

TENDER FOR

RUNNING &. MAINTENANCE OF NON SUBSIDISED CANTEEN

AT

" NSIC STP COMPLEX"
B-24, GUINDY INDUSTRIAL ESTATE
EKKADUTHANGAL, CHENNAI-32

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

SOFTWARE TECHNOLOGY PARK

**B-24, Guindy Industrial Estate, Ekkaduthangal,
Chennai- 600032**

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THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
SOFTWARE TECHNOLOGY PARK
B-24, Guindy Industrial Estate, Ekkaduthangal,
Chennai- 600032

No. NSIC/STP(C)/CANTEEN/09

Dated: 10.02.2009

M/s.

NSIC Software Technology Park a unit of The National Small Industries Corporation Limited (A Govt. of India Enterprise) looking for a contractor for running & maintenance of non-subsidized canteen for 500 persons (approx.) at its Complex, at B-24, Guindy Industrial Estate, Ekkaduthangal, Chennai - 32. The terms and conditions are enclosed herewith for your ready references. The cost of the tender form (non-refundable) is Rs.1000/-. The tender form can be collected by post or in person before the due date on payment from office.

If you are interested kindly submit your rates in the Price Bid alongwith Technical bid in our office in two sealed covers on or before 23.02.2009 (Upto 5.00 PM).

The Tender document is available on website is for information only, The documents may be downloaded from website but Rs. 1000/- per tender has to be deposited in cash or D D drawn on "The National Small Industries Corporation Ltd. (STP), payable at Chennai in order to become eligible for the same.

Thanking you,

Yours faithfully,

Dy. General Manager(STP)



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TENDER NOTICE FOR NON-SUBSIDISED CANTEEN AT NSIC STP COMPLEX, CHENNAI-32.

TENDER NOTICE NO. No. NSIC/STP(C)/CANTEEN/09

Dated 10.02.2009

Sealed items tenders are hereby invited on behalf of CMD, NSIC Ltd, under two bids system(technical & price bid)from eligible and experienced contractors. The tenderers should have completed minimum two works of similar nature and minimum value of Rs.5.00 Lac or equivalent in their name during last five years. Photocopies of the completion certificates /award letters should be submitted along with the tender.

S.No.	Name of the work	EMD (Rs.)	Issue of tender	Date of submission
1.	Non-subsidized Canteen	5000/-	13.02.09 to 23.02.09 (upto 4.00 PM)	23.02.09(5.00 PM)

1. Security deposit of Rs.25,000/- to be paid by the successful bidder before start of contract by DD/PO favouring "The National Small Industries Corporation Ltd. (STP) payable at Chennai.
2. Tender documents (non-transferable) for above contract shall be issued on all working days from the address given below on payment of required tender fee of Rs.1000/- (non-refundable) in cash/DO in favour of "The National Small Industries Corporation Ltd., Chennai.
3. Tenders not accompanied with Earnest Money Deposit in the prescribed form shall be summarily rejected.
4. NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

Dy.General Manager(STP),
NSIC Software Technology Park,
B-24, Guindy Indl. Estate,
Ekkaduthangal Chennai - 32

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DY.GENERAL MANAGER(STP)
(ISSUING AUTHORITY)

SIGNATURE OF CONTRACTOR
Seal & Address with Tel.No, Fax No.

INSTRUCTIONS TO TENDERERS

1. GENERAL :

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

2. SITE PARTICULARS

Tenderers are advised to inspect and examine the site and the probable business turnover and satisfy themselves before submitting their tenders. For site visit and any clarification/information, the intending tenderer may contact to the The Manager-STP or authorized officer for any assistance- Phone No.044 – 22250445.

3. SUBMISSION OF TENDER

- a) The expression "Tender Notice" referred to in the Tender Documents shall be deemed to include any Notice/Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.
- b) The tender complete in all respect shall be submitted along with Earnest Money as stipulated in the Notice/Letter Inviting Tender ONLY. Tenders without Earnest Money Deposit will be out rightly rejected.
- c) Tenders shall be submitted in two separate sealed envelopes in the following manner duly superscribed as below.

