

Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology

PO: CAT
Indore -452013
19th May, 2009

Ref. RRCAT/Admn/Gen/13(3)/2009/1763

TENDER NOTICE

Sealed Tenders are invited in the prescribed form on behalf of the President of India by the Chief Administrative Officer, Raja Ramanna Centre for Advanced Technology, PO: CAT, near Rajendra Nagar, Indore 452 013 for the following contract at RRCAT, Indore, from experienced and established contractors:

1. Description of contract : Rendering catering services in 2 canteens in RRCAT.
2. Man Power : Contractor should provide sufficient man power to run both the canteens. Including adequate employees for cleaning/sweeping/moping for each canteen (including attached toilets/bathrooms)
3. Period of contract : Initially for 2 year (can be extended further on satisfactory services by the contractor)
4. Cost of Tender Documents : Rs. 500/- (non refundable)
5. Security Deposit : Rs. 50,000/- (for both the canteens- refundable without interest)
6. Earnest Money Deposit : Rs. 10,000/-

The set of tender documents giving details of terms and conditions can be had from the Office of Pay & Accounts Officer, Raja Ramanna Centre for Advanced Technology, PO: CAT, Indore 452 013 on payment of Rs. 500/- (Rupees five hundred only) in cash on all working days (Monday to Friday- 10.00 hrs to 16.00 hrs.) between 08/06/2009 and 19/06/2009 on production of following documents to Office of Chief Administrative Officer, RRCAT.

- i) Past experience certificate.
- ii) Copy of latest income tax return.
- iii) Solvency certificate from the Bank
- iv) Necessary License for running canteen from local authorities.

The sealed tender duly filled in and completed in all respect should reach the Chief Administrative Officer, RRCAT by 1500 hrs on 10/07/2009. The tender will be opened on the same day at 1600 hrs in the presence of the intending tenderers or their authorised representatives. Late/delayed tenders or tenders on fax/e-mail will not be considered.

Earnest money deposit in the form as stipulated in the tender documents should be enclosed along with the tender. Tenders not accompanied by the earnest money deposit are liable to be rejected. Chief Administrative Officer reserves the right to accept or reject any tender without assigning any reason.

(T.N. Nair)
Chief Administrative Officer
For and on behalf of the President of India

NB: For details please also visit our web site: www.rrcat.gov.in.

TENDER
DOCUMENT FOR
RUNNING TWO CANTEENS
IN RRCAT. Indore

TENDER DOCUMENT FOR RUNNING TWO CANTEENS IN RRCAT, INDORE.

1. INTRODUCTION.

The Raja Ramanna Centre for Advanced Technology (RRCAT) is a Unit of the Department of Atomic Energy (DAE) located at Indore, Madhya Pradesh. This Centre is having two Canteens with fully equipped kitchens and fully furnished dining halls.

CANTEEN-1

- Located near Administration Complex consisting of 1 kitchen, 1 dining hall, 2 washrooms, 2 storerooms and 2 toilets.
- Seating capacity of 120 persons approx. at a time.

CANTEEN-2

- Located near Hill Side Lab consisting of 1 kitchen, 1 dining hall, 2 washrooms, 1 gas storage room, 1 storeroom, 1 office room and 2 toilets.
- Seating capacity of 120 persons approx. at a time.

The above canteens are meant for RRCAT staff and visitors to this Centre and catering to the needs of occasional Seminars/Conferences/Meetings etc.

2. CATERING SERVICES

- 2.1 The Contractor shall arrange to provide fresh and good quality raw materials for various items, including the controlled items for use in the canteen at his own cost and that the contractor shall abide by the local Government rules & regulations. The Contractor wherever required, shall obtain necessary licence(s) from the competent authorities.
- 2.2 Arrange cooking by LPG at contractor's cost for which empty LPG (Industrial type) Cylinders are available in both the canteens.
- 2.3 Provide standard lunch, break fast, tea, snacks etc. to staff on sale basis.

2.4 Provide tea/coffee/snacks etc. during official meeting/conferences etc. in the offices at RRCAT on order for which he will raise bills on RRCAT.

3. **HOUSE KEEPING**

3.1 Complete cleaning, sweeping and swabbing of floors of kitchen, dining hall, passage, and toilets once a day.

3.2 General cleaning include cleaning of toilets with phenyl once in a day and to provide air freshener and naphthalene balls.

