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भारत सरकार  
GOVERNMENT OF INDIA  
परमाणु ऊर्जा विभाग  
DEPARTMENT OF ATOMIC ENERGY  
सचिवालय सहायता अनुभाग  
SECRETARIAT SUPPORT SECTION

अणुशक्ति भवन  
Anushakti Bhavan,  
छ. शि. म. मार्ग C.S.M. Marg,  
मुंबई/Mumbai - 400 001

No.19/2(1)/2019-SSS/2337

February 17, 2020

Subject: Award of contract for running "DAE Secretariat Canteen" at Anushakti Bhavan, DAE, Mumbai - regarding.

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Sirs,

Sealed quotations are invited on behalf of the President of India for running DAE Secretariat Canteen at Anushakti Bhavan for a period of 11 months from **01.04.2020 to 28.02.2021** as per the terms and conditions specified in the enclosed Tender document. You are requested to quote the rates in enclosed Schedule 'A' and Schedule 'B' for various food items to be served in the above Canteen.

2. The quotation shall be submitted along with copies of following documents on or before **03.03.2020 (1500 hrs.)**:-

- (i) Documents mentioned in the tender document
- (ii) Annexure-I in letter head
- (iii) Schedule 'A' and Schedule 'B' dully filled in **along with Seal and Signature**.

3. The tender received incomplete and/or without EMD and/or after due date/time shall not be considered. The quotation received in time will be opened on 03.03.2020 at 1530 hours.

4. The envelope shall be superscribed as "Tender for running DAE Secretariat Canteen at Anushakti Bhavan".

5. For any further clarification / assistance please contact Section Officer, Secretariat Support Section at Tel. No.022-22862702 on any working day between 10 a.m. to 5 p.m.

Sd/-  
(Ashok B. Gerira)  
Under Secretary (SSS)

<b>Copies of the following documents shall be submitted along with tender:</b>	
1	PAN / Aadhar Card.
2	GST Registration Certificate.
3	Income Tax Returns for last 3 financial years / Certified Profit & Loss Statement for last three financial years.
4	Proof of registration certificate with DGS&D, NSIC, KVIC & MSME.
5	Declaration cum undertaking (Given in Annexure - I) on Company letterhead.
6	Appropriate registration / license from the appropriate authorities, (in particular, under the Bombay Shops and Establishment Act 1948 and the Trade license under Section 394 of Mumbai Municipal Corporation Act 1888) for running the establishment.
7	Necessary Registration / License from Food Safety & Standards Authority of India, Mumbai / State Government / Municipal Corporation of Greater Mumbai / Public Health Department and other authorities for running canteen and endorse a copy of occupation certificate.
8	Experience of running a registered Catering establishment for at least two years.
<b>General Terms and Conditions</b>	
1	Price Validity: 90 days from bid due date.
2	Price Escalation: No escalation in price will be allowed.
3	Contact person for any query : For any query / to visit the site you may contact Shri Avinash Tirpude, Section Officer(SSS), Tel. No. 022 -22862702 on any working day ( Monday to Friday) between 1100 hrs to 1500 hrs.
4	The prospective contractor for the above canteen should specify the number of employees possess necessary Police Verification Certificates (PVCs).
5	The Canteen shall be the absolute property of the Government and permission shall be granted to use it for running and maintaining the Canteen on payment of License fee of `1.00 (Rupees One only) per month. The Tenderer shall pay a nominal sum of `1.00 (Rupees One only) per month to the Government for supply of water by the Government for the running of the Canteen. The Tenderer shall pay a nominal sum of `1.00 (Rupees One only) per month on account of electricity consumed for operating / running of the equipments other than equipments used for cooking purposes. The canteen shall not be used for residential purposes including night stay of engaged staff.
6	The Contract will be for a period of 11 months, which could be extended for further 22 months on the same rates, terms and conditions, on mutual agreement basis, if the quality of food and services are found satisfactory.
7	DAE shall have the right, any time during the duration of the contract to suspend, terminate or cancel the services of the Contractor by giving written notice of less than 30 days to the Contractor. In the event, the contract is terminated due to reasons of unsatisfactory performance, negligence; DAE shall be free to forfeit the Security Deposit fully or partially. In the event, if the contractor desires to discontinue the canteen service before the end of the contractual period, 3 months written notice shall be given by the contractor.
8	DAE observes a Five day week: Monday to Friday(08.00 a.m. to 06.00 p.m.). The Contractor is required to offer canteen services on these days, to the general staff and visitors, at the DAE Secretariat Canteen, Ground floor, Anushakti Bhavan and to the delegates of various meetings at the Dining Hall, OYC building. The services for the meetings comprise of serving tea / coffee / snacks at the respective meeting / conference rooms in Anushakti Bhavan / OYC building and serving special / working lunch at the VIP Dining Hall at Ground Floor, OYC building. It may be noted that DAE may schedule certain programmes outside the Five-day week routine, i.e. on Saturdays / Sundays and the public

