



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD)**

**(Department of Empowerment of Persons with Disabilities (Divyangjan),
(Ministry of Social Justice and Empowerment, Govt. of India)
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.**

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046, Toll Free No:18004250345

Website: www.niepmd.nic.in E-mail: niepmd@gmail.com

TENDER NO. NIEPMD/PUR4 (33)/2025-26

E- TENDER DOCUMENT
FOR PROVIDING CANTEEN SERVICES AT NIEPMD,
CHENNAI

Last date for E-bidding	- 02.00 PM. on	23 rd Mar 2026
Tender fee	- Rs. NIL	
EMD Amount	- Rs. 2,79,000/-	
Pre-Bid Meeting (Hybrid Mode)	- 11.00 AM	13 th Mar 2026
Date & Time of Opening of Tender Documents	- 04.00 P.M. on	24 th Mar 2026

Tele: 044-27472046/27472113 Email: niepmd@gmail.com, director@niepmd.tn.nic.in

28th Feb 2026

Sd/-
Director



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**E- TENDER DOCUMENT FOR PROVIDING
CANTEEN SERVICES AT NIEPMD, CHENNAI
FILE NO. NIEPMD/PUR 4 (02)/2025-26**

E- Tender is invited through NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app> in two bid system from reputed caterers running a hostel Canteen in an Institute of (Central/State) Govt./ Autonomous Institutions /Hostels/Guest Houses / Educational Institutions including schools & colleges/ Public Sector Undertaking / Large Private Sector Organization where the institution should have residential hostel with three years of experience as on date of tender. The Contract for running canteen will be awarded initially for 02 years and can be extended for 03 more years as per performance review by competent authority.

The applying bidders must have an annual turnover annually of last 03 financial years not less than 50 lakhs i.e. FYs 2022-23, 2023-24 & 2024-25 each year). The tender document can also be downloaded from over website www.niepmd.nic.in.

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Interested and eligible bidders can apply on line through NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app>".

Pre-Bid meeting Details: -

Pre-Bid Meeting for Running NIEPMD Canteen

Friday, March 13 · 11:00am – 12:30pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/dmz-eozc-giv>



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For Physical Mode: NIEPMD Mini Conference Hall, 3rd Floor, Muttukadu Kovalam, Chennai – 603112

1. Introduction:

- 1.1 National Institute for Empowerment of Persons with Multiple Disabilities hereafter called “NIEPMD” was established in year of 2005 at Muttukadu, to serve as a National Resource Center for Empowerment of Persons with Multiple Disabilities under the Department for Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, (MSJ&E), Government of India.
- 1.2 The agency shall be awarded the work to run Canteen services for NIEPMD HRD Students, parents, beneficiaries, Institute staff and officials “**as is where is basis**” with the space and facilities provided by the Institute in the Campus at ECR, Muttukadu, Kovalam (Post), Chennai - 603112.
- 1.3 **The Institute having Girls Hostel inside the campus appx 150 girls’ students in it. However, presently boys’ hostel is outside the Campus with appx 300 student, however the male student may also avail breakfast & lunch service from Institute canteen. The Male hostel will also transfer inside the campus upon approval of hostel building from local authorities. Several day scholars may also avail canteen services. Institute is having appx 200 Staff and appx 500 clients & beneficiaries visiting to institute on a daily basis and most of them may avail the canteen facility.**
- 1.4 **However, student, Staff, Client and beneficiaries are not bound to avail canteen service. It’s the discretion of users to use the canteen services. It is the responsibility of canteen vendor to attract most customer by versatile menu, quality of food, maintaining high level hygiene, polite behavior with probable customers.**

2. Eligibility Criteria:

A tenderer will be eligible for tendering only if the agency satisfies the eligibility criteria given below:

- 2.1 The tenderer should be an Income tax assessor (latest Income Tax return should be enclosed). The tenderer should have GST Number issued from commercial tax department of the Government (A copy of the GST Registration Certificate should be enclosed). Any exemption to it will be as per latest Govt. of India norms.
- 2.2 **Work Experience:** The tenderer should have at least 03 years’ experience in running a hostel Canteen in an Institute (Central/State)/ Autonomous Institutions /PSUs/Educational Institutions including schools & colleges/Private Institutions of repute where the institution should have residential hostel. Documentary evidence, such as an experience certificate, issued from the concerned educational institute/Institute, should be furnished. MSE & Startups will be given



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one year relaxation in experience and with two years' experience will be accepted. Any other exemptions will be as per Govt of India norms.

- 2.3 The bidders should provide separate Balance Sheet, certified by chartered Accountant for the last three years having annual turnover of Rs. 50 Lakh or more per annum. MSE and any other exemptions will be as per Govt of India norms. For MSE & Startups – annual turnover should be 20 Lakh.

- 2.4 **Financial Standing:** To prove financial capability to undertake the tender, the tenderers should furnish banker's Certificate (in original) as per Appendix-4.

Credit Facility for an amount not less than Rs. 20.00 lakhs and not more than 3 months older from date of advertisement of tender.

OR

The Tenderer can furnish a Solvency Certificate from any nationalized/scheduled bank for Rs. 20.00 lakhs.

- 2.5 The bidder should have local business presence in Tamilnadu / Chennai. In this regard documentary proof establishing local business presence should be submitted i.e. FSSAI Certificate / GST Certificate/Registration Certificate etc.

- 2.6 Employees of NIEPMD or their family members are not eligible to participate in the Tender. For this purpose, the family includes spouse and children (Undertaking to be furnished in this regard as per Appendix 5 on company the letter head).

3. GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT

- 3.1 The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

- 3.2 To enclose duly filled up check list as per Appendix-6

- 3.3 The Institute reserves the right to amend the tender in full or any part thereof. Amendment to the Tender will be uploaded on the website of the Institute and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.

- 3.4 The Tender document is not transferable.

- 3.5 **The meals provided in Breakfast, Lunch & Dinner as per Menu-1 (Student Menu). This menu will be applicable for NIEPMD Students. The minimum amount fixed for Menu-1 is Rs.155/-+ Taxes. No bids below Rs. 155/- for menu -1 will be accepted, however there will be no cap for quoting amount above Rs.155/-.**

- 3.6 **However, no cap is fixed for items mentioned in Menu-2. Vendors are free to quote amount in Menu; however quoted rate should justifiable. If rates found too low or too high the committee may**



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not consider such bids for further evaluation.