ENVELOPE-I

TECHNICAL BID (To be submitted in their letter head)

From : Name & address of the Tenderer

Name of Work : NON-SUBSIDIZED CANTEEN
Tender No. No. NSIC/STP(C)/CANTEEN/09
Due date: 23.02.09 at 5.00 PM
Time of opening: 23.02.09 at 5.30 PM

Addressed to:

The Dy. General Manager, NSIC Software Technology Park,
B-24, Guindy Industrial Estate, Ekkaduthangal,
Chennai-32

The following details are required to be submitted in **ENVELOPE-I (i.e. Technical Bid)**.

Earnest Money Deposit in the required form, covering letters, technical submissions, and other information's documents as required.

EMD for Rs 5000/- (Rs. Five thousand only) shall be accepted only in the form of Demand Draft drawn on a Nationalized local bank in favour of "The National Small Industries Corporation Ltd., (STP)" payable at Chennai.

Details of the two similar nature of works in IT parks/MNC Industrial Canteen/Restaurants etc.up to minimum value of Rs.4.00 Lacs per month turnover or equivalent executed by the tenderer in their name during last five years on the basis of which bidder wishes to get qualified, copies of supporting work orders and completion certificate, with Sales Tax/Audited accounts as proof.

Details of present commitments giving details of work like name, type of the work, along with copies of other documents in evidence thereof.

The tenderer shall furnish his EPF CodeNo., ESI Code No., Group Insurance of the workmen working under his control & strictly adhere to the labour laws Registration under IT/Sales Tax/Service Tax and statutory bodies PAN No. to be enclosed.

ENVELOPE - II (PRICE BID)

Name of work : NON-SUBSIDIZED CANTEEN at NSIC-STP Complex
Tender No. : NSIC/STP(C)/CANTEEN/09
Due date & time of opening : 23.02.2009 at 5.00 PM / 23.02.2009 at 5.30 PM
Addressed to : The Dy. General Manager, NSIC-STP, B-24, Guindy Indl. Estate,
Ekkaduthangal, Chennai- 32
From : Name & address of The tenderer

Envelope- II shall contain the (enclosed (Annexure 'A') tender document, monthly licence fee to be paid by the tenderer above the minimum amount mentioned in the terms and conditions & prices to be charged for Non-Subsidized Canteen items. It is to be noted that the sealed envelope containing this part shall contain. Monthly licence fee to be paid by the tenderer & prices of non subsidized food items to be charged by them. No condition, deviations/assumptions/stipulations/ clarifications /comments/any other request) whatsoever will be entertained. Conditional offers will be rejected.

4. QUALIFYING CRITERIA

Bidders having the valid documents will be technically qualified and considered for opening their price bid. Technically qualified party have no right to claim for award of the work. Corporation reserves the right to cancel or award the work to any party/bidders in case of non fulfillment of the required documents.

5. ABNORMAL RATES

The Tenderer is expected to quote rate for each item after careful analysis of costs involved for the items to be supplied & considering all specifications and escalation of price and conditions of contract. If it is noticed that the rates quoted by the Tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Competent Authority is convinced about the reasonableness of the rates. Notwithstanding anything there in stated, the rates once accepted by the management are final for a period of one year from the date of contract and if need arises, the revision would considered with the approval of NSIC-STP in consultation with the Canteen Committee.

6. DEVIATION TO TENDER CLAUSES:

Tenderers are advised to submit the tenders strictly based on the terms and conditions and not to stipulate any deviations. Conditional tenders are liable to be rejected.

7. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 120 days to revoke or cancel their tender or to vary the Tender given or any term thereof, without the consent in writing of the management. In case of tenderers revoking or canceling their tenders or varying any terms in regard there of without the consent of management in writing, Competent Authority shall forfeit Earnest money paid by them along with their tender.

8. ACCEPTANCE/REJECTION OF TENDER-CONDITIONS REGARDING

- I) Corporation does not bind itself to accept the highest tender of monthly rent and lowest rates of items quoted.
- II) Corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- III) Corporation also reserves the absolute right to reject any or all the tender at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of NSIC regarding the same shall be final and conclusive.

3. CORRECTION

No Corrections or overwriting will be entertained in, schedule of rates by using correcting fluid.

- 10. It will be obligatory on the part of the tenderer to sign the tender for all the components & parts. After the work is awarded they will have to enter in to an agreement for work awarded on a non-judicial stamp paper of Rs.100/- (Rs one Hundred only) at their own cost within Ten days from date of receipt of acceptance orders.