3.3 Dusting, cleaning and brushing of furniture once daily and washing with soap water once in a week.

3.4 Collection, carrying and dumping of sweeping garbage as well as food waste daily at a place decided by RRCAT.

3.5 Effective Pest Control measures whenever required and at frequent intervals

4. **ITEMS PROVIDED BY RRCAT.**

4.1 Fully furnished Canteens and equipped kitchens with storage room facility.

4.2 Cleaning items like soap powder etc. including the following cosmetic material.

1	Cleanzo/Phenyl.	7	Floor Duster
2	Liquid Soap	8	White Duster
3	Detergent Powder	9	Steel Wool
4	Naphthalene Balls	10	Wipes
5	Air freshener	11	Hard Broom
6	Yellow duster	12	Soft Broom

4.3 Fully furnished cooking area with Gas connection for 10 cylinders for each canteen with four burner stove, LPG Chapatti puffer Single burner stove and exhaust fans.

4.4 (Refrigerator, Deep freezer and Water Coolers with purifier).

4.5 Electricity and water will be provided @ Re. 1/- per month for each.

4.6 Maintenance of electrical items and fixtures.

- 4.7 Dining tables, chairs, utensils, dining plates and crockeries.
- 4.8 Counters for supply of food items, beverages etc.
- 4.9 Maintenance required for the electrical equipments will be provided by RRCAT.
- 4.10 Maintenance required for Gas stove puffers will be done by the Contractor at his own cost.

5. MANPOWER DEPLOYMENT AND OFFICE MANAGEMENT

- 5.1 The Contractor shall deploy adequate manpower for the work and Canteen In-charge, RRCAT will ensure the attendance of the staff deployed by the Contractor. In case of special events/Official functions, the Contractor shall arrange additional manpower so as to see that no inconvenience is caused to general services during such event/Official functions. Such additional deployments of manpower within the over all tariff quoted by the Contractor and RRCAT will in no way be liable for any additional charge.
- 5.2 The Contractor or his authorised representative shall employ only adult laborers/workers for this work and those staff acceptable to RRCAT. **Before engagement, the workers shall be medically examined for their physical fitness and fitness certificate shall be submitted to Administrative Officer -III, RRCAT.** The Contractor shall also arrange police verification of the character and antecedents of all the employees to be deployed by him and submit such verification report to the Dy. C.S.O., RRCAT.
- 5.3 The contractor shall recruit his laborers/workers for the contract at his own risk. The contractor's staff shall not be treated as RRCAT staff for any purpose, whatsoever, and facilities/benefits applicable to RRCAT staff will not be applicable to Contractor's employees.
- 5.4 The Contractor shall be responsible and liable for fulfilling the requirement of all the statutory provisions of Minimum Wages Act, Payment of Wages Act, Payment of bonus Act, Workmen's Compensation Act, Industrial Disputes Act, Contract Labour (Abolition & Regulation) Act, 1970 read with Contract Labour (A&R) Central Rules 1971, Employees Provident Fund Act, Employees State Insurance Act and all other labour and industrial enactments as are applicable at his own risk and cost in respect of all the staff employed by him.
- 5.5. The Contractor shall be responsible for his employees to observe cleanliness, hygiene discipline, security and safety regulations of this Centre.

6. **VALIDITY:**

The contract is initially valid for a period of two years and will be extended to another year subject to satisfactory performance of the contractor and on mutually agreed terms and conditions.