	holidays and even beyond the normal working hours. The Contractor shall be required to offer canteen services on these holidays and / or beyond the normal working hours, when such requirements arise.
9	Minimum of Three items each in Break Fast and Evening Snacks shall be made available in DAE Canteen from the List of items. Further all items shall be made available at least once a week.
10	The day to day running of the canteen should be managed by the Contractor himself or by appointing a manager for the purpose. In case of appointing a manager, the Contractor shall visit DAE at least once a week and contact the person authorized by DAE to look into the Canteen management matters. Any deficiencies in the services of the Contractor shall be rectified immediately when pointed out by such authorized person. All communications to DAE regarding running / management of the canteen should be by the Contractor.
11	DAE will provide the Contractor the following for running of the Canteen: Water, Electricity, Kitchen Equipments, Crockery, Cutlery, Furniture etc. Charges on account of electricity, LPG (Commercial cylinders) and / or any other media of fuel consumed for any mode of cooking and operation of the wet grinding machine shall be borne and paid by the contractor.
12	The Contractor shall keep the usage of the water and electricity to reasonable levels. If it is found that water and electricity are not used properly and involve a lot of wastage, DAE reserves the right / option to levy suitable charges on the Contractor.
13	The Contractor shall be responsible for taking good care of all equipments, utensils etc. He should bring to the notice of DAE the repair and maintenance works that are required to be undertaken from time to time. DAE will enter into a service contract for the maintenance of kitchen equipments with the concerned agencies. However, any repairs required outside the scope of service contract will be paid for by the Contractor. The Contractor should maintain all equipments / materials supplied by DAE in good working condition and DAE has right to recover the amount towards damages or loss of any equipment/ items.
14	The Contractor shall be responsible for maintaining the entire premises (kitchen, store, dining hall, service area etc.) spotlessly clean at all times. The crockery, cutlery, furniture and utensils used in the preparation and service of food shall always be in clean and hygienic condition. The kitchen shall be open at all times for inspection to the duly authorized representatives of DAE. DAE will arrange for periodic disinfection treatment.
15	It will be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by DAE. The security of such material will be the sole responsibility of the Contractor.
16	All the items sold in the canteen shall be billed. The Contractor shall provide a cash / coupon machine at the counter for this purpose, at his own expenses. Information on the bills / turnover records should be available for verification by DAE, if required.
17	Any dispute arising out of the terms of the canteen service contract or in the interpretation of any clauses herein shall be settled by mutual discussion between the nominated authorities of DAE and the Contractor. Director (SSS), DAE will be the ultimate authority in resolving such dispute.
18	Cleanliness and hygiene is the essence of this contract. The number of times the cleaning should take place will be decided by DAE and its decision will be final.
19	The payment of wages and other benefits to the employees of the Contractor shall be the EXCLUSIVE RESPONSIBILITY of the Contractor and persons so employed by the Contractor shall have NO CLAIM whatsoever on DAE.
20	<b>The Contractor shall employ two Cooks and one Supervisor-cum-Cashier for rendering satisfactory services. Six outsourcing staff will be provided by Department</b>

