

भारतीयपाश्चरसंस्थान,
कुन्नूर643 103-नीलगिरि

PASTEUR INSTITUTE OF INDIA,
COONNOOR– 643 103

सूचना
NOTICE

No.PII/ADMN/CANTEEN/2025-26/1461

Dated 23rd September, 2025

Sealed bids are invited from reputed caterers who are 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 two years.**

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

Last date for submission of bids: 15.10.2025 by 3.00p.m.

DIRECTOR

LIMITED TENDER NOTIFICATION FOR RUNNING CANTEEN AT PASTEUR INSTITUTE OF INDIA, COONOR, NILGIRIS, TN

BID REF.NO.PII/ADMIN/CANTEEN/TENDER/03/2025-26 DATED 24/09/2025

INTRODUCTION OF THE COMPANY

The Institute started functioning as Pasteur Institute of Southern India, on 6th April 1907 and the Institute took a new birth as The Pasteur Institute of India (Registered under the Societies Registration Act, 1860) and started functioning as an Autonomous Body under the Ministry of Health and Family Welfare, Government of India, New Delhi, w.e.f 10th February, 1977. The affairs of the Institute are managed by Governing Body. The Institute is a charitable organization working on a no-profit, no-loss basis.

Pasteur Institute of India (PIIC), Coonoor is one of the leading organizations engaged in the production of Anti-rabies Vaccine and DPT group of Vaccines for the UIP Programme of Govt. of India.

The scope of work involved is detailed in the subsequent paragraphs and is precise to the extent possible.

DETAILS OF IMPORTANT DATES ARE AS FOLLOWS:

| S.No. | Description | Schedule |
|-------|---|-------------------------------------|
| 1. | Closing date & time for receipt of Tender | 15/10/2025, 15.00 Hrs |
| 2. | Time and date of opening of Bids | 15/10/2025, 15:45 Hrs |
| 3. | Venue of opening of Tender | PASTEUR INSTITUTE OF INDIA, COONOR. |

PART-I

TERMS AND CONDITIONS

1. Sealed bids are invited from reputed Caterers/Contractors/Agencies/Bidders possessing a valid FSSAI certificate for running the Canteen in the premises of Pasteur Institute of India, Coonoor – 643 103 (PIIC), The Nilgiris. The contract will be on contractual basis **for a period of TWO YEARS**. Bidders must fulfill the eligibility conditions as detailed in the bid document firms that are not eligible to apply. Bidders who are blacklisted / barred by competent agencies from participation and award of such contracts.
2. The Bidders should submit their Rates in the Form Part (III) enclosed in the tender with their signature
3. The contract will be assigned initially for a period of one month. Upon satisfactory performance and as per the feedback received from the Canteen Committee and other stake holders, if any, the contract may be extended up to two year. Extension/non extension will be the sole discretion of authority and the agency cannot assume that the extension is as a privilege.
4. Bids must be submitted in sealed envelope super scribed as “Bid for running Canteen at Pasteur Institute of India, Coonoor” shall be send by Post/Courier or handed over at this Institute directly on or before **15.10.2025 by 3:00 PM**. The tenders submitted on or after the due date and time will not be accepted. The tenders received will be opened on the same day by 3.45

pm, in the presence of the canteen committee members and the available bidders or their representatives (only one person per bid). No separate letters for opening the bid will be sent to the participated tenderers.

5. **Earnest Money Deposit (EMD)** in the form of **Demand Draft / Banker Cheque drawn on any Nationalized Bank in favor 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.** In the absence of EMD, the bid shall be rejected summarily. The Earnest money deposit will be refunded to the unsuccessful tenderers after finalization of the contract. No interest is payable on the EMD received. Those who have registered under MSME, shall not require to be submitted EMD. They should submit the valid MSME certificate issued on their name/agency along with the tender without fail to claim an exemption on EMD.
6. *The bidder should have minimum ONE YEAR 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 these conditions will be summarily rejected. A copy of the FSSAI License should submit along with the tender.*
7. **The bidder who quotes the least amount for the overall food items mentioned in the total column of Part-III of the tender 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. Any separate charges quoted for delivery, packaging or transportation in addition to the quoted price will not be considered or accepted.
9. **The successful bidder should deposit a sum of Rs.25,000/- (Rupees twenty five thousand only) as interest free Performance Security Deposit.** This amount will be refunded after making necessary adjustments, if any, on the expiry of the contract. The contract will be awarded to the eligible bidder only after the receipt of the Security Deposit amount.
10. The successful contractor shall pay **Rs.5000/-(Rupees five thousand only) per month** towards service charges for the canteen. This service charge should be paid in our Office Cash Counter on or before 5th of every month without fail. No need to pay electricity and water charges. Water Doctor for purified hot and cold water facility is available at the canteen premises.
11. It is the responsibility of the Contractors to ensure that all the lights and exhaust fans in the canteen are switched off when not required or after use by the staff, after their breakfast, tea and lunch breaks. The light, water doctor and exhaust fans may be switched on only wherever and whenever required.
12. The contractor should 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.
13. The contractor should run the canteen exclusively for the benefit and use of the employees of Pasteur Institute of India, Coonoor in its premises.
14. The Contractor shall keep the canteen open and render all the necessary services, including sale of eatables, tea etc., on all normal working days.
15. Suitable space with necessary dining furniture is available on the Institute campus. However, the contractor shall arrange their own serving and cooking utensils.
16. The contractor shall serve tea and snacks near the laboratory areas, if needed.

