



Chennai

FDDI/CNC/EOI/Canteen/001

Date: 14/6/2022

**NOTICE FOR EOI FOR PROVIDING CANTEEN SERVICES AT FDDI CHENNAI**

The Expression of Interest is invited from Indian Firms/Agencies/Govt.Licences firms for providing Canteen Services in two bid systems for students & Staffs at Footwear Design and Development Institute Chennai Campus.

**Mandatory requirements in technical bid:** FSSAI Certificate. GST Certificate

**The criteria of selection:** Highest space charges quoted in financial bid.

Interested parties have to install Kitchen utensils at provided place (1000 sq.ft) on their own cost for minimum 150-200 servicing capacity.

**Facility Provided:**

Covered area 1000 sq.ft (With kitchen 300Sq.ft) for running canteen.

Electric Supply on actual payment basis.

Interested firms should submit all relevant necessary documents latest by 2.00PM of 25-06-2022 sealed envelope superscripted as "Application to Run Canteen". It will be opened on 25-06-2022 at 4.00 PM.

**For any query please contact:**

**Mess committee**

Footwear Design & Development Institute  
Ministry of Commerce & Industry, Govt. of India.  
FDDI Chennai

**Footwear Design &Development Institute**

E-Mail:shabrinrafi.fddi@nic.in



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**INVITATION OF EXPRESSION OF INTEREST (EOI)**  
**FOR PROVIDING CANTEEN SERVICES AT FDDI CHENNAI**

Sealed quotations are invited to run a canteen at FDDI Chennai for a period of 2 years. The quotations should reach on or before **25<sup>th</sup> June 2022** upto **2:00 PM**

The bidder should submit Bid in sealed envelopes.

The documents submitted in both technical and financial bid should be signed with company / firm seal and self-attested copies of necessary licenses and certificates issued by government to prepare as well sale of eateries (both cooked and readymade).

FDDI shall provide covered to run canteen & successful bidder to manage adequate 150-200 seating capacity to run canteen within 15 days of work award and end of the contract period the same can be erected at own cost. FDDI shall not be responsible or pay for any type of damages, loss or shifting cost of the shade and Kiosks. FDDI shall also not be providing any table or chair. Bidder shall be paying the electricity charges (actual). The bidder shall be providing beverages (both hot and cold); snacks (readymade & cooked) and other items on prices as finalized with the Mess committee, FDDI Chennai.

Please mention the title “EXPRESSION OF INTERESTE” for “Canteen services, Technical Bid” and “Canteen Services, Financial Bid” on top of the envelope. The application must be send:

Name Shabrin farhana  
Mess Committee  
Footwear Design & Development Institute  
Ministry of commerce and industry,  
E1, 7<sup>th</sup> main road, Sipcot Industrial Park,  
Sipcot, Irungatukottai-602117  
PH 9442352912  
Mail shabrinrafi.fddi@nic.in



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**Technical Bid document: Annexure-1**

Company profile	Remarks
1. Name of the Company / Firm with complete address	
2. Name of the proprietor, partner and Director(s) of the applicant with address and phone numbers	
3. Detail of the Contact person: A) Name b) Designation C) Contact No D) Fax No E) e-mail address	
4. Statutory Details : (Mandatory Detail) Self-attested photocopies to be attached for a) Registration No of the firm along with details of registration a) GST registration b) FSSAI and other necessary food registrations c) Aadhar card	
5. Declaration that: "I / We have read all the papers and agreed with all the terms and conditions to run canteen at FDDI Chennai	

**Note:**

- 1) All the documents enclosed should be arranged and submitted in the same serial order as they appear on the annexure.
- 2) Applicants not providing details or insufficient details shall be rejected summarily
- 3) None of the bidder shall be contacted in regards to get clarification of insufficient documents.

Signature of applicant with seal



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LIST OF TENTATIVE ITEMS TO BE KEPT IN CANTEEN POST APPROVAL BY MESS COMMITTEE.

