

**Tender Application Form
for**

Running of Canteen in KRNNIVSA

K R Narayanan National Institute of Visual Science & Arts (KRNNIVSA)

Thekkumthala, Kanjiramattom P.O, Kottayam, Pin – 686585

Tel: +91-481 – 2706112, 2706113. Email: krnivsa@gmail.com

Website: www.krnivsa.edu.in

FORM OF TENDER (Envelope1)

From

To

The Director
K R Narayanan National Institute of Visual Science & Arts
Thekkumthala, Kanjiramattom PO
Kottayam Dt-686585

Sir,

I/We hereby submit the tender for running Canteen in KRNNIVSA under the specific terms and condition mentioned in the Tender notice.

I/ We am/ are remitting/ have separately remitted the required amount of Rs. 2500/-as earnest money and security deposit of amount 10,000/-

Yours faithfully

Name &Signature

Address:

Place:

Date:

K R NARAYANAN NATIONAL INSTITUTE OF VISUAL SCIENCE & ARTS

Thekkumthala, Kanjiramattom P.O, Kottayam, pin - 686585

No.

Date: 20.02.2020

NOTICE INVITING TENDER

Sealed tenders are invited by KRNNIVSA, Thekkumthala, Kottayam (hereinafter referred to as KRNNIVSA Canteen) under Two Bid (Technical Bid & Financial Bid) system for running Canteen/Mess services for KRNNIVSA in its premises at Institute.

Name of work	Cost of Tender Document	EMD	Security
Running of Canteen Services in KRNNIVSA	Rs.200/-	Rs.2,500/-	Rs.10,000/-

The bidder should have at least 2 years of experience of running canteen in Govt. /Established concerns/Educational institutions/hospitals and kudumbasree units.

The tender documents can be had from Administration Section of KRNNIVSA on payment of Rs.200/- in cash from **25.02.2020 to 06.03.2020 between** 10.30 hrs. to 11.00 hrs.on working days.

Last date of submission of filled in tenders (both technical & financial) **06.03.2020 , 12.00PM .**

Offers received after the last date and time mentioned above will not be considered.

Date of opening of Technical Bid **06.03.2020 , 03.00 PM**

Date of opening of Financial Bids will be intimated to the technically qualified bidders.

Director

General terms and conditions of the Tender

1. K R Narayanan National Institute of Visual Science & Arts (hereinafter referred to as KRNNIVSA) desires to run the canteen on contract basis for a period of one year based on satisfactory performance of bidder/contractor and at the discretion of KRNNIVSA. The contract may be further extended, if mutually agreeable.
2. The approved bidder/contractor has to run the canteen in the canteen premise at the Institute.
3. The tender duly sealed (with sealing wax/ TAPE) should be addressed to the Director in the following address, so as to reach on or **06.03.2020 , 12.00PM** by registered post or by hand duly super scribed on the top of envelopes.
4. It will be the sole responsibility of the bidder/contractor to serve tea& other eatable items on credit to the student of KRNNIVSA on proper requisition. The bidder/contractor will have to maintain individual accounts of credit of tea and other items served and get proper acknowledgement. It's the responsibility of the bidder/contractor to maintain data management with proper computer billing system. KRNNIVSA will not be responsible for such arrangements. Entertaining official guest as per the request of Administration, payment will be made by the end of the month on production of proper bill to the Accounts wing countersigned by Administrative Officer.
5. The earnest money deposited with the tender is to be paid in the form of DD/cash to the Account Section of the office. The original receipt of the payment should be in variably be attached along with tender document, which bears no interest and will be refunded to all unsuccessful bidder/contractor on finalization of tender. Security deposit also bears no interest and will be refunded to successful bidder/contractor only after expiry of agreement period.
6. KRNNIVSA reserves all rights to enhance the security deposit as and when felt necessary.
7. The successful bidder/contractor will have to enter into an agreement on a Stamp paper of Rs.500/-with KRNNIVSA within a week on receipt of communication and deposit the security amount within the same period.

