

# CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE

(An Autonomous R&D Institute, Under Ministry of Heavy Industries, Govt. of India)

TUMKUR ROAD, BENGALURU - 560022

Advt. No.01/2024

## **TENDER NOTICE- PROVIDING CANTEEN SERVICES AT CMTI**

Sealed Tenders are invited from the reputed Canteen Contractors who have experience in the relevant field of not less than Three Years and who possess Valid Licenses & Valid Registration Numbers under the E.P.F. & E.S.I Act for Providing Canteen Services at CMTI for a period of **Three Years**.

Tender forms containing complete details may be obtained from the Senior Administrative Officer, on payment of Rs.1,770 /- inclusive of G.S.T. (nonrefundable) by cash or DD drawn in favour of CMTI, on all working days between **10.00 Hrs. to 15:00 Hrs.** from **21.11.2024 onwards**. The application can also be downloaded from the website and submit their Tender Forms along with DD on or before **14:00 Hrs.** on **12.12.2024** in a sealed envelope super scribing "**Tender for Providing Canteen Services at CMTI**".

For further details please visit our website: [www.cmti.res.in](http://www.cmti.res.in).



**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE**  
**TUMKUR ROAD, BENGALURU-560022**

PHONE:080-22188302/341  
FAX: 080-23370428

**ADVT.NO. 01/2024**  
**TENDER**

Sealed Tenders in the Two-Bid System (**Part –I, Technical Bid & Part –II, Commercial Bid**) are invited from the reputed Contractors shall have experience in the relevant field of not less than Three years and possess valid License/ Registration Code Number under the E.P.F. & E.S.I. Act. For Providing Canteen Services at CMTI for a period of Three years.

| Sl.No. | Description                                  | Detail / Specification                                   |
|--------|--|--|
| 1      | Name of the work                             | Providing Canteen Services at CMTI                       |
| 2      | Period of contract                           | Three years  |
| 3      | EMD  | Rs.15,000/-  |
| 4      | Cost of Tender document                      | Rs.1,770/- (Inclusive of Taxes)<br>(Rs.1,500/-+GST@ 18%) |
| 5      | Date & Time of issue of Tender Document      | From 21.11.2024 onwards (10:00 Hrs to 15:00 Hrs)         |
| 6      | Pre-Bid Meeting                              | 29.11.2024 at 11:00 Hrs                                  |
| 7      | Last Date & time for receipt of Tenders      | 12.12.2024 - 14.00 hrs                                   |
| 8      | Date & time of opening the Technical Tenders | 12.12.2024 - 15.00 hrs                                   |

The terms and conditions of Tender can be obtained from the Senior Administrative Officer, on payment of cost of Tender document of **Rs.1,770/-** (Inclusive of GST) by Cash or DD drawn in favour of CMTI, on all working days Between **10.00 Hrs to 15:00 Hrs** from **21.11.2024 onwards**. For further details and to download the Tender form, please visit our website: [www.cmti.res.in](http://www.cmti.res.in).

The Tenderers are required to enclose a crossed **Demand Draft for Rs.15,000/- (Rupees fifteen thousand only)** drawn in favour of **CMTI, Bengaluru**, towards EMD along with the Tender Document duly filled-in and signed and stamped in all the pages and submit in a sealed envelope addressed to: The Senior Administrative Officer, CMTI, Tumkur Road, Bengaluru – 560 022, on or before **14:00 Hrs on 12.12.2024** , duly super scribed on the envelop **“Providing Canteen Services at CMTI”**. Those of the Tenderers who desires to download the Tender Document from the Institute’s website and submit the Tender need to enclose another DD for **Rs. 1,770 /-** (Rupees one thousand seven hundred and seventy only) towards the cost of Tender Document. **The Institute reserves the right to accept or reject any / all Tenders without assigning any reasons whatsoever.**

**Part –I**  
**TECHNICAL BID FORM**  
(On letterhead of the Tenderer)

**To,**  
**The Director**  
**CMTI**  
**Bengaluru-22.**

**Subject:** Tender for “**Providing Canteen Services at CMTI, Bengaluru.**”

Dear Sir,

In response to your tender inviting notice for the above mentioned contract, I / We, a Company/Partnership/Sole Proprietor submit the tender with following particulars.

| Sl No | Description  | Particulars |
|-------|--|-------------|
| 1     | Constitution and Nature of firm (State whether sole proprietor/partnership firm/limited company)   |             |
| 2     | Year of Establishment  |             |
| 3     | Registration Number under applicable act with a copy of registration certificate   |             |
| 4     | Registered postal Address & Contact details:<br>Telephone No:<br>Fax No:<br>Mobile No:<br>E-Mail Id:   |             |
| 5     | Name and Address of Directors, in case of Company:<br>Name and Address of Sole Proprietor<br>Name and Address of Partners in case of partnership firm  |             |
| 6     | (a) Name of Bankers and branch with full address<br>(b) Type of account and Number<br>(c) Name(s) of Person (s) operating the account (enclose banker's certificate).<br>(d) Bank IFSC Code<br>(e) PAN No. |             |
| 7     | PF Code allotted by PF Commissioner with Photo Copy of Certificate.  |             |
| 8     | ESI Code allotted by ESI with Photo Copy of Certificate.   |             |
| 9     | GST No. with Photo Copy of Certificate.  |             |
| 10    | Licence in the name of the Company/Firm for operating the relevant services. Please give details and validity period   |             |
| 11    | EMD Details: Amount.<br>DD No & Date.<br>Bank.   |             |

Having acquired the requisite information related to the subject after visiting the site and examining the contract form in connection with the tender invited by the CMTI,

I / We, the undersigned, hereby offer to “**Providing Canteen Services at CMTI**” strictly in accordance with the terms and conditions as indicated by you in the said document.

