

**REGIONAL INSTITUTE OF EDUCATION, MYSURU-570 006**  
(A Constituent Unit of the National Council of Educational Research and Training, New Delhi)  
**C&W Section**  
**Telephone No.0821-2511411**

**TENDER DOCUMENT (Non-transferable)**

**For providing Canteen Services at RIE, Mysuru**

**F.No.3(A)/C&W/RIEM/2021-2022**

**Introduction:** The Regional Institute of Education is an constituent unit Ministry of Human Resources and Development (an autonomous body) (Government of India) invites limited tender on dual bid System (Technical & Financial Bid) for running the Canteen at RIE Campus Mysore which is a Residential Quarters, Hostels, School, College and also the programme participants from the outside mysuru which contains 1500 boarders/students who are studying in RIE Mysore.

**Notice Inviting Tender (NIT)**

The interested bidders shall apply the tender after downloading in the Institute website [www.riemysore.ac.in](http://www.riemysore.ac.in) and also collect from the Institute's C&W Section by visiting physically.

**IMPORTANT DATES:**

<b>Type of Tender</b>	Two Bid System (Technical & Financial/Price Bid)
<b>Bid Submission Mode</b>	Offline
<b>Published Date</b>	10.11.2021
<b>Bid Document download/start date</b>	10.11.2021
<b>Bid Submission Start Date</b>	10.11.2021
<b>Bid submission End Date</b>	25.11.2021 till 4:00 pm
<b>Bid Opening Date (Technical)</b>	26.11.2021 at 3:00 pm
<b>Bid Opening Date (Financial)</b>	30.11.2021 at 3:00pm

1. RIE Mysuru invites sealed Quotations for running the Canteen at RIE Campus under Two (dual – Technical & Financial) bid quotation system.
  - a) Technical Bid/Quotation – contains details of the tenderer or bidder experience capacity, necessary documents to be submitted etc.,
  - b) Financial Bid/Price Bid - contains only rate quoted.
  - c) The above said Bids/Quotation should be super-scribed as Technical bid/Quotation and Financial Bid/Price Bid separately with duly signed and stamped addressing to the Principal RIE Mysore and also it may be superscribed on the top of the Envelops “**Tender for providing Canteen Services at RIE, Mysuru**”.
  - d) Technical Bid for running the Canteen at RIE Mysore on the separate sealed envelopes with in the stipulated date.
  - e) Financial Bid/Price Bid on the separate sealed envelopes with in the stipulated date as per the performance enclosed.

2. All the documents are to be duly signed by the Tenderer on each page while submitting the tender in a sealed box kept in the C & W Section of the Institute. Incomplete or conditional tenders will not be entertained.
3. The principal, RIE, Mysore reserves the right to accept or reject any or all of the tender/s without assigning any reason.
4. The Tender for running the Canteen at RIE Mysore shall initially be awarded for a period of One year from the date of award of contract. It may be extended for further one year up to three years, on the satisfactory service.

Terms & Conditions of the Quotation accepted by me

Seal & Signature of the Firm/Bidder

## **GENERAL INSTRUCTIONS TO TENDERERS / BIDDERS**

1. **Running an efficient Canteen Service at RIE Mysuru - Timings:** The Canteen shall operate from 7:00 AM to 06:30 PM on working days and from 9:00 AM to 6:00PM on holidays/Sunday would depend on the requirement of the senior officers.
2. The Monthly rent of the canteen is Rs.1500/- per month. Usage of Electricity and water will be charged as per the consumption. The amount shall be paid by the Canteen Contractor on or before 10<sup>th</sup> day of every month, failing which penal interest will be charged
3. The agreement/contract has to be signed within 7 days of receipt of letter of intent with Regional Institute of Education, Mysore.
4. **Earnest Money Deposit (EMD):**
  - a. The applicant has to deposit EMD of **Rs.5,000/- (Rupees Five Thousand only)** through NEFT or DD to the Principal RIE Mysuru on or before 25.11.2021 till 4:00pm

**The NEFT details:**

**Bank Name : State Bank of India**  
**Branch (40958) : Regional Institute of Education, Mysuru**  
**Institute Account Number: 54035460003**  
**IFSC Code : SBIN0040958**

