

भारतीयपाश्चरसंस्थान,
कुन्नूर 643 103-नीलगिरि

PASTEUR INSTITUTE OF INDIA,
COONNOOR– 643 103

सूचना
NOTICE

No.PII/ADMN/CANTEEN/2025-26/47

Dated 3rd April, 2025

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

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

Last date for submission of bids: 19.04.2025 by 3.00 p.m.

DIRECTOR

PART-I
BID QUOTATION FOR RUNNING OF CANTEEN

TERMS AND CONDITIONS

1. Sealed bids are invited from reputed caterers who is having valid FSSAI certificate for running of Canteen in the premises of Pasteur Institute of India, Coonoor – 643 103, The Nilgiris on contractual basis **for a period of one year.**
2. *The contract will be assigned initially for a period of one month. Upon satisfactory performance as per the feedback received from the Canteen committee and other stake holders, if any, the contract may be extended upto one year. Extension/non extension will be the sole discretion of authority and the agency cannot assume extension as their right.*
3. Bids in sealed envelope super scribed as “Bid for running Canteen in Pasteur Institute of India, Coonoor – 643 103, The Nilgiris” can be mailed/handed over at this Institute, up to **19.04.2025 up to 3:00 PM.** No bid thereafter shall be accepted. The tender shall be opened in the presence of canteen committee members and bidders or their representatives (only one person per bid) who wish to be present on **19.04.2025 at 3:45 PM.**
4. **Earnest money** in the shape of **Bank draft/ Banker cheque drawn on any Nationalized Bank in favour of “The Director, Pasteur Institute of India, Coonoor” payable at Coonoor for Rs. 5,000/- (Rupees five thousand Only) should accompany the filled-in tender documents.** It should remain valid for a period of one year from the last date of submission of the bid. In the absence of EMD, the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
5. The bidder should have at least Five years experience of running any restaurant/mess/canteen/eatery with valid FSSAI License. Suitable documentary evidence should be submitted along with the tender documents. Bids not complying with this condition will be summarily rejected.
6. The bidder should furnish the details on annual turnover for the last 3 years.
7. **The bidder who quotes the least amount for the overall food items mentioned in the total column of Part- III of Bid Quotation would be considered as successful bidder and the contract shall be awarded subject to the adherence to the conditions mentioned in this tender document.**
8. **The successful bidder shall deposit a sum of Rs. 25,000/- (Rupees twenty five thousand only) as interest free Performance Security deposit** which will be refunded after making necessary adjustments, if any, on the expiry of the contract.
9. The bid should be unconditional.

10. The contractor shall not engage in any other sub- contract. In case the selected contractor violates this condition, the contract is liable to be cancelled /terminated and the performance security deposited by the agency will be forfeited.
11. The contractor shall run the canteen for the benefit and use of the employees of Pasteur Institute of India, Coonoor exclusively in the aforesaid premises.
12. The contractor shall pay Rs.2500/- per month towards rent for the canteen.
13. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 7:30 A.M to 9:30 P.M on all normal working days.
14. The suitable space for dining is available in the Institute campus. Necessary furniture for dining area is also available in the Institute campus.
15. *The contractor has to serve the Tea & Snacks near the laboratory areas, if needed.*
16.
 - a. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment. *The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils must be maintained sparkling clean at all time.*
 - b. *The contractor shall pay special attention to maintain the kitchen in a neat and tidy condition at all times. For this purpose, the kitchen must be cleaned thoroughly after each meal regularly.*
 - c. The fuel to be used for cooking will only be LPG and shall be arranged by the Contractor.
 - d. The Contractor shall be responsible for providing adequate serving utensils like plates, spoons, tumblers, jugs, etc., and other cafeteria requirements such as Refrigerators, Gas Stoves, Cylinders, Ovens, Cooking utensils etc.,
 - e. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food, cleaning of canteen area, disposal of garbage generated in the canteen and left over food.
 - f. The Contractor shall bear all the expenses for running the canteen.
17. Contractor shall serve food item at such prices and quantities as mentioned in Part-III of this tender.
18.
 - a. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what so ever with this Institute.

b. The Contractor shall ensure all precautionary measures and safety arrangements while handling the gas cylinders for their workers.

c. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.

d. The Contractor shall not be entitled to use the accommodation allotted for canteen for any other purpose or business other than running the canteen.

19. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by this Institute to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such diseases has to be kept out of work till he / she is fully recovered.

20. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

21. The agency will be responsible for complying all trade & security laws.

22. The Contractor should furnish an undertaking that he is not involved in any legal issues and that he is not a bankrupt.

23. The Contractor should submit ID proof of all the employees including him

24. PII, Coonoor shall have no obligation to control / supervise such worker or to take any action against them except when permissible under the law.

25. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

26. The Contractor will be responsible for such conduct of the persons engaged by him in the canteen, which will be conducive for maintaining the harmonious atmosphere in the Institute and will be responsible for any act of commission & omission of such persons

27. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of Tenderer.

28. The Institute Campus is a "NO SMOKING ZONE". Hence sale and use of tobacco is prohibited.

29. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises.

30. No child labour shall be deployed.

31. The restricted/banned items should not be sold/ used in any manner. The Contractor should adhere the rules/regulations issued by the Government from time to time.
32. The packed food items should not exceed MRP.
33. The Contractor shall provide uniform rates to all the employees and guests of this Institute.
34. *The Contractor submitting the tender would be deemed to have considered and accepted all the terms and conditions of the contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.*
35. The Contractor should use AGMARK/F.P.O./FSSAI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
36. The Contractor should not use Palm oil and should use fresh refined oil.
37. The Contractor should use Ponni Rice (boiled) only.
38. Any Officer/Official authorized by the Director can check the quality of food and hygienic condition as per the Govt. norms and a fine of Rs. 1000/- would be charged for every occasion of non-compliance. Pasteur Institute of India, Coonoor reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
39. A complaint box will be kept in the canteen for receiving any complaint or suggestion from any user of this Institute and will be produced for inspection to the canteen committee the decision taken by the competent authority of the PII, Coonoor shall be final in all their complaints /suggestion.
40. The Contractor will secure and submit to Pasteur Institute of India, Coonoor all applicable Licenses issued by FSSAI for running the canteen on commencement of work (attested copies of FSSAI, license to be attached for last five years).
41. A penalty of Rs. 2500/- will be imposed on the Contractor for each day of unauthorized closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of Institute authorities.
42. Pasteur Institute of India, Coonoor shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.
43. The Contractor will vacate the canteen and hand over the possession of

the premises on the expiry of the term of the contract or on termination of the contract as the case may be. If the Contractor fails to vacate the canteen premises on stipulated date or on direction, damage charges for the over stay at the rate of Rs. 10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges, the same will be recovered through the Courts of law.

44. Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.

45. For any dispute regarding quality / service and rates the decision of the Director, Pasteur Institute of India, Coonoor shall be final and binding to the Contractor.

46. The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by the contract, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for any further period by the Competent Authority on the same terms and conditions of the Director, PII, Coonoor, if work and conduct is found satisfactory.

47. The Successful Bidder shall execute an agreement on Rs.100/- (Rs. One Hundred Only) Stamp Paper with the Director, Pasteur Institute of India, Coonoor within one week from the date of intimation of his selection.

48. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.

49. The contractor is responsible to maintain the infrastructure facilities provided by the Institute such as sitting spaces, fans, electrical fittings, sanitary fittings, water doctor, chairs, tables etc.