If our Bid is accepted, we will obtain & submit a DD for a sum equivalent to one Month's Cash subsidy amount as a Security Deposit for the due performance of the contract.

We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of contract.

Until acceptance of work order, this Bid together with your written acceptance thereof in your notification of award, shall be binding upon us.

I /we shall always keep the CMTI indemnified of any claim/damage that CMTI may have to pay with respect to service and deputation of any worker to the CMTI.

I/we further enclose Earnest Money Deposit amount of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** and the tender fee of Rs.1770/- (Inclusive of tax)) in the form of a demand draft payable to CMTI Bengaluru.

Thanking you,

Yours faithfully,

Seal & Signature of the Bidder

Signed as proprietor /Partner/ Director who holds the power of attorney on behalf of the firm.

Name of the Firm:

Address:

# **“TENDER FOR PROVIDING CANTEEN SERVICES AT CMTI, BENGALURU”**

The CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE, BENGALURU is an Autonomous R&D Institute under the Ministry of Heavy Industries, Govt. of India.

The Institute has to engage a contract for **“Providing Canteen Services at CMTI”**.

In this connection, reputed and experienced firms willing to provide services of **“Providing Canteen Services at CMTI”** are requested to submit sealed tenders in **2 Bid system (Part –I Technical Bid, Part –II Commercial Bid)** and collect the Tender form from The Senior Administrative Officer, of the Institute on payment of **Rs.1770/-** by Demand draft drawn in favour of CMTI or download from Institute website [www.cmti.res.in](http://www.cmti.res.in) and submit the same along with required documents with E.M.D. in a sealed cover super scribed "Tender for **“Providing Canteen Services at CMTI”**, and **addressed to, The Senior Administrative Officer, CMTI, Tumkur Road, Bengaluru - 560022 by 12.12.2024 at 14:00 hrs.** Technical Bids only will be opened on the same day at **15:00 hrs.** CMTI reserves the right to reject any or all tenders or accept them in part or to reject the lowest quotation without assigning any reasons. CMTI further reserves the right to terminate the contract during its tenure at any time without assigning any reasons whatsoever, and his decision on all matters in this regard shall be final and binding.

**Note:** In case the tender document is downloaded from the Institute’s website, the Tender fee shall be enclosed along with their technical bid in the form of a Demand Draft drawn in favour of CMTI payable at Bengaluru. A Tender without a tender fee bid will not be accepted.

## **PRE-BID MEETING**

1. Pre-Bid meeting will be held on **29.11.2024** at 11.00 hrs at CMTI Conference Hall.
2. Discuss doubts related to the tender.
3. Those who have purchased the tender document are permitted to attend the Pre-Bid meeting.

**Senior Administrative Officer**  
Email: [sharmila@cmti.res.in](mailto:sharmila@cmti.res.in)

## TENDER DOCUMENTS

**Subject: Tender for "Providing Canteen Services at CMTI".**

1. **A. Who can Participate:-**
  - i. The tenderer/bidder shall have experience in the relevant field of not less than Three years.
  - ii. Must have an average annual turnover of Rs.15 lakhs for the last 3 years.
  - iii. A valid license is issued by the competent authority; the firm should have a license for providing the relevant service.
  - iv. P.F. Registration with a valid code number.
  - v. E.S.I. Registration with a valid code number.
  - vi. G.S.T. Registration with a valid code number.
- B. What are the documents to be submitted with Technical Bid:-**
  - i. Tender Fee (in case the Tender form is downloaded from the CMTI Website).
  - ii. EMD of Rs.15000/-.
  - iii. Registration Certificate of E.P.F.
  - iv. Registration Certificate of E.S.I.
  - v. Registration Certificate of G.S.T.
  - vi. Valid labour license issued by the Labour Commissioner/competent authority.
  - vii. Details of similar works executed as per the format.
  - viii. Copies of P&L A/c. and the balance sheet are needed to support the Annual turnover.
- C. Other Details:-**
  - i. List of Arbitration Cases, if any.
  - ii. Copy of P.A.N.
  - iii. Details of Manpower details.
  - iv. Latest Income Tax Return.
  - v. Covering Letter of the Technical Bid on the Letter Head.
- D. Document to be enclosed with Commercial Bid:** Commercial Quote as per the format duly signed & sealed (Annexure – II).
2. Counter Terms and Conditions will not be accepted, and any additions/deletions or change in our format will not be allowed.
3. All entries in the tender document must be written in ink or typewritten. Overwriting should be avoided. Corrections, if any, should be attested with a signature by the bidder.
4. The sealed tender should reach/to be submitted before the due date and time.
5. Tenders received late (including postal delay)/in an open condition/without E.M.D./not meeting the tender conditions/incomplete in any respect will be rejected.
6. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
7. **BID ENVELOP**
  1. **Technical Bid, Tender documents, Company profile, experience-related documents duly filled, signed and stamped, tender fee, and E.M.D. to be submitted in (SEPARATE SEALED COVER-1) superscribed on the Closed Envelope as “Technical Bid (Part –I) for Providing Canteen Services at CMTI”.**
  2. **Commercial Bid** duly filled, signed, and stamped (**IN SEPARATE SEALED COVER-2) super scribed on the closed envelope (sealed) as “Commercial Bid for providing canteen services at CMTI” Part – II.**

## **TERMS AND CONDITIONS FOR SUBMITTING TENDERS / BIDS AND EXECUTION OF CONTRACT ON ACCEPTANCE**

### **A. ESSENTIAL CRITERIA FOR TENDERER / BIDDING AGENCY / FIRM:**

The Tenderer / Bidder should fulfil the following criteria for submitting the bid.

