

# TENDER NOTICE

**NATIONAL AIDS RESEARCH INSTITUTE, PUNE (I.C.M.R.)**

**(AN AUTONOMOUS UNIT UNDER GOVT. OF INDIA MINISTRY OF HEALTH & FAMILY WELFARE**

PLOT NO. 73, 'G' BLOCK, MIDC, BHOSARI, PUNE – 411 026.

Tel. (020) 27331200, 2733 1321, Fax (020) 27121071

E-mail : nari.purchase@gmail.com

Tenders are invited to engage the Canteen Contractor at NARI, Bhosari, Pune. Tender forms and Terms & Conditions may be downloaded from our website OR can be had from this office by paying Rs. 500/- by Cash/Demand Draft only . The last date for issue of Tender form is **12.01.2012** up to 3.00 p.m. The completed tenders should be submitted on or before **12.01.2012** upto 3.30 p.m. to **The DIRECTOR, National AIDS Research Institute, Plot # 73, 'G' Block, M.I.D.C., Bhosari, Pune-411 026**

**TENDERS WILL BE OPENED ON 13.01.2012 AT 10.00 A.M.**

Note : For details specifications please visit our Website [www.nari-icmr.res.in](http://www.nari-icmr.res.in)



राष्ट्रीय एड्स अनुसंधान संस्थान  
NATIONAL AIDS RESEARCH INSTITUTE

भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH

प्लॉट संख्या ७३, 'जी' ब्लॉक, एम. आय. डी. बी., भोसरी, पुणे - ४११ ०२६ (भारत).  
Plot No. 73, 'G' Block, MIDC, Bhosari, Pune-411 026 (INDIA).

E-mail : purchase\_nari@yahoo.com

Ref : NARI/4/069/11-12/

Dt : 21/12/2011

M/s.

**SUB : Tender for providing Canteen Services.**

Dear Sirs,

National AIDS Research Institute (NARI) is a permanent Research Institute under the aegis of Indian Council of Medical Research, Ministry of Health & Family Welfare, Government of India, situated in Bhosari Industrial area. We are desirous of having a contractor to run a canteen facility at our campus on mutually agreed terms and conditions.

Sealed tenders are invited from canteen contractors for serving Lunch, Tea / Coffee / Snacks etc to our staff members, students and visitors etc. The catering agency is required to submit the competitive tender for the items mentioned in the enclosed appendices by noting the following terms & condition :

1. This Institute will provide the agency the following facilities :  
Water, Electricity, Kitchen, Furniture (Table & Chairs), Refrigerator, Canteen Gas Stove, Gas Cylinders, Micro wave Oven, Juicer, Mixer Grinder, Water Cooler etc. and other required things (list enclosed). Electricity use is restricted strictly for existing illumination, water cooler, fans, Institute geyser, mixer, refrigerators and deep freezer. Electricity should be utilized for any other heating or any additional equipments only after prior permission.
2. The payment of wages and other benefits as per Minimum Wages Act to the employees of the agency shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the AGENCY shall have NO CLAIM whatsoever on the Institute. The payment should be made to its workers before 7<sup>th</sup> of each month and report submitted to the Institute 15<sup>th</sup> of every month for having completed all statutory liabilities.
3. The agency shall be solely and wholly responsible for the procurement at its expenses of all the articles of food and provisions. The agency shall bear complete financial responsibility for all purchases it effects and financial commitments it may enter into for fulfilling the contract. The Agency should maintain the canteen premises clean at its own cost.

4. The number of persons to be provided the Canteen facility may Change from time to tome. A rough idea of the number is given in Annexure 'A'.
5. The Agency should submit details as per Annexure 'B' about the infrastructure.
6. The rates may be quoted for items given in Annexure 'C" for breakfast, lunch, dinner.
7. On award of work, the agency shall deposit with the Institute a security deposit of Rs.20,000.00 which shall bear no interest. This deposit shall be paid by way of demand draft only. This Institute shall have the right to deduct out of the above deposit any amount which the agency may become liable as per agreement and shall refund the balance amount, if any, to the agency on the termination / completion of the term.
8. The catering Agency must see our canteen premises, Guest House before submitting the quotation.
9. The agency will have to complete all the required formalities including agreement etc. immediately within 8 days after the award of the work order.
10. This Institute reserves the right to reject and or all quotations without giving any reason.
11. The tender document must be submitted by 3.30 p.m. on 12.01.2012 and the same will be opened at 10.00 am on 13.01.2012.

Thanking you,

Yours sincerely,

  
for Administrative Officer.

Encl. : As above.

