

**AAVIN**

THE TAMILNADU CO-OPERATIVE MILK  
PRODUCERS' FEDERATION LIMITED  
CHENNAI 600 098

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**TWO PART TENDER**

**CONTRACT WORK FOR RUNNING AN INDUSTRIAL  
CANTEEN**

**AT AMBATTUR DAIRY, CHENNAI-600 098**

**FOR 12 MONTHS FOR THE YEAR 2023-2024  
Tender value – Rs.56.18 lakhs**

**PART – I  
TECHNICAL –BID**

**DY.GENL.MANAGER(Prodn.)**

PART-I TECHNICAL BID

TWO PART TENDER APPLICATION

From

To

M/s.

The Joint Managing Director,  
T.C.M.P.F.Limited.,  
29 & 30 Industrial Estate,  
Ambattur,Chennai-600 098.

Sir/Madam,

Sub: Two part tender for contract work for Running an Industrial canteen at Ambattur Dairy for 12 months for the year 2023-2024 - submission of tender documents - Regarding.

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Having examined the two part tender documents consisting of Part I Technical Bid and Part II Commercial Bid with price quotation, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf of..... in the capacity of ..... duly authorized to submit this two part tender offer.

Necessary legal evidence in respect of authority assigned to me / us on behalf of the bidding firm is herewith attached.

I/we submit the documents herewith agreeing to all the instructions, Terms and Conditions detailed in the two part tender.

SIGNATURE OF THE TENDERER

I/We understand that the Managing Director, T.C.M.P.F.Ltd., Chennai-35 reserves the right to reject any tender offer fully or partly without assigning any reasons thereof.

I / We hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of Part –I Technical bid.

I/We understand that the tender on acceptance will be valid for a period of 12 (twelve) months and extendable up to 3 months at the same rate terms and conditions from the date of execution of the agreement.

Enclosures:

1. Evidence of authority to sign
2. Part I pre-qualification – Technical bid.
3. Part-II Commercial bid with price quotation.

SIGNATURE OF THE TENDERER(S)  
INCLUDING TITLE CAPACITY.

NAME:

(IN BLOCK LETTERS)  
(SEAL)

## **2.0 INSTRUCTIONS TO THE TENDERERS**

This two-part tender consists of the following documents:

- a. Part I - Pre-qualifying Technical bid
- b. Part II- Commercial bid for price-quote schedules.

- 2.01. The tenderer is requested to read all the terms and conditions of the two-part tender carefully before start filling up.
- 2.02. The tenderer is requested to inspect the canteen at Ambattur Dairy during the working hours on any working day before submitting his/her tender offer, so as to have firsthand knowledge of the work.
- 2.03. The tenderer is requested to submit the Original set of the two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attaching necessary documents and he/she is advised to retain the duplicate set of document for his/her reference / records.
- 2.04. The Part-1 pre-qualification cum technical bid consisting of page Nos. 1 to 24 and the part-II Commercial bid consisting of page Nos. 25 to 27 should be submitted. **The tender documents duly filled can only be submitted by e-tendering through the e-procurement website “<https://tntenders.gov.in>”** for the "Tender for Running an Industrial Canteen at Ambattur Dairy daily on contract basis for 12 months for one year 2023-2024". The work is for 12 (Twelve) months period from the date of execution of agreement by the successful tenderer and that period of 12 months is extendable upto 3 months from the date of expiry at the same rates, terms and conditions.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 2.05. The tenderer is requested to kindly go through the check-list in Page No. 17 and also pre-qualification in page No. 15 & 16 and also ensure enclosures of the documents duly attested by the Notary Public.
- 2.06. The tenderer is specifically informed that all the pages in both Part I- Technical Bid and Part II- Commercial Bid should be signed at the bottom of each page without any omission by the tenderer or his/her authorized signatory with name and seal of the firm as token of acceptance of the tender.
- 2.07. The tenderer who is downloading the document from the website is instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. The tenderer is advised to download the above amendments and enclose it without fail along with the technical bid document, duly authenticating. In case of failure to submit the amended document (if any), the Federation reserves the right to reject of the tender offer.
- 2.08. A prospective tenderer requiring any clarification with respect to any Tender condition may address to the Tender Inviting Authority by letter and he/she will respond in writing to any relevant query regarding the Tender conditions. However, correspondence in this regard or delay in getting reply from The Tamil Nadu Co-operative Milk Producers' Federation Limited shall not be taken as an excuse for delayed submission of tender or non submission of tender.
- 2.09. All the tenderers must periodically browse the above website for any amendment or corrigendum issued in connection with this Tender. The Tamil Nadu Co-operative Milk Producers' Federation Limited will not be responsible for the failure of the tenderer to update or to have comprehensive understanding of the provisions of this tender document including the changes announced through the website.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

### 3.0. INTRODUCTION

Two part tender for the contract work for Running an Industrial canteen at Ambattur Dairy for 12(Twelve) months period from the date of execution of agreement by the successful tenderer.