- b. The EMD amount of the successful bidder shall be returned by the Institute after submission of the Performance Guarantee and for the unsuccessful bidders the EMD amount will be returned with in 10 days of the Award of Contract.
  - c. No request for transfer/adjust of any previous deposit of earnest money or security depositor payment of any pending bill held by the Institute in respect of any previous supplies will not be entertained.
  - d. Bid security should be valid for a period of 45days beyond the final bid validity period. In case EMD is submitted late or not submitted at all, the bid will be considered unresponsive and incomplete and will be instantly rejected.
  - e. The Firm who are registered with National Small Industries Corporation (NSIC) / MSME/SME/ME/ Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid) only on submission of necessary certifications of registration.
  - f. No Claim shall lie against the RIE, Mysuru in respect of erosion in the value or interest on the amount of EMD.
5. The contractor should have to pay the **license fees (Rent)** as applicable for the premises of the Canteen for the First year and **if the award extended the subsequent year the rent will be increased 5% each year.**
6. **Performance Security/Guarantee:** The successful bidder shall submit a Performance Security/Guarantee in the form of DD or Cash of **Rs.50,000/- (Rupees Fifty Thousand only)**. Performance Security/Guarantee should remain valid till the contract ends.

**Annexure-I**

**REGIONAL INSTITUTE OF EDUCATION, MYSURU – 570006**  
(A Constituent Unit of National Council of Educational Research & Training, New Delhi)

*(To be put in a separate sealed cover marked **EARNEST MONEY DEPOSIT**)*

**Details of Earnest Money Deposit**

Name of Bank :  
Branch :  
Address :

Bank Draft No. /Bank guarantee no. :  
Dated :  
Amount :

**Name & Signature of the Contractor**  
**With Seal of the Agency/Company**

**Dated:**

### **General Terms and Conditions:**

1. The Committee of RIEM reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of the committee of RIEM with regard to award of the contract will depend upon the feedback received from the previous and present clients and also from its team(s) deputed for the purpose. The decision of the RIEM in this regard will be final and binding on all bidders.
2. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void. All alteration in the rates should be signed in ink otherwise the quotation/tender will not be considered.
3. Before commencing the Canteen service at RIEM, the agreement should be done.
4. The Contractor will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Government of India in this regard from time to time. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy person free from infectious diseases.
5. The Contractor shall be responsible for compliance of the labour laws in respect of personnel employed by them. The firm shall be the employer for his workers and the Institute will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.
6. The Contractor shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, gutka, smoking, loitering without work.
7. The eatables will be served in neat and clean utensils and the canteen staff must be in proper uniform at all times
8. Cost of food & beverages must be competitive and reasonable. There shall be a complete ban on use of single use plastic in all operations of canteen.
9. The Contractor may also supply those food/eatable items which are not under the contract in case of demand from employees. The cost of such food/items should not be more than MRP rates.
10. The approved price of the eatables should be prominently displayed at the counter/ Notice Board in Canteen.
11. The Contractor shall be responsible for cleaning the canteen and the garbage of the canteen shall also be disposed by the firm on daily basis. The firm shall ensure cleanliness of the canteen all the time.

12. The Contractor shall be responsible for all damages or losses of Institute's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
13. Liability/responsibility in case of any accident causing injury/death to canteen worker or any of their staff shall be of the firm. RIEM shall not be responsible by any means in such cases.
14. The caterer is required to maintain the details of all his employees/workers and a list of such employees along with their details should be provided to the C&W Section. Only those employees of the Firm will be allowed to be engaged whose police verification has been completed the firm will be responsible for payment of wages/salaries and social security dues of all such employees.
15. The Contractor would be required to use only ISI/Agmark/Food grade products and as per FSSAI norms.
16. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
17. The Contractor shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform and use hygienic gloves supplied by the firm. No canteen employee shall be allowed to perform his duty without proper uniform/attire.
18. The Contractor shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
19. The Contractor will have to supply breakfast & lunch in the canteen/RIE premises as per requirement and schedule drawn for the purpose by the authorities concerned of Institute and also serve the food items & beverages like coffee & tea during the official meetings and the Institute programmes. The bill may be submitted to the particular department for the payment.
20. The Contractor shall be personally responsible for conduct and behavior of its staff in all respect.
21. RIEM reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the firm. Committee of RIEM offices will carry out necessary quality checks on a daily/weekly basis.
22. The Contractor shall keep the canteen and its surrounding areas clean and up to date sanitation will be maintained every day the cleaning includes of utensil, kitchen canteen hall, floor, counter benches, tables, chairs etc. The firm shall install its electronic fly-kill/insect repellent equipment at its own cost. The firm shall maintain a very high level of hygiene. Purity, cleanliness and shall ensure that the image of the canteen does not get adversely affected by the poor upkeep, smell or untidy looks of canteen staff, facilities, utensils or food quality.