7. **OTHER TERMS AND CONDITIONS**

- 7.1 The rates quoted by the contractor for food items in schedule-A shall be charged directly from customers/RRCAT staff and RRCAT is not responsible for any credit given by the contractor except during official meeting/conferences etc. of RRCAT on specific requisitions. The contractor will be charged at a nominal rate of Re. 1/- per month towards Licence fee, Re. 1/- per month towards electricity charges and Re.1/- towards water charges. Charges for cooking gas will be to your account.
- 7.2 The rates quoted by the contractor shall be firm during the contract period. The period of the contract shall be two years initially from the date of award. The period of contract can be extended on mutual agreement for another year.
- 7.3 The contractor shall not sublet the work or appoint any sub-contractor for the work assigned to him.
- 7.4. In case the furniture/ furnishings/fixtures are damaged due to mishandling by the Contractor's employees except normal wear and tear, the Contractor will be liable to get the same exchanged/ repaired at his own cost failing which the same would be got done by RRCAT and the cost will be debited to the contractor. The contractor shall be responsible for various items provided in Canteens including electrical and electronic items, crockery, cutlery, utensils etc. In case, RRCAT suffers any loss of whatever nature on account of the contractor or his staff by not following the Security/Safety regulations/ instructions, the Contractor shall be liable to bear all such losses as may be determined by RRCAT at its sole discretion and RRCAT shall have the right to recover all such losses from the deposit as well as from his bills.
- 7.5 The contractor shall remit Rs. 50,000/- (Rupees fifty thousand only) as Security Deposit in the form of a Bank F.D. in the name of Pay and Accounts Officer, RRCAT immediately on receipt of contract. This amount of Security Deposit will be forfeited in case of default on the part of the

contractor. The security deposit will be refunded to the contractor without interest on successful completion of the contract by the contractor.

- 7.6 If the Contractor fails to provide the canteen services as agreed upon in this contract and / or neglects to comply with any directions given to him, Chief Administrative Officer, RRCAT shall be competent to terminate the contract and Security Deposit and EMD will be forfeited. Further it may also be noted that in case the work order is issued and the party does not turn up to take-up the work, the work will be entrusted to any other party at the cost of the Contractor. The cost will be adjusted from the Earnest money deposit placed with RRCAT.
- 7.7 The Contractor shall be liable to pay for any expenses, loss or damage, that RRCAT may incur or sustain for reasons attributable to contractor's lapses if it exceeds the amount of Security Deposit.
- 7.8 The Contractor is liable for payment of penalty for unsatisfactory services, inadequate deployment of staff, unsatisfactory hygiene and cleanliness or failure to control insects/flies by suitable pest control measures in the Canteens, at the discretion of CAO, RRCAT.
- 7.9 The Contractor's personnel will not engage themselves in any business or activities in the Canteen premises of RRCAT which are prejudicial to the interest of the Government.
- 7.10 In case the Contractor wants to discontinue the contract for any reason before completion of the contract period, the Contractor shall give three months advance notice to RRCAT authorities. Similarly, if RRCAT wants to discontinue the contract for any reasons shall give one month advance notice to the Contractor.

Kindly acknowledge receipt and confirm acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,

(T.N. Nair)
Chief Administrative Officer
For & on behalf of the President of India

Encl: Schedule. 1.

Received and confirmed acceptance
of the above terms & Conditions

Copy: Joint Controller (F&A), RRCAT

7. **GENERAL**

7.1 If the above conditions are agreeable, the Contractor shall submit his quotation for the running of Canteens in the prescribed Proforma (Annexure-A)

7.2 While submitting the quotation, the Contractor shall enclose copies of the following certificates:-

- Experience certificate with references.
- Copy of valid labour licence.
- Copy of valid food licence.
- Bank solvency certificate recently obtained.
- Earnest Money in the form of DD/FDR drawn in favour of Pay & Accounts Officer, RRCAT Indore.