This Two Part tender form contains the schedules as indicated below:

1	Website for e-submission of tender	<a href="https://tntenders.gov.in">https://tntenders.gov.in</a>
2	Date of Pre-bid meeting	15.11.2023 at 11.30 AM
3	Place of Pre-bid meeting	O/o The Joint Managing Director, The T.C.M.P.F. Limited, Plot No.29 & 30 Industrial Estate, Ambattur, Chennai - 600 098.
4	Last date and time for submission of the Two Part Tender both Technical bid and Commercial bids.	23.11.2023 at 3.00 P.M
5	Date and time of opening of Part-1Pre-qualification cum Technical bids	24.11.2023 at 03.30 P.M.
6	Place of opening of Part1 Pre-qualification cum-Technical bid.	O/o The Joint Managing Director, T.C.M.P.F. Limited., Plot No. 29 & 30 Industrial Estate, Ambattur, Chennai - 600 098.
7	Date of opening of Part-II Commercial bids	Commercial bid will be normally opened within 90 days from the date of Opening of Part I Technical bid on the date & time convenient to the Tender Inviting Authority and those who are qualified in the part I Technical bid of the tender will, only be intimated to participate in the opening of part II commercial bid. The date and time of opening will be intimated to the eligible tenderers.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

#### **4.0 GENERAL TERMS AND CONDITIONS**

TWO PART TENDER for the contract work for Running an Industrial Canteen at Ambattur Dairy for 12 (Twelve) months period from the date of execution of agreement by the successful tenderer.

- 4.01. The tenderer should furnish a Earnest Money Deposit of Rs.56,000/- by means of online payment only.
- 4.02. The tenderer should have the balance amount of Rs.5.00 lakh on any date for the past one year either in his/her savings bank account or current bank account as on the date of submitting the tender.
- 4.03. The tenderer should have minimum one year experience within five years as on the date of opening of Technical bid for having run an Industrial canteen on contract basis to any Govt. Organisation or Co-operative Institution or any organisation.
- 4.04. The tenderer should have the capacity to provide sufficient man power for cooking and serving of foods in time.
- 4.05. The tenderer should have Employees Provident Fund & Employees State Insurance registration certificates.
- 4.06. The tenderer should have Permanent Account No.
- 4.07. The tenderer should have GST registration certificate.
- 4.08. If the pre-bid day is declared as holiday, the pre-bid shall be held on the next working day at the same time and place.
- 4.09. The PART – I Technical bid will be opened on the date, time and place specified, in the presence of the tenderer or his/her authorized representatives who opt to be present during the opening.
- 4.10. If the tender opening day is declared as holiday, the tenders shall be received and opened immediately on the next working day at the same time and place.
- 4.11. PART I Technical bid, specifies the Pre qualification based on various factors such man power strength, capacity, suitability, eligibility etc., of the tenderer, that will be evaluated, considered and decided prior to opening of their part II commercial bids of the tenderer.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.12. The tenderder who do not satisfy any/all the terms and conditions specifically so mentioned under Part – I Technical bid, are not eligible for opening of commercial bid and the Part II Commercial Bid shall not be opened, treating it as non responsive.
- 4.13. The Part – II Commercial bids shall normally be opened within 90 days from the date of opening of the Part – I Technical Bid at the convenient date and time of Tender Inviting Authority.
- 4.14. The date of opening of commercial bid will be intimated separately to those who are qualified in the Part – I Technical bid. The Part – II Commercial bid will be opened in the presence of tenderers or their authorized representative who are present at the time.
- 4.15. The Tender forms are not transferable or assignable.
- 4.16. The successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislation in force.
- 4.17. In the event of escalation in cost due to the reasons of daily wages by the District Collector or any revised tax payable or increase in cost of vegetables or any items related to the Foods materials during the period of the contract, the successful tenderer should alone bear such escalation and the successful tenderer shall not claim any additional amount for such escalation.
- 4.18. The signatory of the tenderer should indicate his/her status in which he/she has signed and should submit necessary legally admissible documentary proof in respect of such authority assigned to him/her by the firm.
- 4.19. No tenderer shall be allowed to withdraw the tenders after submitting the tender.
- 4.20. A tenderer may submit a modified tender before the last date for receipt of tender provided that where more than one tender is submitted by the same tenderer, the lowest eligible financial tender shall be considered for evaluation.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**5.0 PAYMENT OF EARNEST MONEY DEPOSIT:**