23. The Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of RIEM.
24. The Contractor will bring its own tools, utensils, cookers, crockery, hot boxes, trolleys, equipment, jugs, plates etc. in sufficient quantity as needed to maintain the canteen services. 'Single Use Plastic' items would not be allowed to use in the Canteen.

**Annexure-II**

**Technical Bid Proforma**

*[To be given on letter head]*

<b>Sl.No.</b>	<b>Name of the Documents</b>	<b>Attached (Yes/No)</b>
1	Name of the Firm (as per Registration Certificate)	
2	Complete Postal Address	
3	Company Profile	
(a)	Legal Status (Individual, Proprietary firm, Partnership firm. Limited Company or Corporations	
(b)	Name, Designation and Telephone No(s) of the contact person, Fax No(s) and e-mail address.	
(c)	Year of commencement of catering/canteen service.	
(d)	Statutory details (photocopy to be attached) a. PAN b. GST Nos. c. Food Safety Reg. No. (FSSAI)	
4	Income Tax Assessment Completion Certificates for ast three financial years duly certified by a Chartered Accountant/ Statutory Auditor.	
5	List of present and past canteen contracts with their contact details as per Annexure-II A	
6	Performance certificates from Past and Present clients in last 2 years (copy to be attached) as per Annexure- II	



**REGIONAL INSTITUTE OF EDUCATION, MYSURU-570 006**  
(A Constituent Unit of the National Council of Educational Research and Training, New Delhi)

**FINACIAL BID**

Name of the Applicant:				
Postal Address and Phone No:				
Sl. No.	Items	Quantity	Rate offered	In Words
1	2	3	4	5
1	Coffee/Tea/Milk/Malt	100 MI	Rs.	
2	Idli with Sambar or Chatney	2 No's 100 Grams each	Rs.	
3	(a) Set Dosa (3 Pieces) with chatney (b) Masala Dosa with palya and chatney	75 Grams each 150 Grams	Rs.	
4	Masala Vada or Uddina Vada	25 Grams each	Rs.	
5	Poori with palya/Sagu & Chatney (Annapoorna atta to be used)	2 No's 100 Grams each	Rs.	
6	Chapati with sagu/palya & Chatney (Annapoorna atta to be used)	100 Grams each	Rs.	
7	Uppittu/Khara Bath with Chetney	1 plate each 100 Grams	Rs.	
8	Bonda -Vegetable	Each 50 Grams	Rs.	
9	Bisibele Bath	1 plate each 100 Grams	Rs.	
10	Chitra Anna/Palav	1 Plate 100 Grams each	Rs.	
11	Rice with Sambar (good quality of BT rice to be used)	1 Plate 100 Grams each	Rs.	
12	Curd Rice (good quality of BT rice be used)	1 Plate 100 Grams each	Rs.	
13	Parota with sagu/palya & Chatney (Annapoorna atta is to be used)	125 Grams each	Rs.	
14	Meals with the following items(Plate Meals): Chapati 1 Nos/Puri 2 Nos. (Annapoorna atta to be used) Rice – 1 Plate 150 grams (Good Quality rice to be used) Palya 50 grams(seasonable vegetables to be used) Pickles and Pappad-1 No. Rasam, Sambar etc.(seasonable vegetables to be used. Curds 1 Cup 50 ML.		Rs	

Seal & Signature of the Tenderer

PERMISSIBLE BRANDS OF CONSUMABLES

ITEMS	BRAND
Salt	iodised salt such as Tata, Annapurna, Nature Fresh etc.
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Mustard oil, Groundnut oil, Sunflower oil, Rice bran oil, Olive oil (Safal/sunpure/sunflower/Patanjali, etc.,)
Pickle	Mothers, MTR, Swastik
Atta	Aashirvad
Butter	Amul, Britannia, Mother Dairy
Jam	Kissan
Milk	KMF
Paneer	Amul, KMF
Tea Powder	Brook Bond, Lipton, Tata, 3 roses, Red label
Coffee Powder	Nescafe, Bru
Mineral Water	ISI marked, FSSAI
Rice	Raw Rice, Basmati Rice

The Contractor should use good brand of the above glossaries after obtaining the prior approval from RIEM authority.