“Tender for running Canteen on contract basis in KRNNIVSA”

**The Director
K R Narayanan National Institute of Visual Science & Arts
Thekkumthala, Kanjiramattom P.O,
Kottayam, Pin – 686585**

8. The technical bid will be opened on **06.03.2020, 03.00 PM** in the office of the Institute of, KRNNIVSA in the presence of bidder/contractor or their representative who may wish to be present at the opening of tender. Date of opening of Financial Bids will be intimated to those bidders whose tender are technically qualified.
9. The tender form consists of the following documents;
 1. Notice inviting Tender by KRNNIVSA
 2. General Terms & Conditions
 3. Technical Bid Part
 4. Financial Bid Part.

The offers are to be submitted in two bid system i.e., Technical Bid & Financial Bid. Each envelop should be sealed and submitted in 3 separate covers. The technical bid should consist of all the required information called for. It shall be submitted in a sealed cover marked “ENVELOPE 1 Super scribing as “TECHNICAL BID FOR RUNNING KRNNIVSA CANTEEN CONTRACT”. The financial bid shall contain only the financial details. The financial bids will be placed in “ENVELOPE 2” and EMD of Rs.2500/- should be placed in “ENVELOPE 3”. All the 3 envelopes should be placed in a 4th envelope and sealed and submitted to the Director at the address given above.

10. The details of deposits are as under:-

EMD Rs.2500/-	}	By DD/Cash
Security deposit Rs.10, 000/-		

- 1) The EMD of Rs.2500/- will be adjusted towards security deposit in respect of successful bidder/contractor and the balance security deposit should be deposited within 7 days from the date of issue of acceptance letter.
- 2) The EMD of unsuccessful bidders will be refunded. The bidder/contractor should have experience of running the canteen in a reputed organization. Suitable documentary evidences are to be supported along with the tender application.

The bidder/contractor must possess the requisite valid 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.

11. The rates of each item should be quoted both **in words and figures in the rate schedule attached as Annexure A**. The successful Bidder should exhibit rate list and menu approved by KRNNIVSA at canteen. No rate will be revised during the Agreement Period.*

**Annexure A (i) Rate for staff at KRNNIVSA*

(ii)Rate for students at KRNNIVSA.

12. It will be the responsibility of successful bidder/contractor to keep and to serve the items mentioned in the technical bid to Students and staff of KRNNIVSA. For other items required to be served in the canteen, the requisition will be placed by KRNNIVSA and rates will be mutually fixed as and when it is required.
13. KRNNIVSA will provide following items to the qualified bidder/contractor at free of cost:-
 - a) Canteen space (Area-5445sq.ft approx..)
 - b) Water, electricity for bulbs/tubes and fans, fridge, refrigerator available in the canteen.
 - c) Available utensils & furniture items as per Annexure B etc. will also be supplied to qualified bidder/contractor during the contract period.
14. It will be the sole responsibility of the bidder/ contractor to arrange for other additional items i.e.; crockery, utensils, including cooking gas cylinders_etc. of good quality as approved by KRNNIVSA at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligation in respect of running of the canteen. The cost of the above items will not be borne by KRNNIVSA.
15. The bidder/contractor shall bear all the expenses for running the canteen and KRNNIVSA shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its work men during discharging their duty. The bidder/ contractor shall take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned authorities like health department, local self-government departments etc..and to the satisfaction of KRNNIVSA.
16. It will be the sole responsibility of bidder/contractor to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food. And maintain high level of hygienic conditions in and around the canteen including safe disposal of the canteen waste at his own cost.
17. The bidder/contractor should keep the canteen complex clean. If, at any point the canteen and its premises are found to be unclean, the bidder/contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
18. The bidder/contractor should not utilize the canteen facilities equipment for any outside catering purpose.
19. There shall be no compromise on the service of quality of food supplied by the bidder/contractor and if any such incidence or food adulteration is found, action

deemed fit shall be taken by the competent authority and all the rules of prevention of Food Adulteration Act (PFA Act) will apply.