Dy.General Manager(STP)

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TERMS & CONDITIONS FOR RUNNING AND MAINTENANCE OF NON-SUBSIDIZED CANTEEN

The NSIC desires to call the tenders for providing Non-subsidized canteen items at the rates as per following terms & Conditions:

1. No Sub-contract shall be allowed by the contractor for providing the catering services arrangement through third party.
2. The contractor shall engage sufficient no. of canteen staff, which is considered appropriate for serving the units occupying the premises.
3. The contractor will have to provide room services to the units occupying spaces at Ground Floor, 1st floor, 2nd floor & 3rd floor and where ever they are allotted space for business.
4. The contractor shall be liable to provide tea, coffee, snacks, light refreshment cold drinks, lunch, dinner etc. of good quality as per the requirement of the units.
5. The oil/ghee shall be of ISI Agmark or of reputed brand.
6. The rates quoted by the bidder for items to be supplied will be fixed for one year and revision of rates shall be considered with the approval of NSIC-STP in consultation with Canteen Committee.
7. The contractor has to ensure that the Canteen staff serving in the said complex are well behaved, well mannered and are in proper uniform, which will be provided by the Contractor.
8. The Corporation will provide a serving area measuring 10' x 29' with Dinning room of size 28' x 32' (Approx.) to the contractor for preparation of their light refreshment items only. The contractor is not allowed to cook lunch & dinner inside our kitchen and the same may be prepared outside and brought inside for servicing to the units.
9. The contractor shall supply the food items including tea & coffee and cold drinks, juices, light refreshments, pizza, cokies, ready mix savories, noodles, burgers etc. as and when required by the employee of the Corporation customer and employee of tenants during the working hours and holidays on the same rates.
10. The contractor shall also ensure that they will provide better services to the satisfaction of the management and employees of the Corporation/units and they will also ensure that no complaint will be received by the management from their employees, customer in respect of any kind of shortfall in providing services, quality of food, availability of food items during the working hours of the units including holidays as and when required by the management and or its employees. The contractor shall provide their prompt services without any delay.
11. A minimum reserve license fee of Rs. 10,000/- p.m. payable by the contractor to the Corporation in advance every month, latest by 10th day of concerned month. But the contract will be awarded to the bidder who will quote highest rate for license fee and is otherwise eligible as per norms, terms & conditions of the contract for non-subsidized canteen.
12. The cost of Tender form shall be Rs.1000/- which is non-refundable.
13. The Corporation will provide electricity, to the contractor but electricity charges will be borne by the caterer as per the electricity meter, which will be provided by the Corporation at its own cost.
14. The Corporation will provide water facility to the contractor but water charges will be borne by the contractor as per the water meter, which will be provided by the Corporation at its own cost.
15. The Contractor shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.

