



deanesipgimsr@gmail.com

Website: [www.esicmedcollchennai.ac.in](http://www.esicmedcollchennai.ac.in)



Office: 044 – 24748959

Fax: 044 – 24742825



**ESIC MEDICAL COLLEGE & PGIMS**  
**ESIC HOSPITAL: K.K. NAGAR**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**ASHOK PILLAR ROAD, CHENNAI – 600 078.**  
**(ISO 9001-2000 CERTIFIED)**

Date: 18- 01-2018

**E-TENDER NOTICE**

**E-Tenders are invited from reputed organizations having minimum one year experience of running canteen, for running of Canteen in the premises of ESIC MEDICAL COLLEGE & PGIMS, KK Nagar Chennai on contractual basis initially for a period of one year extendable for further periods based on performance.**

The tender documents can be downloaded from ESIC websites [www.esictenders.eproc.in](http://www.esictenders.eproc.in), [www.esicmcpgimsrchennai.ac.in](http://www.esicmcpgimsrchennai.ac.in), [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.esic.nic.in](http://www.esic.nic.in).

Any corrigendum to this tender will be notified through the aforesaid websites.

The interested bidders shall submit their tender(s) only through online mode at the eprocurement portal <https://esictenders.eproc.in>.

Earnest money deposit in the form of Demand Draft drawn on any Nationalized Bank in favour of "ESI Fund A/c No. 1, payable at Chennai, for **Rs.50,000/- (Rupees Fifty Thousand Only)** should accompany tender documents.

**In addition to e-tender which has to be filed online, the bidders are also required to submit hard copies of Tender documents duly completed along with Earnest Money Deposit (EMD), supported by requisite documents and forms super scribed as "TENDER FOR RUNNING OF CANTEEN IN ESIC MC & PGIMS DUE ON 07.02.2018".**

For all practical purposes, the e-tender shall be considered for evaluation and the hard copy of tender documents would also be scrutinized.

Completed tender documents along with Earnest Money Deposit (Demand Draft/Bankers Cheque) should be deposited in the tender box at first floor of ESI Hospital, K.K.Nagar upto 11.00 AM on 07.02.2018 and tenders will be opened on the same day at 11:30 AM in the presence of bidders present. In the event 07.02.2018 is declared a Gazetted Holiday, the same will be opened on the next working day at the same time. Tenders received after the date and time given above will not be considered.

The Dean reserves the right to reject any or all the tenders without assigning any reason.

Sd-  
**DEAN**



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**E-TENDER FOR RUNNING OF CANTEEN**

**Important Instructions for Bidders**

All bidders are required to procure Class-III B Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E- Tenders.

Bidder should get Registered at <https://esictenders.eproc.in>.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

Bidders should add the below mentioned sites under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer :  
<https://esictenders.eproc.in>  
<https://www.tpsl-india.in>  
<https://www4.ipg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.

**PART-I**  
**TERMS AND CONDITIONS**

1. Sealed tenders are invited from for running of Canteen in the premises of ESIC MEDICAL COLLEGE & PGIMSR, KK Nagar, Chennai, on contractual basis initially for a period of one year. The Contract can be extended for further one year periods at the discretion of ESIC Medical College (ESIC MC) on satisfactory performance of the Contractor.
2. Any conditional acceptance is liable to rejection of tender.
3. The Contractor shall run the canteen exclusively for the use of the employees and students of ESIC MEDICAL COLLEGE & PGIMSR in the aforesaid premises.
4. The canteen should be run in the name “ESIC Medical College Canteen” and should be displayed as such in the name boards.
5. The licensee shall bear all the expenses for running the said Canteen including the cooking vessels and other equipment required for cooking while licensor shall not in any manner be liable to reimburse the expenses so incurred. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc., from 6:00A.M to 10: 00 P.M on all normal working days including Sunday and other holidays, if so desired by licensor.
6. The Contractor shall serve the food items at such prices as mentioned in Part-III of this tender or any other articles which may be decided subsequently by the Dean or the Officer authorized by her at the rates specified by the canteen monitoring committee to the Contractor.
7. The Contractor is required to pay annual rent/license fee for the space provided by ESIC MC for running the canteen. The bidder quoting the highest amount of annual rent/license fee and meeting all other conditions of the tender will be awarded the contract.
8. Tenders in sealed envelope super scribed as “Tender for running of Canteen in ESIC Medical College Due on 07.02.2018 ” can be dropped in the tender box kept in the first floor of ESIC Hospital, upto 11:00 AM on 07.02.2018. No tender thereafter shall be accepted. The tender shall be opened on 07.02.2018 at 11:30 PM in the presence of tenderers or their representatives (only one person per bidder) who wish to be present. In the event of 07.02.2018 being declared as a holiday, the tender will be opened on next working day at the same time and place.
9. Earnest money deposit in the form of Demand Draft drawn on any Nationalized Bank in favour of “ESIC Fund Account no:1” payable at Chennai, for Rs.50,000/- (Rupees Fifty Thousand Only) should accompany the filled-in tender documents. In the absence of EMD, the tender shall be rejected summarily. The Earnest money shall be refunded to unsuccessful tenderers after finalization of the contract. It shall be refunded to successful tenderer on the receipt of Performance Security Deposit. No interest is payable on the EMD.
10. The successful bidder shall deposit a sum of Rs. 1,00,000/- (Rupees One Lakh Only) as interest free Performance Security Deposit which will be refunded after making necessary adjustments, if any, on the expiry of the contract. This is in addition to the annual rent/license fee payable by the contractor.
11. The bidder should have minimum one year experience of running the canteen in a reputed organization-preferably an academic or a medical institution. Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.
12. There will be no minimum guarantee on turnover in the canteen by the ESIC Medical College, KK Nagar.

