

BY HAND

CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU

No.F2 (1)/Staff Canteen/2013 /1339.

Dated: 08.01.2018

Sub: Contract of Staff Canteen at CLTRI Chengalpattu for the year 2018-19(01.04.2018 to 31.03.2019) – Tender called for – Regarding.

Sir,

Please find enclosed herewith a Tender Notice along with a list of food items/eatable/beverages inviting tender for leasing CLT&RI, Staff Canteen for the year 2018-2019 (01.04.2018 to 31.03.2019) at this Institute. It is requested that the enclosed Tender Notice may be exhibited in your office notice board for wide publicity.

Yours faithfully,

Encl: As above.


DIRECTOR

To
The Sub-Collector, Chengalpattu
The Tahsildar, Chengalpattu
The Dean, C.M.C. Hospital, Chengalpattu
The Medical Officer, GLC, Tirumani
The Post Master, H.P.O. Chengalpattu
The Branch Manager, BOB, Chengalpattu
The Commissioner, Municipality, Chengalpattu.

} you are requested to put up this
Tender Notice on your Notice
Board

The HoD, Epid Division (for uploading the Tender Notice in CLTRI Website).

Notice Board

CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU

No.F2 (1)/Staff Canteen/2013

Dated: 08.01.2018

TENDER NOTICE

Sealed Tender on plain paper is invited upto 05.00 P.M. on 28.02.2018 of Wednesday from Contractors with previous experience in the field of catering to have the Contract for the STAFF CANTEEN attached to the Hospital building of the CLT&R Institute under the following terms & conditions:

1. Total supplies during the financial year 2018-2019, will be approximately ₹.10,00,000/- only.
2. The lowest rate fixed for the Contract shall be for a period of one year commencing from the day approved after tender finalization.
3. The lowest rate fixed for the Contract of staff canteen is ₹.50,000/-(Non-Refundable) for the above mentioned period. The tenderer should submit Xerox copies of the Ration Card, Voter I.D. or Driving license as proof of address.
4. The Tenderer should send along with the tender a price list of all the individual items of eatables and beverages and its approximate weighments / measurements that he/she proposes to supply during the contract period. As the breakfast to inpatients of various wards in CLT&RI is also supplied by the Staff Canteen, the tenderer should also quote the rates of food items i.e. Idli/Pongal/Kichadi and fruits such as Banana and Sweetlime, etc., The breakfast shall be served at 8.30 A.M, daily. Tender not accompanied by the price list shall be liable for rejection.
5. The canteen will be Contracted to the highest bidder over and above ₹.60,000/- mentioned in the tender for the above period.
6. The contractor shall pay the full Contract amount at the time of executing the bond, then only he/she will be allowed to run the canteen. The contract amount will be credited to Government Account.
7. In addition to paying a lump sum towards the Contract amount, the contractor shall pay a **rent of ₹.1500/-** for the building **every month**, without fail.
8. The contractor shall deposit a sum **the ₹.55,000/- as Security Deposit**, in the form of Term Deposit Receipt in favour of Director, CLTRI for the above period along with the Contract amount accepted. Only the Security Deposit will be refunded after the date of expiry of his/her term of contract, provided there is no infringement of the conditions mentioned in the Tender Notice.
9. The contractor shall pay electric current consumption charges according to the sub-meter reading together with the meter rent at the rate applicable to him on receipt of bill every month. Penal interest will be charged in accordance with E.B. rules if the electricity payment is delayed beyond 7 days.
10. The contractor will be provided with furniture for the dining room only, and shall be responsible for their proper use and safe keeping of these items. If any damage, will be recovered from the Security Deposit, of the Contractor.

11. The contractor shall be allowed to use the existing water taps for purpose connected with the canteen. He/she shall pay a sum of ₹.700/- towards water charges every month, without fail.
12. The contractor shall bring his/her own utensils and crockery required for the preparation and serving to the consumers.
13. The contractor shall surrender possession of the premises and furniture and all other Institute properties to the CLTRI on the expiry of the period of the Contract fixed here, in the same condition as they were when they took over charge.
14. The contractor shall not sub-let the premises and shall not utilize the building for any other purpose, except for which it has been given on Contract to him/her.
15. The contractor should engage at least a full time servant for serving food and engage a separate person for cleaning purpose in the canteen. It shall be the responsibility of the contractor to keep the kitchen, dining rooms and adjoining areas, in a clean and hygienic condition.
16. The contractor should not keep domestic animals and birds in and around the canteen premises.
17. The contractor shall keep the Contract premises and their surroundings in good hygienic condition and shall not cause any damage or structural changes to them.
18. No persons other than those working in the canteen should stay in the canteen premises. Stay in the canteen premises by members of the family of the contractor his/her representative is strictly prohibited.
19. The contractor shall supply unadulterated and wholesome food. No increase or change in the rates, once approved by the Director will be permissible till the contract period is over. The contractor is expected to serve items, as per list approved by the Director.
20. On surprise check, if the food served on any day is found to be lacking in quality and quantity, action as deemed proper will be taken against the contractor.
21. The contractor shall keep the canteen open only for the staff and students trainees of the Institute and not for the public.
22. For the staff working round the clock (Nursing Section and Security Staff) especially holidays/after working hours (5.30 pm to 9.00 am), the contractor shall provide coffee or tea and snacks at the working spot.
23. During the period when training courses are being conducted, the contractor shall provide meals on Sundays and all public holidays to the trainees. The canteen should not be closed on any day without prior permission of this Institute. If this is not adhered to, suitable action will be taken against the Contractor.
24. The contractor should see that all utensils etc. are washed in hot water every day.
25. The contractor shall strictly follow the conditions 13 to 24 in their letter and spirit. In case of infringement of any of these conditions mentioned above, the contractor is liable to forfeit a part or the whole of his/her caution deposit.

26. Tender document in plain paper should be supported by a Bankers Cheque for ₹.300/- (Non-Refundable) drawn in favour of "DIRECTOR, CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE, CHENGALPATTU" as document charges. In addition, Banker's cheque for ₹.7000/-, drawn in favour of Director, CLT&RI, as EMD (refundable) should be enclosed with the tender documents separately. **APPLICATION WITHOUT EMD OF ₹.7000/- WILL BE REJECTED AS PER TENDER RULES.** Contractor should note that the Earnest Money Deposit (EMD) will not be refunded to the successful tenderer if he/she is not accepting the offer of leasing contract and EMD money will be forfeited.
27. The tenderer should submit experience certificate along with his/her tender application.
28. Tender documents will be opened at 03.00 PM on 02.03.2018 in the presence of those tenderers who may choose to be present.
29. The Director, CLTRI, shall have the right to call for another tender, if no suitable contractor is found or to accept any other tender, even it is not the highest. The decision of the Director in this respect shall be final.


DIRECTOR.

Encl: List