- 1) The Tenderer / Bidder should have the Registration with the appropriate authorities and possess the following registration certificates in its name:-
  - a) Labour Department State/Central.
  - b) Employees Provident Fund (E.P.F.).
  - c) Employees State Insurance Corporation (E.S.I.C.).
  - d) GST- Goods & Services Tax.
- 2) The Tenderer / Bidder / Firm should have experience in the relevant field with an average annual turnover of 15 Lakhs per annum.
- 3) The Tenderers are advised to clearly understand the working of the Institute Canteen/content of work involved before submitting the Tender.
- 4) The Tenders / Bids shall be valid for a period of **THREE months** from the date of the opening of the Tenders /Bids.
- 5) The Institute reserves the right to forfeit the E.M.D. amount in case the successful Tenderer / Bidder fails to accept the offer within the stipulated date.
- 6) Canvassing in any form by the Tenderers will be a disqualification.

### **B. DETAILS OF REQUIREMENTS AND THE OBLIGATIONS FOR PROVIDING CANTEEN SERVICES AT CMTI ON CONTRACT BASIS**

The Institute provides a Canteen Building at a very nominal rent of **Rs.2000/- p.m.** The facilities and equipment the Institute provides are given in **Annexure I**. The successful contractor is required to procure the materials, **cooking Gas will be supplied through a pipeline & the Cost of the Gas will be recovered from the cash subsidy bill every Month labour cost** required for cooking food items as per the approved Menu and supply to the employees of the Institute as per the timings specified herein under and at the rates stipulated for various food stuffs, and to provide Canteen services as per the terms and conditions specified here under.

The Contractor is required to quote the rates for food items to be supplied in the Canteen as per **Annexure-II, III, A, B & C** and Fixed Cash Subsidy of **Rs.1,26,500/-**per month inclusive of G.S.T. to be paid by the Institute.

## THE OTHER TERMS AND CONDITIONS ARE

1. This contract is for **Providing Canteen Services at CMTI**, Tumkur Road, Bengaluru-560 022, for a period of **Three YEARS to be renewed annually**, which may be extended at the sole discretion of the Management of the Institute, on mutually agreed terms and conditions, subject to satisfactory performance compliance of the contract.
2. The Institute has a staff strength of around **250** regular employees, in addition to Trainees, Contract employees and Contractor's employees, viz. Housekeeping Contract, Garden Maintenance Contract, Security, and Manpower Supply Contract. The Institute works **five days a week** from Monday to Friday. However, the Contractor is required to make necessary arrangements for serving the food items for the employees engaged in overtime work after office hours and on Saturdays/Sundays and Closed Holidays, depending on the needs and requirements of the Institute.

**2.1** The working hours of the Institute are as follows:-

- i) Regular working hours on Monday to Friday - 8.30 AM to 5.00 PM.
- ii) Overtime (OT) on working days – 5.00 PM to 9.00 PM.
- iii) Overtime (OT) on holidays, Saturdays and Sundays – 8.30 AM to 5.00 PM.

The time indicated above, including Over Time, is subject to change depending on the needs and requirements of the Institute.

**2.2** Supply Details on Working Days

| Sl. No | Timings              | Item                                    |
|--------|----------------------|---|
| 1      | 07:30 am to 09:00 am | Breakfast                               |
| 2      | 09:00 am to 11:30 am | Tea/ Coffee at work spot                |
| 3      | 12:30 pm to 02:00 pm | Lunch                                   |
| 4      | 02:30 pm to 04:30 pm | Tea/ Coffee at work spot                |
| 5      | 05:00 pm             | Tea /Snacks for employees engaged in OT |
| 6      | 07:00pm              | Tea for employees engaged on OT         |

**2.3** Supply Details on Saturday & Holidays

| Sl. No | Timings              | Item                              |
|--------|----------------------|-----------------------------------|
| 1      | 08:00 am to 09:00 am | Breakfast                         |
| 2      | 10:00 am             | Tea/ Coffee / Snacks at work spot |
| 3      | 12:30 pm to 02:00 pm | Lunch                             |
| 4      | 03:00 pm             | Tea/ Coffee at work spot          |
| 5      | 05:00 pm             | Tea /Snacks                       |
| 6      | 07:00 pm             | Tea/ Coffee at work spot          |

- Coffee/Tea for Security Staff and others at night shift on all the days of the week at 09: 00 pm.
- Course Lunch/Special Lunch at the Canteen /A.E.A.M.T. Cafeteria – as and when required as per menu and timings.



