

**Call for Tenders to run the canteen in the premises of
Regional Meteorological Centre, Chennai**

Period of contract : 01.09.2022 to 31.08.2023

To whomsoever it may concern

The canteen committee constituted by the Deputy Director General of Meteorology, Regional Meteorological Centre (RMC), Chennai has proposed with the approval of competent authority, to float a tender seeking bids from caterers to run the canteen in the Trainees Hostel/Guest House located in the premises of RMC Chennai.

Last date and time for submission of proposals : **16.08.2022, 1700 hours IST**
Opening of Tender : **18.08.2022, 1100 hours IST**
Award of contract to the successful bidder : **22.08.2022**
Date from which the contractual agreement will be in force: **01.09.2022**

Terms and conditions to be fulfilled by the bidder:

1. Period of contract:

This contract with the caterer shall come into force with effect from **01.09.2022** to **31.08.2023** for a period of **12** months. Thereafter it is likely to be renewed for a further period of 12 months at the discretion of the Dy. Director General of Meteorology, Regional Meteorological Centre, Chennai, based on the performance during the contractual period.

2. Submission of tender:

- a. Tender form duly countersigned may be obtained from the Chairman/Convener, Canteen Committee. Terms and conditions may be downloaded from the link given in the web site www.imdchennai.gov.in.
- b. All the bids submitted by various caterers will be scrutinised by the Canteen Committee.
- c. Apart from the fulfillment of other criteria, price quoted by the caterer will be one of the deciding factors for finalising the successful caterer to run the canteen.
- d. Previous/current experience (number of years), if any, in running a catering unit (small/big scale) shall be along with required proof. Appropriate weightage will be given for the same.
- e. The base price of the food items required to be supplied has been mentioned in **Annexure**.
- f. **Tenders received with pricing of food items below the base price mentioned by RMC Chennai will not be considered for evaluation.**

- g. The caterer shall quote the price at which he will be able to supply the items throughout the one year period of contract.
- h. Filled-in tender form may be submitted to the Chair person of the Canteen Committee, in sealed cover with proof for identity, residence and experience (if any).
- i. Decision of the competent authority, Dy. Director General of Meteorology, on tender allotment will be final.
- j. Use of influence on tender processing either directly or indirectly will be treated as a disqualification.
- k. Address for submission of tenders by post in sealed cover is (duly marked in the top left side of the envelope that the tender form is submitted for running the canteen, RMC Chennai)

**The Deputy Director General of Meteorology,
Regional Meteorological Centre,
India Meteorological Department
No.6, College Road, Chennai-600 006.
Phone No. 044-2824 6037 and 044-2824 6030 Extn.: 6029**

3. Central License Certificate from FSSAI:

The successful bidder, after the contract to run the canteen is awarded and prior to commencing services w.e.f. 1 September 2022, has to obtain and produce Central License Certificate from Food Safety and Standards Authority of India(FSSAI) from the office of : No. 02nd Floor, Central Documentation Complex (South Wing), Chennai Port Trust, Rajaji Salai, Chennai-600001.

4. Security Deposit:

The caterer will be required to furnish **Rs.25,000/- (Rupees Twenty five thousand only) as a security deposit** which will be refunded without any interest, at the time of termination of the contract, after adjusting dues if any, accruing during the contract period.

Charges for repairs etc. in the case of damages, if any, observed in the premises will be deducted from the security deposit and only the remaining amount will be paid to the Caterer.

5. Monthly payments to be made by Caterer:

- a. The canteen and kitchen facility will be provided by RMC to the caterer by taking an admissible license fee of **Rs.500/- only per month** from the caterer.
- b. Limited metro water supply will be available and the caterer has to pay the charges fixed by the RMC Chennai according to the water meter reading .
- c. Electricity supply will be available and the caterer has to pay the charges according to the sub-meter reading and intimated by the Office.
- d. The amount to be paid, will be informed to the Caterer by Caretaker of Hostel after checking the meter readings and falls due.

6. Facilities that will be provided by IMD:

- a. According to an inventory list, dining tables, chairs and a few other items will be handed over to the caterer by IMD through the Caretaker of Hostel and are to be returned as they were handed over at the time of expiration of the contract.
- b. The caterer will be responsible for the proper use and maintenance of the furniture which shall not be taken out of the hostel premises under any circumstances. The office will recover from the caterer the cost of any loss or repairs of damage done to these items.
- c. The caterer will ensure that facilities like water, electricity etc. are used in an optimum level without any wastage.

7. Responsibility of the caterer:

- a. It is the prime responsibility to ensure quality in the food items provided by the Caterer.
- b. The caterer will make his own arrangements for utensils, crockery, cooking gas and other required items for running the canteen. Except cooking gas (LPG) no other form of fuel will be permitted.
- c. Refrigerator, Grinder etc. will have to be brought by the Caterer.
- d. No residential accommodation will be provided to the caterer or his staff in the premises of the canteen or RMC premises.
- e. Name and address of the caterer and his staff should be made available to this office with a copy of residential proof.
- f. On completion of the contractual period, the Caterer must hand over the premises to the competent authority in clean condition.

Cleanliness:

- a. The caterer shall be responsible for maintaining and keeping the canteen premises, surroundings and facilities used by him neat and clean hygienic condition.
- b. The canteen committee shall have the right to inspect the premises and facilities and may call upon the caterer to maintain the facilities in a neat and clean manner.