20. Only fresh food is to be served. Stale/refrigerated food should not be served at any cost. Recycled oil should not be used for cooking.
21. Materials used for cooking purpose tea, coffee, spices, foodstuffs, vegetables, meat, fish etc. should be of good quality. KRNNIVSA reserves all rights to inspect the materials/ingredients used for cooking at any time. Bills/copies of bills and other related documents or records for the above purchases should be preserved for inspection for atleast 3months.
22. The bidder/ contractor will be responsible for maintaining adequate number of persons to be separately engaged as for canteen manager, cook, serving of food, cleaning and disposal of garbage and left over food. No employee should be under the age of 18 years. Documentary evidence shall be provided by the bidder/contractor. There should be separate persons for serving, cooking and cleaning purposes.
23. The bidder/ contractor shall be mentioned the staff pattern details as Annexure-C and submitted with the technical bid document.
24. The bidder/contractor will be responsible for complying with payment of minimum wages (State or central whichever is applicable) and other labour laws in force from time to time to its employees deployed in the canteen. The bidder/contractor will be liable for any consequences resulting from violation of any such rule/provision.
25. The contractor will be responsible for the conduct of the employee engaged by him in the canteen, which will be conducive for maintaining the harmonious atmosphere in the canteen& campus and will be responsible for any act of commission &omission of such persons.
26. Under no circumstances any of the bidder/contractor's employees will stay in the Canteen or KRNNIVSA premises beyond canteen hours after closing the canteen.
27. KRNNIVSA campus is a "NO SMOKING ZONE", hence sale and use of tobacco and related products are strictly prohibited, and is a punishable offense.
28. The sale and use of Liquor (Alcohol) is strictly prohibited in KRNNIVSA campus.
29. It will be the sole responsibility of the bidder/contractor to maintain quality of food making, tea/coffee served etc.
30. It will be the sole responsibility of the bidder/contractor to serve tea and other eatable items in all sections of Administrative and Academic Buildings at 11.30 in the FN and 3.30 in the AN.

31. It will be the sole responsibility of bidder/contractor to keep canteen services available to students and staff from 7:45am to 9.30pm on all days including all holidays.
32. It will be the sole responsibility of the bidder/contractor to recover amount due to eatable/other items served to KRNNIVSA students and staff.
33. **For feature of EMD/Security deposits**
 - a) If the successful bidder/contractor refuse to enter into an agreement or fails to remit the security deposit within seven days of acceptance of tender, EMD will be forfeited.
 - b) If the qualified bidder/contactor abandons the contact, deposit will be forfeited.
 - c) If the contract is terminated by KRNNIVSA due to poor performance/violation of any clause of agreement or any violation and code of conduct of bidder/contactor, security deposit will be forfeited.
 - d) The successful bidder/contractor must necessarily run the canteen for minimum of 6 months failing which legal action along with penalty may be initiated.
34. The Director, KRNNIVSA reserves all rights to terminate the agreement at his/her discretion at any time with 7days' notice without assigning any reason, thereof.
35. The submission of the bid by the bidder/contractor shall be taken to signify acceptance of the stipulated terms/conditions. Any failure on the part of bidder/contractor to observe the prescribed procedure or any attempt to canvas for allotment of work will be prejudice the bidder/contractor will make it to liable for exclusion of consideration.
36. The Director reserves all rights to accept or reject any tender or recall the tenders without assigning any reason.

