

TAMIL NADU AGRICULTURAL UNIVERSITY

**TENDER DOCUMENT FOR CATERING TNAU
REFRESHMENT HOME FOR THE YEAR 2020-21**

**CENTRE FOR STUDENTS WELFARE
COIMBATORE – 641003**

Tender.No.

(This copy must be Returned along with the Offer)

Issued to

Mr/Ms.

NOT TRANSFERABLE

(To be filled by the Tenderer)

To

The Dean

Centre for Students' Welfare

Tamil Nadu Agricultural University

Coimbatore – 641 003

I enclose the tender offer for catering contract to TNAU Refreshment Home for the year 2020-21 dated containing pages. We hereby agree to the terms and conditions of the tender.

Signature :

Name :

Designation :

Organisation & Address :

Registration Number :

(or)

FSSAI Approval Number, if
any :

**TAMIL NADU AGRICULTURAL UNIVERSITY
COIMBATORE – 641003**

TENDER SCHEDULE

Sealed tender are invited for running TNAU Refreshment Home to serve food items as given in financial bid (Annexure – II & III) for 11 Months, renewable for another two terms on satisfactory performance at Tamil Nadu Agricultural University Campus, Coimbatore – 641003, Tamil Nadu, India with the following terms and conditions. The tender schedule and tender forms can be obtained from the Office of the Centre for Students’ Welfare and Chairman, TNAU Refreshment Home or downloaded from the webpage of Dean, Centre for Students’ Welfare in TNAU website (<https://tnau.ac.in/csw/>). Pre bid meeting will be conducted on 30.7.2020 at the office of the Dean, Centre for Students’ Welfare, TNAU, Coimbatore.

TERMS AND CONDITIONS

1. The tender documents are not transferable
2. The sealed cover containing the tender should be superscribed as follows:
“Tender for Catering Contract to TNAU Refreshment Home for the year 2020-21 (11 Months) due on 14.08.2020”
3. The sealed covers containing the “Technical bid” (Annexure I) and “Financial bid” (Annexure II & III) are to be kept in separate covers. At the bottom of the cover, full name and address of the tenderer should be furnished. The cover should be sent only by post to the Dean, Centre for Students’ Welfare, (Chairman TNAU Refreshment Home), Coimbatore – 641 003 so as to reach on or before 14th August 2020 up to 3.00 p.m. The Technical bid will be opened on the same day by 4.00.p.m.
4. The Technical Bid (Annexure I) should contain the certificates for experience (minimum of three years), PAN number, certified audited income tax statement, balance sheet for 3 years, TIN number and Registration certificate (RC) and FSSAI Registration certificate if any. The tenderer shall possess catering service experience in Government, Public Sector Organisation and Private (with experience of having served 200 persons per day). On verification of the technical bid and other credentials only, the financial bid of the successful tenderer will be opened. The quality and taste of the food will be checked by the committee constituted by the Dean (CSW) before opening the financial bid. If found satisfactory, the financial bid will be opened for the tenderer.
5. Tender rates should be quoted for the menu items in the financial bid (Annexure II & III) enclosed, which will be valid for 11 months only.
6. A sum of Rs. 10,000/- (Rupees Ten thousand only) as EMD drawn in favour of the Dean, Centre for Students’ Welfare, TNAU, Coimbatore payable at SBI, TNAU, Coimbatore should be enclosed with the tender schedule. Tenders without EMD will summarily be rejected. The EMD is refundable only after the tender is finalized for the non successful tenderer. For the selected tenderer the EMD will be refunded without interest on completion/termination of the contract period. No interest will be paid for the EMD.