- 3.7 **It is mandatory for all bidders to quote rates for all three items in Menu-1 (Student Menu) i.e. Breakfast, Lunch, Dinner and all 31 items in Menu-2. If the vendor not quoting rate for any one item in any of the menu the bid will not be consider for financial evaluation and his bid will be rejected. i.e. the bidders must quote the rates for 100% items in both the menus.**
- 3.8 **The menu price fixed in tender will for one year and will be revised every year with an increase of 10%.**
- 3.9 If at any stage the involvement of the Contractor is found, in any, uncalled for activity, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the contract is liable to be terminated by the Competent Authority by giving one month's notice or with immediate effect also (If found so serious, decision of Director, NIEPMD in this regard will be final and binding).
- 3.10 The Institute reserves the right to accept or reject the tender without assigning any reason whatsoever. The contract may be terminated after giving one-month notice by the Institute. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
- 3.11 Contractor will be required to deposit **Rs. 2.00 lakh (Rs. Two lakh) as performance security in form of Demand Draft/Bank Guarantee** for Canteen Services. No vendor is exempted from paying of performance security.
- 3.12 The premises of the Canteen Services will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
- 3.13 No person with any adverse police record will be allowed to work in the Hostel Mess.
- 3.14 Required safety measures are to be observed by the Contractor themselves. He should install the required numbers of fire extinguisher etc. at appropriate places to prevent fire hazard.
- 3.15 Cost of the menu should be paid to the canteen contractor by the students directly. However, students are not bound to avail the mess services.
- 3.16 Students willing to avail the mess facilities should pre-book their dining slot with the mess vendor by paying advance to canteen contractor. It will choice of canteen contract to decide to payment cycle like Daily / Weekly / monthly. It is also left on the sole discretion of the bidder, whether they want to permit the part serving of the meal to student or not. Decision of caterer in this regard respected by Institute.
- 3.17 In case of the non-booking of the advance dining slots by students, vendor will not be responsible for serving the foods in case of any shortage of food. However still they can avail the canteen services on daily pay & eat basis but the services will be on first come first served basis. No guarantee for serving of food will be borne by neither vendor



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nor by the institute. Student booked dining slot in advance will be given priority and their food will be reserved by the vendor and will not be served to other student. Student booking the food slot and not dining will not be refunded and will be considered as service availed.

- 3.18 NIEPMD will not bear any responsibility incase vendor is honoring the credit facility to the students, staffs or any beneficiaries. It is in preview of vendor to sort out the issue among themselves without affecting the canteen services and without bringing NIEPMD in picture as NIEPMD do not recommend any type of credit to anyone.
- 3.19 Separate electricity meter will be fitted for the purpose of the canteen premises electricity consumption. The consumption charges will be paid by the canteen contractor to the NIEPMD as per commercial rates fixed by the TNEB for NIEPMD.
- 3.20 All available Infrastructure such as furniture fixtures, refrigerator, deep freezers, grinders, tables, chairs, cooking Equipments, utensils, plates, glasses, cups, spoons, forks, cutleries and any other inventory available will be handed over to the canteen vendor in serviceable condition at the time of taking over of services. It is then responsibility of the vendor to maintain the serviceability and safe guard of the Equipments. All materials will be handed over back to the NIEPMD by the vendor in working condition during the handing over of the canteen to NIEPMD. However, any infrastructure not available and required by canteen contractor needs by arranged by himself, institute will not responsible to provide any kind of infrastructure.
- 3.21 Vendor can discontinue the services if the dining strength of the students falls below 25% of the proposed strength. If the canteen services need to be continued, dining charges may be fixed in consultation with the canteen committee, Director and vendor. However, during this period proposed strength should be dining strength for the period fixed and payment of the dining charges for the fixed strength will be guaranteed to vendor by the institute, however the vendor is having the right to withdraw the services if found that the price fixed by the committee is not profitable for him to run the canteen. Canteen services can be resumed again on improvement of the dining strength.
- 3.22 NIEPMD canteen premises is coming under VI-B type of accommodation as per the central government quarters rates, license fees for Type VI-B accommodation as on date is Rs.2590/- per month. Hence the vendor has to pay the license fee of Rs.2590/- per month (non-refundable) on the first date of every month and any revision in license fees by the government will be accepted by the vendor and to be paid as per implementation proposed by NIEPMD.
- 3.23 Vendor is instructed to use LPG or any other green fuel for cooking of foods, wood fire, coal fire or any other medium generating smoke will not be permitted to use in NIEPMD Canteen. In case of violating of instruction will leads to strict action.
- 3.24 Any change like timing of operation, rate of items and any addition of item(s) to be included in the Canteen Services in future will require the



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prior permission of the Institute.

- 3.25 The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
- 3.26 The Institute shall not be the party in case any dispute takes place between the Contractor and their employees.
- 3.27 Dispute, if any, between the Contractor and the Institute shall be subject to the Chennai jurisdiction.
- 3.28 Menu may change as per discussion with the Canteen committee with vendor. Canteen committee will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose suitable fine/penalty in case of unsatisfactory service.
- 3.29 The workers employed by the agency shall wear uniform and name-badge, which will be provided by the agency itself. This should be implemented within 15 days from the date of signing the agreement. These workers are not employees of the Institute and shall not have any claims whatsoever on the Institute and shall not act detrimental to the interest of the Institute.
- 3.30 The agency should maintain a complaint register inside the canteen and should be produced on demand by any of the user. Non-production of this will be taken seriously by the Institute and suitable penalty shall be imposed as determined by the competent authority.
- 3.31 The agency should put the complaint register duly updated to Canteen Committee for perusal on weekly basis.

4. Hygiene Criteria:

- 4.1 The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- 4.2 The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time. They shall be sterilized each morning before serving of any items.
- 4.3 The contractor shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be dealt with severely.
- 4.4 Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.
- 4.5 The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every morning. The surrounding should be kept clean and hygienic by the caterer.
- 4.6 The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.



