



No. I-02/69/MGPGIDS/Estt-4/2022-23/Vol. V/215

Date : 27 FEB 2023

TENDER NOTICE- PROVISION OF CANTEEN SERVICES

For and on behalf of the MGPGIDS, sealed tenders are invited from the reputed contractors for running of the canteen on contract basis in the premises of this Institution and supply of food to in-patients, students & staff of the Mahatma Gandhi Postgraduate Institute of Dental Sciences, Gorimedu, Puducherry-605 006.

2. The terms and conditions for submission of the tenders and other details shall be referred to in the tender forms downloaded from this institute Official websites viz. <https://mgpgi.py.gov.in> and <https://mgpgi.edu.in>.

3. A non refundable Tender fee of ₹ 1000/- (Rupees one thousand only) and EMD for ₹ 5000/- (Rupees Five thousand only) should be paid through online to the Bank details as follows : -

Bank Name	: HDFC Bank Ltd., Pondicherry Main Branch
Account Number	: 99900491131784
IFSC Code	: HDFC0000407

4. Sealed tenders will be received upto 12.00 noon on **09.03.2023** by the Dean, Mahatma Gandhi Postgraduate institute of Dental Sciences, Puducherry. Tenders received after the due date will not be accepted.

5. Tenders will be opened by the Canteen Committee at 03.00 p.m. on **10.03.2023** in the presence of the tenderers or their authorized representatives.

//By Order of the Secretary to Govt. (Health) / Vice-Chairman, MGPGIDS//


(Dr. S.P.K. KENNEDY BABU)
DEAN

**MAHATMA GANDHI
POSTGRADUATE INSTITUTE OF DENTAL SCIENCES
GOVT. OF PUDUCHERRY INSTN.
PUDUCHERRY-605 006**



CANTEEN-2023-2024

TENDER DOCUMENT



PROFORMA

1. Name of the Contractor :

2. Full Address :

3. FSSAI Registration No. & Date :

4. Educational qualifications :

5. Previous service for running a canteen :
in Govt. institutions/Organizations/
Professional/Medical/ Dental Educational
Institutions With in-patients. (Relevant
Certificate obtained from the concerned
institution should be enclosed)

6. Certificates of excellence / appreciation :
for the service rendered, if any

7. Tender Fee and EMD payment details:

UTR No. : Amount : ₹ Date :

Name of the Bank : Place :

8. Bank Details for refund of EMD in respect of the unsuccessful tenderer : -

Account Holder Name :

Bank & Branch Name :

Account Number :

IFSC Code :

Mobile No.

Signature

Note: The proforma should be filled up completely.

UNDERTAKING

I/We, _____ do hereby declare that I/we have carefully read all the conditions of the tender schedule of the Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry-605 006 for tenders quoted for running a canteen in the premises of Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry-605 006 for a period of two years from the date of acceptance of the tender and shall abide by all the conditions set for therein. I/We also declare that the details furnished above are true and if found to be false, I/We shall be liable for disqualification.

Date:

Signature :

Place:

Name and Address :



TERMS AND CONDITIONS

Terms and conditions of tender for running a canteen and supply of food to the inpatients, students and staff in Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry.

1. Every tenderer must go through the terms and conditions carefully and understand them before submitting their tenders. No lapse in this regard will be entertained later.
2. A non refundable Tender fee of ₹ 1000/- (Rupees one thousand only) and EMD for ₹ 5000/- (Rupees Five thousand only) should be paid through online to the Bank details as follows : -
Bank Name : HDFC Bank Ltd., Pondicherry Main Branch
Account Number : 99900491131784
IFSC Code : HDFC0000407

Demand Draft / Cheque / Postal Orders and Cash payment are not acceptable. Once the payment is made, the UTR number details should be sent to this Institution. The hard copy of the same should be enclosed for record and also mentioned in the Proforma. The EMD paid by the tenderer will be adjusted against the security deposit in respect of the successful tenderer and the EMD in respect of the unsuccessful tenderers will be refunded through online to the bank account details provided in the Proforma. **The Competent Authority shall have the right to accept/reject any of the tenders without assigning any reasons thereof.**

