

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in, e-mail- anavkarsa@tmc.gov.in
Phone 022-27405000 Ext-5141/5551

NOTICE INVITING TENDER

**TENDER FOR RUNNING OF RETREAT CAFETERIA AT FACULTY CLUB, ACTREC
CAMPUS ON CONTRACT BASIS FOR ONE YEAR
For the Period of 18th April, 2025 to 17th April, 2026**
(Extendable for Two More Years On Yearly Basis Subject to Satisfactory Performance)



Sr. No.	Particular	Amount
01	<p>EMD by Demand Draft to be Drawn in Favour of Director ACTREC</p> <p>Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)</p>	<p style="text-align: center;">Rs. 60,000/-</p> <p style="text-align: center;">(Rupees Sixty Thousand Only)</p>

Note:-

1. Tender Notification and Documents are available on CPP Portal :-
<https://eprocure.gov.in/eprocure/app>
2. Interested agencies /firms may visit this website for registration.

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Sector-22, Kharghar, Navi Mumbai-410210

Ref:- No. TMC/ACTREC/Adm/Cafe/957/2025

06th February, 2025

SUB :-TENDER FOR THE RUNNING CAFETERIA SERVICES AT RETREAT, FACULTY CLUB, ACTREC FOR THE PERIOD OF TWO YEARS FROM 18TH APRIL, 2025 TO 17TH APRIL, 2026 (EXTENDABLE FOR TWO MORE YEARS SUBJECT TO SATISFACTORY PERFORMANCE)

Sealed Tenders /offers are invited from bidders for quoting of rates for Running Cafeteria Services at Retreat, Faculty Club, ACTREC

Contact person :- Mr. S. A. Anavkar, Dy. Administrative Officer (EM) Tender document can be downloaded from Website- CPP Portal <https://eprocure.gov.in/eprocure/app> from , 06th February, 2025 at 3.00 PM

CRITICAL DATE SHEET

Published Date	06 th February, 2025 at 3.00 PM
Bid Document download/sale start date	06 th February, 2025 at 3.00 PM
Pre-bid Meeting	14 th February, 2025 at 11.00 AM
Bid Online Submission Last Date & Time	27 th February, 2025 up to 3.00 PM
Last Date & Time of Submission of Hard Copy of Tender Documents.	27 th February, 2025 up to 3.00 PM
Technical Bid Opening Date	28 th February, 2025 up to 3.00 PM
Hard copy of Tender Document Submission Place and End Date & Time	Room no. 332, Estate Management Section 3rd Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210

(S. A. Anavkar)
Dy. Admin. Officer (EM)

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TENDER DOCUMENTS

1. Notice for invitation of E-Tender
2. Information & Instructions for Bidders for E-tendering
3. Tender acceptance undertaking (to be filled by Tenderer)
4. Technical Bid : Tender Application Form
5. General & Special Terms and Conditions
6. Acceptance
7. Solvency certificate to be issued by the Bankers.
8. Format of Notary Affidavit (To be filled by Tenderer)
9. Indemnity Bond
10. Agreement to be executed by the tenderer
11. Schedule for Items & Rates

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Ref:- No. TMC/ACTREC/Adm/Cafe/957/2025

06th February, 2025

NOTICE FOR INVITATION OF E-TENDER

Sealed Quotations in Two Bid system – **Technical (Part –I) and Financial –(Part-II)** are invited from competent authorized agencies duly registered with Income Tax (PAN), Goods and Service Tax for Cafeteria Service at Retreat, Faculty Club, at ACTREC, Kharghar, Navi Mumbai-410210.

SR. NO.	NAME OF SERVICES/WORK	EMD (RS.)	ESTIMATED COST FOR ONE YEAR (IN RS.)
1.	To Run The Cafeteria Services at Retreat, Faculty Club, ACTREC Sector-22, Kharghar, Navi Mumbai - 410210 For Staff / Students / Visitors etc.	Rs.60,000/- (Rupees Sixty Thousand Only) (Refundable)	Rs. 30,00,000 /- (Rupees Thirty Lakhs Only)

- 1 The bidders have to apply through the portal of <https://eprocure.gov.in/eprocure/app> only and requested to read the E-Tender Guidelines carefully. The tender document is also available on ACTREC-TMC web site www.actrec.gov.in for information/view which can be downloaded by the bidders. The bidder shall pay the **EMD Rs. 60,000- (Rupees Sixty Thousand Only) through demand draft in favour of Director-ACTREC** at the time of submission of tender to the Centre along with hard copy of the tender documents technical bids. The Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)
- 2 The rates may be quoted in Indian Rupees (INR) including GST. The hard copy in closed envelope of complete tender- containing Technical bid along with all the tender documents must reach the Room No. 332, Estate Management Section, 3rd floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai - 410210 on or before 27th February, 2025 up to 03.00 PM. The hard copy of tender documents submitted in sealed envelopes will be opened on the day of technical bid 28th February, 2025 up to 03.00 PM along with online technical bid. Incomplete or tenders submitted after the due date would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

(S. A. Anavkar)
Dy. Admin. Officer (EM)

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INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING
GUIDELINES FOR E-TENDERING :-Instructions for Online Bid Submission on CPP Portal

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

1. REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that he do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC /e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 1) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e- mail in case there is any corrigendum issued to the tender document.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "MySpace" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "MySpace" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

4. SUBMISSION OF BIDS

- 1) Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>
- 2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 5) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 6) The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.
- 7) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the SKY BLUE colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 8) Financial bid to be submitted ONLINE ONLY and hard copy are NOT to be submitted.
- 9) Tenderers are advised to upload their documents well in advance, to avoid last minutes' rush on the server or complications in uploading. ACTREC, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.
- 10) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 11) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 12) **Hard copy of Technical Bid is to be submitted and endorsed at security main gate before last date & time of submission and must be signed with stamp/seal on all, It may please be noted that both hard copy and soft copy of technical bid are required i.e. uploaded version in CPPP website and Hard copy submission before due date and time. If agency unable to do so will be disqualified. pages with numbering and spiral binding to each all documents.**
- 13) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 14) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 15) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 16) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 17) Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum / addendum/amendment.

5. ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE UNDERTAKING

The Director,

Advanced Centre for Treatment, Research & Education in Cancer
Tata Memorial Centre
Kharghar, Navi Mumbai -410210.

Tender Ref:- No. TMC/ACTREC/Adm/Cafe/957/2025

06th February, 2025

Name of Services/Work: Cafeteria Services at Retreat, Faculty Club, ACTREC for a period of 01 (one) year from 18th April, 2025 to 17th April, 2026 (Extendable For Two More Years On Yearly Basis Subject to Satisfactory Performance.)

Sir,

I / We read the conditions from the tender including general / special conditions and hereby agree to abide by the said conditions. I / We also agree to keep this tender open for acceptance for a period of **180 (One Eighty days)** days from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT" to Tata Memorial Centre, ACTREC, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to undertake work within 1 week from the date of issue of letter of Intent/award.

A sum of Rs. 60,000/-- (Rupees Sixty Thousand Only) is forwarded as Earnest Money Deposit in the form of Demand Draft _____ Dated _____. The full value of the Earnest Money Deposit shall stand forfeited if –

- i) I / We do not commence the work within the specified time after issue of the letter or do not at all execute the work.

Until formal agreement is executed, this acceptance of tender shall constitute as binding contract on us.

Signature of tenderer with stamp:

Name:

Address:

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Part – I

TENDER APPLICATION FORM

Tender Ref:- No. TMC/ACTREC/Adm/Cafe/957/2025

06th February, 2025

Sr. No.	Details	
1	Name of the services/work	Running of Cafeteria Services at Retreat, Faculty Club, ACTREC
2	Date of the submission of the tender	
3	Demand Draft for EMD Amount, Date and drawn at	
4	Name / Title of the Bidder	
5	Full Address	
		E-Mail
		Tel. No & Mobile No.
		Fax
6	Legal entity of the bidder whether Firm / Society / Company / Other entity (offer of unregistered contractor shall be liable for rejection)	
	1. Registration No.	Under Shops & EST. Act.
	2. Registration No.	Under Society Registration Act
	3. Registration No.	Under companies Act
	4. Registration No.	Public Trust Act.
	The bidder must have valid registration No. with any one of the above authority under the above Act.	
	FSSAI / FDA License No.	

7	Name & Address of the Bankers of the bidders	
8	Attach a copy of Solvency Certificate duly issued by the Banker to the bidder	
9	PAN No.	
10	Registration No. Goods & Services tax	
11	EPFO registration no.	
12	ESIC registration no.	
13	No. of manpower employed by the bidder in its office	a. Supervisory/ Skilled b. Semiskilled c. Unskilled
14	Period of experience of the bidder in dealing with the tendered services. (Attach copies of work order / experience and performance certificates should be on letter head of the concerned establishment)	a. Existing services along with the names of the organizations b. Past services along with the names of the organizations
16	Whether provided services to TMC / ACTREC in past; if yes indicate the Work order No. & Date / Certificate copy	
17	Any other relevant information wish to submit in proof of your competency	

Following shall be the qualifying criteria for Technical Qualification/Suitability

1	Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSME, Govt. of India, GST Registration Certificate. Bidder must enclose copy and proof thereof.
2	FSSAI /FDA License No.
3	Income Tax PAN number
4	GST (Goods and services Tax) Registration Number.
5	EPFO Registration no.
6	ESIC Registration No.
7	Copy of Latest of Last Three Years IT returns, Profit & Loss Account Statement, Balance Sheet with average annual financial turn over (gross) of Rs. 30,00,000/- (Rupees Thirty Lakhs Only) (Last three consecutive financial year ending on 31st March, 2024) certified by C.A.
8	03 years relevant experience in Government institutions/ PSU's/ Corporate Offices and Private (to be submitted in attached format).
9	The bidder should be able to submit the Solvency Certificate of Rs. 12,00,000/- (Rupees Twelve Lakhs Only) value from the any single schedule bankers.
10	Contract Labour License (if applicable)
11	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.

The copies of the above valid documents must be uploaded with submission of online tender along with the hard copy with sealed envelope on the above mentioned address.

SITE VISIT CRITERIA

Site visit will be conducted for the bidders who are meeting the aforesaid mentioned criteria at their different canteen working sites and they will be assessed further based on the following criteria and the assessment at site will also be the part of Technical qualification.

Annual Health Checkup <ul style="list-style-type: none">➤ CBC➤ De-worming➤ Stool Culture➤ X-ray Chest
Quality of Staff <ul style="list-style-type: none">➤ Uniform and Appearance of staff➤ Can Read & Write Skilled /Unskilled
Hygiene of the Place <ul style="list-style-type: none">➤ Hand Washing➤ Cooking Area➤ Veg. Cutting Area➤ Washing in running water➤ Cleanliness Pest Control
Govt. Compliances <ul style="list-style-type: none">➤ GST Regn. No.➤ Licenses➤ FDA/FSSAI no.➤ EPFO➤ ESIC➤ Records

The Outlet, Eatery/ Kitchen for site visit should be within Metropolitan region of Mumbai/ Navi Mumbai/ Thane only.

I certify that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false or fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same for and behalf of bidder.

