

**Call for Tenders to run the canteen in the premises of
Regional Meteorological Centre, Chennai**

To whomsoever it may concern

The canteen committee constituted by the Deputy Director General of Meteorology, Regional Meteorological Centre (RMC), Chennai has proposed to float a tender seeking bids from caterers to run the canteen in the Trainees Hostel/Guest House located in the premises of RMC Chennai.

The last date of submission of proposals : **24.03.2017**
Opening of Tender : **24.03.2017**
Award of contract to the successful bidder : **29.03.2017**
Date from which the contractual agreement will be in force : **1.4.2017**

Terms and conditions to be fulfilled by the bidder:

1. Period of contract:

This contract with the caterer shall come into force with effect from **1.4.2017** for a period of twelve months up to **31.3.2018**. Thereafter it is likely to be renewed for a further period of twelve months at the discretion of the Dy. Director General of Meteorology, Regional Meteorological Centre, Chennai, based on the performance during the contractual period.

2. Credentials:

- a) **The caterers quoting for the bid must have license accorded by the Food Safety and Standard Authority of India (FSSAI).**
- b) Name and address of the caterer and his staff should be made available to this office with photo copy of residential proof.
- c) Previous/current experience (number of years), if any, in running a catering unit (small/big scale) shall be along with required proof. Appropriate weightage will be given for the same.

3. Security Deposit:

The caterer will be required to furnish Rs.15,000/- (Rupees Fifteen Thousand only) as a security deposit which will be refunded without any interest, at the time of termination of the contract, after adjusting dues if any, accruing during the contract period.

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4. Responsibility of the caterer:

- a) The caterer will make his own arrangements for utensils, crockery, cooking gas and other required items for running the canteen. Except cooking gas (LPG) no other form of fuel will be permitted.
- b) The canteen and kitchen facility to be provided by RMC to the caterer by taking an admissible license fee of Rs.500/- per month from the caterer. The canteen premises shall not be used for serving/cooking food for catering outside RMC campus.
- c) No residential accommodation will be provided to the caterer or his staff in the premises of the canteen or RMC premises.

5. Schedule of providing food items:

- a) The contract is for providing hygienic and quality food/tea/snacks to the trainees and guests as per schedule and timing mentioned below, at the timings indicated against each. Timing shall be followed strictly.

i) Morning tea/coffee	0630 – 0730	Hrs. IST.	(in guest house/hostel)
ii) Breakfast	0800 – 1000	“	“
iii) Lunch	1300 – 1400	“	“
iv) Evening tea/coffee	1730 – 1830	“	“
v) Dinner	2000 – 2200	“	“
vi) Morning tea/coffee	1030 – 1130	“	(to the staff in office at their seat)
vii) Morning snacks	1200 – 1230	“	“
viii) Evening tea/coffee	1500 – 1600	“	“
viii) Evening snacks	1630 – 1730	“	“

- b) Only vegetarian and egg based items will be permitted to be cooked and served in the canteen.
- c) Trainees and guests from various offices of IMD all over India will stay in hostel/guest house and use the canteen facilities. Hence the caterer shall have the expertise to prepare and serve simple north Indian food items like chapathi/poori/sabji/dhal etc.
- d) The canteen shall be open from morning 0630 hrs IST to 2200 hrs. IST from Monday to Saturday.
- e) The canteen shall be functional on Sundays and closed holidays on need basis.

6. Rates of items:

- a) The base price of the food items required to be supplied has been mentioned in Annexure.

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- b) The caterer shall quote the price at which he will be able to supply the items throughout the one year period of contract.
- c) All the bids submitted by various caterers will be scrutinised by the Canteen Committee.
- d) Apart from the fulfillment of other criteria, price quoted by the caterer will be one of the deciding factors for finalising the successful caterer to run the canteen.
- e) For the departmental (IMD/CPWD/PAO) staff, the food items strictly shall be supplied as per the rate quoted in the tender. Retired IMD staff and guests staying in guest house may also be applicable for the above rate. For this purpose, caterer may seek display of identity card when necessary, from the staff who use the canteen.
- f) For the non-departmental staff who visit the canteen, food items can be supplied at a competitive rate and the price list shall be displayed in the canteen.

7. Facilities that will be provided by IMD:

- a) According to an inventory list, items provided by IMD will be handed over to the caterer.
- b) Dining tables, chairs, water cooler, fridge etc. will be provided by the office.
- c) The caterer will be responsible for the proper use and maintenance of the above facilities, which shall not be taken out of the hostel premises under any circumstances. The office will recover from the caterer the cost of any loss or repairs of damage done to these items.
- d) Limited metro water supply will be available and the caterer has to pay the charges fixed by the RMC Chennai according to the water meter reading.
- e) Electricity supply will be available and the caterer has to pay the charges fixed by the RMC Chennai **at Rs.7/- per unit** according to the sub-meter reading.
- f) The caterer will ensure that facilities like water, electricity etc. are used in an optimum level without any wastage.