	<b>for cleaning / counter services.</b>
21	All personnel employed by the Contractor shall be in uniform and remain neat and clean i.e., hair properly cut, nails properly trimmed etc. The staff shall wear proper uniforms and the protective gears to ensure that no accident takes place. The entire uniform, protective gears etc. must be provided by the Contractor at his own cost.
22	The employees engaged by the Contractor should observe proper discipline and should see that decency and decorum are maintained during the course of their employment. The Contractor shall keep at a conspicuous place in the Canteen a 'Complaint and Suggestion book' in which complaints / suggestions can be recorded. It shall be open for DAE to inspect the Book and to ensure that the complaints / suggestions are attended to.
23	All personnel employed by the Contractor shall be medically fit for handling food and should be certified for fitness at the time of employment. The Contractor shall also arrange for necessary security clearance (Police Verification) of the workers, for employing them in DAE premises.
24	DAE shall accept no claim in the event of any of the Contractor's employees sustaining any injury, damage or loss to either person or property either inside or outside DAE's premises.
25	DAE reserves the right to accept /reject any particular worker/ supervisor placed on duty at DAE.
26	The workers / staff of the Canteen shall solely be employees of the Contractor and shall have no presumptive right of absorption in the services of DAE. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment orders to be issued to its workers / staff.
27	In case the workers engaged by the contractor have any grievance, they will take it up with the Contractor without any disturbance on the campus. If the Contractor's worker were to resort to agitation resulting in damage to DAE's property or hindrance to its work, the Contractor would be liable to pay damages to DAE. Further, such action by the workforce would result in termination of the contract.
28	The quality of food and provisions should be acceptable and of high standard. DAE or its authorized representative will have authority to inspect such articles of food and provision and will have full powers to order discontinuance and use of certain articles of food and provision which are found to be of unsatisfactory standard and on grounds of hygiene.
29	DAE has a corporate ambience and the contractor should ensure that their attire and conduct of the canteen staff is in accordance with the same. This is a must particularly while providing services for the meetings and other programmes. In this respect, availability of properly trained staff will be welcome.
30	Proper disposal of leftover and other garbage (Wet and Dry separately as per Municipal Rules notified time to time) will be done by the Contractor, in a very hygienic manner. Leftover food will not be served again in any manner.
31	The Contractor shall supply and serve wholesome and hygienic meals and eatables in accordance to the weights, units, prices mutually agreed and indicated in Schedule A & B.
32	The food may be prepared using the following branded raw materials.  <b>OIL: Branded refined Groundnut/Sunflower/Vegetable Oil (Packaged /sealed edible refined oil other than Palm oil. Use of loose oil is not permitted)</b>  <b>WHEAT FLOUR: Branded Packaged flour.</b>  <b>RICE: Whole Kolam Rice (Packaged) for regular Thali. Whole Basmati Rice for official / Special Lunch</b>  <b>PAPAD &amp; PICKLE: Branded and packaged</b>

**TEA: Branded tea Dust / CTC (Tata tea, Brooke Bond Tajmahal, Red Label, Lipton, Girnar, or equivalent)**

**COFFEE: Bru/Sunrise/ Nescafe**

**SPICES: AGMARK Certified. (Packaged)**

The above supplies (excluding perishable items) for preparation of food should be normally procured in quantities sufficient for meeting the requirements for two weeks. Deviation from this requirement shall be only in exceptional cases. The supply of such raw material brought to the stores of the canteen should be open for inspection by DAE, to ascertain the quality of materials. The contractor is also expected to maintain the records of purchase of the raw materials procured, for verification by DAE.

33	Branded / package items such as Biscuits, Chocolates, Ice-creams, cold drinks, etc. should be sold in the canteen not exceeding Maximum Retail Price, without levying any other charges.
34	The successful Contractor shall take and maintain all necessary Insurance at his own cost. The contractor shall provide at own cost and risk the personal accident insurance for the Contractor's staff to cover any risk arising out of and from the work and services performed under this contract. The Contractor shall keep DAE fully indemnified from and against all claims, costs and charges arising out of personal injury to their employees and the Contractor shall be solemnly responsible to meet such claims and shall keep DAE indemnified at all the times against all such claims Costs, Charges and Expenses arising out of such claims.
35	No sub-letting or assignment of the contract is permitted.
36	The Contractor selected for running the Canteen shall make a security deposit within 15 days of the receipt of the Order @`50,000/- (Rupees Fifty Thousand only) by way of Demand Draft / Banker's Cheque drawn in favour of "Pay & Accounts Officer, DAE", payable at Mumbai or Fixed Deposit Receipt of any Nationalised Bank. The validity of the security deposit shall be 3 months period beyond the contract period / defect liability period.
37	Physical verification of assets: Contractor shall be responsible for any discrepancies observed in such inspection / verification and make good thereof. DAE reserves the rights to recover for the losses or damages if any, from the security deposit or pending bills of the contractor in this regard.
38	Award of the contract: DAE shall award contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined the lowest as per the evaluation method finalized by the DAE Canteen Committee, determined to be qualities to satisfactorily perform the contract.
39	DAE reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of the contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for DAE's action.
40	The Tenderer or the employees engaged by the contractor shall not use DAE's name for any publicity purpose through any public media like press, radio, T.V. or internet without prior approval of DAE.
41	DAE has introduced e-payments through NEFT / RTGS and accordingly successful Contractor(s) / Supplier(s) shall submit the bank details to Pay & Accounts Officer, DAE for arranging payments.
42	Earnest Money Deposit (EMD) of ` 10,000/- (Rupees Ten Thousand only) shall be submitted in the form of Draft / Pay Order / Banker's cheque issued by a Scheduled Bank drawn in favour of "Pay & Accounts Officer, DAE", payable at Mumbai. EMDs will be returned to unsuccessful bidders within one month from finalization of the contract.
43	DAE has office strength of approximately 350 employees. Approximate number of users (Daily) Breakfast:100 Lunch:70 Evening Snacks:75 Tea/Coffee: 400 Special Lunch: As and when required.
44	Rate List - Schedule 'A' and Schedule 'B' are attached where rates are to be filled in.