- a. The contractor selected for canteen service shall maintain the highest level of cleanliness and standard of hygiene with regard to the persons employed. The food shall be cooked and served in clean utensils, and no laxity shall be permitted in this regard. The utensils shall be maintained sparkling clean at all time.
 - b. The contractor shall pay special attention and ensure that the kitchen is kept neat and tidy at all times. For this purpose, the kitchen must be thoroughly cleaned after each meal regularly without fail.
 - c. Only LPG fuel shall be used for cooking, which shall be arranged by the contractor. Electricity shall not be used for cooking purposes.
 - d. The Contractor shall have adequate serving utensils such as plates, spoons, tumblers, jugs, etc., and other cafeteria requirements such as Refrigerators, Gas Stoves, Cylinders, Ovens, Cooking utensils etc.,
 - e. The Contractor shall ensure adequate manpower is deployed for cooking, distribution of food, cleaning of the canteen area, and disposal of garbage and leftover food generated in the canteen.
 - f. The Contractor shall bear all the expenses for running the canteen.
 - g. The Contractor shall serve food items strictly at the prices and quantities specified in **Part-III** of this tender.
 - h. The price of the food shall not be changed during the contract period.
17. The workers employed by the Contractor shall remain directly under the supervision, control and employment of the Contractor and they shall have no connection whatsoever with this Institute.
18. The Contractor shall ensure all precautionary and safety arrangements while handling the gas cylinders by the workers. The Contractor shall be liable for any damage caused due to incidents like theft, burns, fire, or electric shock and shall bear any compensation for damage or injury to its workmen during duty. No compensation in any form will be provided by the Institute.
19. The Contractor shall not be entitled to use the allotted canteen area for any other purpose or business other than running the canteen for the welfare of the Institute employees.
20. All persons involved in the preparation and distribution of food shall undergo periodical medical check-ups as directed by the Institute to rule out the possibilities of communicable / infectious diseases. Any person found suffering from such disease shall be kept away from work until fully recovered.
21. The Contractor shall submit ID proof of all their employees, including the contractor, on the day of awarding the tender. No person other than their approved employees shall be allowed inside the Institute campus. Canteen workers shall not be allowed to stay inside the Institute campus beyond duty hours. The contractor shall provide their mobile number and other Telephone number for emergency contact purposes.
22. There shall be no compromise on food quality. Any case of food adulteration, shall invite strict action if deemed fit, including black listing of the firm, shall be taken by the Competent Authority as per the Prevention of Food Adulteration Act (PFA Act).
23. No artificial colours, ajinomoto, appa soda or any other artificial additives shall be used in the served food items.

