



Tel. : (Off) : (022-2217 4701/02) ■ Telefax : 022-2215 1606 / 4098

No. /A-13044/2011 AS (Canteen)

Date:17/04/2017

**Sub: Outsourcing of refreshment facilities for staff at Colaba office**

It has been decided by competent authority to outsource the refreshment facilities for staff at Colaba office located in security sensitive military area.

Sealed item wise rate quotations are invited from caterers /contractors for refreshment services to be made available on round the clock for staff working in operational & general duties.

Interested parties may kindly submit their technical/commercial bids duly filled in, in separate sealed covers put together in big sealed cover to the undersigned up to 1700 Hrs. on or before 10/05/2017.


Contract will be valid for two years with effect from offer date & extendable by two years on same or revised terms and conditions by a written order on basis of satisfactory report of refreshment committee after administrative approval or through process of re-tendering as deemed fit by this office.

Food quality, quantity /size of refreshment items, hygienic cleanliness will not be compromised with lowest rate of items.

Refreshment committee appointed by DDGM reserves right for final decision before offering outsourcing contract.

DDGM reserves right to reject any or all quotations without assigning any reason thereof and so also termination of contract of refreshment at any time for any valid complaint of refreshment committee.

Details of terms and conditions & menu of refreshment, application form for technical/commercial bid are enclosed as Annexure-(I,II,III).

  
(BISHWOMBHAR)

Admin director  
बिश्वम्भर  
निदेशक/वैज्ञानिक-डी  
प्रादेशिक मौसम-विज्ञान केन्द्र  
कोलाबा, मुंबई - ४०० ००५.

### Terms and conditions:

1. The bidder will submit separate rate for each item as per Annexure.
2. The tender is not transferable
3. This office will not be under any obligation to accept the lowest quotation. The office will have the right to accept or reject any quotation without assigning any reason whatsoever.
4. This office shall provide free of cost infrastructural facilities in kitchen and eating area of staff canteen space like Tables, chairs, water (for drinking and washing utensils), electricity (for general illumination, aeration, refrigeration, water cooler, mixer only); Electric equipments like refrigerator, water cooler, aqua guard, flies/insect killing machine.
5. Contractor shall use water and electricity with discretion (use of microwave oven/induction cook top/electric heater not allowed) and repair and bear maintenance cost of electrical appliances offered during contract period.
6. Contractor will have to arrange and pay for cooking LPG Gas cylinders and cannot use canteen premises for staying, accommodation or any other business /commercial purpose.
7. Contractor will overall maintain highest level of hygienic cleanliness condition. Proper conduct of personnel employed, arrange for disposal of garbage/leftover food, and care for non-choke-up of drainage system.
8. Contractor will have to supply on request morning tea/coffee at 0600 AM and breakfast at 0730 AM onwards .and Night Tea/coffee at 1100 pm for staff/officers working in round the clock operational duties staff.
9. The earnest money Rs. 40000/- to be deposited through demand draft with Undertaking (ANNEXURE-iii) before receiving offer letter.
10. Penalty of Rs. 20000/- will be forfeited from earnest money if services are discontinued within contract period by him without any prior information /notice.
11. Refreshment committee appointed by DDGM ,reserves right to check anytime –cleanliness ,quality of provision items ,quality and quantity of food items served & any instance of complaint of contaminated or adulteration food served and will recommend DDGM to terminate contract with immediate effect.
12. Details of persons engaged (along with photo,) will have to be produced in writing to refreshment committee at the time of awarding the contract.

13. The contractor cannot revise the rate unilaterally. The co-ordination committee on a request from the contractor may consider the revision considering the market price.
14. If contaminated /spoiled food given to staff ,contractor will be highly prosecuted
15. The fuel to be used for cooking will be commercial LPG and shall be arranged by the contractor.
16. Any change in the list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
17. No extra person should stay in the premise of the canteen.
18. Timing for lunch & dinner are mentioned below  
Lunch from 0100 to 0230 pm  
Dinner from 0830 to 0930 pm
19. The contractor will have to supply the morning tea /breakfast/lunch/dinner in the guest house from 06.00am onwards on request basis for IMD official.
20. The contractor will be responsible for proper conduct of personnel employed arranged for disposal of garbage/leftover food, and care for non choke-up of drainage system.
21. In case of any dispute DDGM RMC Mumbai, reserve a right for final decision.