Signature_____

Seal_____

Date:_____

Place_____

SCHEDULE OF RATES ACCEPTED

S. No.	Description of items	Quantity / Weight	Rate (Rs.)	Rates if Domestic Gas is used. Present cost Rs.----- per cylinder.	Rates if Commercial Gas is used. Present cost Rs.----- per cylinder.
(I) Morning /Evening snacks					
a.	Egg to order (Fried/boiled/pouched/scrambled)	One Egg			
b	Omelet with sauce	Two eggs Sauce- 25 gm.			
c	Upma with chatni	120 gm. with 25 gm chatni (coconut)			
c	Idli (2 Nons) with samber	100 gm idali + 25 gm samber + 25 gm chatni			
e	Dosa plain 1 no with samber	50 gm. Dosa + 25 gms samber + 25 gm chatni (coconut)			
f	Sabudana Khichadi	125 gm			
g	Potato vada-2 nos with chatni	100 gm vada each			
h	Potato poha/poha with sev Chopped onion & corriander leaf	100 gm Poha, 30 gm Namkin, 20 gm onion & corriander			
i	Meduvada 2 Nos with sambar	50 gm vada each + 25 gm sambar			
j	Assorted Pakoda	100 gm 25 gm green chatni			
k (i)	Vegetable Samosa- 2 Nos	100gm each 25 gm chatni.			
(ii)	Kachori (Moongdal/Potato)	50 gm each 25 gm chatni			
l	Bread economy size Medium size	2 slices 2 slices			
m	Butter- Amul or Superior quality	10 gm			
n.	Biscuit (Assorted good quality)	1 packet			
o	Parathe (Plain) with Sauce/chatni	1 No. + 25 gm Sauce/Chatni			
p	Parathe (Alu) with sauce/chatni	1 No. 25 gms sauce/chatni			
q	Parathe (Alu with Curd)	1 No. 50 gm curd			
r	Egg with in 4 economy size slices with sauce	one plate + sauce 25 gm			
Vegetarian Dishes					
	Standard Thali	Two seasonal vegetables			

		consisting of one dry vegetable and one gravy, veg rice (Dubraj), roti, dal, papad, salad, pickle and curd (100 ml)			
a.	Seasonal vegetable	100 gm			
b.	Vegetable cutlet -1 no. with Sauce	50 gm + 5 gm sauce			
c.	Potato dry vegetable	100 gm			
d.	Rasam	100 ml.			
e.	Dal or samber	100 gm			
f.	Chapatti	30 gm			
g.	Curd	75 gm			
h.	Curd with sugar	75 gm			
i.	Vegetable salad	100 gm			
j.	Poori	30 gm			
k.	Rice	100 gm			
l.	Soup (cream of tomato or vegetable)	1 cup (100 ml)			
(III) Special Vegetable					
a.	Paneer Palak	100 gm			
b.	Matter Paneer	100 gm			
c.	Kadai Paneer	100 gm			
d.	Curry dam alu etc.	100 gm			
e.	Malai kofta	100 gm			
f.	Mixed vegetable	100 gm			
g.	Louki Kofta	100gm			
h.	Vegetable biryani with raita	200 gm + 50 gm raita			
(IV) Non-Vegetarian dishes					
a	Egg curry	1 egg + 75 gm Gravy			
b	Chicken curry	150 gm (Chicken)+ 50 gm Gravy			
c	Chicken masala	150 gm (Chicken)+ 50 gm masala			
d	Egg biryani with raita	200 gm + 50 gm raita			
e	Fried fish any other varieties	1 piece (60 gm)			
f	Mutton curry	150 gm + 50 gm curry			
(V) Special Lunch					
	Soup, Paneer, 2 Seasonal vegetable, Green salad, Papad, Pickle, Dal Fry, Raita, Puri , Butter Roti, Basmati rice, Pulao, Desert (Sweet dish-white Rasgulla 2 nos or Gulab Jamun 2 nos or Icecream)				
(VI) Hot Beverages					
a.	Tea in cup (with/without sugar)	100 ml			

b	Coffee in cup (with/without sugar)	100 ml			
c	Nescafe (for meeting etc)	100 ml			
	In Tray				
	Tea/ Tea bag with milk	One cup			
		Two cup			
		Four cup			
		Six cup			
	Milk with sugar	200 ml (one full glass)			
(VII) Cold Beverages					
a	Lassi-Sweet	200 ml			
b	Lassi- Salty	200 ml			
c	Assorted cold drinks				
d	Ice Cream				
e	Fruit Juice (Real /Tin)	100 ml			
f	Butter milk	200 ml			
g	Mineral water	1 bottle			
h	Fruit Juice (Fresh)	100 ml			
i	Frooti	1 no.			
VIII Sweets					
a.	Laddu	50 gm			
b	Jilebi	50 gm			
c	Gulab Jamun (2 nos)	30 gm			
d	Vermicelli Khir	50 gm			
e.	White Rusgulla	2 nos			
IXTIT-BITS					
a	Peanuts	50 gm			
b	Panner Pakora	50 gm			
c	Wafers	50 gm			
d	Finger chips	150 gm			
e	Masala Papad	1 no.			
f	Cashewnuts	50 gm			

NB: all corrections should be duly attested.

Signature of the Contractor with Seal

Date _____