Signature

Name of Authorized Person for Bidder with Seal

GENERAL AND SPECIAL TERMS AND CONDITIONS

(Please read the following Instructions carefully and give acceptance for same at the end)

1. Online tenders are invited by the Director, ACTREC, Kharghar, Navi Mumbai. 410210 for Running Retreat Cafeteria on contract basis at the Tata Memorial Centre, ACTREC, Kharghar, Navi Mumbai. - 410210 for the period from 18th April, 2025 to 17th April, 2026 (Extendable for two more years on yearly basis subject to satisfactory performance).
2. **Hard copy of the Tender (along with all the duly certified copies of the relevant documents) addressed to The Director, TATA MEMORIAL CENTRE, ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC), Room no. 332, Estate Management Section, 3rd Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210 submitted in one envelope duly super scribed as “Tender for the Running The Cafeteria Services at Retreat, Faculty Club, ACTREC For Staff / Students / Visitors etc. with Tender reference no” on or before due date and time.**
3. Bidders must note that online submission of tender is mandatory. Bidders are requested to take note of the following instructions while filling the Tender form for submission of Technical and Financial offer.
4. The bidder should ensure that the tender documents are complete in all respects and shall be submitted online on <https://eprocure.gov.in/eprocure/app> and a Hard copy of the same tender documents should be sealed in a separate cover containing Technical bid (along with EMD) and sealed in a suitable size cover which should be super scribed with tender number and name of the work / service.
5. For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind.
6. All Micro-Small Enterprises Units (MSE) registered with National Small Industries Corporation (NSIC)/KVIC or any other authority designated by Govt will be exempted from paying Earnest Money Deposit (EMD) as applicable under rules of GOI. Proofs must be enclosed.
7. The Outlet, Eatery/ Kitchen for site visit should be within Metropolitan region of Mumbai/ Navi Mumbai/ Thane only.
8. The bidder should be able to submit the solvency certificate of Rs. 12,00,000/- (Rupees Twelve Lakhs Only) from the Schedule bankers.

9. The tenderer should read the General & Special Terms and Conditions and take note of them and give their acceptance to that effect.
10. Online tender form should be filled and completed in all respects and hard copy must be signed and submitted in the office. Alteration, if any, should be attested by the tenderer with his full signature, otherwise the tender may be treated as invalid tender. The tenderer should duly sign the entire tender documents personally.
11. Failure to fulfill any of the conditions shall render the tender for rejection.
12. The Director, ACTREC does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to accept and perform the same at the rates quoted.
13. The bidder should be having a legal entity either of individual/partners or a body corporate which may sue or may be sued.
14. Compliance report on technical bids be clear. If tenderer does not quote or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.
15. The Hard copy of Technical Bid will be opened on 28th February, 2025 up to 03.00 PM. Time & Date of opening of the part II (Price/Financial Bid) will be intimated (through Portal) only to the tenderers who have qualified after evaluation of the technical Bid part I. The committee may like to visit the different working sites of the bidder to assess their technical suitability, Capacity & capability for the award of the contract before the opening of financial bids.
16. Tenders which are received late will not be taken into consideration.
17. The EMD in the form of Demand Draft in favor of Director, ACTREC on or before due date (cheque will not be accepted). The Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)
18. The name of the proprietor & partner, if any of the contracting firm should be specified in full with their residential addresses & telephone Numbers/ Mobiles numbers. Income Tax return, registration certificate issued under Shops & Establishment Act, & List of Establishment where the Cafeteria/canteen is being run by your establishment must be submitted along with the Tender. The said information is to be furnished in the enclosed Tender application form wherever necessary documentary evidence is to be provided.
19. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 - a) Child Labour (Prohibition and Regulation) Act-1986
 - b) Employees Compensation Act/ ESIC Act-1948
 - c) Industrial Employment (Standing orders) Act, 1946
 - d) Contract Labour Regulation and Abolition Act 1970

- e) Minimum Wages Act-1948/
- f) Payment of wages Act,1936
- g) Employee Provident Fund and Misc Provisions Act-1952
- h) Any other act or legislation which may govern the nature of the contract.

20. No subcontractor will be allowed to enter into contract during currency of the rate contract period. Any tax liabilities will be on contractor's part and the centre will not be responsible in any manner.
21. The caterer shall abide also by the rules and regulations of FSSAI/rationing authorities, Municipal laws, rules and regulations and also by the laws of the state in force from time to time relating to sake of articles of food.
22. The tenderers are requested to fill the rates in the excel sheet online only against each quantity & quality of item of the scheduled of rates in the financial /price bids. Only one rate should be filled in against each item. The tender will be liable for rejection. In complete filled/unfilled tender may also be liable for rejection.
23. Tenderers are required to sign the terms & conditions of the tender and submit along with the tender. The tender form should be filled and completed in all respects and signed. The Tenderer should quote in figures as well in words wherever necessary. The tenderer should duly sign the entire tender documents personally.
24. In case of Acceptance and award of the contract to the successful bidder. This deposit amount shall not carry any interest. The vendor will also to have enter into a formal agreement. The SD or performance security will be refunded to the contractor, after successful completion of the contract and adjustment of dues, if any.
25. In case of the acceptance of the Tender, the tenderer will have to enter into an agreement / contract as per the specimen copy of the agreement / contract attached herewith.
26. In case of the acceptance of the tender, the prices quoted therein must be valid for two years.
27. Tenderers must distinctly understand:-
- (A) That they will strictly be required to confirm of the contract as contained in each of its clauses & that the plea of 'CUSTOM PREVAILING" will not on any accounts be admitted as an excuse on their infringement of any of the conditions.
 - (B) That the full Contract/Security Deposit must be paid within the time specified & the Contract must be signed on or before the date fixed & intimated in writing to the successful tender.
 - (C) The contractor will bring his own Kitchen Equipments like mixer, Freeze, Serving Utensils, Equipments/Utensils etc at his own cost and its maintenance will be the sole responsibility of contractor at his own cost.