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- 4.7 The contractor will ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and head gear
- 4.8 The contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
- 4.9 After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- 4.10 Sufficient number food counter should be arranged for serving of food to avoid student queues and safeguard their time and better dining management
- 4.11 Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Hostel Authorities. Also no student is permitted to take food to hostel.
- 4.12 **Non-Vegetarian food should be cooked in a separate kitchen with separate utensils. Non-Vegetarian food should be served on separate counter.**
- 4.13 Contractor shall provide light food to the sick student/s during sickness period and no extra charge will be paid for the same.
- 4.14 Canteen Contractor or his representative is required to remain present in the mess when the food served in the mess.
- 4.15 Liability/responsibility in case of any accident causing injury/death to mess worker/s or any of his staff shall solely be the liability of the Mess Contractor. The Institute Authorities shall not be responsible by any means in such cases.
- 4.16 **The contractor must prepare the food in the mess and the same will be served to the students at Dining Halls on outside food is permitted**
- 4.17 The Contractor shall not employ any mess worker whose track record is not good or involved in any crime/offence/police case.
- 4.18 During seminars / workshops/meetings as per requirement the food items are to be supplied at the same rate to the participants at the locations within the campus of NIEPMD. However, it will be the vendor choice regarding fixing price for menu provider by organiser.
- 4.19 The bidder may keep 03 mess staff inside the premises during night time by following the rules & regulations framed by the Institute. However, permission for night stay of the mess staff will be purely conditional and bidder has to follow the night stay guidelines framed by the Institute authorities and thus guidelines should be accepted as it is. Any conditional acceptance will be led to cancellation of permission. However, decision of the Director, NIEPMD is final and binding in this regard.
- 4.20 Mess workers should be strictly asked to make the use of hand gloves, aprons, cooking hats etc.



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- 4.21 Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.
- 4.22 Water cooler and purifier should be cleaned and maintained properly by the caterer frequently.
- 4.23 All the utensils, dinner set and other equipment's required in the mess should be arranged by the caterer and replaced if missing/damaged in the kitchen.
- 4.24 The caterer should provide sufficient number of fly catchers in the mess premises.
- 4.25 Non maintenance of above criteria shall result in penalty to be imposed on the vendor as follows: -

(a) **Penalty for Poor Food quality - Rs. 2000/- on each occasion**

(b) **Penalty for Hygiene/cleanliness - Rs. 1000/- on each occasion**

If poor quality of food has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.

5. Earnest money deposit (EMD)

- 5.1 The tenderer should furnish Earnest Money Deposit (EMD) for a value Rs. 2,79,000/- for canteen tender along with the Technical Bid by way of NEFT / RTGS as per bank details mentioned in Bid document.
- 5.2 Any tender without the EMD will be considered as non-responsive and will be summarily rejected.
- 5.3 Exemptions under MSE/Startups etc. will be applicable as per existing government norms.
- 5.4 The tender inviting authority will arrange to refund the EMD to the unsuccessful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD.
- 5.5 The EMD of the successful agency is liable to be forfeited if the agency fails to start the mess as per the date scheduled in the agreement with the Institute. The tenderer on becoming successful, fails to furnish the required security deposit or sign the agreement within the stipulated time.

6. Contract requirement:

- 6.1 While quoting the rates, the tenderer should consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or any other authority. Institute shall not be responsible for any change in the tax rate during the contract.
- 6.2 **Quoted rate must be practical and profitable to vendor. If institute found that quoted rates not practical and are not in accordance with existing market rates the lowest rate may not be accepted by**



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the committee. The decision of committee will be final and binding. Institute is not bound to accept the lowest rate. Rates looking practical by the committee will be accepted. Vendor will be required to provide proper justification on quoted rates to committee.

7. Compliance/ Confirmation:

- 7.1 The Tenderer should give an undertaking with reference to the Application Form for running the Canteen in Institute and should also give undertaking cum declaration regarding confirming and comply with various terms and conditions in **Appendix-3** "letter of Tender cum declaration" and **Appendix-6** "Check List"

8. Tender Opening:

8.1 Criteria for Technical Evaluation (Evaluation of Technical Bid)

- I. The Institute will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- II. Tenderers who have not fulfilled the tender conditions shall be a non-responsive tenderer and will not be taken up for further evaluation and Price bid opening.
- III. To assist the examination, evaluation and comparison of tenders, the Institute may at its discretion, ask any tenderer for clarification on his tender. The request for clarification and the response shall be in writing or by email but no change in the substance of the tender shall be sought, offered or permitted.
- IV. When a Tender fails to be responsive, it will be rejected by the Institute and may not subsequently be made responsive by correction or addition/withdrawal of the non- conforming deviation or reservation.

9. AWARD OF TENDER

- 9.1 The Institute has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 9.2 Notwithstanding anything said herein, the Institute reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the Institute's action.
- 9.3 In case of tie in price bids etc. the competent authority will have all the right to offer Canteen service to any successful or qualified vendor.

10. SECURITY DEPOSIT

- 10.1 The successful bidder has to furnish security Deposit of **Rs. 2,00,000/- (Rupees Two Lakh only)** for running Canteen in form of Demand Draft /NEFT/RTGS/BG obtained from any nationalized / Scheduled bank and drawn in favour of " Director, NIEPMD, Muttukadu, Chennai



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drawn at Chennai. Amount of EMD deposit may also be adjusted against security deposit.

Security Deposit to be furnished within 15 days of issue of letter of Acceptance and signing the Contract/Agreement.

- 10.2 If the successful bidder fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the Institute shall continue the process with other responsive tenderers as per the General Terms and conditions of the contract. The Institute also reserves the right to take any other action as deemed necessary against such tenderer.
- 10.3 No Interest will be paid on the Security Deposit mentioned in Clause.

11. SIGNING THE AGREEMENT

- 11.1 The successful tenderer shall furnish the required security deposit and execute an agreement on a non-judicial stamp paper to the value of Rs. 100/- (embodying the terms and conditions of the tender within 15 days from the date of award of contract.
- 11.2 If the agreement is not executed in the prescribed period, the Earnest Money Deposit for the tenderer are liable to be forfeited.

12. TERMINATION OF CONTRACT

12.1 Termination for Default:

- I. The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Canteen Contractor, terminate the contract in whole or in part.
- II. If the Canteen Contractor fails to perform any of the obligation(s) under the contract; or (ii) if the Canteen Contractor, in the judgment of the Institute, has engaged in fraudulent and corrupt practices in competing for or inexecuting the contract.
- III. In the event, the Institute terminates the contract in whole or in part, the Institute may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the Institute for loss of revenue Suffered by the Institute in this process. However, the Canteen Contractor shall continue the performance of the contract to the extent not terminated.