50. *The contractor shall ensure a quality-catering, rendered in a courteous and prompt manner, and is in accordance with the laid down guidelines. The Caterer shall be responsible for the proper conduct and behaviour of the employees engaged.*

51. *The contractor should extend the service to the special events of the Institute.*

52. *The day wise menu (fixed) may also be implemented by the Institute and the selected vendor shall adhere to the same.*

53. *The contractor shall report any changes in the food menu/schedule to the Chairman, Canteen Committee.*

54. Canvassing in any form will make the tender liable to rejection upfront.

55. *The food cooked in the dining facility shall not be taken out to other places beyond the Institute premises.*

56. *None of the canteen workers are allowed to smoke or consume alcohol in the University premises.*

57. *Canteen workers shall not be allowed to stay inside the campus beyond duty hours.*

58. The contractor should abide the rules and regulations of the Institute and conditions stipulated above. The contract should be terminated immediately if any breach is observed in the above stipulated conditions.

59. The contractor has to give his mobile number and other Telephone number for emergency contact.

60. All disputes relating to this tender can be legally resolved through courts in Coonoor only.

DIRECTOR

PART-II

APPLICATION FORM

1. Name of the Firm: _____

2. Address: _____

3. Phone No.(Mobile/Landline) : _____

4. Experience (in years) of Catering: _____

(Certificate to been closed)

5. Registration/license No. (If a co-operative society): _____
(Attach attested Photostat copy of license issued by the competent authority)

6. DD / Banker's Cheque No., Date & Drawee Bank: _____

7. PAN/TAN: _____

I hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.

2. All the particulars subscribed by me are true to the best of my knowledge.

3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Place:

Signature of the Bidder:
Full name:

UNDERTAKING

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

b)

The Earnest money of Rs.5000/- in the form of Demand Draft

No..... Dated..... Drawn

on Bank..... Branch is enclosed.

c) I agree that the EMD may be forfeited by the Director, PIIC, in the event of my failure, after my selection, to commence the services of the canteen on the date specified by the Director, PIIC as per the terms and conditions of the tender.

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

Date:

Signature of the Bidder

Place:

Full name:

PART-III

SCHEDULE OF ITEMS AND PRICES w.e.f. 26.04.2025

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

Tentative menu & quantities

S.No	Item Name	Quantity(Pcs/ grams/ mL)	Price
Tea, beverages and snacks			
1.	Tea	150 ml in 170 ml cups/ Steel tumblers	
2.	Coffee		
3.	Boost/Horlicks/Complan		
4.	Milk		
5.	Bajji/ Ulundhu vadai/ Paruppu vadai/ Aloo (Potato) bonda	One Pc of 50 gms	
6.	Onion pakoda	100gms /plate	
7.	Sambar Vada	One Pc of 50 gms Vada with Sambar	
8.	Soya (Meal maker)	One bowl	
9.	Bread Omlette (One egg with Bread)	(2 pcs)	
10.	Veg. sandwich	2 pcs of bread with vegetable filling	
11.	Puff/ Samosa	One Pc	
12.	Boiled lentils and grams	One bowl	
Breakfast Items			
1.	Idly, sambar, chutney	4 Pcs. of standard size	
2.	Pongal with Chutney	350 gms	
3.	Upma with Chutney	350 gms	
4.	Dosa, Chutney, sambar	One Pc of 12"dia	
5.	Poori & Masala	3 Pcs of 6"dia	
6.	Uthappam, Chutney, sambar	One Pc of 10-12"dia	
7.	Chapatti/ Parotta & Kurma*	2 Pcs of 8"dia	
Lunch Items			
1.	White rice, sambar, porial, kootu, rasam, curd, pickle, papad.	Unlimited	

2.	Tomato rice / Pudhina rice / Coriander rice/Lemon rice/ Sambhar rice*with Chutney & Pickle	400gms /plate	
3.	Veg fried rice with sauce / Veg biriyani with raitha	400gms /plate	
4.	Chicken fried rice with sauce	400gms /plate	
5.	Chicken briyani with raitha	400gms /plate	
6.	Chilli Chicken	100gms /plate	
7.	Boiled egg	One whole egg	
8.	Omlette	With one egg	
9.	Chicken curry(gravy)	Per bowl (contains 100 gm. chicken)	
	TOTAL		

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

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

*Covers dinner items also

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

Date:

Signature of the Contractor