(D) The contractor shall issue identity cards to his staff, after approving from the Chief Administrative Officer, for the employees engaged by him and their name plates should be exhibited on the uniform.

28. Contractor shall be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the ACTREC from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or other nature in respect of all workers engaged by the Contractor and any other statutory provisions.

29. Every tender must remain open for the acceptance for 180 days from the date of opening of the Technical bid of the tender.

30. The Tenderer must provide following necessary documentary proof:-

1	Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSME, Govt. of India, GST Registration Certificate. Bidder must enclose copy and proof thereof.
2	FSSAI /FDA License No.
3	Income Tax PAN number
4	GST (Goods and services Tax) Registration Number.
5	EPFO Registration no.
6	ESIC Registration No.
7	Copy of Latest of Last Three Years IT returns, Profit & Loss Account Statement, Balance Sheet with average annual financial turn over (gross) of Rs. 30,00,000/- (Rupees Thirty Lakhs Only) (Last three consecutive financial year ending on 31st March, 2024) certified by C.A.
8	03 years relevant experience in Government institutions/ PSU's/ Corporate Offices and Private (to be submitted in attached format).
9	The bidder should be able to submit the Solvency Certificate of Rs. 12,00,000/- (Twelve Thousand Only) value from the any single schedule bankers.
10	Contract Labour License (if applicable)
11	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.(as per attached format)

31. The tenderer while quoting the rates should bear in mind that the food to be supplied should be of the best quality.
32. The contractor will not sublet the contract. In case it is found that it has been sublet the contract can be terminated.
33. The tenderer while quoting rates should bear in mind that the material to be supplied should be of the right quality and quantity specified and the rates should be uniform for all including for patients their attendants/visitors at ACTREC. Any of the following brands shall be used within its expiry dates for the items indicated below:

Item	Brands
Tea	Brooke Bond, Taj Mahal, Society, Tata, Lipton, Girnar, Red Label.
Coffee	Bru, Nestle, ITC, Tata.
Oil (sunflower/ Ground nut/ Rice bran)	Saffola, Godrej, Gini, Gemini, Dhara, Sunday, Ricela, Tandul, Groundnut Oil, Liberty. (No Palm Oil is to be Used)
Butter	Amul, Aarey, Mother dairy
Curd	Aaarey, Amul, Mother Dairy
Salt/ Sugar/ Pepper	Sachets Branded
Juices (packed)	Tropicana, Minute maid, Real, Godrej , Soya fit
Milk	Standard pasteurized milk to be used for curds, tea, coffee and other milk products without dilution, Aarey, Mother dairy, Amul whole milk. Other brands not permitted.
Ghee	Amul, Vijaya, Mother Dairy, Aarey (No Vanaspati is to be used)
Wheat Flour	A branded flour of good quality is to be used like Ashirwad, Swastik, Punjabi Chakki Atta
Rice	A-1 Quality (Superior Quality) of Surti Kolam Rice to be used for patients and staff.
Vegetables & Fruits	Should be purchased fresh and stored appropriately in supplied refrigerators and cold room. A different vegetable should be cooked on each day of the week. Chana and Rajma do not count as Bhaji, they can replace daal on the menu.
Biscuits	Britannia, Parle, Krackjack, Monaco, Marie, Bourbon, Sunfeast., priya, gold, Threptin, Cream Cracker, UNIBEC
Sauce	Kissan, Maggie, Heinz. Bel Monte
Papad	Lijjat, Ganesh, Medium size 4 inch Diameter.
Wheat Bread	Britannia, Modern, any time wheat bread, Wibs. Kwality, Kelwin (No white maida only bread to be used)
Jam	Kissan, Mapro, Mala, Belmonte- Sachets
Pickel	Mothers Recipe, Bedekar, Pravin
Mineral water*	Bisleri, Aquafina, Oxyrich, Bailey's, Kinley.
Dal & Pulses	A-1 Quality (Superior Quality) of Dal & Pulses to be used for patients and staff.
Ice – Cream	Amul, Mother Dairy, Havmor.

Any brand other than the above-mentioned items are supplied should have ISI, FPO, FSSAI and Agmark etc. with batch number, manufacturing and expiry date.

34. Mineral water, biscuits, packaged juices & other packed foods items etc. will not be charged not more than the MRP and it should have ISI, FPO, Agmark etc with batch number, manufacturer and expiry date on each of them.

35. **The basis of evaluation of the tenders of Financial bids would be based on the average of following five parameters for consideration of L1 (Lowest one): -**

The items quoted in the part –II financial Bid in the schedule for articles and rates to be served at retreat cafeteria against the each of the following items would be averaged out:-

- (i) **Hot Beverage like Tea / Coffee:- 10 %**
Average rate quoted of Tea, coffee & Milk as specified in the tender in terms of Quality & Quantity (Sr. No. 01 & 05)
- (ii) **Breakfast:- 20 %**
(Average rate of the entire individual item specified in the tender in terms of Quality & quantity as indicated in Sr. No. 06 to 25)
- (iii) **Evening Snacks:- 20 %**
(Average rate of the entire Individual item specified in the tender in terms Quality & Quantity for items indicated at Sr.no.26 to 42)
- (iv) **Lunch/Dinner Thali:- 20 %**
(As indicated in Sr.no.43 & 44)
- (v) **Other Remaining Items:- 30%**
(As indicated in Sr.no.45 & 115)

Based on the above the table is given hereunder:-

Sr. No.	Particulars	Percentage (%)
1	Hot Beverages like Tea/ Coffee	10
2	Breakfast	20
3	Evening Snacks	20
4	Lunch/Dinner Thali	20
5	Other Remaining Items	30

36. The allotted space is approximate 475 Sqft = 44 Sqm. and license fee will be charged @ Rs. 940 + GST per sq.m. per month. The contractor has to pay license fees of Rs.41,360/- plus GST as applicable per month to ACTREC.

