



राष्ट्रीय सिद्ध संस्थान
आयुष मंत्रालय
भारत सरकार
ताम्बरम सनटोरियम
चेन्नई -600 047

फ़ोन: 044-22411611

ईमेल: nischennaisiddha@yahoo.co.in

निविदा सं: F.No.NIS/3-124/Catering(Tender)/2023-24

फैक्स: 044-22381314

वेब: www.nischennai.org

तारीख: 09.08.2023

निविदा प्रपत्र

राष्ट्रीय सिद्ध संस्थान में खानपान सेवाएं प्रदान करने के लिए

नाम और निविदाकर्ता का पता:

ईमेल :

संपर्क नंबर:

पूर्व बोली की बैठक: 2.30 p.m. on 16.08.2023

निविदा की प्राप्ति की अंतिम तिथि: 5.00 p.m. on 23.08.2023

तकनीकी बोली के खुलने की तारीख: 2.30 p.m. on 24.08.2023

वित्तीय बोली के खुलने की तारीख: 2.30 p.m. on 25.08.2023



**NATIONAL INSTITUTE OF SIDDHA
MINISTRY OF AYUSH
GOVERNMENT OF INDIA
TAMBARAM SANATORIUM
CHENNAI -600 047**

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web: www.nischennai.org

Tender No. F.No.NIS/3-124/Catering(Tender)/2023-24

Date:09.08.2023

TENDER FORM

TENDER FOR PROVIDING CATERING SERVICES

AT

NATIONAL INSTITUTE OF SIDDHA, CHENNAI-47

Name & Address of the Tenderer:

E.Mail:

Contact No:

Pre-bid meeting at 2.30 p.m. on 16.08.2023

Last Date of Receipt of Tender at 5.00 p.m. on 23.08.2023

Opening of Technical Bid at 2.30 p.m. on 24.08.2023

Opening of Financial Bid at 2.30 p.m. on 25.08.2023



राष्ट्रीय सिद्ध संस्थान / NATIONAL INSTITUTE OF SIDDHA

आयुष मंत्रालय / MINISTRY of AYUSH

भारत सरकार - GOVERNMENT OF INDIA

ताम्बरम सनटोरियम चेन्नई -600 047 / TAMBARAM SANATORIUM, CHENNAI -600 047
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The National Institute of Siddha (NIS), Chennai is an autonomous organization under the Ministry of AYUSH, Government of India. The Institute offers Under Graduate and Post Graduate courses and Doctoral research programmes in Siddha, provides healthcare service in OPD/IPD and undertakes research to promote and propagate the Siddha system of medicine. The Ayothidoss Pandithar Hospital attached to the Institute provides free Siddha medical care to public and functions on all 365 days. A 200 bedded in-patient department is attached with the hospital. The hospital is a NABH (National Accreditation Board for Hospitals and Healthcare providers) – Accredited Hospital. **“Unavae Marundhu Murundhae Unavu”**. Food acts as medicine and medicine is served as food. This is the dictum of Siddha medicine. Any upset in the sweet harmony of diet composition sets the favourable ground for disease formation says Sage Thiruvalluvar - Balanced and body constitution specific food (i.e. Vatha diet, Pitha diet, Kaba diet etc.) is the lynchpin of treatment success along with the administration of Siddha medicine. Therefore according to the diagnosis about the origin of disease, specific types of diet are prescribed as a part of treatment regimen facilitating the healing of various diseases.

The Institute intends to provide Catering Services to Ayothidoss Pandithar Hospital attached with this Institute. For this purpose, sealed tenders in two bid system, i.e., **Technical bid (Cover - A)** and **Financial Bid (Cover - B)** sealed in TWO SEPARATE COVERS and both the sealed covers kept in a single big cover are invited by the Director, National Institute of Siddha, Tambaram Sanatorium, Chennai 600 047 up to 5.00 p.m. on 23.08.2023 for providing Catering Services to the 200 bedded In-Patient department of Ayothidoss Pandithar Hospital with the Institute.

INSTRUCTIONS TO BIDDERS

- 1. The Ayothidoss Pandithar Hospital attached with this Institute is a 200 bedded hospital.**
- 2. The right of acceptance of the tender will rest with the Director, National Institute of Siddha Chennai, who is not bound to accept the lowest tender, and reserves the authority to reject any or all of the tenders received without assigning any reasons thereof. The tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.**
- 3. The prescribed tender document may be downloaded from the official website of National Institute of Siddha (www.nischennai.org). The completed tender document shall be submitted to the “Director, National Institute of Siddha”, Chennai on or before 23.08.2023.**
- 4. EARNEST MONEY DEPOSIT (EMD):** Each tender must be accompanied by a Earnest Money Deposit for Rs.1,15,000/- (Rupees One Lakh Fifteen Thousand Only) in the form of a Demand Draft drawn on any Nationalized Bank in favour of **“The Director, National Institute of Siddha” payable at Chennai (should be enclosed in Cover A)**. The Demand Draft should be drawn after the date of publication of the Tender Notification. Tenders not accompanied by the EMD are liable to be rejected. EMD will be returned to the contractor only after the tender is finalized. The EMD amount of the contractor will be adjusted against Performance Security or refunded on submission of Performance Security without any interest.

5. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry of Department are exempted from the payment of EMD.
6. A **declaration** regarding the submission of EMD has to be furnished as per the format provided in **ANNEXURE – I**.
7. The pre-bid meeting will be held in the Conference Hall of National Institute of Siddha at 2:30 p.m. on 16.08.2023.
8. No tender document will be accepted beyond **5.00 p.m.** on **23.08.2023** and National Institute of Siddha will not be responsible for the postal or any other delays, if any.
9. The tenders will be opened at Conference Hall of National Institute of Siddha at **2.30 p.m.** on **24.08.2023** in the presence of the Tenderers or their authorised representatives.
10. The financial bids of those Tenderers who are found to be qualified in Technical Bid will only be opened. **The Financial Bids will be opened on 25.08.2023 at 2.30 p.m. in the Conference Hall of National Institute of Siddha.**
11. The decision of the Director, National Institute of Siddha, Chennai-47 will be final in this regard.
12. The resultant contract will be initially valid for one year and extendable up to a maximum of 3 years by the Competent Authority on the basis of Performance Report by the Hospital Superintendent and Canteen Monitoring Committee of NIS.
13. Tenderers with a minimum Annual Turnover of Rs.20 Lakhs shall only be considered. Statement indicating Annual Turnover should be furnished in Annexure – III. The annual turnover should be duly established by a valid document.
14. Tenderers should have minimum three years of experience in providing Catering Services in reputed firms.

15. COVER – A (TECHNICAL BID)

The Technical Bid for the catering services along with following documents shall be furnished separately in Cover-A.

- a. Tender Document signed in all pages with seal.
- b. Demand Draft for Rs.1,15,000/- for Earnest Money Deposit.
- c. Declaration for submission of EMD to be furnished as per the format provided in Annexure I.
- d. Copy of PAN Card
- e. Copy of G.S.T Registration certificate.
- f. Copies of EPF and ESI registration certificate.
- g. Copy of registration certificate in respect of a catering Establishment issued by the appropriate Government authority under Catering Establishments rules, 1959.
- h. Copy of the license from the local Government agencies (Corporation / Municipality) for running catering service at the place of operations where they are running catering services.
- i. Copies of Income Tax return filed for last three **Assessment years i.e., 2020-21, 2021-22 & 2022-23**. The copies of audited Balance Sheet and Profit and Loss Account for the relevant periods should be enclosed.

- j. Proof for Annual Turnover of the Agency for the **Financial years 2019-20, 2020-21 & 2021-22 (Last Three years)**. Chartered Accountant Statement indicating Annual Turnover should be furnished.
- k. Proof for the number of employees engaged by the contractor in the present / past contracts for catering service. The details to be filled in **Annexure – II** along with proof.
- l. Experience Certificate for a minimum period of three years (since 2018) furnishing the details of clients.

15. COVER B - (Financial Bid):

The Financial bids contain two portions, as indicated as Annexure IV (In-patient diet) and Annexure V (Cafeteria items). The tenderer should quote most competitive rates for the items indicated in Annexure IV. The rates to be quoted for items in Annexure IV should be exclusive of GST. Payment of GST for food items to be supplied as per Annexure IV by the successful tenderer will be made by this Institute. Rates quoted for food items listed under Annexure IV should be valid for the entire period of contract. No deviation in the quoted price will be allowed by the Institute at any point during the tenure of the contract.

EVALUATION CRITERIA: Evaluation of the bids will be done on the basis of total of the rates quoted for all the items mentioned in Annexure IV only.

For items listed under Annexure V (Cafeteria items), the rates may be quoted in the tender, however, these rates will not be considered for finalizing the tender. Dynamic pricing may be followed with the consultation of Canteen Monitoring Committee and the approval of The Director, NIS for items in Annexure V (Cafeteria items). GST for food items to be supplied as per Annexure V should be collected by the successful tenderer at the point of sale.

THE INSTITUTE RESERVES THE RIGHT TO REJECT UNVIABLY LOW RATES.

16. The annual fee to be paid to National Institute of Siddha for providing the facility to run the catering services is Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only). The amount shall be remitted by the successful tenderer by way of a Demand Draft.
17. The tenderer have to pay the charges for electricity and water as follows:-
 - a. Electricity charges (Per month) at TNEB rates for the units consumed as per the sub-meter.
 - b. Water charges (Per month) for the quantity of water used as per the meter at the TWAD Board rates and water purchased and provided by the Institute from other sources.
18. LPG Gas pipeline facility is available in the kitchen premises of canteen and tenderer has to make his / her own arrangements for getting / re-filling of gas cylinders.
19. **PENALTY CLAUSE:** A Penalty of Rs.2,000/- 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.
20. The contractor should vacate the canteen and hand over the possession of the premises on the expiry of this contract as has been mentioned in the award of contract. In the evening of the canteen to be closed due to any specific notice/orders issued by the Institute, then the contractor will have to vacate the premises within 48 hours after receiving the orders/notice thereof. If the contractor fails to vacate the canteen premises within the specified period a penalty of

Rs.2,000/- per day will be collected from the contractor. In case of any damages happened due to the negligence of the contractor to the premises then the damage charges for the same will be recovered from the security deposit paid by the contractor. If the security deposit is insufficient to recover cost of damage then the contractor will be bound to pay the balance amount failing which the same will be recovered legally.