Signature of the Tenderer with Seal

7. The selected tenderer shall deposit a sum of Rs.1,50,000/- (Rupees One lakh and Fifty thousand only) as Security Deposit. This will carry no interest. This will be refunded after satisfactory completion/termination of the contract period. Any amount due/damages to the Tamil Nadu Agricultural University Refreshment Home will be deducted and the balance amount only will be refunded.
8. Monthly Infrastructure utilization charge of Rs.25,000/- + GST as applicable has to be paid by the caterer to the TNAU Refreshment Home. The Cheque/DD has to be paid by the caterer to the Dean, Centre for Students' Welfare on or before 5th of every month.
9. The cooking materials like steam boiler, stoves, gas, cooking vessels, dining table chair, fan, Refrigerator, water doctor etc., should be arranged by the caterer only and the tenderer has to make his own arrangement for safe custody of the cooking and other materials. The vessels should be rust free 316 or 318 grade.
10. Stainless steel plates should be provided for serving the food with stainless steel water jug and tumbler for each table. Dining plates, cups, spoons and other vessels should be washed with soap water and hot water.
11. The existing building for kitchen, dining halls in the ground floor and store room in first floor will be provided by the University.
12. For siruvani water, actual meter charges should be paid to the Estate Office. A nominal rate of Rs.3,000/= (Rupees three thousand only) per month as decided by the University then and there should be paid to the Estate Office for bore well water for cleaning, cooking washing and other related purposes.
13. The actual electricity charges for the building as per the meter reading to be paid by the caterer to the Estate Office.
14. The quality of the food items/snacks and other eatables supplied shall be good and hygienic. The dining hall and its surroundings should be kept neat and clean, hygienic and pleasant to the satisfaction of the management and that the standard of quality shall be maintained throughout the said contract period.
15. Under any unforeseen condition at the time of non-availability of water the tenderer shall make their own arrangements to provide water at their cost. For drinking, purpose the water from water doctor (RO+UV) only has to be provided.
16. The tenderer shall make his own arrangements for fuel to be used for cooking and Tamil Nadu Agricultural University will not provide the fuel required for cooking.
17. The FSSAI certificate should be obtained when the contract is assigned.
18. The quantity of food items/drinks should conform to weighments/limits and other food quality standards and norms.

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19. The participants from all over the country will dine in the Refreshment Home when training programmes are organized at TNAU. The caterer should be in a position to prepare food so as to suit to different taste and preference of the consumer.
20. The kitchen and the dining hall shall be kept clean and tidy at all the times. Repair of buildings should be done whenever the necessity arises and painting should be done once in a year by the caterer. The Refreshment Home and surroundings should be kept neat and clean and all waste materials must be disposed by the caterer only in a hygienic way.
21. The tenderer must ensure that sufficient number of employees are engaged for service. The bearers engaged by the tenderer should be in neat uniforms during service and wear neat hand gloves, head cover etc.,. They should not handle edible items by hands and fingers directly. Separate labour should be employed for cleaning the tables and rest rooms.
22. The tenderer shall also be required to supply whenever called upon on special occasions to prepare breakfast/dinner/lunch/snacks/coffee/tea for meetings being organized by different Directorates/Departments of the TNAU to supply in their office.
23. The tenderer shall be responsible for any injury, loss of life of employees engaged for working in the premises of Tamil Nadu Agricultural University and is liable to pay the compensation, if any claimed in future.
24. The contract is liable to be terminated with one month notice to the caterer during the validity of the contract period by the Tamil Nadu Agricultural University if the supply of the food and eatables are not to the satisfaction in terms of quality or quantity or for any other reason.
25. The taste, quality, quantity, maintenance and hygienic conditions of food and canteen premises will be reviewed periodically and will be checked by the Dean, Centre for Students' Welfare and Chairman, TNAU Refreshment Home / Canteen Officer and also members of the TNAU Refreshment Home Committee. If anything is found to be not in conformity of this tender document, the contract will liable to be cancelled once for all and such caterer will be not be entertained in future. In this connection the decision of the TNAU will be the final with regard to the termination of the contract.
26. The Refreshment Home should function from 6.30 a.m to 9.30 p.m including Saturdays, Sundays and other holidays.
27. In case, if the contract period is extended, the food should be supplied, at the existing rates, till such time the next contract is decided and in any case the contract will not be extended beyond three months.
28. The list of food items and price should be displayed legibly in the Refreshment Home near the entrance and cash counter.
29. The tenderer should not use kitchen or other rooms for preparing food or snacks for any other client or customer. Canteen facilities in TNAU should not be used for any other clients. The outsiders, related to caterer should not enter in the Refreshment Home.