ANNEXURE-II

DAYS	MORNING	LUNCH	SNACKS	DINNER
MONDAY	PURI ALOO MASAL	RICE,SAMBAR, DAL,RASAM, CURD, VEGETABLE, PAPAD	VADA , TEA/COFFEE	DOSA CHUTNEY SAMBAR
TUESDAY	IDLI SAMBAR CHUTNEY	RICE,KARA KOLAMBU, DAL,RASAM, CURD, VEGETABLE, PAPAD	SAMOSAS, TEA/COFFEE	PAROTA KURMA
WEDNESDAY	ALOO PARATTA	CHICKEN BRIYANI, EGG, RAITA,SWEET AND VEG BRIYANI (VEGETERIANS)	CHANA DAL TEA/COFFEE	VEG NOODLES
THURSDAY	DOSA, CHUTNEY , SAMBAR	RICE,SAMBAR, DAL,RASAM, CURD, VEGETABLE, PAPAD	BISCUITS, TEA/COFFEE	CHAPATHI, VEG KURMA
FRIDAY	PONGAL, VADA, CHUTNEY, SAMBAR	RICE,SAMBAR, DAL,RASAM, CURD, VEGETABLE, PAPAD	MIXED FRUITS, TEA/COFFEE	EGG/CHICKEN FRIED RICE, SAUCE
SATURDAY	UPMA,CHUTNEY	LEMON/TAMARIND/CURD RICE, PICKLE, PAPAD	BAJI, CHUTNEY	DOSA, CHUTNEY, SAMBAR
SUNDAY	PURI, CHANNA	RICE, KULAMBU, RASAM, PAPAD, CURD	CHAT ITEM	PAROTA , NON VEG GRAVY

List of items may be revised at the discretion of the Management Note:

- FDDI will provide Kitchen (300 sq.ft) & servicing area (1000 sq.ft) for running canteen and successful bidder will build adequate required material at own cost for running canteen within 15 days of awarding the work order and can erect the same after end of the contract period at own cost. No payment in regards to loss, damage or shifting of their material shall be borne by FDDI.
- Packed items to be sold on MRP or below the MRP mentioned.



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Brands of any packed to be sold. In-case of unavailability of branded products, products of reputed brands to be after consideration with management. The sold should be FSSAI approved with AGMARK.

GENERAL TERMS & CONDITIONS

- 1) Initially the work order shall be issued for 02 years. On successful completion of the contract period the management will review the performance and if deemed appropriate the contract may be extended.
- 2) FDDI shall provide open and covered area space to run canteen successful bidder will adequate run canteen within 15 days of work award and end of the contract period the same can be erected at owns cost. FDDI shall not be responsible or pay for any type of damages, loss or shifting cost of the materials. The space charges and electricity charges shall be borne by the successful bidder.
- 3) At any given point of time, if the contractor is found indulged in uncalled activities inside or outside the premises of the campus, which may in turn bring disrepute to the institute, the contract shall be terminated by the competent authority giving one months' notice period.
- 4) The tender contract cannot be sublet: sub-contracted or franchise to any other (covered up to but not limited to individual(s) / company(s) or any business entity). The space provided shall also not be used for any other commercial purpose.
- 5) The contractor shall be responsible for providing suitable and impressive showcase with the sale counter for keeping / storing all the edible items to ensure hygienic and cleanliness conditions. All arrangements shall be made by the contractor to ensure that all the food items are covered to be protected from files / insects / dust etc.
- 6) Safety measures to be provided by the contractor himself.
- 7) Any change in timings of the operation, rate of items and additional items to be included in canteen will require permission from the competent authority. The contractor will ensure and comply with the provisions of various municipal and other rules / regulations / laws of Government in respect of wages and other benefits to his employees.
- 8) The institute shall not party in case any dispute takes place between the contractor and his employees.
- 9) The contractor shall be responsible for cleanliness of entire space provides as well as surroundings. FDDI management is authorized to check cleanliness of these areas at any time and if found not up to satisfactory level, a fine of rs.500/- (Rupees Five Hundred Only) shall be imposed on the contractor for every such instance, the same needs to be deposited in accounts and receipt for the same may be received from the accounts department and a copy of the receipt to be submitted to the fine imposing authority.
- 10) The contractor needs to provide a detailed rate list as per Performa enclosed as annexure II. The rate list shall be vetted by management.
- 11) In event of any breach / violation and contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by FDDI and FDDI management shall be at liberty to terminate the contract immediately.
- 12) FDDI Chennai shall reserve the right to cancel / reject full or part of tender which contractor does not fulfil as stipulated in the matter.