21. Performance Security of the contractor will be forfeited in case of breach of any conditions stipulated herein.
22. In case, the contractor to whom the contract is awarded, fails to accept the offer, the Competent authority shall have the right to forfeit the earnest money deposited by the contractor and any loss occurred due to the non execution of the contract can also be recovered from the contractor as recommended by the Canteen Monitoring committee or by the representative of the Director, NIS. No correspondence in this regard will be entertained.
23. If any personnel engaged by the contractor is found indulged / indulging in illegal and intolerable activities he / she will be handed over to the police and any other administrative action as deemed fit against the contractor will be taken including termination of the contract with immediate effect.
24. The loss to National Institute of Siddha, Chennai, if any, incurred on account of failure / or neglect or refusal on the part of the contractor to provide services according to the terms of the agreement will be recovered from him.
25. Cleanliness should be maintained in the kitchen area and failure to do so and if, the same is found by the Canteen Monitoring Committee or by the representative of the Director, NIS appropriate penalty will be imposed on the contractor. The decision of the Director in the matter will be final.

2. CONDITIONS OF CONTRACT

1. The canteen employees should be provided with company identity cards by the contractor. The staff members deployed by the contractor have to be provided with overcoats and footwears for use in the Canteen.
2. The contractor should maintain attendance register of the staff deployed by them in the canteen and the same should be submitted for verification to the Hospital authorities on a daily basis.
3. The existing available kitchen area will be handed over to the contractor for running the canteen.
4. The contractor should visit the canteen regularly and take immediate steps to rectify any complaints brought into his notice by the administration under intimation to the authorities.
5. The contractor shall maintain the canteen premises, electrical and plumbing installations and movable properties like furniture, etc., in good condition and shall hand over in good condition on completion of the contract period.
6. The contractor will be allowed to use the kitchen in the premises only for catering purposes for National Institute of Siddha and not for any other purpose. The successful bidder himself shall use his own vessels / equipments that are required for providing catering services.

7. The contractor's catering activities are subject to the supervision of the Canteen Monitoring Committee / Hospital Superintendent i.c., / Additional Hospital Superintendent i.c., under overall supervision of the Director, National Institute of Siddha.

8. The employees of the canteen will not be allowed any accommodation inside the premises of the Institute.

9. Advertisement/publicity by installing Name Boards etc. shall not be allowed.

10. The contractor shall execute the instructions of the Director or any officer authorized by the Director, from time to time, on all matters connected for the smooth functioning of the catering and related services.

11. In case of any breach of this contract and any terms and conditions therein by the Tenderer, the Director, National Institute of Siddha may cancel the contract for the remaining period of the contract after giving a show cause notice for a reasonable time as deemed fit in writing to the contractor. In the event of such cancellation, the security deposit amount of the contractor will be forfeited besides the annulment of contract. The decision of the Director, National Institute of Siddha shall be final in the matter.

12. The Director, National Institute of Siddha shall not be responsible and shall not be a party in any of the labour or other disputes that may arise between the contractor and the persons appointed by him for undertaking the works of the Catering Services in National Institute of Siddha.

13. **PERIOD OF CONTRACT-** The Contractor will be communicated about the acceptance of their Tender in writing by the Institute. The contract is for a period of one year. The period of the contract may be further extended at the discretion of the Director, National Institute of Siddha on mutual consent for a maximum period of 3 years only.

14. The bid shall remain valid for 6 months from the last day for receipt of bids.

15. The rates, which the contractor can charge for various items in the menu will be as per accepted tender rates. For any new item, the rates will be fixed in consultation with the Tenderer with the approval of the Competent Authority.

16. The catering services should be provided on all the days in the calendar year without fail. The canteen shall function only at the premises provided by NIS.

17. The rates quoted should be valid for the entire period of contract.

18. Any alterations or modification in the prescribed menu due to unforeseen and any unavoidable circumstances may be intimated to the Hospital Superintendent/ Deputy Medical Superintendent in advance.

19. The Director, National Institute of Siddha will be at liberty to terminate, without assigning any reason thereof, the contract wholly or in part within a period of three months from the date of commencement of the contract (or) at any time on one month's notice based on the recommendation of the Canteen Monitoring Committee and Hospital Superintendent of National Institute of Siddha. The contractor will not be entitled for any compensation, whatsoever, in respect of such termination.