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30. The successful tenderer, should execute the prescribed agreement in a non-judicial stamp paper of the value of Rs. 100/- (Rupees One hundred only).
31. The selected caterer should not get the feedback directly from participants or canvass in any manner. The institute will get the feedback from participants and instruct the caterer accordingly.
32. The caterer should avoid using non-bio degradable plastic plates, cups, etc. for serving food items, coffee, etc. The caterer should not sell or keep the junk foods, carbonated drinks etc., in the premises.
33. The contractor should provide food to employees and guests of TNAU on payment basis. For department purpose the foods may be supplied on credit basis whenever indented. The caterer should have the bill book in the name of the TNAU Refreshment Home, Tamil Nadu Agricultural University, Coimbatore.
34. In case the selected tenderer is unable to accept the contract, the next lowest tenderer will be awarded with the contract with the approval of the University. The tenderer if selected is strictly instructed to follow all labour laws and other Acts applicable for hotels/catering institutions, viz., enrolment under EPF, ESI, minimum wages etc., and the TNAU is not liable to any liability or compensation on the employment of labourers by the caterer and other legal disputes arising out of their employment. He should not employ any child labourer as per rules.
35. Under exceptional circumstances, the TNAU reserves the right to change any terms and conditions as and when warranted without any intimation to the caterer.
36. The tenderer should not enter in sub-contract of the TNAU Refreshment Home. In case, the contractor is found having such sub contractor, the contract will be terminated without any notice.
37. TNAU can reject the tender (any one or all) without assigning any specific reason.
38. Any acquiescence or waiver by TNAU on any delay, breach or default committed by the contractor, shall not be deemed to be or considered as estoppels against TNAU or prevent TNAU from exercising any of its rights under any of the provision of the contract.
39. The tenderer have to bare the white washing charges while handing over the building after expiry of the contract period.
40. The tender shall not be accepted merely on the basis of the lowest rate offered by the caterer. The tender shall be finally approved subject to the report of the Canteen Committee and TNAU Refreshment Home tender finalizing committee of TNAU that ascertains the quantity, quality of food, experience in catering service / hotel industry, hygienic condition of preparation of food, previous experience and performance history of the caterer etc., The decision of this Committee is final for approval of the tender, which is binding on the tenderers. The tender shall be accepted only on the final approval of the authorities of the University.

Signature of the Tenderer with Seal

ANNEXURE – I

**TECHNICAL BID
PARTICULARS OF THE CONTRACTOR**

To

The Dean
Centre for Students' Welfare & Chairman
TNAU Refreshment Home Committee
Tamil Nadu Agricultural University
Coimbatore – 641 003

Sub: Tamil Nadu Agricultural University – Sealed tenders - Supply of food items and beverages at TNAU Campus - 2020-21– Requested -Regarding

Sir,

I am submitting the tender for providing catering services in the Tamil Nadu Agricultural University Refreshment Home, Coimbatore on contract basis as per details given below.

1. Name of the Tenderer :
 2. Address, Telephone No. and Email id :
 3. Registration Number (RC) :
 4. Audited financial statement/ balance sheet of the tenderer for the past 3 years :
 5. IT returns for the past 3 years :
 6. Details of past experience / present contracts :
- (Proof for experience to be enclosed)*

Sl.No.	Name of the Organization	Period	Name of the Officer In-charge at the client organization

7. PAN Card No. : _____

8. Manpower Available :

9. EMD : DD No. _____ Dt. _____ for

Rs. _____ drawn in favour of

SBI, TNAU Branch, Coimbatore -3.

Certified that all the terms and conditions mentioned in the tender forms are acceptable to me

Signature of the Tenderer with Seal

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

ANNEXURE – II
FINANCIAL BID I
NAME OF THE CONTRACT : SUPPLY OF FOOD ITEMS
AND BEVERAGES AT TNAU REFRESHMENT HOME, COIMBATORE-641 003
ON REGULAR BASIS

Sl. No	Food Item	Weight/qty	Proposed Rate by the Contractor (Rs.)
Breakfast & Dinner items			
1	Idly (2 nos.)	150g	
2	Pongal	175 g	
3	Veg Rava Kitchadi	150 g	
4	Poori (2 pcs)	100 g	
5	Chappathi (2 nos.)	120 g	
6	Roast	150 g	
7	Masal Roast	200 g	
8	Onion Roast	200 g	
9	Cauliflower Dosai	225 g	
10	Vegetable Dosai	225 g	
11	Uthappam	200 g	
12	Onion Uthappam	200 g	
13	Parotta (2 Nos.)	75 g	
14	Chilly Parota	100 g	
Snack item & Beverages			
15	Medhu vadai	40 g	
16	Bonda, Bajji	50 g	
17	Masala Vada	40 g	
18	Veg puf	50 g	
19	Mushroom puf	50 g	
20	Onion Samosa	70 g	
21	Tea	100 ml	
22	Coffee	100ml	
23	Milk	100ml	
24	Fruit Juice (Fresh)	200 ml	
25	Bottled juice/pouch	100 ml	
26	Sweet (Kesari/Jamoon)	50 g	
27	Ice Cream	50 g	
28	Tea cake	50 g	
29	Plum cake	50 g	
30	Cream donut	50 g	
31	Coconut Bun	40 g	
32	Salt biscuit	30 g	
33	Sweet biscuit	30 g	
34	Masal poori	8 nos.	
35	Bhel poori	200 g	