- Regarding O.T Snacks, the Canteen Contractor has to prepare the O.T snacks based on the O.T intimation received before 4.30 pm, in case if he receives O.T intimation late by 5.00 PM, it is suggested that the Contractor should be in a position to serve ready to eat food packet of the reputed brands viz. M.T.R. etc., to the employees.
- Provision to supply Dinner to Guest house inmates/students as & when required & also for CMTI employees against advance booking made by them at the Market rate & the present rate for the Dinner is Rs. 50/- per plate.
- Regarding Digital payment to Canteen Contractor from employees, Contractor has to work out & inform to CMTI for implementation.
- Coffee / Tea to be served in one place (designated place) in each department. The Canteen contractor should supply Coffee/Tea with Sugar / Sugar less @ Rs.5/- for 70 ml Cup and may be served against coupons only & the Contractor has to make arrangements for the printing of coupons & it should contain 20 coupons in a Sheet. The coupons shall be bought well in advance by the employees & Coffee/ Tea will be served against coupons only.

**NOTE:** All the timings indicated above exist as of the date and are subject to change depending on the needs and requirements of the Institute. In addition, the Contractor shall arrange to supply lunch, snacks, etc., as & when required by the Institute.

**2.4** The approximate number of employees who will be availing of Canteen facilities per day on working days are as under :-

- Working days – per day requirement
  - Breakfast with Coffee/Tea: 150 Nos.
  - Lunch: 300 Nos.
  - Coffee/Tea: 400 cups.
- On OT days (per day requirement)
 

|  |   |                    |
|--|---|--------------------|
| <ol style="list-style-type: none"> <li>Breakfast with Coffee/Tea</li> <li>Lunch</li> <li>Coffee/Tea with Biscuits</li> <li>Afternoon Coffee/Tea</li> </ol> | } | As per requirement |
|--|---|--------------------|
- Special Lunch/Course Lunch, the No. of meals required will be informed in advance.
- Presently, Approximate monthly bills pertaining to official food supply come up to Rs.30,000/- per month.
- Currently, CMTI is paying **Rs.1,26,500/-** as a Cash Subsidy, including G.S.T.

**NOTE:-** The above employee's strength is only indicative and may vary from time to time.

- Contractor shall make his own arrangements for the employment of adequate number of persons and various categories required for Providing Canteen services and it shall be entirely his responsibility towards payment of their wages, P.F., E.S.I., and other statutory payment / facilities to the workers employed by him.
- Uniforms to be provided to the canteen workers by the Contractor. The quality of cloth, pattern of uniform and colour of the uniform will be approved by the Institute. All the workers shall wear Identity card as per the specimen approved by the Director / Head Administration/S.A.O./ Officer In-charge.
- The uniforms shall be periodically replaced at suitable intervals and the same is subject to the supervision and inspection of the Management of CMTI and if it is found that the uniforms are not in good condition and of approved quality, the instructions issued by the Management of CMTI shall be followed and shall be replaced forthwith and failure to do so shall entail termination of the contract.

6. The contractor shall employ suitable personnel of various categories to operate the Canteen smoothly. Failure to employ adequate number of persons resulting in dislocation of the work will be construed as breach of the Terms and Conditions under this contract and will entail for levy of penalty as specified in the tender and will also entail termination of contract. Attendance Register shall have to be maintained by the Contractor with the name and address of the persons employed for recording the daily attendance of the persons employed by him duly observing the rules applicable under the law. The Contractor must ensure that the persons employed are free from any communicable diseases and are medically fit, healthy and fit to be employed in the Canteen. The Institute reserves its right to send any of its employees for a medical check-up at any time.
7. The food items prepared should be tasty and served hot. The preparation of foodstuff and cleaning of utensils/vessels is subject to the supervision of the designated Officer/Staff and subject to such time and period specified by the Management of CMTI, and any irregularity shown will entail termination of this contract.
8. The payment of the bills for the food items served against the specific requirement shall be based on certification by the authorized representative of CMTI. In case the quality of the items served is not up to the mark, the Institute is at liberty to reject the entire quantity, for which no payment will be made.
9. The cooking area, serving area and dining hall should be kept hygienically Clean, dry and tidy at all times. All the wastes should be kept in closed bins/tubs and disposed of in the evening at the designated place.
10. The Contractor shall comply fully with such Act, Statutes, Rules and regulations of the State / Central Government that are in force from time to time.
11. The contractor shall take the necessary license under the contract Labour (Regulation & Abolition) Act 1910 and such other statutes applicable in respect of this contract.
12. The Contractor shall stock a minimum of 10 days requirements for preparing the foodstuff/coffee/tea to be mutually agreed and non-availability of the materials shall not be an excuse, and any stoppage of work on account of the same will be viewed very seriously resulting in the termination of this contract and with-holding of payments.
13. All stores and materials to be used for the preparation of food items by the Contractor shall be:

**The following Quality Raw Materials are to be used:**

- Cooking oil is to be used from Reputed Brands like Dhara, Gold Winner, Fortune, Saffola, Sunpure, etc.
- Milk is to be used from Reputed Brands, such as Nandini Milk Products only.
- Reputed brand tea like Broke Bond, Three Roses, Tata Tea, etc.
- Reputed Brand Coffee Powder like Bru, Nescafe, Sunrise, etc.
- Oil / Tea leaf, once used, should not be re-used.
- Wheat / Maida Atta is to be used from Reputable Brands like Aashiravad, Pilsbury, Annapoorna, etc.
- Rice to be used Reputed Brands of Sona Masoorie Rice, Basmati Rice, HMT rice.