12.2 Termination for Convenience:

The Institute may give a written notice, with a notice period of 30 days sent to the Canteen Contractor, may terminate the Contract, in whole or in part, at anytime for its convenience. The notice of termination shall specify that termination is for the Institute convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.



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13. Special Conditions

- 13.1 Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained. Non-fulfillment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The Institute also reserves the right to debar such tenderer/ Canteen Contractor from future tenders. Besides this the tenderer will also be liable for all damages arising from such default including the cost of conducting fresh tenders and the increase in rates in the subsequent tender and shall compensate for all losses sustained by the Institute in this regard. liquidated demurrage charges may also be levied in case of non-performance or poor performance of the contract i.e. goods of FPO, FSSAI, AGMARK etc. for maintenance of good quality of food to the students or beneficiaries.
- 13.2 If the Tenderer fails to provide catering services within the stipulated time and substantial quality, the Institute shall be at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower rate/L1 bidder, at the risk and cost of the Canteen Contractor and in such case the Institute has every right to recover the cost and impose penalty, besides taking any other action.

14. Visit to Tenderers' Clients:

- 14.1 Complete details of clients of the tenderers must be enclosed with the technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Institute reserves the right to carry out surprise visits to establishments/mess/dining facilities/Hostel Mess/Canteen serviced currently by the tenderers and their reports will form valuable input for the short-listing process. The Canteen Committee of the Institute shall supervise the quality of goods.

15. Alternative Proposals:

- 15.1 Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

16. Validity of Offer:

- 16.1 Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.
- 16.2 In exceptional circumstances, prior to expiry of the initial time limit as indicated in 16.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by e mail. A tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the



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extension.

17. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within Chennai.

18. Schedules:

18.1 **Schedule A** refers to the terms and conditions for running of canteen in NIEPMD, Chennai.

18.2 **Schedule B** refers to the scope of work.

It is mandatory that all tenderer must sign and submit these Schedules along with the tender.

19. Acknowledgement:

It is hereby acknowledged that I have gone through the entire tender document and various conditions mentioned hereunder and we agree to abide by them.

Date:

Place:

Signature Tenderer

Official seal and address



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Schedule A-

The NIEPMD, Chennai has fixed menu, quantity etc. as mentioned Appendix -1 of Schedule B of tender document. The tenderer has to quote for each item on the menu and rates on which the items to be supplied will be decided as mutually agreed upon.

1. The contractor will not be allowed to change or fix the rate as mentioned in Menus during the contract period of one year. 10% increase in menu rates is permitted after each year.
2. It is mandatory on the part of the contractor to serve each item of menu at the rates and quantity as given in the Schedule.
3. Canteen facilities (Kitchen, dining hall, open space etc.) at NIEPMD Campus are provide by the Institute on as is whereas basis.
4. Institute shall provide the following:
 - a. Water for cooking, washing and cleaning.
 - b. Drinking water
 - c. Electricity for exclusive purpose of running the dining facilities etc. (On payment basis as per commercial rate fixed by TNEB)
 - d. The caterer should adopt better conservancy measures as water is ELIXIR of human life and no wastage is allowed.
5. Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the Canteen committee. Indicative list of the items to be procured is as below;
 - a. First/Good quality of vegetables, fruits, provisions, dairy products/meat etc. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer on each time.**
 - b. Caterer shall use only branded raw materials and best quality items for preparing the food. Brands of products will be decided in consultation with Canteen Committee of the Institute. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer on each time.**
 - c. The caterer should be solely responsible for the arrangements of gas refills and their safety and supply of milk from its own resources of good quality.
 - d. The caterer shall provide catering services as given in the menu annexed to the agreement. The cost includes fuel cost, procurement of provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at kitchen premises, statutory taxes, duties and all other levies (existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the Institute.
 - e. The caterer shall make his own arrangement for procuring utensils/plates, glasses & cutlery etc.
 - f. Caterers should not use any artificial colour, preservatives and



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- other harmful chemical additives' (say, for example, mono-sodium glutamate) in any of the dishes or even store them in the canteen premises. **In case of non-compliance of the above, a penalty of Rs. 2000.00 will be imposed on caterer on each time. (Note: the above list is indicative and not exhaustive).**
6. The premises of the Canteen should be kept clean and tidy on daily basis and the contractor shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department.
 7. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale is not recycled. Stale food shall be removed from Canteen premises as soon as possible and latest within 10 hrs. of its preparation. Un-refrigerated cooked food, not consumed within six hours, shall deemed to be stale and unfit for consumption.
 8. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the students/employees/Parents etc.
 9. The oil that remains from deep frying at the end of the day s/hall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
 10. Responsibility and safeguard of the Institute canteen property shall be with contractor. Damage to the Institute Hostel Mess/canteen property will be recovered from security deposit of contractor.
 11. NIEPMD shall not provide any additional facilities other than available in the Mess/canteen.
 12. The Canteen premises (inside and outside) should not be used for any other purposes except for running the Canteen.
 13. The contractor should not transfer/ sublet the management to any other individual or agency. The agency or its authorized representative of the Canteen should be present at the premises and supervise the day-to-day affairs of running of canteen and shall not give scope for any complaints either from students/ staff or customers.
 14. The Mess/canteen should be run in **the name of the Institute Canteen and other name should not be used.** The walls and surroundings of the canteen should not be used for paintings/ advertisement. Stay of unauthorized persons beyond Canteen hours or indulging in anti-social activates shall be viewed seriously and proper action will be initiated in such cases.
 15. The authorized NIEPMD officials shall have every right to inspect the canteen/hostel mess without any notice and take appropriate action.
 16. The contractor should not cater items which are not approved. As per state Govt. guidelines, cigarettes, pan & Gutkha, liquor etc., are strictly **prohibited.** NO-TOBACCO ZONE in and 100 meters away from Institute gate." **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer each time.**
 17. **Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The Contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutakha, tobacco**



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etc. is also prohibited in canteen premises.