16. Site/Space will be handed over on as is where is basis and all maintenance work will be done by the successful bidder. The party shall maintain the areas in neat in tidy manner at all the times.
17. The Contractor shall execute an agreement in a non judicial stamp paper of Rs.100/- duly notarized before the commencement of the contract. He shall furnish the names & designation of his employees engaged directly/indirectly for the purpose of running the canteen at the Corporation's premises before commencement of the contract. He shall inform the Corporation as & when the change of employee taking place, for our record. He shall produce Muster roll, Wage register every month and copies of returns being filed with ESI/EPF authorities within 10 days from the statutory period.
18. The contractor will ensure that the catering facility is available to the units on all working days i.e. from Monday to Saturday, at all the times as required by the units. But the contractor shall also provide additional services depending upon the requirement. Of the units on holidays and for meeting/conference parties.
19. If the tender is accepted, the successful bidder shall deposit an amount of Rs. 25,000/- as Security Deposit with the NSIC before contract is awarded. The Security Deposit will not carry any interest and will be refunded by the Corporation on the expiry/termination of contract, but subject to handing over peaceful possession of the premises as it was taken over by him at the time of contract, and further subject to normal wear and tear. In case he discontinues the work due to non-fulfillment of terms & conditions, his security deposit will be forfeited.
20. The contractor shall be responsible for the good conduct of the catering staff provided in the complex for the purpose.
21. The contractor shall have to produce a certificate Employer's code No. issued by the authorities of Provident Fund, ESI. The contractor will ensure & confirm that payments are being released to catering staff & all statutory formalities of P.F., E S I etc. are being complied with as per EPF ACT, ESI ACT & Labour Laws etc. In case of non adherence to the above statutory obligations, Corporation is authorized to charge the same from the contractor and liable for termination of contract and forfeiture of Security Deposit.
22. The Corporation will not in any way be responsible for any disability/injury i.e. permanent or temporary disablement caused to any catering staff during their discharge of duties.
23. The contractor shall remain liable to and shall indemnify the Corporation in respect of causes of action, claims, damages, compensation or cost, charges and expenses incurred by the Corporation arising out of accident or injury sustained by any workman or other person whether in the employment of the Corporation or not while in the Corporation premises arising out of any act of omission or commission, default or negligence, error in judgment on the part of the contractor or its staff.
24. The Corporation shall be entitled to terminate this agreement with 30 days notice and discharge the contract without prejudice to other rights and remedies available to the Corporation because of the nonperformance of any of the clauses of the agreement or if the caterer becomes insolvent or fails and/ or neglects to carry out instructions on its behalf. In case of termination of this agreement and/or discharge of the contractor as herein before stipulated time, the Corporation shall be entitled to make appropriate arrangement for the un-expired period for which the contractor has been engaged at their cost and expenses of the contractor & the contractor shall in such case forfeit its Security Deposit under this contract.
25. Tenders should be accompanied by a Demand Draft/Pay Order of Rs.5000/- in favour of National Small Industries Corporation Ltd. A/c STP, payable at Chennai on any scheduled Bank towards Earnest Money .Quotations without Earnest Money shall be summarily rejected. Earnest money of unsuccessful party shall be refunded within a period of sixty days. The Earnest Money will not carry any interest charges whatsoever. The EMD will be treated as a part of Security Deposit payable by the successful bidder.
26. The contractor will comply with all Acts-Laws and other statutory regulations applicable or may become applicable from time to time in the Tamil Nadu with regard to contract and discharge of contract.. Agency shall be liable for compliance of all Acts, and Corporation shall have no liability in this regard, whatsoever.
27. The maintenance personnel's employed by the contractor will be employees of the contractor and the Corporation shall have nothing to do with their employment. Corporation will not be responsible for any injury to maintenance personnel's engaged by Contractor.
28. The Corporation shall have the rights to ask for the removal of any person of the contractor who is not considered to be competent and orderly in the discharge of his duties.

29. Maintenance Personnel and Canteen staff will not be allowed to consume alcohol during the duty hours and within the premises of NSIC-STP and the Corporation has right to take appropriate action against such personnel.
30. The Canteen staff, maintenance staff being engaged by the Contractor and the contractor are not allowed to stay in the canteen premises after the Canteen business hours i.e. between 10 PM and 6 AM.
31. The minimum contract period is for 2 years which is extendable at the discretion of the Corporation subject to satisfactory performance of the contractor.
33. CERTIFICATION FROM CONTRACTOR

I agree with the terms and conditions sated above.

Date:

Place:

(Name & Signature of Contractor with seal)

NB: The bidder shall sign in all pages/papers of the tender being submitted with seal of his office/company.

PRICE LIST FOR EATABLE ITEMS

S.No.	Name of the item	Qty.	Weight	Price(Rs.)
1	Idly			
2	Pongal			
3	Kichadi			
4	Poori Kuruma			
5	Poori Potato			
6	Plain Dosai			
7	Plain Uthappam			
8	Onion Uthappam			
9	Onion Dosai			
10	Rava Dosai			
11	Masala Dosai			
12	Chappathi Kuruma			
13	Parotta Chenna Masala			
14	Medhu Vadai			
15	Masala Vadai			
16	Special Vadai			
17	Bajji			
18	Bonda			
19	Noodles			
20	Burger			
21	Pizza			
22	Veg. Puff			
23	Veg. Samosa			

24	Variety Rice(specify)			
25	Meals			
26	Instant Soup			
27	Tea (in disposable paper cups)			
28	Filter Coffee (in disposable paper cups)			
29	Fresh Juice(To be specified)(in disposable paper cups)			
30	Snacks items(specify)			