14. The Management of CMTI shall be at liberty to terminate the contract by issuing a **THREE MONTH'S notice**. Similarly, the Contractor shall give THREE MONTHS advance notice to terminate the contract, whereas for unsatisfactory performance or non-compliance with any of the terms and conditions of the contract on the part of the Contractor, the Management of CMTI shall have the right to terminate the contract forthwith without notice and the Security Deposit paid shall stand forfeited.
15. It shall be the responsibility of the Contractor to make good the loss/damage, if any, to the CMTI Management. The cost towards loss of any equipment/vessels provided to the Contractor by CMTI shall be recovered from Security Deposit / from his bills based on replacement cost.
16. The Contractor shall have to run the Canteen as per the directions and the guidance issued from time to time by the CMTI Management. The Contractor shall have to strictly observe the Canteen working hours as prescribed by CMTI Management from time to time.
17. Maintenance and Safety of equipment under the custody of the Contractor shall rest only with the Contractor.
18. Proper cleaning of the utensils and neatness and cleanliness of the canteen premises are the responsibility of the Contractor. The Canteen premises should not be used for dwelling purposes. Prevention of flies/cockroaches and other insects etc., should be ensured by the Contractor by proper cleaning and disinfecting the area daily. All chemicals/disinfectants procured by the Contractor for use at the Canteen, shall be approved quality and to be stored separately.
19. The Contractor is responsible for the supply of good quality and quantity of food as the CMTI Management prescribes. This is also subject to a periodical checkup by the Management for any failure on the part of the Contractor to fulfil the service requirements, as detailed in this agreement. They shall be liable to pay a penalty of **Rs.1,000/-per day**.
20. The Contractor should make arrangements for additional kitchen/utensils/equipment, etc., if required, over and above the items/equipment supplied by the Institute.
21. The Institute extends free usage of Institute's Furniture, Refrigerator, Electricity, Water, Electrical Wet Grinder, Vessels, Utensils, Solar Water Heater, Water Purifier-cum-cooler, etc., beside Cash subsidy is to ensure to require the Contractor to cook and supply good and tasty food items, in a hygienic condition, at the rates and quantity as agreed upon, specified in **Annexure II**, hereinafter enclosed. (It shall be responsibility of the Contractor to pay the GST, if any, to the concerned authorities.) The Contractor shall supply meals and Tiffin etc., during and after the working hours as per the scheduled rates, as required by the Institute (CMTI) from time to time. **No Non-vegetarian food will be allowed to be cooked and served in the CMTI Canteen.**
22. The Contractor shall be responsible for maintaining the electrical as well as water fittings in working/good condition. The Contractor shall not alter, modify any of the installations without written prior permission from the CMTI.
23. The periodical/annual maintenance as regard to building, furniture, electricity, water, Gas fittings, Solar Water Heater, Water Purifier-cum-cooler etc., will be attended to by CMTI Management.
24. The Contractor shall not transfer in any way or assign the rights under this contract in favour of any other person. Violation, if any, on this issue, by the Contractor, shall entail termination of the contract forthwith.

25. Payment of subsidy to the Contractor shall be made once in a month based on the certification by the designated Officer/Head of Department of Administration against a claim to be made by the Contractor. The Contractor is further required to submit his bills to the Institute, once in a month, for the official supplies made to the Institute based on the Indents/requisitions issued by the Department concerned to the Canteen. In any case not before three months.
26. The Management of CMTI shall have the right to withhold any payment or make recoveries from the Contractor's bills in respect of any loss or damage caused or occasioned in respect of the properties of CMTI under the Terms and Conditions of this Contract or by any statutory obligations.
27. The Contractor shall by himself or through his authorized representative perform the said work, any negligence of the Contractors'/ representatives/ employees or for any loss or damage caused or occasioned by them in respect of the property of the CMTI, the Contractor shall make good the loss forthwith.
28. On award of Contract, the food items rates specified at **Annexure-II** are firm and **fixed for the entire period of this Contract / Terms of Agreement** and are not subject to negotiations, during the contract period. However, on satisfactory performance of the Contract, the Contract may be extended on mutually agreed terms and conditions.
29. All charges on account of GST, transportation etc., on materials brought for providing canteen services, shall be borne by the Contractor.
30. The Contractor shall be responsible for care and safe custody of CMTI's property like utensils, furniture and other equipment's, entrusted to him.
31. The Contractor shall indemnify CMTI against all claims arising out of his negligence or misconduct in the execution of this Contract.
32. CMTI shall be entitled to recover any payment made on behalf of the Contractor under any law or otherwise.
33. The general conditions of contract of CMTI shall also apply to this work order to the extent that they are not inconsistent with any of the conditions stipulated herein.
34. The rent of Rs.2000/-per month for the premises shall be paid by the Contractor to CMTI in advance before the 5<sup>th</sup> of every month.
35. All disputes, any question or difference arising out of this contract shall be referred to the sole arbitration of the Director, CMTI, whose decision shall be final, binding and conclusive.
36. The Contractor shall either himself supervise the execution of the work or shall appoint an authorized representative approved by CMTI authorities to act on his behalf. The Contractor or his representative shall be in attendance at the premises during all working hours / OT working hours/holidays and shall supervise the execution of work.
37. The contractor should maintain hygiene/cleanliness of the serving places by having two supporting manpower.
38. Canteen food is to be served in two places, one on the ground floor of the canteen for CMTI employees and another on the first floor of the canteen for training course.
39. No manpower support shall be provided by CMTI and also to the caterer for any catering/food service required for CMTI events with serving manpower.
40. **Safety:-**  
The contractor shall ensure that safety requirements are strictly adhered to and safety precautions are taken by his men while carrying out the work. The Contractor is

responsible for providing safety equipment/items to his workers during the execution of the work on the Institute Campus.