- 5.01. The tenderer shall pay an Earnest Money Deposit amount of Rs.56,000/- (Rupees fifty six thousand only) by means of online payment only.
- 5.02. The Earnest Money Deposit remitted by the tenderer shall be forfeited if the tenderer:-
- a) withdraws his tender after submission but before opening of the tender, or
  - b) Following the opening of tender, withdraws its tender before expiration of the period of effectiveness of the tender; or
  - c) Fails to furnish the required Performance Security at the stage, the tenderer is required to do so as per the tender documents.
- 5.03. The successful tenderer alone is the sole employer and it is his/her responsibility to extract work from his/her employees conforming to the stipulations in this tender document. For any commission or omission on the part of his/her employees, the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his/her employees.
- 5.04. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
- 5.05. The successful tenderer alone is liable for implementation of all the Labour Laws applicable to his/her employees.
- 5.06. In case, by chance, the Federation has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Federation.
- 5.07. In case of any accident involving the employees of the successful tenderer, the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Federation has to incur any expenditure in this regard, the same should be reimbursed by the successful tenderer.
- 5.08. The employees so engaged by the successful tenderer shall under no circumstances could be considered for appointment in the Federation on the ground that they have worked as contract labourers.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 5.09. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 5.10. All sums found due to the Federation under or by virtue of these payments shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the successful tenderer due to any reason.
- 5.11. The Managing Director, TCMPF Ltd., reserves the right to reject the tender offer without assigning any reasons thereof.
- 5.12. The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period up to 3 months from the date of expiry of the contract in case of delay in finalization of new tender.
- 5.13. The successful tenderer should not engage persons below 18 years and above 50 years of age to do this work.
- 5.14. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his/her workers and the successful tenderer should make good any such losses or damages as ascertained by the Federation and such losses are liable for deduction from his/her bills deposits etc. The successful tenderer should obtain FSSAI Certificate within one month of issue of work order.
- 5.15. The Successful tenderer should furnish medical fitness certificates within 30 days from the date of taking over the job in respect of all his/her workers that they are not affected with any communicable diseases. Such requirement is necessary since they are handling the food stuffs. Failing which the Federation will arrange for the medical checkup and certificates and the cost of expenditure incurred in such medical checkup will be recovered from the successful tenderer.
- 5.16. The Successful tenderer should execute the work as per requirement in the tender documents. If any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Federation by such lapses.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

5.17. If the contract is prematurely terminated for lapses on the part of the tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, the Security Deposit is liable to be forfeited and if the amount of such loss is more than the security deposit, the same will be recovered from the successful tenderer by legal means, apart from forfeiture of any amount due to the successful tenderer.

**6.0. SECURITY DEPOSIT:**

- 6.01. After evaluation and finalisation of Part I Technical bids and Part II Commercial bids, the successful tenderer should furnish a Security Deposit amount at 5% for the total value of the work including EMD by means of Demand Draft or Bankers Cheque drawn from any Nationalized / Scheduled Bank drawn in favour of "The Joint Managing Director, TCMPF Ltd., Chennai-98" payable at Chennai within 10 days from the date of work order. Failing which, the successful tenderer will not be permitted to execute the work.
- 6.02. The Earnest Money Deposit paid along with the tender shall be adjusted against security deposit to be paid by the successful tenderer.
- 6.03. No exemption will be given from payment of Security deposit under any circumstances as per TNTT Act and the same should be remitted by Demand Draft or Banker's cheque only drawn in favour of "The Joint Managing Director, TCMPF Ltd., Chennai-98" payable at Chennai.
- 6.04. The security deposit is liable to be adjusted against any loss or damage caused by the successful tenderer to the Federation by his/her violation of the tender conditions.
- 6.05. The security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and the conditions thereof.
- 6.06. No interest shall be paid on the Earnest Money Deposit or Security Deposit.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**7.0. AGREEMENT:**

- 7.01. The successful tenderer should execute an agreement on a non judicial stamp paper to the value of Rs.100/- within 10 days from the date of work order. Non execution of the agreement will lead to cancellation of work order and forfeiture of Earnest Money Deposit.
- 7.02. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.
- 7.03. If the Federation incurs any loss/ additional expenditure due to the negligence of the successful tenderer in connection with the work during the period of contract or on extension period, the same shall be recovered together with all charges and expenses from the successful tenderer.
- 7.04. The losses or damages, if any, caused by the successful tenderer or his/her employees to the property of the Federation, the cost as ascertained by the Federation will be recovered from the successful tenderer.
- 7.05. No increase in the rate will be allowed during the period of contract or on extension period under any circumstances.

**8.0. PAYMENT TERMS:**

- 8.01. Performance of the work done by the successful tenderer will be evaluated daily. Based on the fulfillment of the contractual obligations, the monthly bills will be settled.
- 8.02. The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the EPF & ESI Challans of the previous month remittance and GST payment challan for making payments.
- 8.03. The payment shall be made within 30 days from the date of receipt of the bills based on satisfactory performance of the work.
- 8.04. Applicable TDS under Income tax Act and GST Act will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Department concerned.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**9.0. PENALTY:-**

The following penalties will be imposed on the successful tenderer for the following lapses:-

- 9.1. The cooked items should be properly covered with cover and lids. If not properly covered, a fine of Rs.250/- per instance will be recovered.
- 9.2. The Canteen windows, doors and wash basin should be properly cleaned. Failing which, a fine of Rs.250/- per instance will be recovered.
- 9.3. Unsatisfactory work in up-keeping conditions if found out by the officials, a fine of Rs.250/- per instance will be recovered.
- 9.4. The canteen and its premises should be kept neat, clean hygienic, free from flies and insects. Failing which Rs.250/- per instance will be recovered.
- 9.5. Penalty at 5 times of the MRP cost will be recovered from the bill of the successful tenderer if milk packet or milk product or any Dairy materials is found with the worker of the successful tenderer at the Security Gate while leaving from the duty. Such worker should be immediately stopped from working at this dairy Canteen.
- 9.6. The canteen staff who are handling food stuffs must wear clean uniform, gloves, clean apron and cap with the name or emblem of the company. Failing which Rs.250/-per instance as penalty will be imposed.
- 9.7. Daily inspection by the canteen committee members and frequent surprise check by QA will be done. Any deviation found during the surprise check, the penalty will be imposed as per the canteen committee suggestion.

**10.0 VIOLATION OF CONTRACT**

- 10.1. Not with-standing anything contained in the tender schedule, no obligation is cast on the Federation to accept the lowest tenderer and the Federation shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing market rate.
- 10.2. Time being the essence of this contract no variation shall be permitted and if the tenderer fails to execute the work in full or part of the order as per the work order, the Federation reserve the right to cancel the order besides forfeiting the Security Deposit.
- 10.3. If the successful tenderer defaults to execute agreement or to pay security deposit or to supply ordered quantity either in part or full, the successful tenderer will be black listed and shall be debarred from participating in any of the subsequent tender for a period of 3 years in the Federation.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 10.4. For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.
- 10.5. In the event of termination of contract, the Security Deposit will be forfeited and the resultant loss shall be recovered from the successful tenderer.

**11.0.LEGAL JURISDICTION:**

- a) The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act & Rules.
- b) If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co-operative Societies Act before the Deputy Registrar (Dairying)Thiruvallur whose decision shall be accepted as final.
- c) In case of dispute, the relevant court in Chennai alone will have jurisdiction.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**12.0.PRE-QUALIFICATION:**

The Part – I Pre-qualification cum technical bid contain the under mentioned aspects pertaining to the tenderer about his / her suitability, capacity, financial status, antecedents, past performance etc., The tenderer should furnish all the Photostat copies of the following documents duly attested by a Notary Public and enclose them along with the part-I technical bid.

- 12.01 **The tenderer should furnish Earnest Money Deposit of Rs.56,000/- by means of online payment only. No other form of remittance shall be accepted.**
- 12.02. The tenderer should furnish the statement of account either in his/her savings bank account or current bank account showing the balance amount of Rs.5.00 lakhs on any date for the past one year as on the date of submitting the tender.
- 12.03. The tenderer should furnish Photostat copy of one year experience certificate for having run an Industrial Canteen on contract basis to any Government organization or Co- operative Institutions or any organization within the period of 5 years as on the date of submitting the tender.
- 12.04. The tenderer should furnish Photostat copy of Employees Provident Fund & Employees State Insurance registration certificates.
- 12.05. The tenderer should furnish Photostat copy of Permanent Account No.
- 12.06. The tenderer should furnish the Photostat copy of the GST registration certificate.
- 12.07. The tenderer should furnish the Photostat copy of the FSSAI copy.
- 12.08. The tenderer should produce all the above mentioned documents in original for verification as and when called for.
- 12.09. The Federation reserves the right to reject the offer of a tenderer who had either been black listed and debarred from participating in any of the subsequent tenders for non-performance of any work either in part or full in the Past 3 years. Self declaration copy for not blacklisted should be attached in a separate letterhead.
- 12.10. All the tenderers who are qualified in the Technical bid have to prepare the samples of food menu at Ambattur Dairy canteen as prescribed by the Management on any of the date said by the Committee before opening the Commercial bid. The food samples are to be served to the committee at the venue as intimated by the Management.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 12.11. The food samples will be evaluated by the Committee on basis of the sample evaluation only opening of their Commercial bid will be considered.
- 12.12. Management reserves the right not to open the Commercial bid of any of the tenderers who fails in the food sample evaluation.
- 12.13. The Federation reserves the right to inspect any organisation where the tenderer run an Industrial canteen.

**THE TENDERER NOT COMPLYING WITH THE ABOVE TENDER REQUIREMENTS IS LIABLE TO BE REJECTED.**

**13.0. TENDER EVALUATION CRITERIA:**

- 13.01. The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.02. The tender will be evaluated as per TNTT Act.
- 13.03. The tenderer should offer his/her rate as mentioned in the tabular column of the commercial bid.
- 13.04. No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 13.05. All inclusive end rates shall be considered for evaluation of lowest offer.

**14.0 VALIDITY**

- 14.01. The tender offer shall be valid for acceptance for a period of not less than 180 days from the date of opening of Part I Technical bid.
- 14.02. The tenderer shall agree to extend the validity of the bids without altering the substance and prices of his bid for further period, if required by Federation.

**15.0 DEVIATION:**

- 15.01. The offers of the tenderer with deviations on technical/ commercial bids of the tender will be rejected.
- 15.02. No alternate offer will be accepted after the opening of Part-I Technical bid.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**16. CHECK LIST:**

Kindly ensure compliance of the under mentioned documents attested by the notary public enclosed with part-I Technical bid only as per Tender terms & conditions mentioned in pre qualification in Serial No.12.

1. Whether the EMD amount of Rs.56,000/- (Rupees fifty six thousand only) by means of online payment remitted or not?	Yes / No
2. Whether the Photostat copy of bank account showing the balance amount of Rs.5.00 lakh in his/her account for the past 1 year as on the date of submitting the tender enclosed?	Yes / No
3. Whether the Photostat copy of one year experience for having run an Industrial canteen on contract basis to any Govt. organization or co-operative institution or any organization within the period of 5 years as on the date of submitting the tender enclosed?	Yes / No
4. Whether the Photostat copies of the following certificates enclosed? If so, the details: a) E.P.F registration No..... b) E.S.I registration No..... c) PAN Account No.....	Yes / No
5. Whether Photostat copy of GST Registration certificate enclosed?	Yes / No
6. Whether Photostat copy of the FSSAI Certificate enclosed?	Yes / No
7. Whether the tenderer, either has been black listed and debarred from participating in any of the subsequent tenderers for non - performance in honouring any of the contractual obligations either partly or fully in the past 3 years ?	Yes / No
8. Whether all the pages in the Part-I Technical bid and Part II Commercial bid have been duly signed by the tenderer or by is/her authorized signatory?	Yes / No

Noted and enclosed as above

SIGNATURE OF THE TENDERER

**17.0 PARTICULARS OF THE TENDERER:**

<b>1</b>	Registered name of the tenderer:	
<b>2</b>	Registered address of the tenderer:	
<b>3</b>	Address for all communications:	
<b>4</b>	Telex/Fax No.	
<b>5</b>	Telephone Nos	
<b>6</b>	Mobile Nos./ e-Mail id:	
<b>7</b>	Name/Names of persons whom to be contacted regarding this tender with Telephone Nos. & Mobile Nos.	
<b>8</b>	Is the tenderer a registered contract Firm? If so the details including registration & enclose a copy of the registration Certificate.	

SIGNATURE OF THE TENDERER:

### **18.SCOPE OF WORK**

- 18.01.The Contractor has to accept the terms and conditions as laid down by the TCMPF Limited and also ensure that quality and standards are followed as laid down by TCMPF Limited.
- 18.02.The Contractor should run the canteen “round” the clock basis with limited service for night shift on all days. The Factory function in the following shifts
- a) First shift from 6.00 to 14.00 Hours.
  - b) Second Shift from 14.00 to 22.00 Hours.
  - c) Third Shift from 22.00 to 06.00 Hours.
  - d) General Shift from 09.00 to 17.30 Hours.
- 18.03.The canteen kitchen and dining hall will be provided with 100 units of electricity and 5000 Litres water and 50 litres of Toned Milk every day by the Federation at free of cost.
- 18.04.The Contractor has to supply the food items listed in the annexure at minimum quoted price on a regular basis every day.
- 18.05.The items mentioned in the annexure are to be supplied at the Following timing at the minimum rates quoted for the TCMPF Limited, Employees (workers/Staff and officers)
- a) Morning Tea - from 6.00 to 7.30 a.m.
  - b) Breakfast - from 08.00 to 9.30 p.m.
  - c) Morning tea & snacks - from 10.00 to 11.00 a.m.
  - d) Lunch - from 12.30 to 01.00 p.m. for “A” shift workers  
from 01.00 to 2.00 p.m. for “G” shift workers,  
Office Staff and Officers.
  - e) Evening Tea & snacks - from 03.30 to 04.30 p.m.
  - f) Dinner - from 07.30 to 09.30 p.m.
  - g) Night Tea - from 12.00 to 01.00 a.m.
- 18.06.The contractor should make necessary arrangements to provide the catering facilities of the items mentioned in the annexure to the employees of TCMPF Limited on all days of the tender period including Bundh days, Hartal days and even on natural calamity days unless and otherwise it is declared not necessary by the Federation.
- 18.07.No revision of rate will be entertained at any cost during the tender period.
- 18.08.There should not any case of non availability of any of the items mentioned in the annexure as per timings.

**Signature of the Tenderer**

- 18.09. The Contractor will have to make necessary arrangements of utensils and other related items required to prepare the food stuff hygienically with good taste and serve to the employees. Any complaint regarding quality of food supplied will be decided by a Committee appointed by the Management.
- 18.10. The Contractor should prepare, serve vegetarian food only by following hygienic practice.
- 18.11. A Notice indicating the Menu quantity and Price chart is to be displayed in the Canteen Notice Board, daily.
- 18.12. The Contractor shall engage sufficient manpower for smooth functioning of the Canteen as detailed below.
- a) One Canteen Supervisor
  - b) Skilled cook with one Assistant.
  - c) Two Counter Assistant for supplying food items.
  - d) Separate Assistant for collecting used plates, cups, cleaning tables /floor etc. He/She should not be engaged in Kitchen or at food distribution counter.
  - e) Separate Assistant should be engaged for cleaning utensils and plates.
- 18.13. All Canteen Staff should wear clean Uniform, apron, mouthpiece, Hand gloves etc.
- 18.14. The Contractor should maintain clean sanitary environment in the Kitchen and catering area. Wet cleaning should be done daily in the night to maintain hygienic.
- 18.15. The contractor should make his own arrangement for the supply of LPG required for cooking purpose at his own cost.
- 18.16. Snacks items like salt biscuit, Bonda, Samosa / Medu or Masalavada, Bajji, Pups, Keeraivadai to be supplied at rates decided by the contractor and collected as cash & carry basis.**

**SIGNATURE OF THE TENDERER.**

**ANNEXURE-I**

THE TAMIL NADU CO.OPERATIVE MILK PRODUCERS' FEDERATION LTD.  
AMBATTUR DAIRY, CHENNAI-600 098.

Session	Items	Quality	Quantity	Allotted day	Approximate Nos.
Breakfast (8.00 A.M. to 9.30 AM.)	Idly with Sambar and Coconut Chutney, Onion Chutney	Soft Tasty Rice- IR20/White car rice to be used Udyam/ Champion dhal to be used.	50 gm x 4 Nos.	Monday	150 Nos
	Poori with Potato Masala/ Sagu and Coconut Chutney	Annapoorna/ Century / Ashirwad Flour with Atta to be used.	50 gms x 4 Nos.	Tuesday	
	Uthappam/Plain Sambar and Coconut Chutney, Onion Chutney	Should be delicious and Tasty. Rice, Dhal and other ingredients should be in good quality.	120 gms x 2 Nos.	Wednes Day	
	Pongal with Sambar and Coconut Chutney	Ponni raw rice Pepper Moong dhal and Cashewnut (Agmark)	200 gms	Thurs Day	
	Vadai (Methu)		50 gms		
	Chappathi with Dhal/Sagu	Wheat should have good quality	120 gms x3 Nos.	Friday	
	Dosai Sambar, Chutney	Should be delicious and Tasty. Rice, Dhal and other ingredients should be in good quality.	120 gms x 2 Nos.	Satur Day	
	Pongal with Sambar and Coconut Chutney	Ponni raw rice Pepper Moong dhal and Cashewnut (Agmark)	200 gms	Sunday	
	Vadai (Methu)		50 gms		
6.00 am. to 7.30 am. & 10.00 a.m. to 11.00 a.m. & 3.30 p.m. to 4.30 p.m. & 12.00 a.m. to 01.00 a.m.	Tea Morning , Evening and Night	<b>Tea-</b> Three Roses / Lipton Top Star/TAN Tea (TNGovt.)	120ml	Daily Morning  &  Daily Evening  &  Daily Night	700 Cups

**Signature of the Tenderer**

Meal Lunch  12.30 .pm. to 2.00 p.m.	Rice Fried chllli Appalam, Butter milk,pickle, curd	Boiled Fine Ponni Grade-I	400 gms	Common all days	270 Nos.
	Sambar, Rasam Poriyal, Kottu	Brinjal/Pepper/ Beans Water Gourd		Monday & Saturday	
	Karakuzhambu / Rasam Kerai Poriyal	Senai Tomato  Potato		Tuesday	
	Buttermilk kuzhambu Rasam, Kootu, Poriyal	Ladies finger or Bottle Gourd  Carrot		Wednesday and Sunday	
	Karakuzhambu / Rasam Kerai Poriyal	Potato Tomato  Potato		Thursday	
	Sambar, Rasam Poriyal, Kottu & Payasam	Brinjal/Pepper Beans		Friday	

**DINNER:**

Dinner 7.30 p.m. to 9.30 p.m.	Uthappam/Plain Sambar and Coconut Chutney, Onion Chutney	Should be delicious and Tasty. Rice, Dhal and other ingredients should be in good quality.	120 gms x 2 Nos.	Monday & Sunday	100 Nos
	Dosai Sambar, Chutney	Should be delicious and Tasty. Rice, Dhal and other ingredients should be in good quality.	120 gms x 2 Nos.	Tuesday & Thursday	
	Parotta with Vegetable kurma	Annapoorna/ Century / Ashirwad Flour with Atta to be used.	120 gms x 2 Nos.	Friday	
	Idly with Sambar and Coconut Chutney, Onion Chutney	Soft Tasty Rice- IR20/White car rice to be used Udyam/ Champion dhal to be used.	50 gm x 4 Nos.	Wednesday & Saturday	

**Signature of the Tenderer**

**TERMS AND CONDITIONS**

1. The Successful tenderer has to adopt the procedure as laid down by the Dy. General Manager (DG), Ambattur Dairy from time to time.
2. No revision of rate will be entertained at any cost during the contract period as well as the extension period.
3. The Successful tenderer should provide sufficient man power for cooking and serving food stuffs.
4. The Successful tenderer should make necessary arrangement to provide the catering facility to the employees of this dairy on all days including on bundh days, Harthal days and even on natural calamity days unless and otherwise it is declared not necessary by the Federation.
5. There should not be any non availability or shortage of any of the food stuffs during the timings of supply. In the event of non availability or shortage of food stuffs, the contractor should make immediate arrangements for availability or substitute it with any other food stuff as indicated in the list of menu at the same rate and same quantity.
6. The Federation has no control over the employees employed by the Successful tenderer. It is for the Successful tenderer to engage the employees of his his/her choice and the Federation is concerned only with the quality of the work.
7. The Successful tenderer should provide two sets of Uniform to his/her employees annually at his/her own cost. He/she should also ensure that the staff are neat and are in clean uniform while on duty.
8. The Successful tenderer should ensure the personal cleanliness and hygiene of his/her staff.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

9. The Canteen staff will have to undergo medical checkups once in six months as per the relevant provision as per the Factories Act and take necessary preventive medicines as directed by the Medical Officer at the cost of the Successful tenderer. The employees found medically unfit should be removed and replacement should be made immediately.
10. The Successful tenderer and his/her staff should be courteous while serving food stuffs.
11. The food stuff should be of good taste and of standard quality. Any complaint regarding the taste, quality and quantity will be decided by a Committee. If it is not up to the mark, suitable penalty will be imposed and the Contractor should improve the taste and quality of the food stuffs.
12. The Successful tenderer should prepare and serve only vegetarian items in the canteen as specified in the scope of work.
13. A Notice Board / Display Board indicating the menu, quantity, rates and time of supply should be displayed in the dining hall of the canteen.
14. If the canteen windows or doors or any other items supplied by the Federation is found to be broken or damaged, the cost of damages will be recovered from the contractor.
15. Any consumption over and above 5000 litres of water, 100 Units of electricity and 50 litres of milk per day, the cost of them will be recovered from the bill of the Successful tenderer.
16. The Successful tenderer should make necessary arrangements to print and supply the required Nos. of token books at his/her own cost and the same should be delivered at this Office at least 7 days before the last working day of every month for commencement of sales.
17. The Successful tenderer shall indemnify and keep harmless the TCMPF Limited from any claim by the worker engaged by the Successful tenderer for the purpose under Workmen's Compensation Act, Employees Liability Act or other acts like nature respectively in force.

ALL THE TERMS AND CONDITIONS ACCEPTED.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**AAVIN****THE TAMILNADU CO-OPERATIVE MILK  
PRODUCERS' FEDERATION LIMITED:  
CHENNAI - 600 098****PART – II****COMMERCIAL BID****QUALIFICATION**

The Commercial offers of such of those tenderer who qualify themselves for being considered for the tender for the contract work for **RUNNING AN INDUSTRIAL CANTEEN** at Ambattur Dairy, Chennai-600 098 for 12 (Twelve) months from the date of execution of agreement by the Successful tenderer by fulfilling the entire Terms and Conditions as laid in Part I “Technical Bid” of this tender will be considered for the finalisation of the tender.

**Signature of the Tenderer.**

THE TAMILNADU CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED  
AMBATTUR DAIRY: CHENNAI 600 098

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PART-II COMMERCIAL BID

PRICE QUOTATIONS: RATE QUOTED

Running an Industrial Canteen at Ambattur Dairy for 12 months (2023-2024)

Sl.No	Details	Breakfast - 150 Nos./ Dinner - 100 Nos.	Lunch Meal - 270 Nos.	Tea - 700 Nos.
1	Approximate quantity to be supplied per day	250 Nos.	270 Nos.	700 Nos.
2	Basic Rate for 1 No. Rs. P.			
3	GST Rs. P.			
4	Total 1 No. (End rate is inclusive of all costs, payment of GST and any incidental services)			
5	Rupees in words.			
<b>The rate should be quoted in the BOQ while submitting the tender through online.</b>				

**Note: Kindly refer the Annexure-I under the head of "Scope of work" at the page No:21 to 22 for the item wise details.**

1. The rate offered in the part – II Commercial bid should be inclusive of GST and all other costs.
2. The rate should be quoted for the above work both in figures and in words without any correction. If any corrections made, it should be attested by the tenderer or his/her authorised signatory.
3. If there is variation of rates found between figures and words, the lower of the two shall be considered.

SIGNATURE OF THE TENDERER

4. If the rate quoted above is not agreed by the tenderer after opening of commercial bid, the Earnest Money Deposit remitted by the Tenderer shall be forfeited fully.
5. The successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislations in force to his/her workers and take care of other statutory dues.

Noted and agreed to the above

SIGNATURE OF THE TENDERER