3. The successful tenderer should remit ₹ 20,000/- (Rupees Twenty thousand only) as Security Deposit within 7 days from the date of communication of the approval of the tender.
4. Rate of the food items should be quoted in figures and words separately for each item.
5. (a) Quote the rates for all the items in the Annexure. Two types of rates i.e. subsidized rates for the staff and students of MGPGIDS & normal rates for outsiders should be quoted.
(b) Rate of the food items should be quoted in figures legibly as per the list enclosed for all the 30 items and also including the supply of food to inpatients / per day / per patient.
6. Tender should be in a sealed cover superscribed "Tender for Canteen 2023-2024" and should reach the Dean, Mahatma Gandhi Postgraduate Institute of Dental Sciences, Indira Nagar, Gorimedu, Puducherry-605 006 up to 12.00 noon on **09.03.2023**.
7. The successful tenderer is permitted initially for a period of Two years and thereafter subject to satisfactory performance, the contract may be renewed for a period of one year at the same rates, terms and conditions with the approval of the Competent Authority.
8. The tenderer possessing **educational qualification in catering is mandatory.**
9. The tenderer shall possess a valid and duly renewed license issued by Food Safety & Standard Authority of India (FSSAI) from appropriate authority.
10. The tenderer should have / possess prior experience in running the canteen in educational institutions. The Canteen Committee has the right to accept / reject any of the tender without assigning any reasons thereof.
11. The tender should be submitted in the prescribed proforma along with the undertaking and all relevant certificates. Failure to enclose the necessary documents, the tender will not be considered.
12. The Canteen should start functioning within seven days from the date of communication of the tender approval.
13. The timings of the Canteen will be fixed according to the Institutional needs.
14. The Canteen should be run within the premises of this Institution and in the space provided by this Institution for the said purpose.
15. Water and electricity charges should be paid to this office not later than the 2nd week of every month.

16. Price list of the daily available items should be displayed in the Canteen without fail.
17. The rate quoted in the tender/order is final for the period of two years.
18. The successful tenderer shall inform about the non-availability/ shortage of any food item in advance in appropriate time along with the alternate options for non-available items.
19. The successful tenderer should follow the instruction of Canteen Committee for the Canteen arrangements, Raw materials being used, Quality and quantity of the eatable and drinks served, Sanitary arrangement and cleanliness, Hygiene of the canteen staff/worker, etc.
20. The successful tenderer should have adequate serving staff, utensils, crockery, packaging, dispensers, hot/ cold buffet chafers, table cloth, mats, glass wear and all other equipments required for serving the desired quality of food.
21. The successful tenderer shall serve the food in healthy, eco friendly packaging.
22. The successful tenderer should arrange for a Display Shelf / Counter in Canteen dining area for regularly available snack items.
23. Other essential accessories like Deep freezer / Refrigerator / Food Warmer should be arranged by the successful tenderer.
24. The caterers should provide eatables of good quality. It should be prepared and served hygienically as per the provisions in the Food Act of the Government of India, which will be reviewed by the Canteen Committee, MGPGIDS, periodically.
25. Sale of tobacco related products, liquor / recreational drugs are strictly prohibited in the canteen premises.
26. Extended catering services will be permitted only for MGPGIDS Staff on prior approval from Canteen Committee.
27. It is the sole responsibility of the successful tenderer to safely dispose off the canteen waste and left overs outside the campus without mixing them along with the hospital waste.
28. The Service provider shall not use or allow to be used the canteen premises or any part thereof for **dwelling purposes** and shall not allow any outsiders to **loiter in and around** the canteen building without valid authority.
29. The Service Provider shall deploy adequate Canteen staff in uniform, trained and well experienced, to ensure timely, efficient and prompt service. The Service Provider shall provide trained manpower services both in the dining hall and enough manpower shall be deployed depending upon the number of programs/events in progress on a day to day basis.