18. In case of violation of terms & conditions the Institute may take appropriate action and /or terminate the agreement, including the forfeiture of Security Deposit.
19. The Canteen should run during the timings as will be declared by the Canteen Management Committee of Institute.
20. The caterer shall vacate the provided premises and hand over all fixtures, furniture etc. which are Institute property in good condition at the termination of the contract.
21. The caterer shall not make or permit any construction or structural alternation or additional fittings inside the premises or the work place without prior written approval of the competent authority.
22. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises. The contractor shall also ensure proper room services for the NIEPMD officials in case required / demanded. The Deployed persons should have sound health.
23. The contractor will be required to display the rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen notice board.
24. The contractor should have sufficient equipment & crockery and other items normally required to cater to at least 250 - 350 persons at a given time. He should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required.
25. The contractor should take all safety measures while running canteen. He will keep a First- Aid box for the persons deployed to work in canteen.
26. The Contractor and his workers must behave politely with hostel inmates, clients, parents, PwDs and NIEPMD officers. In case any misbehave or misconduct reported the contract will be terminated.
27. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in NIEPMD nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of NIEPMD. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at NIEPMD.
28. The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. If, it is found at any time that the contractor is unable to provide the canteen services and has sub contracted to any other party, the NIEPMD has right to terminate the contract and to forfeit all security deposits by giving one months



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notice.

29. The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his agents or servants or workers to any property of the Institute The NIEPMD reserves the option to make good the damage or loss by charging the contractor with the expenses.
30. The contractor shall inform to the purchase department of NIEPMD Chennai Centre any changes of Canteen workers, if required, made by him along with their police verification and medical report.
31. The contractor will have to provide a list of workers who will be working at NIEPMD Campus and provide complete details about them. The contractor will also provide police verification and medical report of all his/her workers working within NIEPMD Campus. Consumption of Liquor, Tobacco, Pan Masala, on any other prohibited drug will strictly prohibited by contractor or its staff in NIEPMD campus. In case any employee found to be using this or found in influence of liquor or any other prohibited drug will be dealt severely and action deems to be initiated against them.
32. The contractor will also submit a medical certificate on half yearly basis that all his/her employees handling food are not having any contiguous diseases.
33. **The canteen shall remain open from 06:00 A.M. to 10:00 P.M. on all days. However, depending on the exigencies, the contractor may be required to keep the Canteen open or close as per requirement of NIEPMD.**
34. The contractor will ensure that his/her employees do not loiter around in the campus. In case of any loss to NIEPMD caused by the employees of the contractor, the contractor will be responsible.
35. NIEPMD reserves the right to ask & require the contractor to remove any person deployed by the contractor without assigning any reason or notice.
36. Employment of child laborers (below 18 years) is totally prohibited. It is responsibility of the caterer to comply with all formalities of Labour office including obtaining necessary **labour license of the Govt. of Tamil Nadu of the current works. In case of non-compliance of the above, penalty as per government norms will be imposed on caterer.**
37. Ladies if employed by the contractor should be minimum and to leave NIEPMD premises by 5.30 pm.
38. Outsiders are not allowed to avail the mess facilities in Canteen.
39. The Mess to be closed after dinner and max 03 mess staff may reside



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in the premises.

40. In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of Mess/ Canteen personnel of Catering agency then the cost of loss thereby will be fully made by Catering agency to NIEPMD.
41. Since Catering agency will be responsible for providing security and protection of Mess/Canteen premises and properties of NIEPMD Mess/Canteen, catering agency will be responsible for loss or damage caused to the properties and premises of NIEPMD Mess/Canteen as a result will be compensate value of the loss or damage to NIEPMD.
42. The employees of the caterer should wear proper uniform. **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer on each time.**
43. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
44. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities.
45. All expenses related to the functioning of the employees like EPF/ESI engaged by the caterer shall be in the scope of the Caterer. No way institute will be responsible for such cases.
46. The Institute reserves the right to review and modify the terms and conditions periodically.
47. The items of food served will be checked by the Canteen committee. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee, Registrar of the Institute will be the sole arbitrator and his/ her decision shall be final and binding on both the parties. Since the service includes food and eatable. PFA (Prevention of Food Adulteration) Rules 1955 is binding on the caterer and registered in the state of Tamil Nadu at appropriate authorities.
48. Any other relevant matter for better functioning of Canteen will be included at the later date.
49. The agreement should be signed by a person or persons duly authorized to sign on behalf your organization. A certified copy of the power of attorney authorizing the signatory or signatories to sign the agreement/documents.

Signature of the Tenderer

Office Seal & address.



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SCHEDULE - B

Office of the Director, NIEPMD, Chennai - 603112

Scope of work:

1. The tender for Canteen Services in NIEPMD, ECR, Muttukadu, Chennai - 603112. For Running Canteen services as per terms mentioned in tender document.
2. The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. Any additional requirements, necessary for efficient services must be provided by the contractor without any extra charges.

Signature of the Tenderer with seal

(In all the above pages also, the Signature of the tenderer with seal should be incorporated)

Canteen / Mess Timings: -

Sl. No	Description	From	To
02	Breakfast	07:45hrs	09.30hrs
02	Lunch	12.30hrs	14.30hrs
03	Dinner	20.00hrs	21.30hrs

Mess timings mentioned above are tentative, however it may be changed as per practical requirement on instruction from Canteen committee. Vendor will be following the Canteen timing decided by NIEPMD administration without imposing any condition.



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Appendix 1

TECHNICAL BID

TENDER FOR RUNNING THE CANTEEN FACILITIES AT NIEPMD, Muttukadu, Chennai

1.	Name and address of the caterer with phone no. and e-mail ID, if any.	
2.	Registration Number and date of registration of company / cooperative / agency / SHG / Society, if any (Certificate to this effect should be enclosed)	
3.	Year of Establishment	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	
5.	No. of Food courts/Dinning facilities Run in Academic Institutes/Students Mess * (Providing All supporting documents)	
6.	Whether Quality Certification obtained for Any of the Food Courts/Dining Facilities (Providing All supporting documents)	
7.	Bidders Solvency (Capital Employed) (Rs. In Lakhs)	
8.	Annual Turnover (Rs. In Lakhs) for the years 2022-23, 2023-24, 2024-25. Financial statements showing turnover duly certified by a Chartered Accountant with balance sheet & Profit & Loss statement should be furnished.	
9.	PAN Number (Duly verified photocopy to be uploaded)	
10.	GST Regn. No. (Number & photocopy of certificate to be uploaded)	
11.	Shops and Establishments Act registration No. of the competent	



