

TENDER FORMS FOR RUNNING CANTEEN AT ICAR-IIHR,BANGALORE.

TENDER FORM NO. _____

**The Director,
ICAR-Indian Institute of Horticultural Research,
Hessarghatta lake post,
Bangalore-560089.**

**Sub: Tender for running Canteen in ICAR-Indian Institute of Horticultural
Research (Canteen Building) Hessarghatta lake, Bangalore-reg.**

Sir,

I am submitting herewith the Tender for providing catering services in the ICAR-IIHR Canteen, (Canteen Building) on Contract basis as per details given below:-

1. Name of the Tenderer _____
2. Address _____
3. Registration/Licence No. _____
(Attested Photostat copy
of license issued by should be
attached)
4. Sales Tax No.(Attested Photocopy of Sales Tax certificate should be attached)
5. Year of Establishment _____

6. Details of Contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof.)

S.No.	Nature of contracts	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

S.No.	Present Contracts in hand	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

7. PAN Card No. _____ (Copy of the Income Tax Return filed in for the previous year may be enclosed)
8. GST No. _____
9. Man Power/Resources available:
10. Earnest Money Deposit : DD No. _____ dt. _____ for
Rs. _____ drawn form _____ (Bank)

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us.

**Signature of the Tenders
with stamp**

Dated:



**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESSARAGHATTA LAKE POST, BENGALURU-560 089**

F.No.5- 30/2018-2019/SP/Canteen/

Dated: 21-05-2018.

**TENDER FOR CATERING SERVICES IN THE ICAR-IIHR Canteen Building
Located at Hessarghatta campus Bangalore.**

INTRODUCTION

Staff canteen exists in the premises of the ICAR-IIHR Canteen Building Located at Hessarghatta campus Bangalore. This tender is intended for the catering services for the staff and authorized visitors/ farmers /Guests in the ICAR-IIHR, campus Bangalore- 560089.

The term "Institute" shall mean the ICAR- **INDIAN INSTITUTE OF HORTICULTURAL RESEARCH**. "Director" shall mean the Director, ICAR-IIHR, "Contractor" shall mean the person who is awarded this contract by the Director, IIHR, Bangalore, to run the canteen in the Institute campus on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be monitored by Canteen Management committee / Advisory Committee duly constituted by the Institute for this purpose.

SCOPE

The Contractor is required to supply Tea, Coffee, Break fast, lunch ordinary /Special Lunch and snacks etc. to about 250 to 300 employees of the ICAR-IIHR. In addition to the regular employees of the ICAR-IIHR as explained above, the canteen will also cater to the needs of the authorized Farmers/visitors/Guests/ and VIP's to the Institute as well as to the participants in academic Trainings /Seminars / technical and production programmes organized by the Institute from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

Signature of the Tenderer

TERMS AND CONDITIONS

1. (a) **Licence Fee:** Accommodation as given in Annexure-I, will be provided for the canteen cook as per licence fee applicable.
(b) **Electricity :** Free / or payment basis, But it should not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, Grinding of essential only.
2. Existing furniture for use within the canteen premises will be provided by the Institute.
3. The contractor will have to make arrangement for cleanliness of canteen and its hygienic surroundings to the satisfaction of the Institute. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
4. The contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the Institute at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
5. The contractor shall provide in proper uniforms to canteen workers for service in the canteen as also for the service in Committee rooms.
6. The timings of the canteen will be as prescribed by the Institute from time to time subject to change. Skeleton services will also be provided beyond office hours.
7. Snacks & Tea should be provided from the Canteen in Seminars/Meetings/ Field days/ Training Programmes etc for both timings-before lunch and after lunch. (Lunch & dinner as per requirement)
8. The cost of the Gas in Canteen will be borne by the contractor & subsidised rates for the staff has to be provide
9. **Service'** The contractor will be required to provide canteen service in the canteen premises and also in various Committee rooms / Auditorium of the Institute.
10. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital in Bangalore. No such employee will be under the age of 18 years. Documentary evidence shall be provided by the contractor in this regard.
11. Only commercial cooking gas cylinders are to be used in the canteen for preparing beverages & cooking which is to be arranged by the contractor including gas cylinders.
12. The contractor shall be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing lunch, tea and coffee etc. Furniture provided in the canteen by ICAR-IIHR will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.