20. The contractor should submit the License to operate the canteen and certificate

issued by the Food Safety and Standards Authority of India (FSSAI). The contractor is responsible for complying with all the regulatory requirements.

21. As and when complaints are made by the Director, National Institute of Siddha or the representative, immediate action shall be taken by the contractor to rectify the defect to the satisfaction of National Institute of Siddha.

22. The contract shall be for one year unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of food items, non supply of in-patient diet, breach of contract, violation, non-compliance, disobedience etc.

23. The contract shall automatically expire on completion of one year from the date of award of contract, unless extended further by mutual consent of contracting agency and the Director, NIS.

24. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further specific period mutually agreed upon by the Contractor and National Institute of Siddha.

25. The contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

26. The contractor shall not sublet the premises to any other agency.

27. The persons deployed by the contractor shall not claim, nor shall be entitled to, Pay or Other facilities admissible to Regular employees of National Institute of Siddha.

28. Surprise inspection will be carried out by the Canteen Monitoring Committee or Hospital superintendent / Deputy Medical superintendent to check the quality of food and maintenance of the canteen. If the Competent Authority finds that any of the items served by the contractor is not up to the mark / standard, the cost of the particular item / food will be deducted from the bill of the following month.

29. In case of breach of any terms and conditions of this contract, the performance security deposit of the agency will be liable to be forfeited by the Institute besides annulment of the contract.

30. If any loss of property occurs, investigations will be carried out by the authorities comprising of the authorized representative of the contractor and the National Institute of Siddha and the contractor shall pay compensation commensurate with the loss, if the personnel engaged by the contractor is found to be responsible for the said loss in the investigation. The decision of the Director, National Institute of Siddha in this regard is final and binding on the successful bidder.

31. In case, the contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, the Institute shall be entitled to get the loss recovered from the Agency.

32. The loss to National Institute of Siddha, Chennai if any, incurred on account of failure/ Or neglect or refusal on the part of the contractor to act according to the terms of the agreement will be recovered from him from the security deposit.

33. This Institute shall not be responsible for any damages, losses, claims financial or other

injury to any person deployed by service providing agency in the course of their performing the functions / duties, or for payment towards any compensation.

34. No additions, alteration, modifications to the existing buildings shall be made in any manner without prior written consent of the Director, National Institute of Siddha and the contractor shall maintain the building in good condition.

35. The Institute will only pay the catering bill relating to food supplied to the in-patient as per the menu & rates accepted by the contractor on monthly basis which has to be submitted within the second week of succeeding months. The Catering charges in respect of students / staff / OP patients / visitors etc., should be collected from the individual concerned by the contractor. The Institute shall not be held responsible for any non-payment of the amount by the above persons.

36. All claim bills raised by the contractor shall be paid by the Institute based on the Certificate given by the Canteen Monitoring Committee and Hospital Superintendent after verification of the Quantity and Quality of food. The contractor shall comply with all the statutory regulations that are in force from time to time in all matters.

37. THE FOOD ITEMS MENTIONED UNDER THE HEAD “CAFETERIA FOR STUDENTS, STAFF & OTHERS” SHOULD BE MADE AVAILABLE REGULARLY AS SHOWN UNDER:

- a. Breakfast: 7:00 a.m. to 12:00 noon
- b. Lunch: 12.00 noon to 2.30 p.m.
- c. Snacks: 3.30 p.m. to 4.30 p.m.
- d. Dinner: 7.00 p.m. to 10.00 p.m.

38. If the Competent Authority/ Hospital Superintendent or Deputy Medical Superintendent/ Canteen Monitoring Committee/Duty Medical Officer finds any of the food item served by the contractor is not up to the quality / standard, the cost of the particular food item will be deducted from the bill of the month concerned. In addition to that the contractor has to serve the substitute item/ food at their own cost.

39. As per the Directions received from Ministry of AYUSH vide OM dated 10.06.2022 with reference F.No.C-31018/5/2022-VIG the bidders/tenderers should abide by the following conditions:-

- 1. Promise on the part of the buyer not to seek or accept any benefit, which is not legally available;
- 2. Buyer to treat all bidders with equity and reason;
- 3. Promise on the part of bidders not to offer any benefit to the employees of the buyer available legally;
- 4. Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- 5. Bidders not to pass any information provided by the buyer as part of business relationship to others and not to commit any offence under PC/IPC Act.
- 6. Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign buyers or associates.
- 7. Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary;
- 8. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

3. SCHEDULE OF REQUIREMENTS

1. The number of In-patients to whom diet is to be served during morning, noon and night will be intimated to the contractor by the Hospital authorities by 2.00 p.m. on the previous day.