41. The Contractor shall be bound to observe and act upon the provisions of the Workman's Compensation Act, The Payment of Wages Act, The Factories Act, Employment of Children Act 1938, Employees Provident Fund Act, ESI Act, Minimum Wages Act, or any other act that may be applicable to the aforesaid contract. The Contractor shall be liable to pay all such sum or sums that may become payable as compensation, penalty, fine or otherwise under the provisions of the various acts referred to above and shall indemnify the Management of CMTI from and against all payments by way of compensation, penalty, fine or otherwise which the Management of CMTI may be called upon to make under the provision of the said Acts, to or on behalf of any workmen by an authority empowered to levy the penalty or fine as aforesaid and any cost incurred by the Management of CMTI in connection with any claim or proceedings under the said Acts, or in respect of loss, injury or damage whatsoever negligent, imperfect or improper performance of this contract by the Contractor / Contractor's Workmen / Servants or agents.
42. Any money which may become payable to the Management of CMTI as aforesaid shall be deemed to be money due under the terms of this contract and may be deducted by the Management of CMTI from any money due or accruing due to the Contractor by the Management of CMTI or may be recovered by the Management of CMTI from the Contractor in any other manner or from the Security Deposit.
43. Without prejudice to any rights or remedies under this agreement, in case of Contractor's death the CMTI authorities shall terminate this agreement without any liability whatsoever to the Contractor.
44. Whenever under the contract any sum of money shall be payable or recoverable from or payable by the Contractor, the same may be deducted from any sum the due or with which at any time thereafter become due to Contractor under the contract or from his Security Deposit or the Contractor should pay the claim on demand.
45. The Security Deposit shall be refunded after the expiry of this contract subject to submission of a 'NO DEMAND CERTIFICATE' as per the provisions of CMTI general conditions of the contract.
46. The Contractor shall pay normal rate of wages to the employees employed by him, on Three National Holidays viz., Republic Day, Independence Day and Gandhi Jayanthi.
47. The wages payable to the various categories of personnel shall not be less than the Minimum wages payable to laborers of various categories as notified by the Statutory Authorities/Labour Department, from time to time.
48. The contractor shall disburse the wages to the workmen in the presence of the Institute's representatives.
49. The Contractor shall cover the workman under the Employees Provident Fund Schemes and Employees Insurance Scheme and show proof of payment of the subscriptions/contributions to the concerned authorities and copies of such payments/proof should be enclosed with the bill.
50. The Contractor is advised to apprise himself of the quantum and type of work before quoting for this tender. **No revision of subsidy or food item rates will be entertained during the period of Contract.**
51. **Security Deposit: -**

The successful Contractor is required to pay a sum equivalent to or One month's Cash Subsidy amount, as Security Deposit for the due performance of the Terms

and Conditions of the Contract. The Security Deposit shall be remitted by way of Demand Draft within 10 days from the date of Award of Contract. The Security Deposit amount will not carry any interest and is liable to be forfeited in the event of breach of any of the terms and conditions of the contract by the Contractor. The EMD of the successful tenderer may be adjusted against Security Deposit.

52. **E M D:-**

EMD amount will be refunded to the unsuccessful tenderers after finalization of the Contract. If the successful tenderer failed to operate the contract on award of the said contract, the EMD amount shall be forfeited.

53. The Contract Agreement should be on a Non-Judicial Stamp Paper value of Rs.100/- (Rupees one hundred only) for the execution of the above work.

54. The contractor is advised to appraise himself personally of the total quantum of work involved in for providing the canteen service, assess the requirements and involvement and quote accordingly.

55. Any dispute arising out of the contract will be subject to Bengaluru Jurisdiction only.

56. No vegetable shall be used older than Three days.

57. The food items shall be supplied as per the menu being finalized.

58. **Penalty Clause:-**

- i. Not following the food items as per menu- **Rs.1,000/- per day.**
- ii. Not using the Branded products as specified- **Rs.500/- per day.**
- iii. If vegetables used more than three days old- **Rs.500/- per day.**
- iv. Not Maintaining Hygiene- **Rs.1,000/- per day.**
- v. Food quality complains received for the same more than 3 times-**Rs.500/- for each occasion.**
- vi. Not supplying the items in-time at inside the CMTI-**Rs.100/- per day.**
- vii. If extra amount charged of fixed food rates- **Rs.200/- for each occasion.**

59. **Assessment:-**

**Stage I:-** Committee will visit the site of the Tenderers and assess about quality and scale of operation etc., and appropriately graded. Weightage 60 %.

**Stage II:-** Those who graded minimum 40 % out of 60%, will be considered as Technically qualified. Such Tenderers Commercial Bids will be opened.