13. The Competent Authority reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever.
14. The ESICMC will provide free water for washing of the utensils, and free electricity for general illumination, refrigeration and aeration of the kitchen / canteen / store, but no free electricity will be provided for cooking. The contractor shall install separate electricity meter if he intends to use electricity for running grinders etc and settle the bills promptly as and when raised by TNEB / Competent Authority.
15. The ESICMC will provide suitable space for Kitchen and dining within the college campus. Necessary furniture for dining area will also be provided by ESICMC.
16. The Contractor should take proper care of the furniture / electrical equipments provided by the college. The repairs of furniture / electrical equipments on account of mishandling/negligence of the workmen shall be carried out by the contractor at his own cost to the satisfaction of the Competent Authority. If the contractor fails to do so, the Competent Authority reserves the right to recover the cost, as may be ascertained, from the Security Deposit.
17. The work site that is ESIC Medical College can be visited on any working day during office hours by contacting Dean Office in order to have an idea of the work.
18. Canteen shall be meant for serving refreshments, snacks, tea, meals etc. and such other items at such prices listed in the Part-III.
19. The services of the canteen will be for the exclusive use of the staff and students of this college including Doctors, other Officers and bonafide visitors to the college. The users of the canteen shall pay for the services directly to the Contractor.
20. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
21. The personnel appointed by the tenderer for running the canteen must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling, they should be of good character and decent behavior. They should be provided with appropriate ID cards by the Contractor.
22. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh. This institution reserves the right to inspect the materials at any time.
23. The fuel to be used for cooking **will be LPG only (commercial cooking gas)** and shall be arranged by the Contractor including gas cylinders.
24. The Contractor will be responsible for maintaining adequate number of persons for cooking, distribution of food and disposal of garbage and left over food.
25. The Contractor should keep the canteen complex clean. If, at any point the Canteen & it's premises are found to be unclean, the Contractor shall be held responsible and such action as deemed fit shall be taken by the Competent Authority.
26. The Contractor shall bear all the expenses for running the canteen and the ESICMC shall not in any manner be
  - a. liable for any damage caused due to incidents like theft, burn, fire, electric shock etc or bear any compensation for damage or injury caused to its workmen while discharging their duty.
  - b. The Contractor shall not be entitled to use the premises allotted by the ESICMC for any other purpose or business other than running the canteen.