2. The contractor has to make arrangements for the supply of the diet as intimated to him from the Hospital to the in-patients admitted in the wards as per the approved menu. **The menu for Hospital Diet and Cafeteria items are enclosed separately with this tender (Annexure V) and (Annexure V).**

i. Timings:

For In-Patients (Hospital Diet):

Breakfast: 07.00 a.m. to 07.45 a.m.
(with beverages as per item No. I in Annexure IV)
Lunch: 12.30 noon to 01.15 p.m.
Snacks: 03.30 p.m. to 04.30 p.m.
Dinner 07.00 p.m. to 08.00 p.m.

For Students and Staff (Cafeteria):

Breakfast: 07.00 a.m. to 12.00 noon.
(with beverages as per Annexure V)
Lunch: 12.00 noon to 2.30 p.m.
Snacks: 3.30 p.m. to 4.30 p.m.
Dinner: 7.00 p.m. to 10.00 p.m.

Coffee / Tea: 6:00 a.m. to 10:00 p.m.
(Should be made available as per requirement)

3. The contractor should make his own arrangement for all other items required for cooking, including utensils.

4. The food should be served to the inpatients at their bedside – floor wise simultaneously. The contractor should ensure that the food is served to all the inpatients within a maximum time limit of 30 minutes. It is responsibility of the contractor to arrange adequate number (minimum 3 persons per floor) of manpower for serving food to inpatients at their bedside.

5. The contractor is required to supply the diet as in Diet for Hospital Inpatient Ward to Inpatients of the Ayothidoss Pandithar Hospital, National Institute of Siddha and supply food items to officers, Staff, P.G. Students and visiting OPD patients in Cafeteria for students, staff & others at the quantity & quality as prescribed by National Institute of Siddha.

6. Sale of items like aerated drinks, carbonated soft drinks & beverages, alcoholic beverages, pan masalas and such other banned substances are strictly prohibited in the cafeteria. If such deviations are found out, the contract is liable to be terminated without notice. The Canteen Monitoring Committee will monitor such malpractices and recommend for suitable action as deemed fit in such instances.

7. Fresh juices, natural and organic food items may be served in the cafeteria.

8. The contractor should ensure that sufficient number of staff members as per requirement from time-to-time are deployed in the canteen for completion of all the works on time. A minimum of 2 master chefs, 4 helpers and 2 cleaners should be available at all times in the canteen.

9. A minimum of 4 staff members should be available at all times for supply of food items in the Cafeteria.

10. Washing of utensils, cleaning of kitchen, dining hall and all other serving area and providing materials like soap, deodorants, broomsticks, and such other items required for maintenance of hygiene and cleaning and disposal of garbage will be the responsibility of the contractor at his cost.

11. The contractor has to buy all the provisions like vegetables, rice, oil and all other consumable materials etc required for running the canteen out of his own cost. No advance will be issued from the Institute for this purpose.

12. The grocery items purchased for cooking the food should be branded and of the best quality.

13. Quality of the food and services provided by the contractor will be monitored **by the Canteen Monitoring Committee and Hospital office from time to time.**

14. Food and beverages have to be served by the contractor on demand at any room and any other area within the premises of NIS permitted by the **Competent Authority.**

15. The diet provided to In patients is classified into (i) Vatha Diet, (ii) Pitha Diet and Athi Kuruthi Azutham (Salt restricted Diet), (iii) Kabam Diet, (iv) Skin Diet, (v) Madhu Megam Diet & (vi) Paediatric diet which may be mentioned in the diet menu which would be issued by the Hospital. On the basis of daily diet menu the contractor may supply the diets accordingly.

16. The quality of the food to be served to the patients, as per the approved menu should be checked and certified by Duty Medical Officer before serving it to patients.

17. THE USAGE OF PLASTIC / SINGLE USE PLASTIC ITEMS SHOULD BE TOTALLY AVOIDED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FOLLOW THE RULES LAID DOWN BY THE GOVERNMENT IN THIS REGARD.

18. The food for the Hospital and Cafeteria should be prepared only in the in-house kitchen situated in the Institute premises.

19. The contractor shall deploy physically fit, efficient, well-behaved and skillful staff member in the canteen. The contractor shall ensure that hygienic practices are followed by the staff employed by him and that they are properly, cleanly and neatly dressed. Wearing aprons, gloves, and head covers are mandatory for the workers who are handling any kind of food stuffs. They shall also be disciplined and polite to the guests / patients at all times.

20. In order to provide purified drinking water the contractor should ensure that Reverse Osmosis (RO) unit is installed at canteen premises at their own cost.

21. The workers deployed by contractor should not be suffering from any contagious disease & mental illness. They should be hale, healthy and energetic. A list of employees engaged in the catering services in the Institute should be furnished. Medical Check-up of the employees should be carried out regularly at every 3 months and Medical certificate should be submitted to the Institute. The contractor should ensure that the employees deployed by them had been administered regular vaccines such as Covid-19 vaccines, Hepatitis B and Typhoid already.

22. Sufficient number of helpers wearing disposable gloves should be deployed for serving food/beverages.

23. The contractor may provide suitable uniforms to his staff member at his own cost and it is his responsibility to appoint sufficient number of staff and employees who should be proficient in running the canteen.