37. The electricity will be charged from the contractor for the Kitchen and serving areas on actual meter reading basis and one time meter cost will be recovered from the vendor @ Rs.12,000/-

38. The water will also be charged @ Rs.18.90/- per Cubic Meter on actual meter reading basis. The charges can be revised as per the rates fixed by the CIDCO.

39. The contractor has to pay the above charges before 7th of the coming month.

40. In case of delay in payment of license fees, Electricity and water charges, a fine or penalty will be levied by ACTREC in the following manner:

Amount Range	Penalty Amount Per Month
10000	150 up to one month
	300 beyond one month
10001-20000	300 up to one month
	600 beyond one month
20001-30000	600 up to one month
	900 beyond one month
30001-40000	900 up to one month
	1200 beyond one month
40001-50000	1200 up to one month
	1500 beyond one month

41. Penalty will be counted from the next day of last and due date of payment

42. Financial Penalty will levied for deficiency of services in the following circumstances.

Sl. No.	Deficiency of service	Penalty
1	For Non supply of item in the diet package for patient diet / Buffet diet for staff.	50% of the diet only will be paid if one item is deficient and if more than one item is deficient then the diet charges will be forfeited.
2	Man power deployed is less then the minimum number of 10 for 3 consecutive days or more	Rs. 1000/- person /day will be levied.
3	Non compliance of the prescribed Uniform during duty by Contractors manpower	Rs. 50/- person / day will be levied
4	Supply of expired readymade food items like juice, bread, milk, curd etc	Rs. 2000/- occasion
6	Supply/ storage of poor quality / rotten/ worm infested raw material	Rs. 2000/- occasion
7	Supply of stale food	Rs. 2000/- occasion
8	Non maintenance of hygienic standards in the kitchen	Rs. 2000/- occasion
9	Non maintenance of food safety standards on per occasion/ instance	Rs. 2000/- occasion
10	Selling of extra item other than the approved schedule list of items	Rs. 2000/- occasion
11	Any other deficiency which will effect health of patient/ staff	As decided by the canteen committee / administration based on gravity of the deficiency.

43. **Uniform and Identity Card:** 02 sets of uniform both for male and female along with the identity card will be provided by the contractor to the staff deployed at ACTREC as per their company

standard and norms at his own cost. The uniform should include cap, shirt, pant / saree, blouse, shoes and shall be with concurrence of ACTREC authorities. Wearing of uniforms with I-card is compulsory during working hours. In case of non-compliance of complete uniform code by the workers engaged by contractor, a penalty of Rs. 50/- per day per person (morning / evening) will be levied. The employees of the contractor should report for work in neat and clean uniform and at least two sets of uniform per year should be supplied by the contractor at his own cost. Food handling staff shall wear caps & gloves and cut their nails and trim hair regularly. I-card should be displayed all time in all shifts during working hours.

44. The responsibilities for cleaning and maintaining hygienic conditions in the cafeteria/Kitchen will be of contractor. The removal of kitchen waste to the designated area (Biogas plant/CIDCO bin) will be the responsibilities of the contractor. The contractor has to arrange for the cleaning of choked drainage located near by the cafeteria if these drainages are choked due to negligence of the contractor.
45. Vendor should sell only the scheduled items. No other items other than the approved list is allowed to sale without approval. Fine will be imposed as per the penalty clause no. 42 of Sr. No 10.
46. The Kitchen equipment's like Ben Mari, refrigerator, utensils, spoons, plates, glass Gas stove, Gas Cylinders, Mixer etc required to run the cafeteria will be arranged by the contractor at his own cost and their repair and maintenance also by the contractor at his own cost.
47. The Institute will provide the Infrastructure which includes washing areas for utensils etc, storage areas, serving area with furniture's.
48. The Contractor has to get approved the types of utensils like plates, glass, spoons water jugs etc by the institute authorities before deployment.
49. The contractor will serve filtered water to the cafeteria users. The water filter/coolers is already installed near the serving area.
50. The contractor will always serve freshly prepared foods items and left over food has to be disposed off/discarded.
51. The contractor shall ensure that quality raw materials is provided and shall be stored adequately.
52. The contractor shall engage adequate staff to run the cafeteria. Their medical checkup at the time of start of the contract & also every 06 months has to be ensured by the contractor and detail has to be submitted to the ACTREC authorities
53. Scope of serving to be extended from guest house to other areas within the ACTREC premises as per the departmental requirements.

54. Minimum deployment of man power should not less than 15 persons i.e. Supervisor-02, Cook-03, Helper-03, Serving Boy-04, Wash Boy-03 etc.
55. It will be the sole responsibility of the contractor to pay the salary to his employees & ACTREC will not be responsible for non-payment of salary in any case.
56. The contractor will provide ID cards to all of their workers for the identification and will be produced by their workers when demanded by ACTREC authorities.
57. The contractor has to make their own arrangements for the stay of their workers outside the campus and for their healthcare also.
58. The cafeteria is also required to cater to the needs of the VIPS/Visitors/Guest staying in the Guest House even on Sundays/Public Holidays on prior intimation.
59. The cafeteria is required to run on all the days without holiday. The serving/eating area can be closed for cleaning purpose for some time in the day.
60. The Director ACTREC reserves the right to terminate the contract without assigning any reason with one month's notice to the contractor. If contractor's wishes to discontinue the contract he has to give three months' notice to ACTREC.
61. Director, ACTREC reserves the right of cancellation, adding, reducing or deferring the tender in partially or total without assigning any reason thereof and claim in this behalf in any shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the Earnest Money Deposit without any payment of interest within reasonable time.
62. The Director, ACTREC at his sole discretion may reject all or any tender without assigning any reason for the same.
63. The Contractor shall not sublet, transfer or assign the contract to any other party.
64. Failure to fulfill any of the conditions shall render the tender for rejection.