24. The agency/contractor shall comply with all trade & security laws.
25. The Contractor should furnish an undertaking stating that they are not involved in any legal issues and are not bankrupt.
26. PII, Coonoor shall have no obligation to control / supervise the contractor's worker, or to take any action against them except when permissible under the law.
27. The Contractor shall not use the canteen premises for any other purpose other than the intended one. No outsiders, other than the Institute staff and their guests, shall be allowed inside the canteen by the Contractor.
28. The Contractor will be responsible and shall ensure that the conduct of persons engaged in the canteen is conducive to maintaining a harmonious atmosphere in the Institute and shall be responsible for their acts of commission & omission of such persons.
29. All pages of the tender and related documents shall be duly authenticated by the Tenderer or Authorized signatory on behalf of Tenderer.
30. The Institute Campus is a **"NO - SMOKING ZONE"**. The sale and use of tobacco and related products in any form are strictly prohibited.
31. The sale, consumption and use of Liquor (Alcohol) is strictly prohibited in canteen and Institute premises.
32. Child labor shall not be employed under any circumstances.
33. Restricted/banned items should not be sold/ used in any manner. The Contractor should adhere to all the rules/regulations issued by the Government from time to time.
34. The price of packed food items shall not exceed the MRP.
- 35. The Contractor should provide uniform rates for all institute employees and guests, including those staying in the institute guest houses / trainees hostel.**
36. Submission of a tender implies that the contractor has considered and accepted all terms and conditions. No verbal or written enquiries shall be entertained regarding acceptance or rejection of the tender.
37. The Contractor should use only AGMARK/F.P.O./FSSAI-certified food articles or such items approved by relevant regulatory authorities. Certificates in this regard should be displayed prominently in the premises.
38. The Contractor should not use Palm oil and must use only fresh refined oils. The oils shall not be reused for the next day. The canteen committee members reserves the right to inspect all canteen activities and the foods served periodically, to ensure compliance.
39. The Contractor should use only Ponni Rice (boiled) only.
40. The Canteen Committee, including its Chairman, is authorized to check the quality of food and hygiene periodically as per the Govt. norms. A fine of Rs.1000/- (Rupees one thousand only) shall be imposed for each instance of non-compliance. Pasteur Institute of India, Coonoor reserves the right to send food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
41. A complaint box shall be kept in the canteen for receiving complaints or suggestions from users/guests of this Institute. The decision of the Canteen Committee Chairman shall be final for

the complaints /suggestions received.

42. The contractor shall obtain and submit all applicable FSSAI licenses for running the canteen before commencing operations to Pasteur Institute of India, Coonoor
43. This Institute shall provide the yearly holiday list to the contractor. Except on these holidays, the canteen shall remain open without any break. If any change in listed holidays (or) the canteen facility required even on holidays/special days will be informed in advance. The contractor shall run the canteen on these days without any hindrance as instructed.
44. A penalty of Rs.2,500/- (Rupees two thousand five hundred only) will be imposed on the Contractor for unauthorized closure of the 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 the Institute authorities.
45. The Institute reserves the right to terminate the agreement with the Contractor by giving one month notice without assigning any reason.
46. On expiry or termination of the contract, the Contractor will vacate the canteen and hand over the possession of the premises within two days time. Failure to do so shall attract, damage charges for the over stay at the rate of Rs.10,000/- (Rupees Ten Thousands only) per day, will be recovered from the Performance Security of the Contractor. If Security deposit is insufficient to recover damage charges, the same will be recovered through legal means.
47. The Performance Security Deposit amount of the Contractor will be forfeited in case of breach of any condition mentioned in the tender.
48. For any dispute regarding quality / service and rates the decision of the Director, Pasteur Institute of India, Coonoor shall be final and binding.
49. The contract/tender, if awarded, shall initially be valid for two years, from the date of award of contract subject to continuous satisfactory performance. The Competent Authority reserve the right to terminate the contract earlier or extend it further on the same terms if performance is satisfactory of the Director, PII, Coonoor. In case of termination, the Performance Security amount will be forfeited.
50. The Successful Bidder shall execute an agreement on Rs.100/- (Rupees one hundred only) Stamp Paper with the Director, Pasteur Institute of India, Coonoor, within one week from the date of intimation of their selection.
51. The successful bidder/contractor shall take an insurance policy of adequate value for insurance against damage/loss due to fire accident in the canteen.
52. The contractor is responsible to maintain Institute infrastructure facilities provided, sitting spaces, fans, electrical fittings, sanitary fittings, water doctor, chairs, tables etc.
53. The contractor shall ensure a quality catering, rendered courteously and promptly, in line with the laid down guidelines. The contractor shall also be responsible to ensure proper conduct and behavior of the employees engaged by them.
54. The contractor should extend the service to the special Institute events as and when intimated time to time.
55. The fixed day wise menu enclosed along with the tender should be followed by the Agency/contractor without fail. If there is any change required in the day wise menu that will be intimated separately. Rates quotes must align with the day wise prescribed menu items.

- 56. The tentative canteen food serving timing would be 8.30 – 9.30 am for breakfast, 11.15-11.45 am for morning tea, 1.00-2.00 pm for lunch and 3.30-4.00 pm for evening tea. The food may be served only on prior intimation/advance booking for dinner purpose. If there is any change in timing, that would be intimated by the Chairman of the Canteen Committee.**
57. Canvassing in any form shall result in outright rejection of the tender.
58. The contractor should abide by all rules and regulations of the Institute and conditions stipulated above. Any breach shall result in immediate termination of the contract.
59. Notwithstanding the above conditions, PIIC reserves the right to accept or reject any tender offer, annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for PIIC action.
60. All disputes arising from this tender shall fall under the jurisdiction of courts in Coonoor only.