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	Authority (Photocopy to be uploaded)	
12.	Valid FSSAI (Food Safety and Standard Authority of India) Certificate	
13.	No. of Employees (As on date oftender advt.)	
14.	Labour License, EPF, ESI of the currents works to be provided	
15.	Proof of Local business presence in Chennai / Tamilnadu	
16.	Any other Information	

The bidder should attach the following also:

- I. IT Return (Copy of last 03 year)
- II. PAN card No. of the Registered firm (Copy of same must be enclosed)
- III. GSTN Registration as catering service provider
- IV. **FSSAI (Food Safety and Standards Authority of India) registration**
(Contractor/Vendor should have valid FSSAI (Food Safety and Standard Authority of India) Certificate for running Canteen/Cafeteria Services).
- V. Copy of Financial Statements Duly Certified by CA for the last Three Year (to the attached)
- VI. Turnover certificate certified by CA with profit & Loss statement of last 03 financial years (2022-23, 2023-24, 2024-25.). Applying firm / agency / HUF etc. must have an average turnover of Rs. 50,00,000/- in last 03 FYs i.e. turnover of FYs (2022-23, 2023-24, 2024-25)/3 should be 50,00,000/- or above to qualify. For MSE & Startups – 20 Lakhs.
- VII. Please specify as to whether Tenderer is sole proprietor /Pvt. Ltd./Partnership firm (Name of the partner should be specified in this case). Separately attach details of partnership/ company etc.

Signature of the Tenderer

Date

Rubber Stamp

Name of the Tenderer:

.....

I accept the above condition

(Full signature of the Tenderer with seal of the Agency)



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Details of Experience in the Field, attach copies from the Agency for last 03 years.

S. No.	Period		Organization/Agency		Approx. number of Clientele handled/being handled
	From	To			



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Appendix

-2

Price Bid: Menu-1 (Student Menu)

Minimum Price- Rs. 155.00 + GST (Quoting piece below Rs. 155/- will not be considered and bid will be rejected. However, no restriction on price upper limit.)

Financial Bid Menu-1 “Student Menu” is having 60% weightage & Financial bid Menu-2 will be having 40% weightage in financial evaluation.

Menu-1 Student Menu-

Sl. No	Particulars
1	Breakfast
2	Lunch
3	Dinner
Total (1+2+3) should be Rs. 155/- or above+ GST as applicable. Any quote Below Rs. 155/- will be Rejected.	
Applicable GST on quoted Value.	
60% of Total Cost will be considered for weightage calculation.	

“No Price to be filled here. Price to filled in BOQ document uploaded”



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Menu: “1” – Student Menu – Price weightage 60%

(Please quote the price for Per unit Breakfast / Lunch /Dinner above.)

Day	Breakfast	Lunch	Dinner
Monday	Uthappam – 03 Nos. (300 Grams) with Sambar & Chutney.	Rice, Roti & Sambar (As required), Rasam (100ML), Papad-01, mixed veg (Carrot, peas, cauliflower) 150GM.	Rice, Roti & Sambar (As required) with Veg Kuruma / Paneer Kuruma (200Gm)
Tuesday	Idli- 04 (200 Grams) with Sambar, Red & white Chutney.	Variety Rice (Curd rice/Lemon Rice/Tomato rice, Tamarind Rice) & Roti (As Required) with Soya chunks & Aloo Subji – 200 grams.	Rice, Roti & Sambar (As required) with Veg Kuruma-200 Grams.
Wednesday	Poori – 04 (200 grams) with Chole (150 Grams).	Rice & Roti (As required), - Karakuzhambu-150Gm, Buttermilk-200ML, Spinach vegetable-75Gm,, Papad-01, Plantain fry-100Gm.	Rice & Roti (As required), Dal-200 Gm, Kesari-100 Gm. Egg Curry with 02 Eggs (150 Gm) – For Non-Veg Paneer chilly (150 GM) - Veg
Thursday	Aloo Parotta- 03 (300 Grams) with onions tomato raita 150 grams).	Rice & Roti (As required), Channa gravy-200Gm, Rasam-100ML, papad-01, carrot & beans Mix Veg-100Gm,	Masala Dosa-02 (300 Grams or Plain Dosa -04 No. of same weight with Sambar & Chutney) / Rice, sambar & Poriyal as required. (Alternate)
Friday	Pongal / Kichadi - 300gm / Bread Jam with 04 Piece of bread- 160 Grams.	Rice & Roti (As required), – Dal Fry-200Gm, beetroot or Lady finger dry Veg-150Gm, papad-01, curd - 50gm.	Gobi - Fried Rice (500gm)
Saturday	Masala Dosa-02 (300 Grams or Plain Dosa -04 No. of same weight.), with Sambar Chutney	Veg Pulav with Brinjal curry, Mixed veg subji/ Paneer Subji (500gm) (Alternate)	Paratta & Kuruma (As required) / Rice, sambar & Poriyal as required. (Alternate)
Sunday	Noodles / Poha (300gm).	Chicken Briyani-500 Gm with 200GM Chicken and 300Gm rice with onion raita (non-veg) Paneer / Mushroom Rice (500gm) with 200 GM Paneer / Mushroom and 300 Gm rice with onion raita. (For Veg)	Idli with Sambre & Chutney / Rajma Gravy with Roti & Rice (As required). Alternate



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(Department of Empowerment of Persons with Disabilities (Divyangjan),
(Ministry of Social Justice and Empowerment, Govt. of India)
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

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Website: www.niepmid.nic.in E-mail: niepmid@gmail.com

Menu Part- "2" (Price Weightage 40%)