30. Penalties and fine are detailed below-

#	Nature of Default	1 Instance	2 Instance	3 Instance
1	Deficiency in quality of food items prepared. *	1000/-	2000/-	Termination of Contract
2	Deficiency in cleanliness and maintenance of hygiene in Kitchen area *	1000/-	2000/-	Termination of Contract
3	Deficiency in cleanliness and maintenance of dining area *	1000/-	2000/-	Termination of Contract
4	Deficiency in cleanliness and maintenance of outside area including disposal of waste material *	1000/-	2000/-	5000/- or Termination of Contract
5	Misconduct of persons engaged by the licensee for the Canteen *	1000/-	2000/-	5000/- or Termination of Contract
6	Non-Adherence to approved rates/menu *	1000/-	2000/-	5000/- or Termination of Contract

*** Final decision on penalties or fine shall be at the discretion of the Canteen Committee based on the nature & severity on a case to case basis.**

31. If the performance of the canteen is found unsatisfactory, the contract may be terminated after giving 30 days notice even before the completion of the contract period of Two years and the Security Deposit shall be forfeited/ on the other hand, if the contractor wants to discontinue before the contract period, the contractor should give 30 days notice and the Security Deposit will be forfeited.
32. The jurisdiction for the legal dispute is the Puducherry Head Quarters.

**DEAN
MGPGIDS**

ANNEXURE

Sl. No.	Name of the Items	Rate for	
		MGP GIDS Students & Staff (₹)	Public (₹)
1	Tea (100ml - Paper cup)		
2	Coffee (100ml - paper cup)		
3	Milk (100 ml - paper cup)		
4	Vadai/Medhu vadai (75 gms)		
5	Bajji (2 Nos. - 75 gms each)		
6	Cutlet (1 No. 100 gms)		
7	Puri (2 Nos - 2x50 gms)		
8	Dosai Plain (140 gms)		
9	Masala Dosai (160 gms)		
10	Egg Dosai (160 gms)		
11	Chappathi (2x75 gms)		
12	Idli (100 gms)		
13	Pongal (250 gms)		
14	Omlette (1 egg – 125 gms)		
15	Veg. Biryani/Pulav (300 gms)		
16	Lemon/Tomato/Coconut/Curd Rice (300 gms)		
17	Meals (Rice, Karakulambu/ Morekulambu, Sambar, Rasam, Butter Milk, Pickle, Koottu, Poriyal & Pappad)		
18	Chicken Biryani Basmati rice with leg piece		
19	Kitchadi (250 gms)		
20	Curd (100 ml)		
21	Bread Toast+Jam (4 Slices)		
22	Chicken 65 (100 gms)		
23	Idiappam (150 gms)		
24	Bonda (75 gms)		
25	Cauliflower Pakoda (100 gms)		
26	Samosa (100 gms)		
27	Egg Bajji (100 gms)		
28	Fresh Juice (200 ml) of different common fruits with rates		
29	Veg. Puff (75 gms)		
30	Veg. Fried Rice/Egg Fried Rice (300 gms)		

Supply of food to the in-patients admitted in the Ward

(Diet modifications may apply as per physician instructions)

Timing	Name of the Item	Rate per day (₹)
6.00 A.M.	Tea (100 ml)	
8.00 A.M.	<u>Breakfast</u> 4 Idlies (100 gms each)/Pongal/Uppuma/ Kitchadi & Pongal, Uppuma, Kitchadi (250 gms each)	
10.00 A.M.	Milk (200 ml)	
12.00 Noon	<u>Lunch</u> Rice (300 gms) with Sambar, Kara Kolambu/ Morkolambu, Rasam, koottu, Poriyal, Buttermilk, Pappad & one boiled egg.	
4.00 P.M.	Tea (200 ml), Biscuit (Marie Biscuit - 4 Nos.)	
7.00 P.M.	<u>Dinner</u> 5 slices of modern Bread sandwich/ 5 Idlies (100 gms each)/Kitchadi (250 gms)/3 Chappatis (75 gms each) with 200 ml milk	