- 13) Contractor submitting the quotation shall be presumed to have considered and accepted all the terms and conditions. No enquiry verbal or written shall be entertained in respect to acceptance or rejection of the quotation.
- 14) The awardee of the contract would be bound to execute an agreement on non-judicial stamp paper of Rs.100/- . Agreement should be signed within 30 days of the awarding of the contract else the management will be at liberty to accept any other tender without any intimation.
- 15) The contractor shall comply with all the legal requirement of obtaining license to be issued relating to the sale of food items, drinks, items of daily need and other items within 30 days after getting the contract.
- 16) The working hours of the canteen shall be 8:00 AM to 8:00 PM on all days or as per requirement of the management.
- 17) The display of the rate list should be displayed appropriately and should be visible to those who shall avail the facility.
- 18) The prospective contractors may visit the premises.
- 19) The contractor shall maintain crockery and utensils of good quality.
- 20) It is the responsibility of the contractor that adequate number of people required to serve, should be properly dressed and having proper medical fitness and police verification.
- 21) The FDDI management reserves the right to terminate the contract without assigning any reasons with one calendar month as notice period of its intention to do so and on expiry of the period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accused to other party by reason If any incident which of any terms one months' notice.
- 22) If any information furnished by the contractor found to be incorrect at any time, the contract is liable to be terminated without any notice and security deposit is liable to be forfeited.
- 23) The canteen shall work under overall direction of the managing committee appointed by the management.
- 24) The articles sold should be fresh and of good quality. The managing committee or the authorized person deputed by the management shall have the right to inspect the services of the contractor at any time without prior intimation to the contractor and shall have the right to stop or destroy any article exposed for sale in the said premises which is not considered of requisite standard or found unfit for human consumption. The contractor shall on demand supply to Health officer a sample if any eatable exposed for selling, free of cost for inspection and analysis. If in examination, it is proved that any article exposed for selling, or service rendered by the contractor is defective then the management will be free to impose penalty for which the decision of the management shall be final.
- 25) Quotation submitted must be unconditional. Conditional quotations shall be rejected summarily.
- 26) The management shall have the right to ask for removal of any person to the agency, who is not found suitable and competent in dealing with the staff or the students.
- 27) The contractor shall not exhibit in the canteen premises any printed or written notices or advertisement of any kind without obtaining the prior approval of the management in writing. Expect that any notice concerning to the canteen. Such notice may be well informed to the management.
- 28) The FDDI management reserves the right to cancel the process of the tender without assigning any reason.

- 29) The contractor should properly display daily menu and the price list on the price board.
- 30) The contractor shall on the earlier termination of the agreement peacefully vacate the premises, the contractor shall be treated as an unauthorized occupant and shall be liable to pay compensation for the period they hold over. Decision of FDDI management shall be final.
- 31) Dispute(s), if any shall be subject to jurisdiction of **Ponmallae high Court.**



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#### ACCOUNTING & PAYMENTS:

1. The contractor will have to deposit security money or performance guarantee (without interest) of Rs.25000/- (Rupees Twenty-five Thousand only) in form of bank draft in favor of "Footwear Design & Development Institute" payable at Chennai.
2. Security money or performance guarantee shall be refunded only after 3 months of successful completion of contract period or termination of the contract, whichever is later.
3. The bill for office supplies will be cleared monthly. The office normally clears the bills within 15 days of their submission. The rates of all the items for which the bills will be raised should be according to the quoted prices or as decided by the management from time to time.
4. The FDDI shall not be responsible for any credit given to student(s) / Staff(s).
5. The quoted space charges and electricity charges to be submitted within first week of the month in accounts department and the receipt of both shall be attached with the bill for the month.
6. That all payment such as statutory (Salary/Bonus/ESIC/PF/Gratuity) of the staff members working in canteen and Mess will be born by the vendor. No responsibility of FDDI of any campus including Head office and any staff members (Academic or Non Academic).

#### EMPLOYEES:

1. No person with any offensive police record will be allowed to work in the space provided.
2. The contractor shall be responsible for engaging staff and making payment of their dues etc. FDDI will not be liable for any individual. The contractor should ensure that the staffs engaged are not below the age of 18 years. The details of the person photograph, residence proof, and clearance from the nearest police station. The contractor personal hygiene along with self-discipline.

#### PENALTY

1. FDDI management reserves the right to impose a penalty on the contractor for any serious lapse in maintaining quality and the services wilfully or otherwise the contractor or its staff or for any malpractice(s).
2. If the contractor fails to satisfy with the quality of products, services provided or behavior of the contractor or his/her employees, the contractor will be served with notice to improve and rectify the defects within 24 hours, failing which the management will be at a liberty to terminate the contract.
3. In event of any breach/ violation or contravention of any terms and condition contained herein by the contractor, the said security deposit shall be forfeited by the management and the management shall be at liberty to terminate the contract.
4. The contractor shall be responsible for cleanliness of the entire area, as well as of the surrounding. Management is authorized to check these areas at any time and if not

found upto mark of satisfactory level a fine of Rs.500/-(Rupees Five Hundred Only) will be imposed on the contractor for each instance. The fine shall be



Deposited in the accounts department and after obtaining the receipt of fine deposited a copy of the receipt of fine deposited a copy of the same shall be submitted in the office of the fine imposing officers. Sufficient staff should be hired to keep the area clean.

5. The contractor shall on demand supply to Health officer a sample if any eatable exposed for selling, free of cost for inspection and analysis. If in examination, it is proved that any articles exposed for selling, or service rendered by the contractor is defective than the management will be free to impose penalty for which the decision of the management shall be final.

**TERMINATION OF THE CONTRACT:**

1. The contract shall stand terminated at the end of the successful completion of the contract period, if not extended further.
2. The contract can be terminated by either party after giving 3 months' notice to the other party. Extendable on mutual agreement till alternate arrangements are made. However, FDDI reserves the right to terminate the contract and forfeit the security deposit without giving any notice in case the contractor commits breach of any of the terms and conditions of the contract. The decision shall be final and shall be accepted by the contractor without any objection or resistance.



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**Certificate of Declaration to be submitted along with Annexure I**

I/We \_\_\_\_\_ is the sole proprietor/manager or person with power of attorney authorised to submit the quotation on behalf of my/our company. It is certified and declared that I/ We have read, understood and accepted the terms and conditions attached with the EOI for providing canteen service at FDDI Chennai, and have thereafter submitted the quotation. I/We declare on solemn affirmation that whatever information submitted with the quotation is true and correct to be best of my knowledge and behalf. I/We hereby certify that my/our company has not been disqualified by any Department/Office/Undertaking of State/ Centre Government of India, at any time for supplying stores or services of any description.

Place:

Signature of the Partner/Manager/  
Managing Parter/ Director with  
rubber stamp of the firm/company

Date:



**ANNEXURE III**

**FORMAT FOR AGREEMENT**

(To be executed on a Non-judicial stamp paper of Rs. 100/-)

FDDI/CNC/.....