9. Schedule of providing food items:

- a. The contract is for providing hygienic and quality food/tea/snacks to the trainees and guests as per schedule and timing mentioned below, at the timings indicated against each. Timing shall be followed strictly.

No.	Item	Time	Remarks
i)	Morning tea/coffee	0630 – 0730 hrs. IST	(in guest house/hostel)
ii)	Breakfast	0800 – 1000	-do-
iii)	Lunch	1300 – 1400	-do-
iv)	Evening tea/coffee	1730 – 1830	-do-
v)	Dinner	2000 – 2200	-do-
vi)	Morning tea/coffee	1000 – 1100	(to the staff in office at their seat)
vii)	Morning snacks	1130 – 1200	-do-
viii)	Evening tea/coffee	1500 – 1600	-do-
ix)	Evening snacks	1630 – 1730	-do-

b. Only vegetarian items will be permitted to be cooked and served in the canteen.

c. Visiting officers / scientists / trainees / retired and serving officials from all over India will be staying in guest rooms from time to time and catering services are required to be provided to them.

d. The caterer shall have the expertise to prepare and serve simple north Indian food items like chapathi/poori/sabji/dhal etc. in addition to south Indian food.

e. The canteen shall be open from morning **0630 hours to night 2200 hours IST** from Monday to Saturday.

f. On need basis as per requirement, upon prior instructions from the competent authority, the caterer must ensure functionality on Sundays and closed holidays.

10. **Rates of items:**

a. For the departmental (IMD/CPWD/PAO) staff, the food items strictly shall be supplied as per the rate quoted in the tender. The rates are applicable to retired IMD staff and guests staying in guest house. To assess the credentials, caterer may seek display of identity card when necessary, from the staff who use the canteen.

b. For the non-departmental staff who visit the canteen, food items can be supplied at a competitive rate and the pricing of items applicable to such officials shall be displayed in the canteen.

11. **Canteen Committee:**

a. There will be canteen committee consisting of a few officers of RMC Chennai who will maintain liaison with the caterer about the menu, the working of the canteen etc.

b. Members of the committee will make surprise visits to check the quality of food items. The committee members will identify themselves on such occasions to avoid foul play.

c. Warden of Trainees Hostel and Guest House will be an ex-officio member of the Canteen Committee. The Warden will visit the hostel and canteen periodically to monitor and oversee the arrangements in the canteen.

12. Safety, security and decorum:

a. The key to dining hall and kitchen shall be handed over to the caretaker/authorised official of the hostel, by the caterer every night after completion of the work.

b. Smoking, use of alcoholic drinks or drugs is prohibited in the canteen premises. If such instances come to the notice of the canteen committee, strict action will be taken against the caterer.

c. Entry of unauthorised persons into the canteen is strictly prohibited.

d. The caterer will ensure that his staff are courteous at all times to the clients, trainees and visitors staying in the hostel/guest house.

e. Clean and tidy dressing is mandatory for the canteen staff.

f. Disturbances or unpleasant behaviour/situations shall be avoided by the canteen staff both in the premises of the hostel and in the office campus.

13. Collection of dues :

a. The caterer will make his own arrangements to receive prompt payments from the staff and visitors for the services rendered. The office will not be responsible in any way for collecting dues from defaulting clients.

b. The caterer, as may be deemed necessary, may distribute daily/monthly tokens to the staff members by obtaining money in advance. Canteen accounts may be maintained properly. Proper bill book for issuing as and when the visitors seek for it is mandatory.

14. Termination of contract:

a. At least two months notice in writing is required for premature termination of the contract from either side, However, if the competent authority finds reasonable evidence against the caterer, the right to terminate the contract, without assigning any reason or giving the above said notice vests with the Head of Office, The Dy. Director General of Meteorology, RMC Chennai.

Annexure

**Tender form to be submitted for the contract to run canteen
in RMC Chennai with effect from 01.09.2022 to 31.08.2023**

1. Name of the caterer :
2. Address :
3. Contact Number :
4. Previous experience (if any) :

5. Prices of food items :

S.No.	Name of food items	Tender base price (in Rs.) stipulated by IMD, RMC Chennai	Price offered by the caterer (in Rs.)
1.	Coffee/Tea (75 ml.)	12*	
2.	Idli/Idiyappam (2 per plate) with chutney/sambar	20	
3.	Dosa / Uthappam (one) with chutney/sambar	40	
4.	Kal dosai with chutney and sambar	40	
5.	Two chappathis (pulka) with vegetable curry	40	
6.	Two pooris with potato / channa masala	40	
7.	Two Bread slices with sandwich	25	
8.	Vada/bonda/samosa 1 each (50 gm)	10	
9.	Pakoda / mixture (50 gm)	20	
10.	Meals (limited, with a cup of curd)	80	
11.	Variety rice (200 gms) tomato/coconut/lemon/tamarind	40	
12.	Veg. Pulav (200 gms)	50	
13.	Sambar / Rasam - 50 ml Vegetable / poriyal - 50 gm	10 each	

*Rs.15/- extra for parcel

It is certified that the above rate quoted by me will be final and no change will be made during the duration of the contract from **01.09.2022 to 31.8.2023**. I will abide the terms and conditions stipulated in the tender specified above.

(Please enclose Xerox copies of

1. Residential proof 2. Experience Certificates (if available) 3. State / Central Govt License Certificate (if available already) 4. Bank e-payment mandate form.

Signature with date and seal