36	Thahi poori	8 nos.	
37	Pani poori	8 nos.	
Lunch items			
38	Meals (Limited)	450 g	
39	Meals (Unlimited)	-	
40	Curd	100 g	
41	Vegetable Biriyani	250 g	
42	Tomato Rice	250 g	
43	Lemon Rice	250 g	
44	Curd Rice	250 g	
45	Bissibellah bath	250 g	
46	Fried Rice (Veg)	250 g	
47	Noodles (Veg)	250 g	
48	Vegetable Pulav	250 g	
49	Kuska	250 g	
50	Chilly Gobi	150 g	
51	Chilly Mushroom	150 g	
52	Gobi Manjurian	150 g	
53	Mushroom Manjurian	150 g	
Non vegetarian items			
54	Egg Bonda	60 g	
55	Egg Puf	50 g	
56	Chicken puf	50 g	
57	Boiled egg	One number	
58	Omlet	One number	
59	Egg Roast	225 g	
60	Chicken Briyani	Rice – 250g Chicken – 100g	
61	Chicken Manjurian	130 g	
62	Chicken 65	130 g	
63	Pepper chicken	130 g	
64	Chicken gravy	130 g	
65	Chilli chicken	130 g	
66	Chilli fish	130 g	
67	Vanjaram fish fry	80 g	
68	Seasonal fish fry	80 g	
69	Fish curry	120 g	
70	Mutton Biriyani	Rice – 250g Mutton – 75g	
71	Mutton chukka	120 g	
72	Mutton Gravy	120 g	
<ul style="list-style-type: none"> • Limited / unlimited meals with sambar, karakolambu, appalam, rasam, buttermilk, poriyal, kootu,etc., • Tiffin items with sambar and chutney 			

ANNEXURE – II
FINANCIAL BID II
NAME OF THE CONTRACT : SUPPLY OF FOOD ITEMS
AND BEVERAGES AT SPECAIL EVENTS* CONDUCTED BY TNAU,
COIMBATORE-641 003.

Sl. No	Food Item	Weight/qty	Proposed Rate by the Contractor (Rs.)
Breakfast & Dinner items			
1	Idly (2 nos.)	150g	
2	Pongal	175 g	
3	Veg Rava Kitchadi	150 g	
4	Poori (2 pcs)	100 g	
5	Chappathi (2 nos.)	120 g	
6	Roast	150 g	
7	Masal Roast	200 g	
8	Onion Roast	200 g	
9	Cauliflower Dosai	225 g	
10	Vegetable Dosai	225 g	
11	Uthappam	200 g	
12	Onion Uthappam	200 g	
13	Parotta (2 Nos.)	75 g	
14	Naan	75 g	
15	Chilly Parota	100 g	
Snack item & Beverages			
16	Medhu vadai	40 g	
17	Bonda, Bajji	50 g	
18	Masala Vada	40 g	
19	Veg puf	50 g	
20	Mushroom puf	50 g	
21	Onion Samosa	70 g	
22	Tea	100 ml	
23	Coffee	100ml	
24	Milk	100ml	
25	Fruit Juice (Fresh)	200 ml	
26	Bottled juice/pouch	100 ml	
27	Mysurpa	50 g	
28	Jilebi	50 g	
29	Gulabjmoon	50 g	
30	Ice Cream	50 g	
31	Tea cake	50 g	
32	Plum cake	50 g	
33	Cream donut	50 g	
34	Coconut Bun	40 g	

35	Salt biscuit	30 g	
36	Sweet biscuit	30 g	
Lunch items			
37	Meals (Unlimited)	-	
38	Curd	100 g	
39	Vegetable Biriyani	250 g	
40	Tomato Rice	250 g	
41	Lemon Rice	250 g	
42	Curd Rice	250 g	
43	Bissibellah bath	250 g	
44	Fried Rice (Veg)	250 g	
45	Noodles (Veg)	250 g	
46	Vegetable Pulav	250 g	
47	Kuska	250 g	
48	Chilly Gobi	150 g	
49	Chilly Mushroom	150 g	
50	Gobi Manjurian	150 g	
51	Mushroom Manjurian	150 g	
Non vegetarian items			
52	Egg Bonda	60 g	
53	Egg Puf	50 g	
54	Chicken puf	50 g	
55	Boiled egg	One number	
56	Omlet	One number	
57	Egg Roast	225 g	
58	Chicken Briyani	Rice – 250g Chicken – 100g	
59	Chicken Manjurian	130 g	
60	Chicken 65	130 g	
61	Pepper chicken	130 g	
62	Chicken gravy	130 g	
63	Chilli chicken	130 g	
64	Chilli fish	130 g	
65	Vanjaram fish fry	80 g	
66	Seasonal fish fry	80 g	
67	Fish curry	120 g	
68	Mutton Biriyani	Rice – 250g Mutton – 75g	
69	Mutton chukka	120 g	
70	Mutton Gravy	120 g	
(* Special events: Convocation, trainings, seminars, conferences, farmers day, sports day, TNAU official meetings)			

Place :

Date :

Signature of the Tenderer
with Seal