Sd/-  
(Ashok B. Gerira)



DECLARATION CUM UNDERTAKING REQUIRED TO BE FURNISHED BY THE BIDDER  
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Date :-

To  
Under Secretary (SSS)  
Department of Atomic Energy,  
Anushakti Bhavan, C.S.M. Marg,  
Mumbai - 400 001.

Subject : Declaration Cum Undertaking  
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1. I..... (The Proprietor/Partner/Designation of the Managerial official) of the firm M/s..... have read and clearly understood the terms and conditions stipulated in your Tender Document No.19/2(1)/2019-SSS/2337 dated 17.02.2020 for Quotation for **“Award of contract for running DAE Secretariat Canteen at Anushakti Bhavan, DAE for a period of 11 months w.e.f. 01.04.2020 to 28.02.2021”**. I/We agree to abide by the conditions imposed by the Department.
2. I will also abide by the decision of the Department regarding the acceptance/nonacceptance of my quotation.

(Name of the signatory)  
Status: Proprietor/Partner/Official  
STAMP of the Firm/Company.





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SECRETARIAT SUPPORT SECTION

अणुशक्ति भवन  
Anushakti Bhavan,  
छ. शि. म. मार्ग C.S.M. Marg,  
मुंबई/Mumbai - 400 001

No.19/2(1)/2019-SSS/2746

February24, 2020

### CORRIGENDUM

Subject: Award of contract for running "DAE Secretariat Canteen" at Anushakti Bhavan, DAE, Mumbai - regarding.

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Sirs,

In continuation of NIT No.19/2(1)/2019-SSS/2337 dated 17.02.2020, a **revised copy of Schedule 'A' and Schedule 'B'** for quoting the rates of food items to be served in the Canteen is enclosed.

2. Tenderers are requested to submit their quotations as per the revised Schedule.
3. For any further clarification / assistance please contact Section Officer, Secretariat Support Section at Tel. No.022-22862702 on any working day between 10 a.m. to 5 p.m.

Sd/-  
(Ashok B. Gerira)  
Under Secretary (SSS)

		<u>SCHEDULE A &amp; B - REVISED</u>	<u>Schedule - A</u>
S. No	Description of item / Specifications	Quantity / Weight	Rate (in Rs.)
1	MORNING / EVENING SNACKS		
1	Upma with Coconut Chutney	120 g + Chutney 50 g	
2	Sheera	100 g	
3	Rice Idli 2 nos. with Sambar and Coconut Chutney	Idli 75 g each + Sambar 150 g and Chutney 50 g	
4	Meduwada 2 nos. with Sambar and Coconut Chutney	Wada 75 g each + Sambar 150 g and Chutney 50 g	
5	Dosa Plain with Sambar and Coconut Chutney	Dosa 100 g + Sambar 100 g and Chutney 50 g	
6	Masala Dosa with Sambar and Coconut Chutney	Dosa 100 g + Stuffing 50 g + Sambar 100 g and Chutney 50 g	
7	Uttappam with Sambar and Coconut Chutney	Uttappam 100 g + Sambar 100 g and Chutney 50 g	
8	Onion Uttappam with Sambar and Coconut Chutney	Onion Uttappam 120 g + Sambar 100 g and Chutney 50 g	
9	Potato Wada - 1 No.	Wada 80 g + Green Chutney 20 g + Sweet Chutney 20 g	
10	Samosa Punjabi - 1 No.	80 g + Green Chutney 20 g + Sweet Chutney 20 g	
11	Sabudana Khichdi with Sweet Curd	100 g + Sweet Curd 50 g	
12	Sabudana Wada - 1 No.	80 g + Chutney / Sweet Curd 50 g	
13	Poha with Coconut Chutney	100 g + Chutney 50 g	
14	Bread Pakoda - 1 No.	60 g + Chutney 50 g	
15	Misal with Pav 2 Nos.	100 g + Pav 2 Nos. + Onion and Lime	
16	Bread Butter	2 slice & butter 10 g	
17	Puri Bhaji	4 Puri 80 g + Bhaji 100 g	
18	Dahiwada - 1 No.	50 g + Curd 100 g	
19	Pav Ordinary	1 No.	
20	Pav Bhaji	Vegetable 100 g + Pav 2 Nos.	
21	Gulab Jamun (1 Nos.)	50 g	
22	Jilebi (2 Nos.)	40 g	
23	Egg Boiled	One egg	
24	Egg Omlette Plain	One egg	
25	Butter Milk	200 ml	
26	Milk with Sugar	120 ml	
27	Tea Ordinary	120 ml	
28	Tea Special	120 ml	
29	Coffee Ordinary	120 ml	
30	Coffee Special (Nescoffee)	120 ml	