**ANNEXURE-I**

**PROFORMA FOR TECHNICAL BID FOR HIRING REFRESHMENT SERVICES FOR IMD COLABA**

1. Name of the firm:-

2. Address of the firm:-

3. Contact Phone/Mobile Nos.:-

Self attested

Passport size  
photograph of the  
Owner/Tenderer

4. E-mail id:-

5. PAN No.:-

6. Licences/Registrations No.:-

Yes/No

7. Profile of the firm:-

8. Name & Address of Owner/Tenderer:-

9. ID Proof (Enclosed):-

10. Details of Manpower to be utilized:-

11. Experience of similar work:-

12. Any other information:

13 list of government contracts executed in last 5 year

14. Signed tender document(on all pages)

I hereby undertake that all information and document submitted by me are true and authentic to the best of my knowledge and belief .I am aware that if any information /document found incorrect, my contract may be terminated immediately and I will be solely responsible for the loss occurred on that account.

Name, Seal & Signature of Authorized signatory.

Dated:-

**ANNEXURE-II**

**PROFORMA FOR COMMERCIAL /PRICE -BID FOR HIRING REFRESHMENT SERVICES FOR IMD COLABA**

1. Name of the firm:-
2. Address of the firm:-
3. Contact Phone/Mobile Nos.:-
4. E-mail id:-

Self attested  Passport size photograph of the Owner/Tenderer
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Sr.No.	Food Item	Quantity	Rate
1.	Tea	1 Cup	
2.	Special Tea	1 Cup	
3.	coffee	1 Cup	
4.	Single pav	1	
5.	chapati	Big size	
6.	Bread butter	Std size	
7.	Pohe	200 gm	
8.	Batata vada	150 gm	
9.	Shira(Sweet)-	200 gm	
10.	Upma	200 gm	
11.	Vada Pau	2pcs-150 gm	
12.	Medu Vada -	2pcs-150 gm	
13.	Sabudana Vada	2pcs-200 gm	
14.	Sabudana khichdi	200gm	
15.	Batata chips	150gm	
16.	Idli:	2pcs-150 gm	
17.	Samosa:-	2pcs-200 gm	
18.	Veg Cutlet:-	2pcs-200 gm	
19.	Pakoda:-Onion	150gm	
20.	Pakoda:-patato	150gm	
21.	Bread pakoda	1 pcs	
22.	Missal pav (2 pav)		
23.	Sada Dosa ( No extra charge for chatni & sambhar)	1pcs	
24.	Masala Dosa ( No extra charge for chatni & sambhar)	1 pcs	
25.	Veg Sandwitch	2 bread slice	
26.	Egg omlet/bread	2 bread slice	

27.	Misal-Pav	(2pcs)Pav	
28.	Uttam ( No extra charge for chatni & sambhar)		
29.	Chole bhutre	2 pcs std size	
30.	Puri bhazi ( No extra charge for chatni & bhazi)	5 puri	
31.	Aloo paratha	Large size	
32.	Butter milk	250 ml	
33.	Milk	250 ml	
34.	Lassi	250 ml	
On staff request			
35.	Meals:Veg-4Chappatti,Rice,Dal,2 vegetables,papad,pickle	One	
36.	Dal Rice	200 gm	
37.	Curd	150gm	
38.	Meals :Non-veg-(Fish/Chicken/Egg)Thali)-optional	One	
39.	Fried Fish	150 gm	
40.	Biscuits & other snacks	As per MRP	

I hereby undertake that I have read all the terms & conditions of the tender. I agree to all of them and I will remain abide by them and provide services at above mentioned rates at the station during the complete tenure of contract .I will not withdraw my bid if I have been awarded the work contract

Name, Seal & Signature of Authorized signatory.

Dated:-

### ANNEXURE-III

#### UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other organization.
3. The earnest money of Rs                      to be deposited by me has been enclosed herewith vide Demand Draft no                      Dt.                      Drawn on bank                      , branch
4. I/we give the rights to DDGM to forfeit the earnest money deposited by me/us if any dispute happened or failed to supply the food item within mentioned time.
5. There is no vigilance /CBI case or court case pending against the firm.
6. I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period.
7. I shall be vacating any space that may be provided to me by the institution to carry out job within 15 day after the contract period or termination of contract.

Date:-

signature of the tenderer

Place:-

Full Name:-