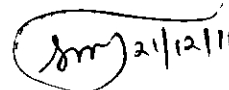
**NATIONAL AIDS RESEARCH INSTITUTE, PUNE – 26.**

Meals to be served in the canteen are breakfast & lunch and Tea & Coffee. The description about these meals is provided in Annexure 'C'. We have our staff members, students, and visitors who avail the canteen facility. Many more students from colleges from all over country continuously visit our Institute through out the year. To have an idea of average of tea / coffee and three meals, details for last six months are given below :

Tea / Coffee	200	cups.
Breakfast	150	Nos.
Lunch	80	Nos.

These figures are apart from the meals to be provided to the participants of the meetings / training programmes organized here. Each such event usually has participants from 20 to 30 members. There is at least one large gathering in every half year. There are number of delegates, VIP meetings and also special lunches and dinners organized by NARI. We have Management meetings and tea parties on national festivals. We also celebrate our foundation day in the Institute.

Tea, coffee and snacks service will be required generally between 10.30 am to 11.00 am in the morning and between 3.30 pm and 4.00 pm in the afternoon. Lunch between 1.00 p.m. to 2.00 pm. Tea and Coffee service is also required for special meetings, conferences and so on in Board Room, Seminar Hall etc.

for  21/12/11  
**ADMINISTRATIVE OFFICER**

**NATIONAL AIDS RESEARCH INSTITUTE, PUNE – 26.**

**INFRA-STRUCTURAL DETAILS :**

Kindly provide the following infrastructure details :

1. Registration as catering agency and Registration Number.
2. Requisite licenses (Food and Drug Administration, PMC / PCMC etc.) Nos.
3. Income Tax Clearance Certificate, PAN No.
4. Present catering set-up of the agency with complete details.
5. Catering services provided during last two years.
6. Maximum number of persons for whom catering services provided on one occasion during last one year.
7. Name and address of establishment presently managed.
8. Any other information you would like to give.
9. References.

As desired I have visited the premises and understood the terms & conditions.

**Signature & Seal  
of agency.**

NATIONAL AIDS RESEARCH INSTITUTE, PUNE – 26.**(A) ITEMS TO BE INCLUDED IN THALI, SERVED AT THE TIME OF LUNCH :**

Sr. No.	Description of Items.	Rate Rs. (Each No.)
1.	THALI MEAN/LUNCH	
	Thali Meal Including	
	a. 2 Nos. Chapatti (medium size)	
	b. Vegetables of Sufficient quantity - Dry (Specify weight)	
	c. Rice (per cup) (specify weight))	
	d. Curd / Raita (per cup) with sugar (specify weight)	
	e. Dal / Sambar (medium katori)	
	f. Papad, Pickle	
	<b>Total :</b>	

Menu should have variety of vegetables to avoid monotony.  
(Repetition not greater than twice a week)

**Signature & Seal of agency :**

**Date :**

**(B) ITEMS TO BE SERVED AT THE TIME OF BREAKFAST, EVENING SNACKS, TEA-TIME, ETC. :**

<b>Sr. No.</b>	<b>Description of Items.</b>	<b>Rate</b>	<b>Rs.</b>
		<b>(Each No.)</b>	
1.	Toasted bread – Two slices		
2.	a. 10 gms, Butter – Amul (loose) b. Amul pasteurized & packed (10 gms)		
3.	2 Idili with sambar and chatni (each idli of gms)		
4.	2 Potato / medu wada with chatni / sambar (each wada of ____ gms)		
5.	2 Samosa with chatni / tomato sauce (each samosa of ____ gms)		
6.	One plain dosa with chatni and sambar		
7.	One masala dosa with chatni and sambar		
8.	One uttappa with chatni & Sambar.		
9.	One plate Poha with lemon / chatni or Upma with Chatni.		
10.	One cup corn flakes with milk and sugar.		
11.	One plate Bhajiya / Pakoda / Chivada.		
12.	Sabudana Khichadi with Dahi (curd) (specify weight for each wada)		
13.	Dahi (curd) wada (2 pcs) (specify weight for each wada)		
14.	Chees Sandwhich (2 pcs)		
15.	Veg. Sandwhich (2 pcs)		
16.	Tea per Cup (100 ml.)		
	When served in Canteen counter.		
	When served in office room / Guest House.		
17.	Special Tea (per cup) (100 ml.)		
18.	Filter / Instant Coffee (per cup) (100 ml.)		
19.	Milk (150 ml.)		

TEA without sugar (Served Separately) should be available.

**Signature & Seal of agency :**

**Date :**