S. No.	Items	Qty.	Measure
1.	Samosa (Potato)	Per Piece	90 Grams
2.	Lunch / Dinner (Roti & Rice, Dal & Sabji, Veg Salad, Papad Achar etc.)	Per Lunch	Roti-04, Rice- 200 Grams, Papad-01, Dal- 150 Grams, Sabji – 200 Grams, Veg Salad- 100 Grams, Pickel – 20 Grams
3.	Masala Dosa each with Sambar & Chutneys	Per Piece	200 grams
4.	Plain (sada) Dosa with Sambar & Chutneys	Per Piece	50 Grams
5.	Uttappam with chutney	Per Piece	150 Grams
6.	Vada (2 piece) each with Sambar (Per Piece 50 Grams)	02 Piece	100 Grams
7.	Veg. Cutlet (2 piece) with sauce (Per Piece 60 Grams)	02 Piece	120 Grams
8.	Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)	01 Dish	200 Grams
9.	Bread and Butter (Two Slice of Bread with Butter spread)	01 Dish	150 Grams
10.	Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce)	01 Dish	250 Grams
11.	Idli (3 pieces) with sambar & chutney	One Plate	150 Grams
12.	Upma with chutney	One Plate	200 Grams
13.	Poori (5) with Sabji	One Plate	200 Grams
14.	Chicken Biryani + Raita	One Plate	Rice-250 Grams + Chicken -150 Grams, raita- Unlimited.
15.	Vegetable Biryani + Raita	One Plate	Rice – 250 Grams + Veg-150 Grams, Raita - Unlimited
16.	Veg. Noodles (full plate)	One Plate	350 Grams
17.	Veg. Noodles (Half plate)	Half Plate	200 Grams
18.	Rice + Dal + Aloo Dam + 2 Rotis + Salad + Papad + Pickle (Ordinary)	Per Thali	Rice-200Gm, Dal-200Gm, Aloo Dum – 150 Gm, Roti-02, Papad-01, Salad-50Gm, Pickel-30Gm, Sweet-70Gm, Banana-01- 50 Gm.
19.	Rice + Dal + Aloo Dam + Paneer Gravy + 4 Rotis + Salad Papad + Pickle + Curd + Sweet + Banana (Deluxe Thali)	Per Thali	Rice-200Gm, Dal-200Gm, Aloo Dum – 150 Gm, Paneer Gravy – 150 Gm, Roti-04, Papad-01, Salad-50Gm, Pickel-30Gm, Curd-100Gm, Sweet-70Gm, Banana-01- 50 Gm.
20.	Rice + Egg Curry + Dal + Roti + Salad + Pickel (Ordinary)	Per Thali	Rice-200Gm, Egg Curry (02 Eggs) -250Gm, Dal-150Gm, Aloo Dum-150Gm, Roti-02, Salad-50Gm, Pickel -30 Gm.



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21.	Rice + Dal + Chicken Curry + Paneer Curry + Roti + Papad + Sweet + banana + Pickel + Curd + Salad (Deluxe Thali)	Per Thali	Rice-150Gm, Dal-200Gm, Chicken Curry – 150 Gm, Paneer Curry – 100Gm, Roti-02, Papad-01, Salad-50Gm, Pickel-30Gm, Sweet-70Gm, Banana-01- 50 Gm.
22.	Chicken Curry (4 pieces of Chicken)	400 gm	Chicken-200 Grams + 200 Grams Gravy
23.	Paneer Curry/Masala	400 gm	Paneer-200 Grams + 200 Grams Gravy
24.	Roti Plain	One Piece	50 Grams (Appx. 08 Inches)
25.	Roti (Butter)	One Piece	50 Grams (Appx. 08 Inches)
26.	Stuff Paratha (Aloo/Gobhi)	One Piece	120 Grams
27.	Egg Omlette (2 eggs)	One Plate	120 Grams
28.	Fish Curry	350 grams	Fish-200 Gm + 150 Gm Gravy
29.	Stream Rice	One Plate	250 Grams
30.	Milk Tea with Sugar	One Cup	150 ML
31.	Milk Coffee with Sugar	One Cup	150 ML
Total Rate (for Item 01 to 31)			
40% amount of Total Rate (for Item 01 to 31)			

The Menu-2 item can be picked as per sale pattern of items. However, it is mandatory for canteen service provider to made available Menu-1 Student menu on daily basis without fail. Bidder has to quote price for all the items above. No item price should be left blank.

Quoted price should be justified as per prevailing market rates. Quoting price too high or too low may attract rejection of bid.



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Appendix 3

**Tender for NIEPMD Canteen, ECR Muttukadu, Kovalam (Post),
Chennai – 603112**

LETTER OF TENDER CUM DECLARATION

**To
The Director,
NIEPMD, East Coast Road,
Muttukadu, Kovalam (Post)
Chennai – 603112
(Tamil Nadu)**

Sir/Madam,

Sub: Tender for running canteen service in NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai - 603112 Self-Declaration

1. I/ We, the undersigned do hereby tender and undertake to provide catering services in NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.
2. I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned.
3. I/ We hereby certify that the rate quoted in this tender is final and I/ We will not come forward for any revision or alteration in rent amount quoted subsequently due to hike in prices or any other reasons for one year from date of award of contract.
4. I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Institute at a later date during the process of evaluation of our Tender.
5. In response to the Tender No as a Proprietor / partner/Director of..... I/we hereby declare that our Agency/Bidder's nameis having unblemished past record and has not been declared ineligible for corrupt & fraudulent practices indefinitely or for a particular period of time.
6. I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Institute's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information



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furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

7. I/We state that I/We have not been blacklisted or debarred from participating tenders by the Central/State Government of Tamil Nadu agencies or autonomous bodies or Universities / institutions.
8. In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Director, NIEPMD, Chennai in 60 days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.
9. We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit to NIEPMD, Chennai. I/ we agree to execute at our cost the Agreement in 60 days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the NIEPMD, Chennai and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this day of..... Of 2026.

Signature of the Tenderer

Name & Address:

Company Seal



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Appendix 4

[To be issued on Banks letter Head not later than 3 months]

TENDER FOR RUNNING CANTEEN SERVICES AT NIEPMD, CHENNAI

BANK CERTIFICATE REGARDING CREDIT FACILITY

This is to certify that Mr./Mrs. or M/s..... is a reputed person /
company with

a good financial standing. If the contract is given for running the Canteen service in
the **NIEPMD, Muttukadu Chennai**

(Tender Ref. No

For M/S.....

the above person / firm, we will be able to provide overdraft/credit facility to
them for Rs. (Rupees

Date:

Place:

Signature and Designation of the
Authorized Officer.

Name and Address of
the Bank.



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OR

If Bank Solvency submitted

(FORMAT FOR SOLVENCY CERTIFICATE)

[To be issued on Banks letter Head not later than 3 months]

Ref:

Date.....

This is to certify that M/s. _____ having their Registered Office at _____ is solvent to the extent of ₹_____ [Amount in Words _____] as disclosed by the information and record which are available with the bank.

This certificate is issued at the request of M/s. _____ for a Tender Purpose.

