, and shall have no relation whatsoever with RGNIYD. RGNIYD shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against RGNIYD for service or regularization of services by virtue of being employed at RGNIYD against any temporary or permanent posts at RGNIYD.
51. The work executed shall be to the entire satisfaction of Canteen Committee/Competent Authority of RGNIYD.
52. The contractor shall ensure that either he or his representative is available for proper administration and supervision at the works.
53. RGNIYD shall in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify RGNIYD in case of any loss or damage or liability, which may arise on account of action of the contractor.
54. The contractor shall be responsible for the payment of wages and allowances due to their employees as per Minimum Wages Act of Govt. of Tamil Nadu. The contractor shall also be responsible for proper discipline of the employees engaged by him at RGNIYD and their work besides observing other obligations.

I accept the tender conditions

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55. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, RGNIYD may terminate the contract awarded to the contractor without assigning any notice in case of breach of the contract by the contractor. RGNIYD's decision that breach has occurred will be final and shall be accepted without demur by the contractor.
56. In case of L-1 becomes more than one, then the past performance, annual turnover, will be the criteria for selection and it would be at the sole discretion of the Canteen Advisory Committee as constituted by the Director, RGNIYD in selecting the Canteen Service Provider. The recommendation of the committee will be final in all respects.
57. The contractor is required to furnish his staff deployment pattern for efficient running of the canteen services with details of number of supervisors, cooks and cleaners (both male and female) and the contractor will bring their own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity required to maintain the canteen services.
58. If any relative of the tenderer is an employee of the RGNIYD, the name, designation and relationship of such employee shall be intimated to the Director, RGNIYD in writing while submitting the tender. RGNIYD reserves the right of selecting/rejecting any tender without assigning any reason.
59. The contract will be awarded on the following basis:
- Duly filled in tender document by the tenderer in all respects without deviation.
  - Tenderer agreeing to accept the terms and conditions of the tender and further advice, if any by RGNIYD Management even after selection.
  - Duly attached specified EMD (returnable after the expiry of contract for selected vendor/returnable for unsuccessful vendor after completion of tender process) in Demand Draft favouring RGNIYD, Sriperumbudur along with tender document.
  - Agree to provide the Best quality food at RGNIYD Canteen without any lapses, allowing RGNIYD Canteen Advisory Committee to monitor from time to time to ensure the effective service by the contractor.

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- Duly attached clientele list, information on annual turnover and availability of necessary valid documents for the amount quoted for food in the financial bid.
- L1 rate quoted by the tenderer is not the only criteria for selection but also the recommendation made by Canteen Advisory Committee taking care of all the above criteria in all respects for finalization of the tender. Post tender correspondence will not be entertained in this regard.

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**Rajiv Gandhi National Institute of Youth Development**  
Ministry of Youth Affairs & Sports  
Sriperumbudur- 602 105

**Annexure A – DETAILED SCOPE OF WORK**

1. The selected bidder will be provided the following free of cost during the period of contract:-
  - i) Kitchen with Refrigerator, Mixie, Grinder.
  - ii) Dinning hall with Furniture
  - iii) Water for cooking and serving.
  - iv) Electricity for kitchen and Dining hall.
  - v) Bubble water can with water for Dining hall.
2. The Contractor will provide canteen services to RGNIYD in the premises of RGNIYD Campus. The canteen contractor is responsible for gas refills, safety, cleaning of utensils, arrangements of provisions, milk etc., for cooking and serving of food items.
3. The contractor will liaise with the designated officer of RGNIYD and report every month to the designated officers, who are authorized to make checks on activities of the contractor. The contractor shall extend full cooperation and provide necessary information on canteen services/ problems to the designated officers of RGNIYD from time to time.
4. Supervisor, cooks and workers should be young and energetic preferably below 40 years of age with good physique & enthusiasm to serve the RGNIYD personnel Trainees and others.
5. The contractor shall be responsible for engaging adequate manpower required for providing good canteen service in RGNIYD.
6. The contractor will prior to the commencement of the operation of contract, make available to RGNIYD the particulars of all the employees who will be Employed, such particulars inter-alia should include age, date of birth, permanent address, profile of health and the conduct report of the employees. The employees should be of good conduct and should not have done any illegal act, whatsoever previously. Contractor should take care of the above things in respect of employees.
7. The employees of the contractor should possess sound health and be free from any diseases, especially contagious & frequently recurring diseases and they should be in uniform while on duty.