24. The Director will not be responsible or obliged legally or otherwise, in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages and terms and conditions of work, etc., which are the sole obligation of the contractor.

25. **SIGNING OF CONTRACT:** The contractor shall execute an **Agreement** on Rs.100/- Stamp paper with The Director, National Institute of Siddha within fifteen days of the receipt of award of contract. The specimen form of Agreement Bond will be supplied by National Institute of Siddha. The first month bill will be processed by this Institute only **after submission of the Agreement.**

26. Tax Deduction at Source (TDS) will be done as per the provisions of the Income Tax Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by this Institute.

27. **PERFORMANCE SECURITY:** The contractor will be required to furnish Performance Security in the name of the “**Director, National Institute of Siddha, Chennai**”, for 3% of the annual value of the contract (total amount payable for 12 months) before commencing the work under the contract. The performance security will remain with the Institute as long as the contract is in force and will remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security amount is liable to be forfeited fully or in part thereof, in case of breach of any of the conditions mentioned in the contract agreement. The performance security deposit is refundable on successful completion of the contract.

4. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

1. Cooking must be done in hygienic conditions and the contractor must keep cooking and serving areas neat and clean.

2. Child labour shall not be permitted and will be a punishable offence.

3. The schedule of prices of food items shall be displayed both in English and Tamil and shall procure the necessary license under the local laws for running the catering before successful bidder commences the activity and shall duly observe and abide by the Municipal laws relating to sale of refreshments, as the case may be. The license shall be displayed on the premises.

4. Alcoholic beverages are not allowed. Smoking is strictly prohibited inside the campus of the Institute.

5. The contractor should remit EPF, under “**EPF & Miscellaneous Provision Act**”, wages under “**Minimum Wages Act**”, ESI under “**ESI Act**” and all other relevant statutory provisions at his cost to his staff. The details should be furnished to the office of NIS from time to time.

6. The contractor shall comply with all requirements under Goods and Services Tax and shall be responsible for payment of all taxes, fees and other statutory payments to the respective authorities. TDS will be deducted from the claims as per the provisions of Income Tax Act and GST Act.

7. The rates quoted should be valid for the entire period of contract.

8. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him in this Institute. **The Institute will have no liability in this regard.**

9. It will be the responsibility of contractor to calibrate all the digital equipments provided in the canteen from time to time.

DIRECTOR – NIS.

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ANNEXURE – I (DECLARATION)

1. I / We enclose herewith demand draft No Dated For Rs.1,15,000/- (Rupees One Lakh Fifteen Thousand Only) towards Earnest Money Deposit.
2. I / We bind myself / Ourselves to the conditions prescribed in the tender form.
3. In case I / We fail to accept the contract placed on us, I / We agree to have the Earnest Money forfeited.
4. I/ We the tenderer/s agree to have the Earnest Money forfeited in case of my / our failure in full or part to undertake the contract upon the acceptance of this tender.

Or

II. For the Tenderer claiming exemption of E.M.D.

M/s. _____ is exempted from payment of E.M.D on account of registration with _____.

Copy of the registration certificate is attached. It is acknowledged that incase of our failure in full or part to undertake the contract upon acceptance of this tender, action is liable to be initiated against us including black listing and deregistration.

Signature:

Designation:

Name and Address of the Firm with seal:

ANNEXURE – II (NUMBER OF EMPLOYEES)

Sl. No.	Name of the mess/hostel etc	No. of cooks	No. of helpers	No. of waiters

The evidence for the above, should be enclosed.

Signature:

Designation:

Name and Address of the Firm with seal

ANNEXURE –III (ANNUAL TURNOVER)

Sl. No.	Financial Year	Turnover (Rs)
1.	2019-2020	
2	2020-2021	
3.	2021-2022	

Average turnover per annum

Rs. _____/-

Office Seal

Signature of the Tenderer

Date

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PRICE SCHEDULE (To be utilized by the bidders for quoting their prices)

Requirement of various diets for Hospital Inpatient Ward			
S.NO.	ITEM	Quantity	Price
I	Beverages		
a)	Ginger Tea (with Palm Jaggery)	120 ml	
b)	Ginger Tea (without Palm Jaggery)	120 ml	
c)	Lemon Tea (with Palm Jaggery)	120 ml	
d)	Lemon Tea (without Palm Jaggery)	120 ml	
e)	Chukku + Malli Coffee (with Palm Jaggery)	120 ml	
f)	Chukku + Malli Coffee (without Palm Jaggery)	120 ml	
g)	Milk	200 ml	
II	Tiffin - Breakfast / Dinner / with side dish		
a)	Idli	5 Nos. (60 gm each)	
b)	Idli	3 Nos. (60 gm each)	
c)	Kal Dosai	4 Nos. (60 gm each)	
d)	Wheat Dosai	4 Nos. (60 gm each)	
e)	Mudakkatran Dosai	4 Nos. (60 gm each)	
f)	Venthaya Dosai	4 Nos. (60 gm each)	
g)	Ragi Dosai	4 Nos. (60 gm each)	
h)	Koththamalli Dosai	4 Nos. (60 gm each)	
i)	Puthina Dosai	4 Nos. (60 gm each)	
j)	Thoodhuvalai Dosai	4 Nos. (60 gm each)	
k)	Pongal	300 gm	
l)	Wheat Uppuma	300 gm	
m)	Kitchadi	300 gm	
n)	Chappathi	4 Nos. (60 gm each)	
o)	Siruthaniya Adai	4 Nos. (60 gm each)	
p)	Idiyappam	300 gm	
q)	Ragi Porridge (Semi Solid) and Buttermilk	200 ml	