8. Cleanliness:

- a) The caterer shall be responsible for maintaining and keeping the canteen premises, surroundings and facilities used by him neat and clean hygienic condition.
- b) The canteen committee shall have the right to inspect the premises and facilities and may call upon the caterer to maintain the facilities in a neat and clean manner.

9. Canteen Committee:

- a) There will be canteen committee consisting of a few officers of RMC Chennai who will maintain liaison with the caterer about the menu, the working of the mess etc.

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- b) Members of the committee will make surprise visits to check the quality of food items. The committee members will identify themselves on such occasions to avoid foul play.
- c) Apart from the members of the canteen committee, suggestions for proper upkeep and maintenance may also be provided by the Warden of Trainees Hostel and Guest House. The Warden will visit the hostel periodically to monitor and oversee the arrangements in the canteen as the facility is also for the visiting officers/scientists/trainees staying in guest rooms from time to time.

10. Safety, security and decorum:

- a) The key to dining hall and kitchen shall be handed over to the caretaker/authorised official of the hostel, by the caterer every night after completion of the work.
- b) Smoking, use of alcoholic drinks or drugs is prohibited in the canteen premises. If such instances come to the notice of the canteen committee, strict action will be taken against the caterer.
- c) Entry of unauthorised persons into the canteen is strictly prohibited.
- d) The caterer will ensure that his staff are courteous at all times to the clients, trainees and visitors staying in the hostel/guest house.
- e) Clean and tidy dressing is mandatory for the canteen staff.
- f) Disturbances or unpleasant behaviour/situations shall be avoided by the canteen staff both in the premises of the hostel and in the office campus.

11. Collection of dues :

- a) The caterer will make his own arrangements to receive prompt payments from the staff and visitors for the services rendered. The office will not be responsible in any way for collecting dues from defaulting clients.
- b) The caterer, as may be deemed necessary, may distribute daily/monthly tokens to the staff members by obtaining money in advance. Canteen accounts may be maintained properly. Proper bill book for issuing as and when the visitors seek for it is mandatory.

12. Termination of contract:

- a) For premature termination of the contract from either side, at least two months notice in writing would be required. However, if the competent authority finds reasonable evidence against the caterer, the right to terminate the contract, without assigning any reason or giving the above said notice vests with the Head of Office, The Dy. Director General of Meteorology, RMC Chennai.

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13. Submission of tender:

- a) Tender form duly countersigned may be obtained from the Chairman/Convener, Canteen Committee.
- b) Filled in tender form may be submitted in sealed cover with proof for identity, residence and experience either to the Chairman/Convener.
- c) Use of influence on tender processing either directly or indirectly will be treated as a disqualification.
- d) Decision of the competent authority, Dy. Director General of Meteorology, on tender allotment will be final.
- e) Address for submission of tenders by post in sealed cover is (duly marked in the top left side of the envelope that the tender form is submitted for running the canteen, RMC Chennai)

**The Deputy Director General of Meteorology,
Regional Meteorological Centre,
India Meteorological Department
No.6, College Road, Chennai-600 006.
Phone No. 044-2824 6029 & 044-2824 6037**

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**Tender form to be submitted for contract to run canteen
in RMC Chennai with effect from 01.04.2017**

1. Name of the caterer :

2. Address :

3.FSSAI Licence :

4.Previous experience :

5.Contact Number :

6. Prices of food items :

S.No.	Name of food items	Tender base price (in Rs.) stipulated by IMD, RMC Chennai	Price offered by the caterer (in Rs.)
1.	Coffee/Tea (75 ml.)	7	
2.	Idli/Idiappam (2 per plate) with chutney/sambar	10	
3.	Dosa/Uthappam (one) with chutney/sambar	20	
4.	Chappathi (pulka) plus veg. curry	20	
5.	Poori set with Potato masala	20	
6.	Bread slices two with omlette	20	
7.	Vada/bonda/samosa 1 each (50 gm)	8	
8.	Pakoda/mixture (50 gm)	12	
9.	Meals unlimited with curd	40	
10.	Special meals for parties	100	
11.	Variety rice (200 gms) tomato/coconut/lemon/tamarind	25	
12.	Veg. Pulav (200 gms)	30	

It is certified that the above rate quoted by me will be final and no change will be made during the duration of the contract 1.4.2017 to 31.3.2018. I will abide the terms and conditions stipulated in the tender specified above. (please enclose Xerox copies of 1. FSSAI licence 2. Experience 3. Residential proof & 4. Bank e.payment mandate form)

Signature with date