I/ We have read the terms & conditions & the same are acceptable to me/us.

TENDERER'S SIGNATURE

TENDERER'S NAME & ADDRESS:

NAME: _____

ADDRESS: _____

TEL NO: _____

Date: / /2025

ACCEPTANCE

I have read the General Terms and Conditions of the contract given above. I agree to abide by them.

Signature of the Contractor and seal
Name of Authorized Person
Name of the Firm
Address for Correspondence

Date:

SOLVENCY CERTIFICATE

This is to certify that M/s. _____ is a firm of Proprietorship / Partnership / body corporate (give legal entity) duly registered under the provisions of Act (give the name of Statutory Act) for which we are the authorized bankers and having bank transactions for their business through us and have good reputation.

Based on their financial transactions, we certify that financial position of the above named organization is sound and the solvency to the extent of amount Rs _____ may be admitted.

Signature of Manager
Name of the Bank with seal

Date:

**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER OF
RS.100/- STATING THEIR IN AS UNDER**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 3 years.
3. That the firm has deposited up to date all the statutory taxes levied as per the law of land. (Upload scanned copy of clearance / Return certificate).

Signature

Name of authorized person for bidder with seal

FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE

(To be furnished in Stamp paper as per Stamp Act)
(At present not less than Rs. 100/- stamp paper)

This deed of Indemnity executed by hereinafter referred to as 'Indemnifier' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Hospital, hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has awarded to the Contractor herein a contract for "To Run the Cafeteria Services at Retreat, Faculty Club, Tata Memorial Centre - ACTREC Sector-22, Kharghar, Navi Mumbai - 410210 For Staff / Students / Visitors etc., on Terms and Conditions set out inter alia in the Purchaser's contract/Award no for a contract valued at Rs. (Rupees only) and whereas, clause _____ of the above mentioned contract/Award provides for an indemnity bond to be given to the indemnified.

The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of five years after the end of the date of the contract period or one year after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier :

Designation :

Name and address of the contractor:

WITNESSES

- 1.
- 2.

AGREEMENT

IT IS HEREBY AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

- 1 This agreement shall be in force from..... to..... provided that the Director, ACTREC shall be entitled to terminate this agreement at any time by one month's Notice without assigning any reason whatsoever.

- 2(A) The said Retreat -Cafeteria is the absolute property of the TATA MEMORIAL CENTRE HERE INAFTER REFERRED TO AS ACTREC- TMC) who hereby grants to the Caterer permission to use it for running and maintaining.
- (B) The Caterer shall not sublet either in whole or in part or use the said cafeteria otherwise than for the purpose of this Agreement, or shall make or permit to make any structural additions and / or alterations to the same without the previous permission in writing of the Director, ACTREC which expression shall include all or any of the Officers, nominated by her for discharging the functions entrusted to her under this agreement.
- (C) The said retreat cafeteria shall not be used for residential purpose. In case, any rest room is required for essential staff to meet functional needs the list of such employees is to be given to the Sr. Administrative Officer/Jr. AO(EM) for approval.
- (D) The Caterer shall keep the said Cafeteria scrupulously clean and in a sanitary condition to the satisfaction of the ACTREC-TMC and shall not damage the said Cafeteria or allow to be damaged.
- (E) It shall be the responsibility of the Caterer to employ adequate number of cleaners and sweepers and provide them with adequate and necessary detergents for keeping the Kitchen scrupulously clean.

- 3(A) Caterer has to bring his own refrigerator, water cooler, utensils, thalis, crockery and cutlery and other such items as may be considered necessary (hereinafter called "the said items of equipment") for running and maintaining the Cafeteria. The ACTREC will provide space and furniture like table, chairs etc in dining area during the period, the said items of equipment's are entrusted to him, the Caterer shall use them with due attention and care. The maintenance of the said items of equipment shall be the responsibility of Caterer. If any of the said items is found to be damaged on account or on the part of the Caterer or any of his employees, the Caterer shall be required to pay the charge for repairing and / or replacing the same as the case may be. The replacement shall be made by the Caterer by a new item / equipment of the same quality, size and make.
- (B) If any dispute arises as to whether any of the said items of Equipment has been damaged on account of improper care and or on account of negligence on the part of the Caterer or his employees or if any dispute arises as to whether the replacement of the said item of equipment or crockery or cutlery is not of the same make, quality and size, the decision of the Director, ACTREC-TMC in the matter shall be final and binding on the Caterer.

- 4 The Caterer shall replace at his own cost the items of the equipment referred to in clause No.3, if any of them:
 - A. is lost, or misplaced or
 - B. Damaged beyond repairs is caused to it on account of lack of proper care or on account of negligence on the part of the caterer or any of his employees.

5 Uniforms to be provided by the Contractor.-

The caterer shall employ adequate number of employees at his own expense for the proper discharge of the responsibility entrusted to hi under the Agreement and such employee shall be provided with uniforms (Half-Pant/ Pant with half sleeve bush shirt/Shirts) by the caterer at his own cost and they are to be maintained neat and tidy while on duty.

6 The caterer shall employ only those persons in the Cafeteria who are found medically fit. ACTREC reserves its rights to examine any of the employees for medical fitness, if any incurred by the ACTREC-TMC on medical examination of such employees, shall be borne and paid by the Caterer.

7 Caterer shall serve the Food articles through their authorized employees only for the identified department service, as required.