**Stage III:-**Final selection and award of contract will be based on Combined Score/weight (Quality and Cost).

## ANNEXURE-I

### FACILITIES OFFERED

1. Canteen building consisting of cooking/dining/store/rest rooms/toilet/bath room and wash area.
2. Electricity & Water – is supplied free of cost.
3. Steam cooking equipment for cooking of rice, sambar, idly etc.,
4. Refrigerator, Cooler, Water purifier cum cooler.
5. Electrically operated Wet Grinder – 2 Nos., Gas Burners with pipe line, Gas Stove, with PNG Connection & Indane Domestic Gas Cylinders.
6. Electrical Stove & Geyser.
7. 2000 Ltrs., capacity of Solar water heating system.
8. Furniture's – Tables, Chairs.
9. Cooking Vessels of various sizes and capacity, Cutlery's, Crockeries and Steel Utensils, Hot Case/Thermos Flasks required cooking the food and serving to the employees.

\*\*\*

**Part –I**  
**TECHNICAL BID**

**DETAILS OF PREVIOUS EXPERIENCE OF THE TENDERER**

| Previous Experience for the last Three Years If available :-<br>Copies of work order to be enclosed |  |                    |                    |                         |
|---|--|--------------------|--------------------|-------------------------|
| Sl. No.   | Name & Address of the Organization, Contract No. | Period of Contract | Man Power Employed | Total Value of Contract |
|   |  |                    |                    |                         |
|   |  |                    |                    |                         |
|   |  |                    |                    |                         |
| Details of Infrastructure available   |  |                    |                    |                         |

- Note:** 1) Technical Bid should not disclose the rates of items to be supplied.  
2) Technical Bid should be submitted along with EMD & Tender Fee, if downloaded By the website.

**Date:**

**Signature of the Tenderer**



**This Information to be given in Envelope No. 1 Technical Bid**  
**CHECK LIST (TECHNICAL BID)**

**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER:**

| SL No | Description of requirement   | YES/NO | Page No. |
|-------|--|--------|----------|
| 1     | The firm is registered with the State Labour / Central labour Commissioner Government of India under provisions of contract labour Act and its validity date     | YES/NO |          |
| 2     | Copies of balance sheet and P&L A/c for the last 3 years duly certified by the CA  | YES/NO |          |
| 3     | Registration certificate of provident fund commissioner enclosed PF registration code allotted by the regional provident fund commissioner, Govt. of India       | YES/NO |          |
| 4     | Copy of GST Registration certificate.  | YES/NO |          |
| 5     | Copy of registration certificate/ allotment letter PAN from Income Tax Department  | YES/NO |          |
| 6     | Registration certificate of ESI enclosed   | YES/NO |          |
| 7     | Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)   | YES/NO |          |
| 8     | D.D. of Rs. *****=00 as EMD  | YES/NO |          |
| 9     | Price bid proforma completed and sealed in separate envelope   | YES/NO |          |
| 10    | List of Arbitration cases (if applicable)  | YES/NO |          |
| 11    | Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at site                      | YES/NO |          |
| 12    | Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document | YES/NO |          |
| 13    | Copy of last Income Tax return   | YES/NO |          |
| 14    | Undertaking by the bidder to the effect that there is no police case pending against the proprietor / firm/ parties relating to previous service contract.       | YES/NO |          |
| 15    | Office address in Karnataka  | YES/NO |          |
| 16    | At least two currently valid contracts for similar work  | YES/NO |          |
| 17    | Bank Details for RTGS payment  | YES/NO |          |

**Declaration by the Tenderer**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encl:** 1. DD/ Pay order no.  
2. Terms and Conditions.  
(each page must signed and sealed)  
3. Financial Bid / Commercial Bid.

(Signature of Tenderer with stamp)

Name:

Date:

Office Address with Contact No.:

**Part –II**  
**COMMERCIAL BID**

(To Be Submitted in a separate Envelope)

| <b>SL. No.</b> | <b>Particulars</b>  | <b>Weight/ Quantity</b>    | <b>Rate in Rs.</b>                |
|----------------|---|----------------------------|-----------------------------------|
| 1              | COFFEE/TEA  | 70 ML                      | 05 /- (Fixed)                     |
| 2              | IDLI (2 Nos.)   | 60 GMS                     |                                   |
| 3              | RAVA IDLI   | 150 GMS                    |                                   |
| 4              | URAD VADA/MADDUR VADA / MASALA VADA   | 50 GMS                     |                                   |
| 5              | SADA DOSA (2 NOS.)  | STD. SIZE                  |                                   |
| 6              | KARA BATH   | 100 GMS.                   |                                   |
| 7              | KESARI BATH   | 100 GMS.                   |                                   |
| 8              | CHOW CHOW BATH  | 200 GMS.                   |                                   |
| 9              | RICE BATH   | 150 GMS.                   |                                   |
| 10             | PALAV/BIESI BELE BATH   | 150 GMS.                   |                                   |
| 11             | POORI WITH SAAGU & CHATNEY (2 Nos.)   | 75 GMS.                    |                                   |
| 12             | CHAPATHI WITH CURRY (2 NOS.)  | 50 GMS                     |                                   |
| 13-a           | <b>STANDARD MEAL –</b><br>[250 Gms. Rice, 1 Chapathi / 2 Poori / 1 Ragi ball <b>or</b> 125 gms Rice, 2 Chapathi / 4 Poori / 1 Ragi ball] <b>&amp;</b> 1 cup sambar, 1 cup Rasam, 1 Curry, 1 Papad, Pickle, 1 Cup Butter Milk, 1 Cup curd. | STANDARD MEAL              |                                   |
| 13-b           | <b>STANDARD MEAL –</b> as above without curd.   | STANDARD MEAL WITHOUT CURD |                                   |
| 14             | EXTRA CURDS   | 50 ML.                     |                                   |
| 15             | SAMBAR  | 75 ML.                     |                                   |
| 16             | RASAM   | 75 ML.                     |                                   |
| 17             | CURRY   | 50 ML.                     |                                   |
| 18             | PLAIN RICE  | 125 GMS.                   |                                   |
| 19             | PAPAD   | 01 NO.                     |                                   |
| 20             | MASALA DOSA (Standard Size)   | 01 No                      |                                   |
| 21             | PLAIN DOSA (Standard Size)  | 01 No                      |                                   |
| 22             | BHAJJI / ALU BONDA / PAKODA   | 02 Nos.                    |                                   |
| 23             | GOOD DAY <b>or</b> KRACK JACK BISCUIT-Standard Packet   | 01 No                      |                                   |
| 24             | COURSE LUNCH (BUFFET) FOR SEMINARS/TRG.PROGRAMMES/MEETINGS  | AS PER ANNEXURE -III       |                                   |
| 25             | COURSE COFFEE/ TEA WITH SNACKS  | AS PER ANNEXURE – III A    |                                   |
| 26             | COURSE COFFEE/TEA   | 01 No                      |                                   |
| 27             | SPECIAL LUNCH   | AS PER ANNEXURE – III B    |                                   |
| 28             | O T SNACKS + TEA/COFFEE   | AS PER ANNEXURE – III C    |                                   |
| 29             | <b>CASH SUBSIDY (Fixed)</b>   | PER MONTH                  | Rs. -----/-<br>(inclusive of GST) |