Annexure-A

Rates may also be specified on the categories mentioned below

The list of food items to be provided to the students and staff, KRNNIVSA

Day	Break Fast 7.45 AM to 09.45 AM	Lunch 01:00PM to 2.00PM	Evening Tea 3.30PM to 5.30PM	Dinner 8.00PM to 9.30PM
Monday	Ghee Roast/ Plain Roast Sambar & Chutney Set - 1 no with tea	Rice, Sambar, Thoran (Beetroot), Pappadam, Pickle (lemon) & Mezhukkupuratti	Tea & Coffee Ada	Chappati + chicken curry / Aloomutter Set - 4 no's
Tuesday	Puttu + Egg Roast/Kadala curry (with coconut) + pappadam Set - 1 no with tea	Ghee Rice, chicken Mulakittathu, chammanthy/veg masala	Tea & Coffee Bonda	Gothambudosa/Puri + Eggmasala/Veg. kuru ma Set - 4 no's
Wednesday	Appam + Egg Roast/Stew Set - 3 no's with tea	Veg Biryani, chicken + Gopimanjorian, pickle, pappadam	Tea & Coffee Banana Fry	Rice Dosa Sambar, chutney Set - 4 no's
Thursday	Idily, sambar, chutney Set - 4 no's with tea	Rice + Fish fry + Parippu curry + Thoran + Aviyal + Resam + Pappadam + Pickle (mango)	Tea & Coffee Vada	Chappati/idiappam + chicken curry/veg. manjooran Set - 4 no's
Friday	Ghee Roast/ Plain Roast, sambar, chutney Set - 1 no with tea	Rice + fish curry + Sambar + Moru + Pappadam + Pickle + Mezhukkupuratti	Tea & Coffee Baji / Cutlet	Porotta/Appam + E gg roast/ veg. masala Set - 3 no's
Saturday	Puri Baji Set - 3 no's with tea	Rice + Fish fry + Thoran + Aviyal + Resam + Pappadam + Moru + Pickle + Tomato curry	Tea & Coffee Ulli Vada / paripvada	Chappati + Kadala curry with coconut Set - 4 no's
Sunday	Idiyappam + Kadala Roast Set - 3 no's with tea	Rice + Sambar + Fish curry + Aviyal + Thoran + Pappadam + Pic kle	Tea & Coffee Banana fry	Kanji/chappati + ve g. kuruma + payar + p appadam + chamma nthi + pickle

FORMAT FOR FINANCIAL BID

(To be submitted in the Tenderer's letter head in Envelope2)

Name of work:-Running of KRNNIVSA Canteen on Contract

Sl. No.	Description	Total Price List Annexure-A in Rs.
1	Running of KRNNIVSA Canteen	Rate for Students
		Rate for Staff

Name & Signature of the Tenderer with office seal

Date:

Place:

Day	Rate for Break Fast	Rate for Lunch	Rate for 1.Coffee/Tea 2. Snacks	Rate for Dinner	Total Rate per day
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
GRAND TOTAL (in figures & words)					

**AnnexureA: (1) Ratefor staff (11) Rate for Students*

Name & Signature of Bidder/Contractor with office seal

Date:

Place:

EQUIPMENTS PROVIDED TO CANTEEN

ANNEXURE-B

FURNITURES		
SI No	Item Name	Quantity
1	Pantry Chairs VC-005	24
2	Pantry Table	6
3	Pantry Table	6
4	Pantry Chair VC -005	24
5	Dining table post form top with chromium plate stand & basis 3*3"	8
6	Steel Dining chairs with plastic seat and back	32
7	Dining Table 3" X 3" X 2.5" H -Leg made with 3" GI pipe supported with 1.5" X 0.5" plate. Top made with 18mm laminated board	15
8	Chair - seat upholstered with form & fabric, plastic back rest, 16g oval tube leg.	60

CANTEEN EQUIPMENTS

Item No.	Items with specification	QTY
1	THREE IN ONE BURNER BULK RANGE - 2PCS	2
2	THREE BURNER RANGE WITH UNDERSHELF	1
3	SINGLE SINK UNIT WITH ONE UNDERSHELF	1
4	DOSA / CHAPATHI PLATE WITH BOTTOM SHELF AND REAR SPLASH	1
5	WORK TABLE WITH ONE BOTTOM SHELF	1
6	BAINMARIE PICK UP COUNTER	1
7	POT RACKS (THREE TIER)	1

PANTRY / PREPARATION AND BUTCHERY AREA

1	SOILED DISH LANDING TABLE WITH GARBAGE CHUTE	1
2	THREE SINK WASHING UNIT	1
3	CLEANED DISH LANDING TABLE	1
4	STORAGE RACK (FOUR TIER)	1
5	CHEST FREEZER-Blue Star	1
6	WORK TABLE WITH SINK	1
7	BUTCHERY CHOPPING BLOCK WITH STAND	1