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8. The contractor shall be fully responsible for the conduct of his employees and shall ensure that their behaviour with the residents, supervisors, officers is always good and cordial. If it is found at any stage, that the conduct of any person deployed by the contractor is unsatisfactory the contractor shall have to remove the person concerned and engage a new one within 48 hours of such intimation. The decision of designated officer in this regard shall be final and binding on the contractor.
9. RGNIYD reserves the right to call upon the contractor to remove any person whom RGNIYD finds unsuitable for services on account of hygiene, health or conduct or any other reason and the contractor will be obliged to comply with the same.
10. The work by the agency shall be undertaken in close cooperation and coordination with the other agencies working at site.
11. All work shall be carried out with due regard to the convenience of the RGNIYD. The order of the concerned authority shall be strictly observed.
12. The contractor has to deploy manpower for canteen services on holidays including Sundays, according to the requirements of RGNIYD for which no extra cost will be paid.
13. Contractor shall verify character, antecedents of canteen personnel to be deployed in the campus and furnish names of the personnel deployed with photographs, local address and permanent address for record by RGNIYD and shall notify any change in address.
14. Supervisor/Workers will not be changed by contractor so frequently until and unless so warranted.
15. Sub-contracting of the contract shall not be permitted. In case the contractor is found having sub contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
16. Disputes if any, arising out of the canteen services contract shall be settled by mutual discussion or through the channel of arbitration, with jurisdiction at Chennai.

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17. The contractor will not charge any additional payments to provide the canteen services on holidays, Sundays and odd hours during RGNIYD functions, programs etc.
18. The canteen services will be monitored by the committee/ RGNIYD designated officer appointed by RGNIYD and the operation of the canteen shall be conducted as per the instructions of the Canteen Committee particularly in selection of the menu, quality and hygiene and prices of food items etc.
19. The contractor shall provide all the three time food (Breakfast, lunch & dinner) and snacks throughout the period of contract.
20. A Self-declaration by the vendor that they are not black listed by any central & state government authorities should be given along with technical bid failing which the bid stands rejected. A written undertaking that he has cleared all the statutory liabilities viz., EPF,ESI, Minimum Wages etc., of labour contract while he/his firm was dealing with any Government/Semi government/Autonomous bodies/private industries for the last three years.

**21. Disqualification Clause:**

The bidder shall be disqualified (a) if the bidder or any of its constituent(s) has been blacklisted / banned by any Government Department, Government Agency or Public Sector Undertakings at any time, except in cases where such blacklisting / banning has been withdrawn by competent authority or ceased on the deadline for submission of the bid, for which satisfactory evidence is to be produced.

(b) Any previous contract of the bidder or any of its constituent(s) had been terminated / rescinded for contractor's failure by RGNIYD during the period of last 5 years before the deadline for submission of the bid.

(c) The bidder or any of its constituent(s) has been issued a show cause notice for poor performance / banning / blacklisting or order for suspension of business by the competent authority of RGNIYD.

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**Rajiv Gandhi National Institute of Youth Development**

Ministry of Youth Affairs & Sports

Sriperumbudur- 602 105

**TECHNICAL BID- Annexure B**

(Technical Bid should be kept in separate sealed cover superscribing “Technical Bid for Canteen Services at RGNIYD”). The Technical bid should be evaluated on following parameters. Technical bid should contain Annexure B, Annexure C, Annexure D and E (undertaking). EMD cover should be kept along with technical bid:

Photograph (Self  
attested in cross  
signed manner

**Eligibility Criteria of the Contractor.**

A Reputed Contractor having an experience of at least 3 years of providing Canteen/catering services to a Govt. Sector/PSUs/ Educational Institutions/ Private institutions of repute with satisfactory service with turnover of more than Rs.6 lakhs per annum for three consecutive years in their service, is eligible to apply.

S. No.	Description	To be filled by the Bidder
1	Name of Tenderer.	
2	Please Specify as to whether the tenderer is Sole Proprietor / Pvt. Ltd. /Partnership firm (Name of the partner should be specified in this case).	
3	Details of Tender cost	Amount: Rs. DD No. & Date Bank
3a	Details of E.M.D	Amount: Rs. DD No. & Date Bank

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(Full signature of the Contractor with seal)

4. Details of Experience (please attach copies of experience certificates issued by the client only. Please note copies of work order and award letter will not be considered as experience).