27. The Contractor shall not use the name of the ESIC MC in business dealing with other persons or traders.
28. The Contractor must possess the requisite valid trade license issued by the Competent Authority for carrying out the business and shall be responsible for complying with all laws pertaining to the services in question as well as those pertaining to employment of persons under him. Suitable documentary evidence in this regard should be submitted along with the tender documents. Bids not complying with this condition will be summarily rejected.
29. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by ESIC MC to rule out the possibilities of communicable disease / infectious diseases and anybody found suffering from such diseases has to be kept out of work till he / she has fully recovered.
30. The list of personnel deployed for food preparation, handling and serving have to be intimated in advance to the Competent Authority from time to time.
31. The Caterer shall bring to the notice of the college the repairs and maintenance work that are required to be undertaken from time to time.
32. Vegetarian and non-vegetarian cooking shall be done separately.
33. 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 and licence fee will be forfeited.
34. The rate list and menu mentioned in the PART-III of this tender should be printed and displayed conspicuously.
35. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action as deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
36. The agency will be responsible for complying with payment of minimum wages (State or Central whichever is higher) and other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule as per Labour Laws in force from time to time to its employees deployed in the college, all laws related to Social Security (ESI & P.F. etc), Goods and Service Tax wherever applicable & other Labour legislations, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage and the Contractor will be liable for any consequences resulting from violation of any such rule / provision.
37. The Contractor will be responsible for such conduct of the persons engaged by him in the canteen, which will be conducive for maintaining the harmonious atmosphere in the College and will be responsible for any act of commission & omission of such persons.
38. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of ESIC MC. In case any of his employees 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.
39. The successful bidder shall obtain a valid license under the Contract Labour (R & A) Act, 1970 and rules framed thereunder and shall continue to hold it till completion of the contract. The contractor should be registered with E.P.F., E.S.I., and Goods & Service Tax authorities and shall possess valid Registration Number.
40. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized signatory on behalf of the tenderer.

41. The College Campus is a “NO SMOKING ZONE”, hence sale and use of tobacco and tobacco products is prohibited.
42. The sale and consumption of alcohol is also strictly prohibited in canteen area and premises.
43. The Contractor shall keep in a conspicuous place in the Canteen the Complaint book to record complaints and this book shall be open for inspection by the persons duly authorized by The Dean. The Contractor should make reasonable efforts to resolve the complaints recorded in the complaint register to the satisfaction of ESIC MC.
44. The Contractor shall provide the bill to every customer. In case it is found that excess amount has been charged, a fine of Rs.1000/- will be charged for every occasion of excess charging.
45. The Contractor should use AGMARK/F.P.O. or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
46. Canteen monitoring committee can check the quality of food and hygienic condition in the canteen at any time and a fine of Rs. 1000/- can be charged for every occasion of non-compliance to quality and hygiene norms. ESIC MC reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
47. The Contractor will obtain and submit to the licence under Food Safety And Standards Act, 2006 for running the canteen within 21 days of award of work or commencement of work, whichever is earlier to ESIC MC.
48. A penalty of Rs. 5000/- 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 as per directions of College authorities and the entire amount of licence fee / rent and performance security will stand forfeited.
49. ESIC MC shall have the right terminate the agreement with the Contractor by giving one month’s notice without assigning any reason. Refund of the unutilized portion of rent/license fee paid by the contractor will be at the discretion of the Dean.
50. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the overstay at the rate of Rs. 10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
51. Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.
52. For any dispute regarding quality / service and rates the decision of the Dean shall be final and binding on the Contractor.
53. No child labour shall be deployed.
54. The contract, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by the contractor the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further one year periods at the discretion of the Competent Authority, on terms and conditions of the ESIC MC.
55. The Successful Bidder shall pay the annual rent/license fee quoted in the tender, performance security deposit and execute an agreement on Rs.100/-(Rs. One Hundred Only) Stamp Paper with the ESIC MEDICAL COLLEGE & PGIMSR, KK Nagar, Chennai – 600 078 within one week from the date of intimation of his selection.

56. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
57. The contractor shall be responsible for removal/disposal of garbage generated in the canteen.
58. Under exceptional circumstances, the college reserves the right to change any terms and conditions, as and when warranted.
59. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Dean will be final and binding.
60. All disputes relating to this tender can be legally resolved through courts in Chennai only.

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DEAN

**PART-II -A**  
**TENDER APPLICATION FORM**

1.	a)Name of the Contractor:	
	b)Status of the Contractor (Individual/Firm/Company/others-specify):	
2.	Contact details      a)Full postal address:	
	b) e-mail ID	
	c) Telephone/Mobile No.	
3.	Date of Birth (Indl) / Registration (Firm)/ Incorporation (Company)- Documentary proof to be enclosed.	
4.	Details of relevant trade license held as per para-28 of terms and conditions (Documentary proof to be enclosed.)	
	a) Issued by;	
	b) Issue date and validity:	
5.	ESI Registration No.	
6.	Name and Address of your Bankers, stating the name in which the Account maintained:( Copy of first page of bank pass book to be enclosed)	
7.	Total no of Employees:	
8.	Are you in the list of approved Contractors of any other Organization / Institutions, If any give details (Append extra page if necessary) :	
9.	a)Details of experience of running the canteen in reputed organization in terms of Para No. 11 of Terms and Conditions (Proof of the same to be enclosed)	
10.	Any other information which you consider relevant:	