r)	Butter Milk	200 ml	
s)	Navathaniya Kanchi (Semi Solid)	200 ml	
t)	Aappam	4 Nos. (60 gm each)	
u)	Saamai Uppuma	300 gms	
v)	Aval Uppuma	300 gms	
w)	Thinai Uppuma	300 gms	
x)	Varagu Uppuma	300 gms	
y)	Navathaniya Adai	4 Nos. (60 gm each)	
z)	Murungai Keerai Adai with Seeragam, Onion	4 Nos. (60 gm each)	
aa)	Mudakathan Adai with Pepper, Onion	4 Nos. (60 gm each)	
	<p>The above items are to be provided with following side dish: Onion / Puthina / Kothamalli Leaf / Karuvepillai / Pirandai / Inji / Poondur / Coconut Chatni / Tomato Chatni)</p> <ul style="list-style-type: none"> • Sambar (by Siruparuppu) or Kuruma (Black Channa or Peas or Vegetables) or Coconut Milk + Cardamom seeds (for Appam & Idiyappam) 		
III	LUNCH (Normal Meal)	Quantity	Price
	<p>1. Boiled Rice (Ponni) – 400 gm, 2. Kuzhambu: Sambar or MorKuzhambu or Vattral Kuzhambu or Chukku kuzhambu or Poondur kuzhambu (without Kizhangugal, and Vaazhaikaai), 3. Rasam (Pepper & Garlic or Mudakkathan or Pepper or Thuthuvelai or Kollu), 4. Buttermilk (Inji Kariveppillai thallippu), 5. Thuvaiyal (Inji / Pirandai / Kollu / Thuthuvelai / Karuveppilai / Kothamalli), 6. Poriyal (Beans, Avarai, Kathari Pinju, Ladies finger, Pudalangai, Vazhaithandu, Carrot, Beet root and Pidi Karunai Kizhangu). 7. Koottu (Keerai (except agathi / pasalai), Suraiakai, Vazhaithandu, Beans, Avarai, Kathari Pinju, Aviyal). - Sufficient Quantity</p> <p>Note: For Pediatric diet, the meals and side dishes must be less spicy and kara kuzhambu and Vathal kuzhambu etc must be avoided)</p>	1 Number	
	Meals for Fever Patients		
	1. Double boiled rice Kanjee (Semi Solid) (with Poondur / Seeragam)	300 gm	
	2. Rice with Rasam (500 ml)	300 gm	

	3. Idly with less spicy chutney	3 nos (60 gm each)	
	4. Idiyappam with milk	3 nos (60 gm each)	
	5. Bread and Milk	4 nos	
	EVENING SNACKS		
IV	1. (a) Sundal (Black Chenna)	100 gm	
	(b) Pattani (Peas)	100 gm	
	(c) Ver kadalai Boiled Ground nut - Boiled	100 gm	
	(d) Pasipayiru (green gram)	100 gm	
	2. Ulunthu Kazhi – Sweet (should be served with palm jaggery)	200 gm	
	3. Sweet Aval	100 gm	
	4. Pottu Kadalai Urundai	2 Nos. (60 gm each)	
	5. Vegetable Soup (Mudakkaruthan leaf with Turmeric Pepper / Manathakkali leaf with Turmeric Pepper / Thoothuvelai leaf with Turmeric Pepper / VenthayaKeerai with Turmeric) / Vazhaithandu Soup / Murungai Keerai / Venthamarai + Pepper / Aavarai Poo with Chukku	200 ml	
	6. Ulunthu Kanchi	200 ml	
	7. Sathu Maavu Kanchi	200 ml	
	8. Sathumaavu Urundai (Fried Gram Powder / Peanut Powder / Green Gram Powder / Cardomom Seed / Palm Jaggery)	200 gms	
	9. Puttu (Raagi / Rice)	200 gms	
	10. Kozhukattai (Sathumavu / Rice)	200 gms	
	The above items are to be provided with following side dish (wherever required): 1. Onion / Puthina / Kothamalli / Karuvepillai / Pirandai / Inji / Poondur / Coconut Chatni / Sambar (by Siruparuppu)		
V	MISCELLANEOUS	Quantity	Price
1.	Panja Mutti Kanchi (Raw Rice / Toor Dhal / Bengal Gram/ Urad Dhal /Moong Dhal	200 ml	
2.	Ulunthu Kanchi	200 ml	
3.	Butter milk	200 ml	