Sd/-

DIRECTOR

PART-II

APPLICATIONFORM

1. Name of the Firm: _____
2. Address: _____

3. Phone No.(Mobile/Landline):_____
4. Experience (in years) of Catering: _____
(Certificate to be enclosed)
5. Registration/license No. (If a co-operative society):_____ (Attach a self-attested Photostat copy of license issued by the competent authority)
6. DD / Banker's Cheque No., Date & Drawee Bank of EMD : _____
7. PAN/TAN No: _____

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 submitted 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.

Place:

Date:

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 Deposit (EMD) of Rs.5,000/- in the form of Demand Draft No..... dated..... drawn in favour of “The Director, Pasteur Institute of India” at 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:
Place:

Signature of the Bidder
Full name:

PART-III

SCHEDULE OF ITEMS AND PRICES

The contractor should serve the following items at the prices mentioned against them as per the day-wise menu enclosed. Before filling the rates, refer the Daily Menu with items with specifications enclosed in the tender.

TENTATIVE MENU & QUANTITIES

| Sl. No | Item Name | Quantity (Pcs / grams/ ml) | Price in Rs. |
|---|---|---|---------------------|
| A. Tea, beverages and snacks (morning & evening) | | | |
| 1. | Tea | 150 ml in 170 ml cups/ Steel tumblers | |
| 2. | Instant Coffee | | |
| 3. | Bajji/Ulundhuvadai/Paruppu vadai/Aloo (Potato) bonda /normal pakoda | One Pc of 50 gms | |
| 4. | Onionpakoda | 100gms /plate | |
| 5. | SambarVada | One Pc of 50gms Vada with sufficient Sambar | |
| 6. | Boiled lentils and grams (different types alternatively) | One bowl -100 gms | |
| 7. | MaravalliKizhangu | One bowl -150 gms | |

| | | | |
|--|------------|----------------------------|--|
| B. Breakfast / Dinner Items (with different type of chutneys, sambar, veg kurma, Kadala Kuzambu etc., as per day wise menu enclosed) *(with sufficient thickness) | | | |
| 1. | Idly | Per piece of standard size | |
| 2. | Pongal | 350gms | |
| 3. | Dosa | One Pc of 12”dia* | |
| 4. | MasalDosa | One Pc of 12”dia * | |
| 5. | Uthappam | One Pc of 10-12”dia * | |
| 6. | Appam | 2 Pcs of 12”dia * | |
| 7. | Poori | 2 Pcs of 8”dia * | |
| 8. | Chapatti | 2 Pcs of 8”dia | |
| 9. | Parotta | 2 Pcs of 8”dia | |
| 10. | Boiled egg | One whole egg | |
| 11. | Omlette | With one egg | |

| C. Lunch Items(with different type of items as per day wise menu enclosed) | | | |
|---|---|---|-------------------------------------|
| 1. | MEALS | Full Meals (unlimited) | |
| 2. | | Half Meals (limited) | Specify _____gms of rice. Rs. |
| 3. | Tomato rice / Pudhina rice / Coriander rice/Lemon rice/Sambhar rice with Chutney & Pickle | 400gms /plate | |
| 4. | Veg Biriyani with raitha | 400 gms /plate | |
| 5. | Kushka with raitha | 400 gms /plate | |
| 6. | Ghee Rice with raitha | 400 gms /plate | |
| 7. | Chicken biriyani with raitha | 500gms/plate with 100 gm chicken pieces | |
| 8. | Chilli Chicken | 100gms /plate | |
| 9. | Chetnad Chicken Gravy | Per bowl (contains 100 gm of chicken) | |
| 10. | Fish fry (Mathi medium size) | Per piece | |
| TOTAL (A+B+C) | | | |

The following extra items should also be served in the canteen which will not be taken into account for calculation and finalizing the tender. However these rates should also be comparable with other tenderers before finalization of the tender.

| | | | |
|-----|--|--|--|
| 1. | Black tea | 150 ml in 170 ml cups/ Steel tumblers | |
| 2. | Lemon tea | -do- | |
| 3. | Black instant coffee | -do- | |
| 4. | Boost/Horlicks/Complan | -do- | |
| 5. | Milk | -do- | |
| 6. | Butter milk | -do- | |
| 7. | Lemon juice | -do- | |
| 8. | Ragi Kool | -do- | |
| 9. | Kamang Kool | -do- | |
| 10. | Soya – big size (Meal maker) | One bowl-13-15 pcs | |
| 11. | Puff/ Samosa | One Pc | |
| 12. | Kajore | One Pc | |
| 13. | PazhamBajji | 1 Pc. | |
| 14. | Fish (Nei Meen or equivalent) -Medium size | 1 Pc. | |

Note: No extra charges to be collected for serving and parcel.