**PART-II B**  
**QUOTATION FOR ANNUAL RENT/LICENCE FEE**

Amount of annual rent/license fee	
In figures	Rs...../-
In words	Rupees.....only

Date:

Signature of the Tenderer:

Place:

Full name :

Designation :



## UNDERTAKING

- a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
- b. If selected, I shall pay the annual rent/license fee within one week of intimation of selection.
- c. The Earnest money of Rs.50000 deposited by me has been enclosed herewith vide Demand Draft no. \_\_\_\_\_ Dt. \_\_\_\_\_. Drawn on Bank \_\_\_\_\_, Branch \_\_\_\_\_.
- d. I / We give the rights to Dean to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the Dean or an officer authorized by her.
- e. I/We are duly authorized to sign the above undertaking.

Date:

Signature of the Tenderer:

Place:

Full name:

Designation:

**PART-III**  
**SCHEDULE OF ITEMS AND PRICES**

The Contractor should serve the following items at the prices mentioned against them.

<b>MENU</b>				
S.No	Name of the items	Composition/ Description/ Quantity	Unit	Rates fixed(in Rs.)
1	Tea	Standard cup- 100ml	Per cup	7
2	Coffee	Standard cup- 100ml	Per cup	7
3	Milk	Standard cup- 100ml	Per cup	8
4	Horlicks/Boost /Bournvita	Standard cup- 100ml	Per cup	15
5	Methu vadai	75gms	Per piece	8
6	Parupu vadai / Karavadai	75gms	Per piece	8
7	Samosa	100gms	Per piece	10
8	Veg puffs	100gms	Per piece	10
9	Veg cutlet	100gms	Per piece	10
10	Sandwich	Veg	Per portion	15
		Jam	Per portion	15
		Egg	Per portion	18
		Chicken	Per portion	20
11	Fruit salad	200gms	Per cup	20
12	Ice cream (Brands approved by ESIC MC)	100gms	Per cup	M.R.P
13	Soft drinks	200ml	Per bottle	M.R.P
14	Mineral water	1 litre	Per bottle	M.R.P
<b>BREAKFAST &amp; DINNER</b>				
15	Idly	One piece (50gms)+Sambar+chutney	Per portion	8
16	Pongal	250gms+Sambar+chutney	Per portion	25
17	Dosa (ordinary)	75gms+Sambar+chutney	Per portion	15
18	Dosa (special)	100gms+Sambar+chutney	Per portion	20
19	Dosa (masala)	125gms+Sambar+chutney	Per portion	25
20	Uthappam	150gms+Sambar+chutney	Per portion	20
21	Onion Rava dosa	125gms+Sambar+chutney	Per portion	20
22	Aappam	125gms+coconut milk + chutney	Per portion	20

23	Upuma	250gms+Sambar+chutney	Per portion	20
24	Chappathi (One number)	100gms+kuruma	Per portion	15
25	Parotta (One number)	100gms+kuruma	Per portion	15
26	Poori (Three numbers)	75 gms each + Masala	One set	25
27	Bread	Toasted Bread 2 slice + Butter+ jam	Per portion	20
<b>LUNCH</b>				
28	Meals	Rice (450gms) sambar,vathakullambu, rasam, butter milk, poriyal, kootu, sweet, pickle, Appalam.	Per meal	50
29	Sambar saatham	250gms + pappad	Per plate	30
30	Lemon rice	250gms + pappad + pickle	Per plate	30
31	Curd rice	250gms + pickle	Per plate	30
32	Veg fried rice	450gms + kuruma	Per plate	40
33	Veg pulav	450gms + kuruma	Per plate	40
34	Veg biryani	450gms + kuruma+ curd onion	Per plate	40
35	Chicken briyani	450gms + kuruma+ curd onion	Per plate	60
36	Curd	200gms	Per cup	10
37	Egg	Curry (one egg)	Per plate	15
		Omelette (one egg)	Per plate	15
		Boiled (one egg)	Per portion	10

The Canteen shall remain open from 6.00 AM to 10.00 PM

Breakfast timings :06:00 AM to 10:30 AM

Lunch timings :12.00 Noon to 03:00 PM

Dinner timings :07:30 PM to 10:00 PM

Tea/Coffee and snacks should be made available from 6.00 AM to 10.00AM

Date:

Place:

Signature of the Tenderer:

Full name:

Designation:

(Office seal of the Tenderer)