ANNEXURE-V

CAFETERIA FOR STUDENTS, STAFF & OTHERS:

1. Tiffin (Breakfast / Dinner):

Sl. No.	Item	Quantity	Price
1.	Idly (Sambar & Chutney)	1 Number (60 gm each)	
2.	Vadai (Keerai / Ulundhu / Masala)	1 Number (60 gm each)	
3.	Poori (with Potato or Channa Masala) Wheat	1 Number (60 gm each)	
4.	Chappathi (with Kuruma or Dal) Wheat	1 Number (60 gm each)	
5.	Plain Dosai	1 Number (60 gm each)	
6.	Masala Dosai	1 Number (60 gm each)	
7.	Rava Dosai	1 Number (60 gm each)	
8.	Onion Dosai	1 Number (60 gm each)	
9.	Onion Uthappam	1 Number (60 gm each)	
10.	Pongal	300 gm	
11.	Coffee	120 ml	
12.	Tea	120 ml	
13.	Milk	200 ml	
14.	Sathumavu Kanji	200 ml	
15.	Wheat Bread Sandwich	1 Set (2 No's of slices)	
16.	Idiyappam	400 gm	
17.	Aappam	4 Nos. (60 gm each)	
18.	Adai	4 Nos (60 gm each)	
19.	Rice /Ragi Puttu	300 gm	
20.	Ragi Porridge with Palm Jaggery or Buttermilk	200 ml	
21.	Kambu Porridge with Butter milk / Ulundu kanji	200 ml	
	<i>Sambar and two varieties of Chutney are to be provided for Idli,Dosai, Uthappam and Pongal &Chutney for Vadai</i>		

***REFINED FLOUR (MAIDA) NOT ALLOWED**

2. LUNCH

i. Vegetarian Full Meals

Sl.	Name of the Item	Quantity	Price
1.	LUNCH: 1. Boiled Rice (Ponni) – 250 gm, 2. Sambar, 3. Vathakuzhambu or Mor kuzhambu, 4. Rasam, 5. Curd, 6. Poriyal 50 gms (Beans, Avarai, Kathari kai, Murungai kai, Ladies finger, Pudalngai, Vazhaithandu, Cabbage, Karunai Kizhangu, Potato, Carrot, Cauliflower & Beet root, Kovakkai), 7. Koottu 50 gms (Keerai, Suraikai, Vazhaithandu, Beans, Avarai, Sundaikai, Kathari kai, Murungai kai, Kizhangugal, Vazhaipoo, Pagargai, Agathi Keerai, Aviyal), 8. Pickles or Thuvayal (Inji / Pirandai / Kollu / Thuthuvelai / Karuveppilai / Kothamalli), 9. Appalam	1 Number	

ii. Variety Meals

Sl No	Name of the Item	Quantity	Price
1.	Vegetable Briyani with onion raitha / Fried rice / Ghee rice	300 gm	
2.	Sambar rice with Poriyal / Curd rice with Pickle / Puthina rice with Thuvayal / Lemon rice with Potato Fry / Keerai rice with Appalam or vathal / Puliyotharai with Thuvayal/ Tomato rice / Peas pulav / Rasam Rice with Potato Poriyal / Chenna pulav with onion raitha	300 gm	
3.	Chappathi / Pulka (Wheat)	1 Number (60 gm each)	
4.	Panneer Butter / Peas / Mush room / Gobi / - Fry or Gravy or Vegetable Kuruma	300 gm	
5.	Onion / Cucumber / Carrot – Raitha or Salad	150 gm	
6.	Plain Rice	200 gm	

3. EVENING SNACKS

Sl. No	Name of the Item	Quantity	Price
1.	Sundal (Black Chenna)	100 gm	
2.	Sundal (White Chenna)	100 gm	
3.	Pasipayiru Sundal (Moong Dhal) / Boiled	100 gm	
4.	Verkadalai Sundal (Groundnut)/ Boiled	100 gm	
5.	Pattani Sundal (Peas) / Boiled	100 gm	
6.	Bajji	1 Number (60 gm each)	
7.	Bonda	1 Number (60 gm each)	
8.	Vadai (Keerai / Masal / Medhu)	1 Number (60 gm each)	
9.	Chukku + Malli Coffee	120 ml	
10.	Kadalai Mittai	100 gm	
11.	Milk	200 ml	
12.	Tea	120 ml	
13.	Coffee	120 ml	
14.	Bread Sandwich	1 set (2 No's of slices)	
15.	Kolukattai	1 Number (60 gm each)	
16.	Kara Paniyaram	1 set (2 No's)	
17.	Sweet Paniyaram	1 set (2 No's)	

Note: Branded Biscuits / food items should be available. Sale of unpacked/unbranded food items is strictly prohibited in the Cafeteria. Selling prices of these food items should not be more than the Maximum Retail Price printed on the item.

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