<b>S.No</b>	<b>Period</b>	<b>Organization/ Agency/ No. of persons</b>	<b>Copies of Experience Certificate Attached (Yes/No)/ Address &amp; Phone No. of the Organization/ Agency</b>	<b>Performance during the period as per experience certificate (performance certificate/quality food certificate)</b>
1				
2				
3				
4				

5. IT Return (Copies of last 3 years : \_\_\_\_\_  
2013-14, 2014-15, 2015-16)  
(Duly attested by Chartered  
Accountant)
6. Annual Turnover (preceding 3 years : \_\_\_\_\_  
2013-14, 2014-15, 2015-16)  
(Please enclose copy of accounts duly  
Verified and attested by a Chartered  
Accountant with stamp)
7. Service Tax Registration : \_\_\_\_\_  
(Please enclose self-attested copy  
of Registration Certificate)
8. PAN card No. of the Registered Firm : \_\_\_\_\_  
(Please enclose self-attested copy  
of PAN Card)

I accept the tender conditions

(Full signature of the Contractor with seal)

9. Registration No : \_\_\_\_\_  
Under Goods and Services Tax Act
10. V.A.T. Registration. Number : \_\_\_\_\_  
(Please enclose self-attested copy  
of Registration Certificate)
11. Copy of Food Business Operators : \_\_\_\_\_  
License (Please enclose self-attested  
Copy of License)

**Please Note: Legible copies of the above documents must be attached.**

Place:  
Date.

Signature of the Tenderer

Name of the Tenderer:.....

Company Seal.....

I accept the tender conditions

(Full signature of the Contractor with seal)

## **TECHNICAL BID- Annexure C**

### **LIST OF PRESENT CLIENTS**

(Tenders not accompanied by this information & documents in support of the same will summarily be rejected) This is major criteria and list must contain services for past 3 years.)

S. No.	Clients Name, Contact No. & Address	Client Phone & Address of present canteen	Period of Contract		No. of Persons	Contract Value per Year
			From	To		

Note: Please tick mark at any above address for the evaluation process. Before selection tender committee may visit present clientele premises after taking due permission.

Place:  
Date.

Signature of the Tenderer

Name of the Tenderer:.....

Company Seal.....

I accept the tender conditions  
(Full signature of the Contractor with seal)

**TECHNICAL BID - Annexure D**  
**LIST OF PAST CLIENTS**  
**(from the date of Provision of this Service by the Tenderer OTHER THAN**  
**PRESENT CLIENTS)**

(Tenders not accompanied by this information shall be summarily rejected as clientele forms the main criteria for Technical Competency)

S. No.	Clients Name & Address	Name of Contact Person & Ph. No.	No. of Persons who availed Catering services at a time	Period of Contract		Contract Value, if any	Reason for Termination
				From	To		

Place:  
Date.

Signature of the Tenderer

Name of the Tenderer:.....  
Company Seal.....

I accept the tender conditions  
(Full signature of the Contractor with seal)

**TECHNICAL BID - Annexure E**

To

Rajiv Gandhi National Institute of Youth Development  
Ministry of Youth Affairs & Sports  
Sriperumbudur- 602 105

Sir/Madam,

- 1) I/We the undersigned (hereinafter known as “The Contractor”) hereby apply for grant of contract for running the Canteen at RGNIYD Campus, Sriperumbudur.
- 2) I/We have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.
- 3) I/We, hereby confirm that we have understood all the Terms and Conditions and confirm my/our commitment to abide by them. In case of any discrepancy/dispute or wrong/incorrect nomenclature in the schedule, the decision of RGNIYD shall be final.
- 4) I/We also confirm my/our commitment to provide the material as enlisted in schedule of item with your Notice Inviting Tender under reference.
- 5) I/We have experience of.....years for running Canteen satisfactory service in a Government Sector/PSU/Educational Institutions/ Private Institutions at places/offices at:

(a)	
(b)	
(c)	

- 6) I/We enclose herewith Experience Certificate (Two in No.) duly signed by Principal/Director/Manager of ..... Company/firm.

I accept the tender conditions

(Full signature of the Contractor with seal)

- 7) I/We enclose herewith a DD bearing DD No..... dated ..... Of ..... Bank..... Branch for Rs.12,000/- drawn in favour of “RGNIYD” payable at “Sriperumbudur”.

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.30,000/- as refundable security deposit in favour of RGNIYD before signing the “Agreement” in case I/We awarded the contract. This deposit will not bear any interest and shall be refunded on expiry/termination of contract after adjusting dues ( due to damages/cancellation/termination) , if any.

- 9) In case the contract is awarded to me/us, I/We shall sign an agreement within 10 days (on a non-judicial stamp paper of prescribed value) of the receipt of the letter awarding the contract.

- 10) I/we undertake to pay all the dues in respect of wages, EPF, ESI and other statutory obligation to my employees (deployed at RGNIYD) according to the enactments of State and Central Govt. The rates quoted by me/us are valid and binding upon me/us for the entire period of contract.