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

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

Place:

Date:

Signature of the Bidder

CHECKLIST TO BE SUBMITTED ALONG WITH THE TENDER

| Sl. No. | Description | Details |
|----------------|---|---|
| 1. | Contractor's Application date (Part-II) | |
| 2. | PIIC Tender reference number and date | |
| 3. | Due date for submission of tender | |
| 4. | Name & Address of the Contractor | |
| 5. | Year of establishment | |
| 6. | Type of the firm/experience | restaurant/mess/canteen/eatery/ other (specify): _____ |
| 7. | Mobile Phone No. | |
| 8. | Email | |
| 9. | PAN Number | |
| 10. | GST Number | |
| 11. | Total rate quoted in Part-III (A+B+C) in Rs. | |
| 12. | Read and understand the tender conditions | YES / NO |
| 13. | All pages of the Tender document signed and submitted along with the Application(Part-I) | YES/NO |
| 14. | Contractor's application form (Part-II) | Enclosed / Not enclosed |
| 15. | Undertaking | Enclosed / Not enclosed |
| 16. | Schedule of items and prices (Part-III) | Enclosed / Not enclosed |
| 17. | Copy of valid FSSAI License | Enclosed / Not enclosed |
| 18. | Earnest Money Deposit (EMD) of Rs.5000/- | Enclosed / Not enclosed |
| 19. | MSME Certificate | Enclosed / Not enclosed |
| 20. | Experience Certificate | Enclosed / Not enclosed |
| 21. | Undertaking that the contractor is not involved in any legal issues and that he is not a bankrupt | Enclosed / Not enclosed |
| 22. | Understand and agreed to pay the Security Deposit Amount | YES / NO |
| 23. | Agreed to pay Rs.5000/- as service charges per month | YES / NO |
| 24. | Read and agreed to supply the items as per the day-wise menu enclosed along with the tender (Part-IV) | YES / NO |
| 25. | I understand that the Performance Security Deposit amount of the Contractor will be forfeited in case of breach of any condition mentioned in the tender. | YES / NO |
| 26. | The successful bidder has to execute an agreement of Rs.100/- stamp paper with PIIC with a week time as per tender. | Agreed/Not agreed |

Signature of the Bidder

Part –IV – Day wise Menu to be served in the Canteen

[illegible]

| | | | | | | | |
|--------------------------|----------------------|---|--|---|---|--|---|
| | Daily Special | Veg Biriyani with raitha | Tomato rice / Pudhina rice / Coriander rice/Lemon rice/ Sambhar rice with Chutney & Pickle (alternatively) | Chicken Biriyani with raitha | Tomato rice / Pudhina rice / Coriander rice/ Lemon rice/ Sambhar rice with Chutney & Pickle (alternatively) | Tomato rice / Pudhina rice / Coriander rice/Lemon rice/ Sambhar rice with Chutney & Pickle (alternatively) | Kushka / Ghee Rice with raitha (Alternatively) |
| | | -- | -- | Chilly Chicken | Fish fry (mathi medium size) | -- | Chetinad Chicken Gravy |
| Evening TEA BREAK | | Tea & Instant Coffee | Tea & Instant Coffee | Tea & Instant Coffee | Tea & Instant Coffee | Tea & Instant Coffee | Tea & Instant Coffee |
| | | Bajji (raw banana/ potato/ onion) & Boiled lentils and grams (any one type alternatively) | Normal Pakoda) & Boiled lentils and grams (any one type alternatively) | Bajji (raw banana/ potato/ onion) & Boiled lentils and grams (any one type alternatively) | Onion pakoda) & Boiled lentils and grams (any one type alternatively) | Bajji (raw banana/ potato/ onion) & Boiled lentils and grams (any one type alternatively) | Bajji (raw banana/ potato/ onion) & Boiled lentils and grams (any one type alternatively) |
| Night | | Chappathi/Poratto/Dosai with Veg Kuruma - Only on prior intimation / availing token | | | | | |

Note: No extra charges to be collected for parcels.