S. No	Description of item / Specifications	Quantity / Weight	Rate (in Rs.)
II	<u>LUNCH / SERVICES</u>		
	<u>VEGETARIAN DISHES</u>		
1	Tomato Soup	150 ml	
2	Vegetable Soup	150 ml	
3	Dahi Curry	100 g	
4	Seasonal Green Vegetable	100 g	
5	Dal / Sambar	100 g	
6	Chapati 1 No.	30 g	
7	Rice (Kolam)	100 g	
8	Curd	75 g	
9	Papad	1 No.	
10	Pickle (One Tea spoon)	10 g	
11	Raita	100 g	
12	Vegetarian (Thali) with Curd	Rice 100 g + Puri / Chapati 3 Nos. (100 g) + Dal / Sambar 100 g + Vegetable (Seasonal Green ) 100 g + Curd 100 g	
13	Vegetarian (Thali) without Curd	Rice 100 g + Puri / Chapati 3 Nos. (100 g) + Dal / Sambar 100 g + Vegetable (Seasonal Green ) 100 g	
14	Vegetable Pulao (Long grained rice) with Raita	Pulao 225 g + Raita 100 g	
15	Vegetable Biryani (Long grained rice) with Raita	Biryani 225 g + Raita 100 g	
	<u>NON-VEGETARIAN DISHES</u>		
1	Egg Curry with One Egg	One Egg + 100 g Gravy	
2	Fish with Curry / Fish Fry with Gravy	Fish 40 g + Gravy 100 g	
3	Mutton with Curry with 3 pieces of Mutton	Mutton 100 g + Gravy 150 g	
4	Chicken Curry / Chicken Fry with Gravy	Chicken 100 g + Gravy 150 g	
5	Chicken Biryani (Long grained Rice) with Raita	Chicken Biryani 225 g + Raita 100 g	

			<u>Schedule - B</u>
S. No	Description of item / Specifications	Quantity / Weight	Rate (in Rs.)
	<u>Rates for Special Lunch, Tea and Biscuits</u> <u>Served during Official Meetings</u>		
I	Official Lunch - Indian ( Veg.) (Unlimited)	Consisting of Soup, Vegetable Pulao, Chappati / Puri, Plain Rice, 2 Vegetables- Seasonal Green (One Wet & One Dry), Dal fry, Raita, Salad, Papad, Pickle, Boiled Vegetable and Ice cream. (Cup / Cone - Brand : Amul / Kwality Walls / Vadilal: Flavour : Butter scotch / Chocolate / Vanilla).	
II	Official Lunch - Indian ( Non-Veg.) (Unlimited)	Consisting of Soup, Vegetable Pulao, Chappati / Puri, Plain Rice, 2 Vegetables - Seasonal Green (One Wet & One Dry) Dal fry, Raita, Salad, Papad, Pickle and Ice Cream (Cup / Cone - Brand : Amul / Kwality Walls / Vadilal : Flavour : Butter scotch/ Chocolate / Vanilla), Boiled Vegetable, Chicken / Fish Curry	
III	Special Tea / Coffee & biscuits	(Good day - 2 Nos. + Parle Monaco or Britannia 50 / 50 - 2 Nos.)	
IV	High Tea	One Pastry or Malai sandwich, Cashewnuts (6 Nos)., Wafers (8 to 10 Nos.), Samosa or Meduwada with Chutney, Special Tea / Coffee	