Date: \_\_/\_\_/\_\_\_\_\_

This deed of agreement is made on this day\_\_ Month\_\_\_\_\_ of 2022 between FDDI Chennai (herein after called BENEFICIARY) on the one part and

M/s \_\_\_\_\_ having their registered office at \_\_\_\_\_ (complete address) herein after to be called OBLIGATOR) on the other part.

Whereas, the beneficiary had invited EOI for providing Canteen Services for FDDI Chennai vide tender no. \_\_\_\_\_ opened on \_\_\_\_\_ at \_\_\_ hours and the OBLIGATOR has offered to execute the same to the beneficiary as conditions here after mentioned under above tender.

1. In this agreement, words and expression shall have the same meanings as are respectively assigned to them in conditions here after mentioned under above tender.
2. The following documents shall be deemed to form and constructed as part it this agreement viz
  - (a) Expression of Interest (EOI): FDDI/CNC/\_\_\_\_\_ date \_\_/\_\_/\_\_\_\_\_
  - (b) Tender information: Tender Documents with all annexures
  - (c) Tender Officer of the Contractor: As per schedule
  - (d) Terms and Condition of the tender: As stipulated in Tender Documents.
  - (e) Letter of Intent:
  - (f) Letter of Acceptance: Later dated \_\_/\_\_/\_\_\_\_\_ of the contractor
  - (g) Security Deposit amount: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) vide DD/ Chq \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ (name of Bank)

Read, Understood and Agreed  
Signature of the Tenderer

Therefore, it is hereby agreed by and between the parties as follows:

This agreement will remain by and between for the period of 1 year with effect from \_\_\_\_\_ in witness whereof , the parties set their respective hands and seals on this day of \_\_\_\_\_ 2022 at \_\_\_\_\_(Place).

**For and on behalf of the Obligator**

1. In presence of  
Signature:  
Name (in BLOCK letters)  
Address:

**For and on behalf of the Beneficiary (FDDI)**

1. In presence of  
Signature:  
Name (in BLOCK letters)  
Address:

2. In presence of  
Signature:  
Name (in BLOCK letters)  
Address:

2. In presence of  
Signature:  
Name (in BLOCK letters)  
Address:



### **CHECKLIST**

<b><u>S. No.</u></b>	<b><u>Documents asked for</u></b>	<b><u>Page number on which documents are annexed</u></b>
<u>1</u>	Name of the company/firm with complete registered address	
<u>2</u>	Name of the proprietor, partner/director(s) of the applicant firm with address and phone numbers(s)	
<u>3</u>	Self-attested copy of valid registration of the applicant firm	
<u>4</u>	Self-attested copy of GSTIN issued in name of the applicant firm	
<u>5</u>	Self-attested copy of PAN issued in name of the applicant/ firm.	
<u>6</u>	Self-attested copy of valid PF registration issued in name of the applicant firm	
<u>7</u>	Self-attested copy of valid licenses and certificates issued in name of the applicant firm for food serving and cooking.	
<u>8</u>	Self-attested copy of valid ESI registration issued in name of the applicant firm	
<u>9</u>	Undertaking for not being barred or blacklisted	

### **Note:**

- 1) All documents should be signed by the person authorised on behalf of the participating firm.
- 2) Original documents must be submitted for inspection, if so demanded.

Signature of the Bidder

(Name and address of the Bidder)



**Financial Bid:**

To,

**The Mess Committee**

Footwear Design & Development Institute  
Ministry of Commerce and Industry, GOI  
7th Main Road, SIPCOT, Irungattukottai,  
Sriperumbudur, Dist.- Kanchipuram,  
Tamil Nadu-602117

From:

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Particular Details	Monthly Space Charges (excluding electricity charges)
Charges to be paid for the space allotted to run Canteen Services as FDDI Chennai	Rs.

In words: Rupees: \_\_\_\_\_ only.

Name & Signature

With company seal