8 The Caterer shall comply with the provisions of the laws which will be applicable to his Employees working in the Cafeteria/Canteen regarding working hours, minimum wages safety, Cleanliness, leave, over time allowances, provident fund, retrenchment benefit, etc. If on account of non-compliance with the provisions of any such laws, ACTREC-TMC is called upon to make any payment to or in respect of his employees, the Caterer shall fully reimburse to ACTREC-TMC all such payment and ACTREC-TMC shall be free to make deductions on his account from the amount of Security Deposit, in which case , the caterer shall immediately pay to the ACTREC-TMC such amount as may be necessary to make up the required security deposit, or from the dues which may be payable to ACTREC to the Caterer. The caterer will sign an Indemnity bond in favour of ACTREC –TMC to this effect. (Format of Indemnity bond enclosed).

9 The caterer shall keep the cafeteria open at such timings as fixed by the ACTREC from time to time.

- i) The rates to be charged by the caterer for sale of articles of food beverages, if any and cold drinks in the caterers shall not exceed those set out in the schedule hereto and the said schedule shall be displayed at a conspicuous place in the said cafeteria.
- ii) The articles of food, beverages and cold drinks sold or intended for sale in the cafeteria shall be fresh and wholesome of their respective kind and obtained from sources approved by ACTREC. The quality of provisions used for the preparation of food items shall be approved by the ACTREC. The contractor shall use preferably Govt milk for preparation of Tea, Coffee and special milk preparations.
- iii) ACTREC Management shall have the right.

- a. To stop the sale of or to destroy any article of food or drinks sold or exposed for sale in the cafeteria.
 - b. To stop the service rendered by the caterer in the Cafeteria which is not of the requisite standard or found to be unsatisfactory on the grounds of providing poor quality food , unhygienic atmosphere, management can terminate by giving one month's notice.
 - c. ACTREC shall demand and be supplied with a sample of any article of food or drinks sold or intended for sale free of cost for inspection and analysis.
 - d. That no subsidy will be given over the quoted rates. The Electricity & water on actual meter reading will be charged as per the terms and conditions of the Tender/Contract.
 - e. If any inspection or analysis, it is proved to the satisfaction of ACTREC , whose decision shall be final, The articles of service rendered by the caterer is not of the requisite standard, the caterer shall be liable to pay to the ACTREC a sum not exceeding Rs.100/- as may be determined by ACTREC as liquidated damages each time.
 - f. ACTREC can terminate the contract with giving 01 months' notice to the caterer.
- iv) The caterer shall not bring or cook or permit drinking or cooking in the Cafeteria of beef or bacon or permit the skinning of animal within the Cafeteria. Under any circumstances, stances the caterer shall not bring and serve outside cooked food like chapattis, puris within the cafeteria.
- a. In case of acceptance of the tender the prices quoted therein must be valid for two year. And under no circumstances will the prices be revised over the rates quoted by them even after imposition of new duties or increase in the existing duties.
- v) The caterer shall abide also by the rules and regulations of FSSAI/rationing authorities, Municipal laws, rules and regulations and also by the laws of the state in force from time to time relating to sake of articles of food.
- vi) Charges on account LPG or any other media of fuel, consumed for cooking, grinding, heating etc of food shall be borne and paid by the caterer.
- vii) Only LPG or electricity will be used for cooking. No coal or wood shall be used as fuel for cooking of food, heating of food etc.
- viii) Initially, one gross of drinking water glass tumblers will be supplied to the caterer on accountable basis. Thereafter, it will be the responsibility of the caterer to make available not less than the same quantity of glass tumblers at all times in the dining hall at his own cost for drinking water services.

- ix) The caterer should not use plastic cups to serve any cold drinks, beverages & food stuffs etc.
- x) The dealings of the caterers and his employees with the customers shall be polite. The caterer shall while the agreement is in force, keep a complaint book in a conspicuous place in said cafeteria in which the complaints may be recorded and which shall be opened for inspection by the ACTREC for the purpose.
- xi) The ACTREC shall appoint a cafeteria supervisor for the purpose of supervising the maintenance of cleanliness and the preparation of food stuff in a hygienic manner. The cafeteria supervisor shall have access at all times to the Kitchen of the cafeteria or to any part of the it for inspection.
- xii) The Caterer shall allow the official of the ACTREC-TMC to enter the Cafeteria in order to inspect and execute:
 - a. Any Structural additions and alternations or repairs to the said cafeteria premises.
 - b. Repairs to electric, water and sanitary installations which may be found necessary from time to time. The time and date for this purpose will be fixed with the mutual convenience of both the parties.
- xiii) The ACTREC-TMC shall not be held responsible for any loss or damage due to any reasons whatsoever to any goods, stores or articles, whether intended for sale or not, that may be kept in the said Cafeteria by the Caterer.
- xiv) The Caterer shall not permit or exhibit in the said building, printed or written Notices or Advertisements of any kind whatsoever without the previous written permission of TMC management, except concerning the Cafeteria own business.
- xv) The caterer shall comply with any other instructions which may be issued from time to time by the ACTREC-TMC.
- xvi) For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind. The security deposit will be refunded to the contractor, after successful completion or it's termination of the contract.
- xvii) All disputes and differences arising out or in any way touching or concerning this Agreement (except those the decision whereof is otherwise here enforce specifically provided for) shall be referred to the sole arbitration of a person nominated by the Director, TMC. There shall be no objection to any such appointment of the arbitrator on the ground

that the person appointed is an employee of TMC, that he has to deal with the matters to which the agreement relates and that in the course of his duties as such, employee has expressed views on all or any of the matters in dispute or difference. The award of such arbitrator shall be final and binding on the parties to this Agreement. It is a term of this agreement that in the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Director, TMC shall appoint another person to act as an arbitrator in accordance with the terms of this Agreement. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this Agreement that a person other than a person nominated by the Director, TMC should act as an arbitrator and if for any reason that is not possible, the matter is not to be referred to arbitrator at all. Subject as aforesaid the provisions and arbitration act, 1996 or any amendments any statutory notifications or re-enactment thereof and the rules made there under from time to time shall be applied to such arbitration. Legal jurisdiction for any dispute will be at Mumbai.