Signature of the Tenderer

13. Atleast one sweet and three other food items (Samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-III). However, this list is subject to modification by the Institute/Nodal Officer from time to time.
14. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality subject to quality approval from time to time. The Institute reserves the right to inspect the materials at any time
15. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned authorities and to the satisfaction of the Institute.
16. The rate list and menu as approved by the Institute Canteen management committee should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
17. Details of working lunch are enclosed as Annexure-III.
18. The size and weight including quality of the various items should be approved by the Institute. No new items would be introduced without approval of the Institute. No rate will be revised without the approval of the Institute.
19. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages as per Karnataka Government (Admn. Notifications) issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.
20. The Institute shall not in any manner be treated as the employer of these employees 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 the 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.
21. The contractor shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licences at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed thereunder all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
22. Under no circumstances any of the contractor's employees will stay in the Institute premises beyond canteen hours after closing the canteen. He will ensure that the canteen are properly locked and secured during closed hours of the Institute. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time which will be binding on him and his employees. The Institute reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

Signature of the Tenderer

23. The contractor shall not entertain any orders or supply eatables outside, ICAR-IIHR. The premises shall not be used for any other purpose. No addition/alteration modification will be made in this Institute without written approval of the Competent Authority.
24. The contract will be for the period of **one year** to start with from the date of signing the agreement and the agreement may be renewed by the Institute on such terms and conditions as may mutually be agreed upon between the parties. The Council reserves the right to repudiate the contract at any time after giving one month's notice if the Director is not satisfied the working of the said contractor. The decision of the Institute in this regard shall be final will be binding on the contractor. The Contractor if he so desires may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
25. The contractor will, at all times ensure discipline decent and courteous behaviour by his employees while they remain in premises of IIHR. In case any of his employee indulges in any act of indiscipline, misbehaviour or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
26. Under exceptional circumstances the Institute reserves the right to change any terms and conditions as and when warranted.
27. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Director, ICAR-IIHR, will be final and binding. All legal matters are subject to courts in Bangalore jurisdiction only.
28. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
29. The contractor will have to deposit an amount of Rs.25,000/- as security in the form of D.D. Drawn in favour of The Director, ICAR-IIHR, Bangalore, No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to the Institute and all dues from the contractor have been settled.
30. The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office
31. The contractor will not further sub-contract the contract to any other party. 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.
32. Every tender should be accompanied by a Demand Draft for Rs.15,000/- as earnest money drawn in favour of The Director, ICAR, IIHR, Bangalore. This amount will be refunded after the contract is finalized. No interest will be payable on this amount.
33. If any case the contract violates the terms & conditions of the contract the Security Deposit will be forfeited.

THREE ANNEXURES ARE ALSO ENLCOSED HEREWITH.

Signature of the Tenderer

Annexure -I

Sl.No.	Accommodation	Area in sq. Mts
1	Canteen Hall-I (VIP enclosure)	
2	Canteen Hall-II And Hand wash Room II	
3	Canteen Hall-III (Ladies Toile, Gents Toilet and Hand wash enclosures)	
4	Kitchen Utensils	
5	Kitchen Store	
6	Washing Room-I	
7	Rear Toilet	

Annexure –II

Sl.No	Items Required	Rate
1	One Dish Paneer/Mushroom/Rajma	
2	One Vegetable curry	
3	Vegetable Salad	
4	Poori/Chapathi/Parota	
5	Ghee Rice /Pallav/vegetable Rice etc	
6	Raita/curd	
7	White Rice	
8	Sambar	
9	Rasam	
10	Curds	
11	Sweet	
12	Banana	
13	Pickles	

**Signature of Tenderer.
With Stamp**

Annexure –III

Sl.No	Items Required	Rate
1.	Coffee	
2.	Tea	
3.	Wada	
4.	Samosa	
5.	Pakora	
6.	Bajji/Bonda	
7.	Cutlet	
8.	Dosa	
9.	Idli	
10.	Upma	
11.	Pongal	
12.	Rice Bath	
13.	Tomato Bath/Poliogere/Vangibath	

**Signature of Tenderer.
With Stamp**