This certificate is issued without any risk/liability or responsibility whatsoever on the part of the Bank or any of its officers.

For Bank_____

Yours faithfully,

Name of Signatory:

(Bank Official's signature & stamp)



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Appendix - 5

Declaration about family members working in NIEPMD, Chennai;

I/WEdo hear by certify that neither myself nor any of my family members (as defined in tender conditions) are employees of the NIEPMD, Chennai.

I/We are aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

Tenderer:

Name:



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Appendix -6

Check List:

1.	Income Tax Assessment Certificates furnished/ITR	Yes / No
2.	Work Experience of successfully completing at least one hostel mess/canteen contract from an educational institute/Institute. Provided Completion certificate. Exemption as per Govt. norms.	Yes / No
3.	Earnest Money Deposit (EMD) as per Tender Document	Yes / No
4.	Turnover and Balance Sheets/P & L A/c etc. certified by the Chartered Accountant	Yes/No
5.	Registration No of the Firm/Organization/etc.	Yes/No
6.	a) PAN No, b) GST No., c) valid FSSAI cert	Yes/No
7.	Whether all schedules and all tender papers are signed.	Yes /No
8.	Letter of Tender cum declaration as per Appendix furnished	Yes / No
9.	Bankers certificate regarding Credit Facility/ Solvency certificate.	Yes / No
10.	Declaration about the family members not working in NIEPMD, Chennai.	Yes / No
11.	All other Document mentioned in tender document at several places and mentioned.	Yes/ No.
12.	Proof for Local Presence as per Tender Document	Yes/No

Signature of the Tenderer

Name & Address:

Company Seal

Payment Details:

The following details should be used for making payment of EMD: -

A/C No. 761297290

Name of Account Holder: Director, NIEPMD

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

MICR Code: 600019133

Branch Code: 01176

NIEPMD PAN: AABTN4536B



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Procedure for Filling Price Bid for Calculating 60% & 40% Weightage for Menu-1 Student Menu & Menu Part-2: -

For Menu-1 Student Menu (60% Rate Weightage)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Rate (100%) Rate for Item	Quoted Currency in INR / Other Currency	For Menu-1 : (Student Menu) 60% value of quoted rate in column "6" to be quoted. For Menu-2:- 40% value of quoted rate in column "6" to be quoted.	GST Amount in INR Rs. P	TOTAL AMOUNT for 60% weightage of student Menu + 40% weightage of Menu-2 Without Taxes col (13) = (4) x (7) Rs. P	TOTAL AMOUNT for 60% weightage of Menu-1- Student Menu + 40% weightage of Menu-2 With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT for 60% weightage of Menu-1- Student Menu + 40% weightage of Menu-2 In Words
1	Menu-1 Student Menu (Price weightage 60%) (Student Menu - Breakfast + Lunch + Dinner total cost must be Rs.155/- or above. i.e. if total price in BOQ Sl. No. 1.1+1.2+1.3 are below Rs. 155/- The bid will be rejected and not considered for evaluation. GST as actual as per Govt. norms.									
1.1	Breakfast	1	Nos.		INR			0.00	0.00	INR Zero Only
1.2	Lunch	1	Nos.		INR			0.00	0.00	INR Zero Only
1.3	Dinner	1	Nos.		INR			0.00	0.00	INR Zero Only

(a) Price for item No. 1.1 + 1.2+1.3 should be Rs.150 or above. Below Rs.150/- quote for Breakfast + Lunch + Dinner will be rejected.

(b) Full rate of Breakfast, Lunch & Dinner to be quoted in Column 6 Circled above.

(c) 60% rate of Breakfast, Lunch & Dinner to be quoted in Column 7 Circled above. Example: If Breakfast rate is quoted Rs. 100/- in Column 6 than 60% of Rs.100, Rs. 60/- will be quoted in column 7 for breakfast.

(d) GST amount in Rupees to be quoted in column 9 marked above. Note this GST amount will be calculated on value filled in column 7 . Suppose Breakfast 60% value Rs. 60/- is quoted in column 7. And GST is @5% than 5% of Rs. 60/- Rs.3.0 will be filled in column 9 GST value for Breakfast.



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For Menu Part-2 (40% Rate Weightage)

Sl. No.	Item Description	Quantity	Units	Quoted Rate (100%) Rate for Item	Quoted Currency in INR / Other Currency	For Menu-1 (Student Menu) 60% value of quoted rate in column "6" to be quoted. For Menu-2:- 40% value of quoted rate in column "6" to be quoted.	GST Amount in INR Rs. P	TOTAL AMOUNT for 60% weightage of student Menu + 40% weightage of Menu-2 Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT for 60% weightage of Menu-1- Student Menu + 40% weightage of Menu-2 With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT for 60% weightage of Menu-1- Student Menu + 40% weightage of Menu-2
1	2	4	5	6	12	7	9	13	14	15
17	Menu Part- "2" (40% Weightage): Prices should be filled by the bidder as per actuals. However filled price should be realistic and matching market trends.									
18	2.01 Samosa (Potato)	1	Per Piece	INR				0.00	0.00	INR Zero Only
19	2.02 Lunch / Dinner (Roti & Rice, Dal & Sabji, Veg Salad, Papad Achar etc.)	1	Per Lunch	INR				0.00	0.00	INR Zero Only

(a) Full rate of items in Menu Part-2 should be quoted in Column 6 Circled above.

(b) 40% rate of items in Menu Part-2 to quoted in Column 7 Circled above. Example: If Samosa rate is quoted Rs. 100/- in Column 6 than 40% of Rs.100, Rs. 40/- will be quoted in column 7 for Samosa.

(d) GST amount in Rupees to be quoted in column 9 marked above. Note this GST amount will be calculated on value filled in column 7 . Suppose samosa 40% value Rs. 40/- is quoted in column 7. And GST is @5% than 5% of Rs. 40/- Rs.2.0 will be filled in column 9 GST value for samosa.

Note: Weightage Calculation for menu is calculated to finalize L-1 bidders. However, for sale purpose 100% menu rate entered in Column "6" with GST on it will be applicable.

It is mandatory for all bidders to fill up the rate in BOQ as per guidelines quoted above. 60% & 40% ration will be calculated by institute on rate entered in column "6" and GST value on rate quoted in Column "7". In case in difference is found the bid will be rejected.