**SIGNATURE OF TENDERER WITH STAMP**

**MENU FOR LUNCH (BUFFET)**

**(FOR SEMINARS/TRAINING PROGRAMMES / MEETINGS)**

1. SOUP – TOMATO/ MIXED VEG./ CORN/ PEPPER/ ETC.,
  2. CHAPATHI/POORI/PAROTA/NAAN/ROTI/TANDOORI/RUMALI
  3. VEG.KURMA/ALU GOBI/CHENNA MASALA/ PALAK PANEER /ALU MUTTER
  4. PEAS PULAV / VEG. PULAV / GHEE RICE / FRIED RICE  
BISIBELE BATH /LEMON RICE / CURD RICE
  5. CURD RICE / CURD
  6. PLAIN CURRY
  7. WHITE RICE, RASAM, SAMBAR, DAL
  8. FRUIT SALAD WITH ICE CREAM / SWEET
  9. BEEDA / SOMP
  10. PAPAD / PICKLE / GREEN SALAD
- 

**ANNEXURE –III A**

**SNACKS WITH COFFEE OR TEA**

**(FOR SEMINARS/TRNG.PROGRAMMES/MEETINGS)**

**MORNING SESSION:**

1. SWEET COOKIES & SALT COOKIES OF GOOD QUALITY  
(As per requirement which will be indicated.)
2. COFFEE (BRU/ SUNRISE) OR
3. TEA (TAJ MAHAL/ RED LABEL) } TO BE SUPPLIED IN  
CUP & SAUCER

**AFTERNOON SESSION:**

4. COFFEE(BRU / SUNRISE) OR
5. TEA (TAJ MAHAL/ RED LABEL) } TO BE SUPPLIED IN  
CUP & SAUCER

MENU FOR SPECIAL LUNCH  
(LIMITED QUANTITY)

1. CHAPATHI / POORI / PAROTA / NAN / ROTI / TANDOORI / RUMALI  
(ANY ONE ITEM)
2. VEG.KURMA / ALU GOBI / CHENNA MASALA /  
PANEER PALAK / ALU MUTTER (ANY ONE ITEM)
3. PEAS PULAV / VEG. PULAV / GHEE RICE / FRIED RICE  
OR BISIBELE BATH / LEMON RICE (ANY ONE ITEM)
4. WHITE RICE / RASAM / SAMBAR / DAL / CURDS / PAPAD / PICKLE /  
GREEN SALAD

ANNEXURE -III C

SNACKS WITH COFFEE OR TEA TO BE SERVED TO THE EMPLOYEES WHO ARE DETAILED ON OVERTIME ON WORKING DAYS AFTER WORKING HOURS /HOLIDAYS.

WORKING DAY:-

1. SNACKS –POORI – 4 NOS. OF 150 GMS. WITH SAGU/SABJEE / KALI DOSA – 4 NOS. (STANDARD SIZE) WITH CHUTNEY / KHARA BATH – 3 CUPS OF 100 GMS. EACH WITH CHATNEY)/ RAVA IDLY- 03 No's– ANY ONE ITEM/ READY TO EAT FOOD PACKET
2. COFFEE / TEA (TO BE SERVED AT 05-00PM)
3. COFFEE / TEA (TO BE SERVED AT 07-00PM)
4. HOLIDAYS:-

|  |    |           |
|--|----|-----------|
| BRITANIA GOOD DAY BISCUIT 66 Gms.(Pkt) | }  | 10.00 A M |
| BRITANIA 50:50 BISCUIT 40 Gms. (Pkt)   |    |           |
| COFFEE/TEA                             |    |           |
| COFFEE/TEA                             | .. | 02.30 P M |