8	WORK TABLE WITH ONE BOTTOM SHELF AND REAR SPLASH	1
9	WORK TABLE WITH SINK	1
10	WET GRINDER - TILTING MODEL - Cosmos / Eqt.	1
VENTILATION & GAS LINING		
1	EXHAUST HOOD WITH FILTERS	
a)	FOR BULK RANGES	1
b)	FOR HOT PLATE	1
c)	FOR THREE BURNER RANGE	1
GAS LINING		
1	3 HP CENTRIFUGAL BLOWER WITH 1440 RPM, 3 PH, 4 POLE MOTOR	1
2	NECESSARY G.I DUCTING WITH ITS ALLIED PRODUCTS FOR FITTINGS (EXACT MEASUREMENT TO BE TAKEN AT SITE)	1
3	GAS LINING WITH 4+4 MANIFOLD, 3/4" & 1" TATA 'C' CLASS MS PIPING,	1

UTENSILS

Sl No	Items	No of units Purchased
1	Three sink unit with splash and cross support (147*54*114)zink	1
2	Single burner bulk cooking range (canteen burner)	1
3	Tilting grinder-10ltre	1
4	Dish rack(plate stand)	1
5	Pot rack 3 tier -120*50*180(canteen burner)	1
6	Rice bowl vessel-25kg	1
7	Ootu kotta-medium	1
8	Oottu kotta-small	1
9	Iddali vessel-100dots	1
10	Sambar vessel	1
11	Cooker -10ltr	1
12	uruli-50litre	2
13	Steel pony(kuthupooni) (5 Pcs)	5
14	Cheena chatty	2
15	Frying spoon(kannappa)	1
16	Masala Vessels	1
17	Steel thook	6

18	Spoon and laddles@medium	5
19	Spoon and laddles@avg	4
20	Spoon and laddles@medium	4
21	Spoon and laddles@small	4
22	Spoon and laddles@large	6
23	S S Rice cutter	6
24	Metal plate -plane and round medium	75
25	Water glass	75
26	water jugs	6
27	water jugs-small	6
28	Service Tray	8
29	Single portion bowl-medium	250
30	Single portion bowl-small	250
31	Single portion bowl-spl	75
32	S S Basin	6
33	S S Tea strainer	1
34	Puttu kudam	1
35	Poly Guld kooje(Knifes)	5
36	Iron Knife	1
37	Waste Basket	4
38	S S Chattugam	1
39	Cutting Board	2
40	S S Chappo(SS Chopper)	1
41	Waste Tray	24
42	Fork	12
43	Tea Spoon	15
44	Gas Lighter	2
45	Tea vaus-10ltr	3
46	Chattugam	5
47	uruli	3
48	Duchie	3
49	LID	4
50	Bowl	3
51	Chippily	1
52	Tea cup	42
52	Tea saucer	42
53	Kotta Tawi	1
54	Steel Vattapathram	9
55	SS Trainer	1
56	Appa Chatty	4
57	Chappathy Tray	2
58	Roller	4
59	SS Tongs	6
60	Crite Jumbo	5
61	Mixi	1

62	Rubber Dish Tray	6
63	Burner 4 in 1	1
64	SS glass	75
65	Plater(Peeler)	2
66	Work Table	1
67	Dosa Tawa	1
68	Emergency light	1
69	Sevanazhy	3
70	Casserole-big	2
71	Casserole-small	1
72	Flask	3
73	Muram	3
74	Bucket	2
75	gas connection	3
76	Casarol(20ltr)	2
77	Baisan Medium	2
78	Steel Dish(Serving dish)	4
79	Cheruvam	2
80	Bowl	2
81	Jug(3ltr)	2
82	Thavi large	5
83	Thavi Small	6
84	Spoon Small	10
85	Spoon large	10
86	Plate	70
87	Water glass	70
88	Small tea glass	70
89	chirava	2
90	Steel thook	4

ANNEXURE-C

Staff pattern details

Sl No	Designation	Role &Responsibility	No of persons deploying

Name & Signature of Bidder/Contractor with office seal

Date:

Place: