



Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)

CHENNAI TELEPHONES

**Office of the Principal, RTTC, Periyar Salai, SIDCO Industrial Estate,
Maraimalai Nagar-603209.**

Tender No.: RTTC-CNI/B-39/Tender-1/Mess&Canteen/2017-18 dated 09-01-2018

TENDER NOTICE

Sealed Open Tenders (Wax sealed or PVC Tape sealed) are invited on behalf of CGM, Chennai Telephones, BSNL to run purely Vegetarian & Refreshment Mess and Canteen at Regional Telecom Training Centre (RTTC), in Maraimalai Nagar.

The Tender Form along with the Terms and Conditions can be obtained from Accounts Officer-COBA at Flower Bazaar Telephone Exchange Building , Chennai, 600001 on all the working days **between 1100 hrs and 1500 hours from 09-01-2018 to 29-01-2018** on payment of Rs 590/- (Rupees Five hundred and ninety only) including 18% **GST (Rs. 500/- + GST Rs. 90/-)** by cash or intending bidders may download the copy of the tender document along with the relevant specifications from Chennai Telephones website www.chennai.bsnl.co.in and in case the bid document is downloaded, while submitting the tender, the bidder has to enclose a crossed Demand Draft towards the cost of the tender document for Rs 590/- (Rupees Five hundred and ninety only) drawn on any scheduled bank in favour of “BSNL, Chennai Telephones” payable at Chennai.

The Tender form complete in all respects along with a Demand Draft for Rs 5,400/- (Rupees five thousand and four hundred only) as EMD favouring “BSNL, Chennai Telephones”, in an envelope properly sealed superscripting "Tender for Mess & Canteen at RTTC Chennai 2017-18" and addressed to “The Principal RTTC, BSNL, Chennai Telephones, Periyar Salai, SIDCO Industrial Estate, Maraimalai Nagar-603209, should be dropped in the Tender Box kept in the office of the Principal RTTC, Maraimalai Nagar **on or before 1430 Hrs of 30-01-2018**

Tender form without proper sealing, will be rejected. The Tenders will be opened on the same day, **30-01-2018 at 1500 hours** in the presence of the available Tenderers or their authorized representatives with the authorization letter, in the chamber of the Principal RTTC, Maraimalai Nagar. If the opening day of the tender is declared as a holiday, tenders will be opened on the next working day.

Total number of pages: 14

Principal
RTTC Chennai
Maraimalai Nagar-603209

Signature of the Tenderer



(A Govt. of India Enterprise)
CHENNAI TELEPHONES

TENDER PROFORMA FOR RUNNING MESS AND CANTEEN AT
RTTC CHENNAI- Maraimalai Nagar.

Tender No.: RTTC-CNI/B-39/Tender-1/Mess&Canteen/2017-18 dated 09-01-2018

1. Name of the Firm :
2. Nature of Firm (Company / Partnership Firm /
Proprietorship Firm) :
3. Name of Managing Director / Managing Partner/ :
Proprietor
4. Address :
5. Telephone No. & Fax No. :
Mobile No. :
e-mail id :
6. Qualification of MD/Managing Partner/ :
Proprietor
7. Experience in the catering field
(a). No. of years :
(b). Details of customers :
8. Tender Document Fees (Rs 590/-) : DD No. Date
Bank: Branch:
9. EMD Particulars(Amount Rs 5,400/-) : DD No. Date:
Bank: Branch:
10. Particulars of EPF and ESI Registration

Place:
Date:

Signature :
Name :
Seal :



(A Govt. of India Enterprise)
CHENNAI TELEPHONES

TERMS AND CONDITIONS FOR RUNNING MESS AND CANTEEN AT RTTC

1. The Franchisee License to run a vegetarian mess and canteen at Regional Telecom Training Centre, Periyar Salai, SIDCO Industrial Estate, Maraimalai Nagar, is for a period of one year from the date of taking over and extendable for another year at the discretion of the BSNL Administration at the same rates and Terms and conditions. For the purpose of the Tender, BSNL Administration would mean Sr. General Manager (HR/Admn) or any other person deputed by Sr. GM (HR/Admn).
2. The successful Tenderer (herein after referred as Licensee) shall enter into an agreement with the BSNL Administration within seven days from the date of approval of the Tender. Other wise, the EMD shall be forfeited.
3. The Licensee shall not employ child labour, pregnant woman and persons prohibited under any statute under force.
4. The Licensee shall provide at his expense to his employees such uniforms as prescribed by BSNL.
5. The persons employed by the Licensee shall appear clothed in clean uniform, wear metal badges showing their names.
6. The persons employed by the Licensee shall be subjected to periodical medical examinations by the doctors engaged for the purpose by BSNL to ensure that they are free from contagious diseases. The Licensee shall bear the cost of such medical examinations.
7. (a) The Licensee shall observe, perform, and comply with all the provisions of Payment of Minimum Wages Act, EPF, ESIC or Workmen Compensation Act and all other relevant statutes for the time being in force and any Rules and Regulations made there under with regard to payment of wages etc., to all persons employed by the Licensee under this agreement and shall indemnify the BSNL Administration from and against any claim made under any statutes by or on behalf of any persons employed by Licensee in case of any breach or non-performance by the Licensee.

Signature of the Tenderer

(b). The copies of following documents/items are to be enclosed with the Tender Document. All the pages of the Tender Document and enclosures (except DDs) are to be signed by the Tenderer.

- (a). Registration Certificate of firm/ Partnership Deed / Proprietorship Registration
- (b). Power of Attorney, if applicable
- (c). EPF Registration Certificate
- (d). Copy of ESI Registration Certificate or Workmen Compensation Certificate
- (e). Copy of VAT Registration Certificate
- (f). Copy of GSTIN Certificate or Declaration prescribed in GST Act that they have less than Rs.20 Lakhs Annual Income.
- (g). Copies of Experience Certificates for the last two years 2015-16 & 2016-17
- (h). Copy of PAN Card.
- i). DD for Rs 590/- if downloaded Tender Document is used or Copy of Receipt issued by AO(Claims) BSNL, Central Office Business Area, Flower Bazaar Exchange Building if cash payment is made.
- (j). DD for Rs 5,400/- towards EMD
- (k). Bank Account Details
- (l). Vendor-Master Creation Form

8. The Licensee shall prepare and sell only vegetarian items in the mess and canteen.

Signature of the Tenderer

9. The Licensee shall prepare and supply the following items and the prevailing rates of the items are mentioned here under for all days.

WORK SPECIFICATION- DAILY MENU

Day	Breakfast	Lunch	Evening Snacks	Dinner
Monday	Pongal, Medhu Vadai-1 Sambar, Coconut Chutney Tea/Coffee/Milk	Rice, Sambar, Rasam, Buttermilk, Fried curry, Appalam, Mango Pickle	Boiled Green gram (sundal) Tea/coffee/Milk	Chapathi, Dhal, Rice, Sambar, Rasam Friedcurry, Butter milk, Pickle
Tuesday	Idly, Medhu Vadai- 1 Coconut chutney Pudhina Chutney Sambar Tea/coffee/milk	Rice, Sambar, Rasam, Butter milk, Fried curry, Appalam, Lemon pickle	Biscuits – 4 Nos Tea/coffee/Milk	Chapathi, Veg kurma, Rice, Sambar, Rasam Buttermilk, Pickle
Wednes day	Plain Dosai, Medhu Vadai- 1, sambar, Coconut Chutney, Tea/coffee/milk	Rice, Sambar, Kara kulambu, Rasam, Buttermilk, Fried curry Appalam, Ginger pickle	Pakoda-2 Nos, Coconut Chutney, Tea/coffee/Milk	Chapathi, Veg Subji Rice, Sambar, Rasam, Fried curry Buttermilk, Pickle
Thursday	Poori, Potato Masala Coconut chutney Tea/coffee/Milk	Rice, Sambar, Rasam Buttermilk, Fried curry, Appalam, Nelli Pickle	Bajji-2 Nos, Coconut chutney Tea/coffee/Milk	Chapathi, Dhal, Rice, Sambar, Rasam Fried curry, Pickle
Friday	Idly, Medhu Vadai-1, sambar, Tomato Chutney, Tea/coffee/Milk	Veg Pulav, Raitha, Rice, Rasam, Buttermilk, Fried curry, Appalam, Garlic Pickle Payasam/Kesari	Boiled Black Channa Tea/coffee/milk	Chapathi, Veg. Kurma, Rice, Sambar, Rasam Fried curry, Buttermilk, Pickle
Saturday	Kichadi, vadai-1, Coconut Chutney, Tea/coffee/milk	Bisibela Bath, Rice Rasam, Fried curry, Koottu Curd, Buttermilk, Appalam, Mango Pickle	Bajji-2 Nos Coconut Chutney Tea/coffee/milk	Chapathi, Veg. Kurma Rice, Sambar, Rasam Friedcurry, Buttermilk, Pickle
Sunday	Masala Dosai, Sambar Tea/coffee/Milk	Rice, Sambar, Rasam, Buttermilk, Fried curry, Appalam, Mango pickle	Bonda 2 Nos, Coconut Chutney Tea/coffee/milk	Chapathi, Dhal, Rice, Sambar, Rasam, Fried curry, Buttermilk, Pickle

Signature of the Tenderer

10. Only PONNI BOILED Rice of good quality, well cleaned, de-stoned should be used. Standard brand Toor/Urad Daal like Udayam, should be used. Standard brand Pulses and grams are only to be used for cooking. Only Annapoorna / Ashirvad / Pillsbury brand atta should be procured and used for preparing pooris and chappathis. Only Branded sunflower refined oil like saffola, sundrop must be procured in sealed tin and used. Good day cashew or butter biscuits are only to be provided.

11. The Licensee shall use only refined SUN Flower oil for the preparation of all items.

12. The rates may be quoted by the bidder in the format given in annexure-2 with the item wise rates. Once the bid is accepted and contract is awarded, the rates will prevail unless otherwise warranted by an unexpected escalation / reduction of cost of ingredients / gas used for preparation of items. The revision of rates can be considered only on the basis of recommendations of the Canteen Managing Committee after one year only. The decision of Sr. GM (HR/Admn) on the recommendation of the committee is final and binding on both the parties.

13. The Licensee shall be responsible for the cleanliness of the Canteen premises and safety & security of the persons employed. The Licensee shall comply with all necessary statutory obligations regarding running of the canteen and shall be liable for all legal consequences.

14. The Licensee shall extend all co-operation to the BSNL Administration in monitoring the quality and quantity of the items supplied.

15.(a) The Licensee shall utilise the premises only for preparation of items permitted to be sold in the premises and shall not use the premises for preparing items to be sold outside the premises.

(b) The Licensee will also be given a rent free room in the Hostel for the stay of mess workers.

16. Any dispute regarding the compliance to Terms and Conditions of this agreement shall be referred to a sole arbitrator appointed by the Sr. General Manager (HR/Admn), BSNL, Chennai Telephones and award passed by the sole arbitrator shall be binding on both the parties.

17. Energy consumption charges on account of all electrical appliances incidental to the mess and canteen will be borne by BSNL.

Signature of the Tenderer

18. The committee nominated by BSNL will make surprise inspections of the mess and canteen premises without prior notice and the BSNL reserves the right to cancel the License at any moment on the following grounds.

- (a). Violation by the Licensee of any of the Terms and Conditions.
- (b). Deficiency in service.
- (c). Based on the report by the monitoring committee appointed by BSNL.

A Quality Check Committee formed among the members of the Mess Management Committee which will periodically inspect and test the quality of the items supplied and cleanliness of the premises monthly once and submit a report to Mess Management Committee. If the quality of the items were found to be below the standards the contractor will be instructed to improve the quality and take corrective measure. For this purpose the contractor has to supply the samples at free of cost to the quality check committee.

19. The Licensee shall comply with all the provisions of the Act on running Mess and Canteen units.

20. The Licensee shall not assign or sublet or transfer the benefit of the License hereby granted on the said Licensee or say part of the interest therein to any person or persons whatsoever.

21. The Licensee shall restrict to the accommodation provided by the BSNL Administration for the purpose of running the canteen and shall not encroach on any other accommodation.

22. The Licensee shall bear the cost of chemical analysis of edibles sold, should such examination be considered necessary by the BSNL Administration.

23. The Licensee shall pay all the applicable Taxes (like GST etc.) imposed by Union Government, State Government, Corporations or any other governing bodies of the State or the Center having authority to do so. Copies of Tax payment challans are to be submitted every month.

24. If any damage is done to the BSNL Administration or other property of BSNL by the Licensee or his / her employees or any other persons for whose actions the Licensee is responsible, the cost of making good the same shall be borne by the Licensee and the same is recoverable from Security Deposit.

25. The infrastructure facilities viz., space, furniture, utensils, electricity, water will be provided by the BSNL Administration on "As is where is" basis without any charge.

26. Any other additional requirements and the maintenance in respect of the furniture and utensils and the cost of LPG cylinders will have to be borne by the Licensee.

Signature of the Tenderer

27. The utensils and vessels supplied by the BSNL to the contractor should be maintained properly and cost of minor repairs of these items will be borne by the contractor. The Licensee shall return all the items intact provided by the BSNL Administration on termination of the License.

28. The Tenderer should pay to BSNL, Licence fee Rs 2,000/- plus GST per month or 5% (five per cent) of the sales amount for all items collected in Hostel Mess and Canteen in Main building + G.S.T on Licence Fee (as per G.S.T fixed from time to time) whichever is higher. The Tenderer should remit the same to Accounts Officer – COBA at Flower Bazaar Telephone Exchange Building through Sub-Divisional Engineer (Hostel) on monthly basis before tenth of the following month.

29. The Tenderer should pay an amount of Rs 5,400/- (Rupees five thousand and four hundred only) in the form of Demand Draft favouring “BSNL, Chennai Telephones” towards EMD and should be enclosed along with the application. Any application without EMD will be rejected.

30. The BSNL Administration reserves the right to accept or reject any or all the Tenders without assigning any reason.

31. The EMD along with the Experience Certificate for last two years 2015-16 and 2016-17 preferably as per the format in annexure-1, given by a person not less than the rank of STS level officer in case of BSNL or any other cadre equivalent to STS in case of a PSU and Copy of EPF and ESIC registration should be enclosed along with the Tender application.

32. The Licensee shall pay an amount of Rs 20,000/- (Rupees twenty thousand only) by DD from any Scheduled Bank payable to “BSNL , Chennai Telephones” or by cash as a Security Deposit towards the building, furniture, fixtures and equipment provided to him/her under this agreement and towards regular payment of monthly license fee and other legal liabilities.

33. The EMD of the successful Tenderer will be added along with the Security Deposit to be made vide para 32 above. The same will not carry any interest for the period of retention.

34. If the Licensee or BSNL Administration desires to withdraw the services of the franchisee, they can do so only after issuing advance notice of three calendar months

35. The Security Deposit along with the EMD paid by the Tenderer will be forfeited, if he/she fails to give the three calendar month's notice before terminating the license as specified at para 34 above and also for any violation.

36. The selected bidder has to supply items as per the weekly schedule prescribed by Canteen Management Committee and the supply schedule shall be strictly adhered to.

37. In case of any legal proceedings arising out of the contract in the court of law, the jurisdiction will be within the city of Chennai only.

Place :
Date :

Signature of the Tenderer
Name :
Address :

Witness
Signature :
Name :
Address :

Annexure-1

PROFORMA FOR EXPERIENCE CERTIFICATE

Name and Address of Organisation issuing certificate:

This is to certify that M/s / Shri / Smt
(Name and address)

.....

has been running the mess/canteen in this organisation for the past-----years
and ----- months .

His/her conduct and working during this period are found satisfactory.

Station :

Signature with seal

Date :

Annexure-2
FINANCIAL BID

Tender No.: RTTC-CNI/B-39/Tender-1/Mess&Canteen/2017-18 dated 09-01-2018

Financial BID

Having examined the Tender document, Terms and Conditions stipulated therein, specification of work etc., I/We the undersigned offer to execute the contract of running the Mess and Canteen at RTTC Maraimalai Nagar, Chennai Telephones in conformity with the said specifications and conditions of the contract at the Item wise rate quoted as under and the item wise rate is also mentioned.

(A). Mandatory Items:

(1). Morning Tea/Coffee/Milk	: Rs
(2). Breakfast with Tea/Coffee/Milk	: Rs
(3). Lunch.....	: Rs
(4). Evening Snacks with Tea/Coffee/Milk	: Rs
(5). Night Dinner	: Rs
Total (A) [per day per regular trainee in hostel]	: Rs

(B). Optional Items:

(1). Chappathi 2 nos. (200g)	: Rs
(2). Curd 75 ml.....	: Rs
(3). Vadai 1 no. (50g) or Bajji 2 nos (50g) or Pakoda 50g or Chips 50g or Sundal 50g	: Rs
(4). Tea/Coffee/Milk at 1130 hrs	: Rs
(5). Tea/Coffee/Milk at 1530 hrs	: Rs
Total (B)	: Rs

Grand Total (A + B)..... : Rs

Grand Total in words

Rupees.....only.

Note-1: The above rates are inclusive of all taxes.

Note-2: Breakfast or Lunch or Dinner also are to be served for those not staying in hostel as per requirement.

Note-3: The Grand Total amount (A+B) will be taken for deciding L-1, L-2, etc. quotes.

Signature of the Tenderer

Annexure-3

NO NEAR RELATIVE CERTIFICATE

I,

son/daughter of.....residing at

.....

.....

hereby certify that none of my relative, related in the manner as father, mother, son, daughter-in-law, daughters, sons-in-law, brothers, brother's wife, sisters and sisters' husbands is working, is employed in BSNL. In case at any stage if it is found that the information given by me is false or incorrect, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Place :

Date :

Signature of the Tenderer

Name :

Address :

Annexure-4

Tender No.: RTTC-CNI/B-39/Tender-1/Mess&Canteen/2017-18 dated 09-01-2018

Check List for enclosures to Tender document:

Sl. No.	Name of document	Whether enclosed Yes / No	Remarks
01	Registration Certificate of firm/ Partnership Deed / Proprietorship Registration		
02	Copy of Power of Attorney, if applicable		
03	Copy of EPF Registration Certificate		
04	Copy of ESI Registration Certificate or Workmen Compensation Certificate		
05	Copy of GSTIN / Declaring that their Annual turn over is less than 20 Lakhs as per GST Act		
06	Copies of Experience Certificates for the last two years 2015-16 & 2016-17		
07	Copy of PAN Card.		
08	Annexure-5 ,Vendor Master creation form		
09	Tender Documentation Fee Rs 590 (if paid by DD) If paid by cash		DD No.: Date : Bank : Branch : Or Receipt No.: Date :
10	EMD Rs 5,400/- (if paid by DD)		DD No.: Date : Bank : Branch :

All the pages of the tender document and enclosures are to be signed.

Signature of the Tenderer

ANNEXURE - 5

VENDOR MASTER CREATION FORM	
CHENNAI TELECOM CIRCLE	
VENDOR MASTER CREATION / MODIFICATION	
BANK/PAN/TAX DETAILS UPDATION	
MANTIS – ID (Post Implementation Support)	
VENDOR CODE	
VENDOR NAME	
BUSINESS AREA	
BANK IFSC	
BANK ACCOUNT NUMBER (As per Core Banking Format)	
BANK ACCOUNT HOLDERS NAME	
BANK BRANCH	
TYPE OF BANK ACCOUNT	
PAYMENT TYPE	
PAN	
WITHHOLD TAX TYPE INVOICE	
WITHHOLD TAX CODE INVOICE	
TYPE OF ASSESSEE	
TAX LIABILITY	
TAX EXEMPTION NUMBER	
TAX EXEMPTION RATE	
TAX EXEMPTION REASON	
TAX EXEMPTION FROM	
TAX EXEMPTION TO	
SERVICE TAX REGISTRATION NUMBER	

Signature of the Tenderer