**I/WE.....S/O.....  
...RESIDENT OF (LOCAL ADDRESS).....  
HAVING PERMANENT RESIDENTIAL ADDRESS AT  
..... 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/CBI CASE OR COURT CASE AGAINST THE FIRM.**

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

Dated this..... day of .....

Signature of Contractor

Name of the contractor.....

Address – 1

Address – 2

I accept the tender conditions

(Full signature of the Contractor with seal)



**Rajiv Gandhi National Institute of Youth Development**  
Ministry of Youth Affairs & Sports  
Sriperumbudur- 602 105

**Part II – FINANCIAL BID- Annexure F**

1) Name & Address of the Tenderer with contact nos.:

2) **Rate (Price)**

(a) **Breakfast (including tea/coffee)**      **Rs..... Per Day**

(b) **Lunch**      **Rs..... Per Day**

(c) **Dinner**      **Rs..... Per Day**

(d) **Snacks (item wise) 1. Vada**

**2. Bajji**

**3. Bonda**

**N.B.**

1. \*Rates quoted by vendor must be mentioned clearly.
2. Commercial Bid sealed cover and EMD sealed cover should be kept separately and the same should be clearly mentioned on the cover.
3. Technical Bid sealed cover should be separate and should not be enclosed in Commercial Bid cover.

Place :

Signature of the Tenderer

Date :

Name and Designation of Signatory.

Company Seal

I accept the tender conditions

(Full signature of the Contractor with seal)

**Annexure- G****Tentative menu**

<b>Day</b>	<b>BREAK FAST</b>	<b>LUNCH</b>	<b>DINNER</b>
1	Idli – 2 Nos. & Vada – 1No Sambar/Chutney/Veg. Sandwich/Bread/Jam/Tea/Coffee.	Dhal, Rotti,Jeera,Rice, Cabbage,Dry,Rajma Curd,Pickle	Dhal, Rotti,Rice,Veg, Kofta, Salad, Pickle
2	Dosa – 2 Nos. & Vada – 1 No Sambar, Chutney, Veg, Sandwich Bread, Jam, Tea, Coffee	Rotti, Rice, Sambar, Rasam, Beans Poriyal, Curd, Pickle, Appalam	Dhal, Rotti, Rice, Gobi Mutter, Masala, Salad Pickle
3	Poori Masala – 3 Nos, Bread Jam, Tea, Coffee	Dhal, Rotti, Rice, Green Peas Masala, Potato chilly fry, Raitha, Curd, Pickle.	Dhal, Rotti, Rice, Panneer, Kofta, Salad, Pickle
4	Aloo Paratha – 02 Nos with Curd Veg Sandwich, Bread Jam, Tea, Coffee.	Rotti, Rice, Mixed Dhal, Black Chenna Masala, Aloo Gobi Dry, Curd, Pickle	Dhal, Rotti, Rice, Aloo Sabji Salad Pickle.
5	Idly – 2 Nos. Sambar, Chutney, Veg. Sandwich, Bread Jam, Tea, Coffee,	Rotti, Sambar, Rasam, Beens Carrot Mix Porial, Curd, Appalam, Pickle.	Veg, Briyani, Chola Batura, Raitha.
6	Upma, Sambar, Chutney, Veg. Sandwich – 2Nos ., Bread Jam, Tea, coffee,	Dhal, Rotti, Rice, Palak Panner, Aloo Sabji, curd, Pickle.	Dhal, Rotti, Rice,Gobi Mutter Masala, Salad Pickle
7	Dosa – 2 Nos. & Vada – 1 No Sambar, Chutney, Veg, Sandwich, Bread Jam, Tea, coffee.	Rotti,Rice,Sambar, Rasam, Ladies finger Poriyal, Curd, Pickle, Appalam,	Dhal, Rotti, Rice, Gobi Mutter Masala, Salad Pickle.

I accept the tender conditions  
(Full signature of the Contractor with seal)

**NOTE:**

1. Lunch and Dinner on buffet system (Unlimited)
2. During vacation period minimum manpower should be present Tea, breakfast & lunch should be provided to staff/faculty.
3. Snacks/bottled drinks should be sold with the prior approval of competent authority. Biscuits / bottled drinks should be sold at MRP rates. Snacks like behl, pakoda,,pani puri and sandwitch should be sold at the approved rates as approved by competent authority. New items, if any to be sold should contain approval before selling the same.
4. In case, breakfast, lunch and/or dinner with special menu is to be provided at the instructions of the Institute in the event of Seminar, Workshop, Training programmes or any other special programmes, the items and price of the menu should be got approved by the contractor beforehand.

I accept the tender conditions

(Full signature of the Contractor with seal)