- xviii) On the expiry or earlier termination of this Agreement, the said Cafeteria shall be vacated peacefully by the caterer and handed over to the ACTREC-TMC in good condition.
- xix) IN WITNESS WHERE OF Chief Administrative Officer, ACTREC for and on behalf of the Director, ACTREC-TMC, and the Caterer have thereunto set their respective hands the day, month and year first above written.

CAFETERIA CONTRACTOR

CAO, ACTREC
For Director, ACTREC

WITNESS:-

- 1. _____
- 2. _____

Part – II				
BOQ/ FINANCIAL BID (ANNEXURE - I)				
SCHEDULE FOR ITEMS & RATES INCLUDING OF GST AS APPLICABLE, TO BE SERVED AT RETREAT CAFETERIA, FACULTY CLUB ACTREC				
ADVANCED CENTRE FOR TREATMENT RESEARCH & EDUCATION IN CANCER TATA MEMORIAL CENTRE				
Tender Ref No.: TMC/ACTREC/Adm/Cafe/957/2025			06th February, 2025	
	Sr. No.	Description Of The Items	Units	Weight Per Portion
I	HOT / COLD BEVERAGES (10%)			
		Note : Tea/Coffee will be served in good quality cups having capacity of 120 ml (No Plastic cups & Plastic bags strictly prohibited)		
	1	Tea (100 ml.)	1 Cup	100 ml.
	2	Masala Tea (100 ml.)	1 Cup	100 ml.
	3	Coffee (100 ml.)	1 Cup	100 ml.
	4	Milk (100 ml.)	1 Cup	100 ml.
	5	Cold Coffee (100 ml.)	1 Cup	200 ml.
	Total 05 Items of Hot/Cold Beverage - (Sr. No. 1-5)			
II	BREAK FAST (20%)			
	6	Tomato Omelet (with bread - slices) with sauce & chutney) (120 gms) (Only omelet) 2 pieces	1 plate	120 gms
	7	Upama (with Chutney) (120 gms)	1 Plate	120 gms
	8	Idli (with chutney & sambar) (60 gms each)	2 pieces	60 gms each
	9	Idli Chilly (100 gms)	1 Plate	100 gms
	10	Medu Wada (with Chutney & Sambar) (60 gms each)	2 pieces	60 gms each
	11	Uttappa (plain or choice of Onion/Tomato) (with chutney and sambar) (120 gms)	1 pieces	120 gms
	12	Chole Bhature (100 gms each)	2 pieces	100 gms each
	13	Sada Dosa (with chutney & sambar) (80 gms)	1 Plate	80 gms
	14	Masala Dosa (with chutney & sambar) (120 gms)	1 Plate	120 gms
	15	Poha (Onion/Potato) (120 gms)	1 Plate	120 gms
	16	Sheera (120 gms)	1 Plate	120 gms

	17	Wada (Potato) Usal Pav 02 Nos. (Piece Onion, Lemon) (Usal 100 gms, 01 pcs wada 80 gms)	1 Plate	Usal 100 gms, 1 pcs wada 80 gms
	18	Misal Pav 02 Nos./Dahi usal pav (125 gms)	1 Plate	125 gms
	19	Puri with Potato Bhaji (Dry) (150 gms Bhaji, 06 Puris of 10 gms each)	1 Plate	150 gms Bhaji, 06 Puris of 10 gms each
	20	Aloo/Gobi Paratha with curd & pickle (100 gms)	02 pieces	100 gms
	21	Boiled Egg (per piece)	1 No.	Per piece
	22	Egg Omelet (02 Eggs)	1 Plate	02 Eggs
	23	02 Eggs Omelet -Half Fry with 02 Pav (02 Eggs Omelet)	1 Plate	02 Eggs Omelet
	24	01 Eggs Omelet - Half fry with 02 Pav (01 Eggs Omelet)	1 Plate	01 Eggs Omelet
	25	Egg Burjee (02 Egg)	1 Plate	02 Egg
Total 20 items of Breakfast & Snacks - Sr. No. 6-25)				
III	SNACKS (20%)			
	26	Samosa (with chutney & Sauce) (60 gms. Each)	2 pieces	60 gms. each
	27	Potato Wada (with Chutney) (60 gms. Each)	2 pieces	60 gms. each
	28	Vegetable Cutlet(with Chutney / Sauce) (60 gms. Each)	2 pieces	60 gms. each
	29	Mix (Pakoda) (60 gms. Each)	8 pieces	150 gms.
	30	Dahi Wada (120 gms .)	2 pieces	120 gms .
	31	Sabudana Wada (with Chutney) (60 gms. Each)	2 pieces	60 gms. each
	32	Pav Bhaaji (02 Pav + 100 gms. Bhaaji) (02 Pav, 100 gms Bhaaji)	1 Plate	02 Pav, 100 gms Bhaaji)
	33	Veg roll (100 gms.)	1 pieces	100 gms.
	34	Egg roll (100 gms.)	1 pieces	100 gms.
	35	Chicken roll (75 gms.)	1 pieces	75 gms.
	36	Sev Puri/Bhel Puri (75 gms.)	1 Plate	75 gms.
	37	Dabeli (50 gms.)	1 pieces	50 gms.

	38	Ragda Pattice (100 gms.)	1 pieces	100 gms.
	39	Onion Bhaji/Veg Pakoda (100 gms.)	1 Plate	100 gms.
	40	Tomato Omelet (50 gms.)	1 pieces	50 gms.
	41	Dahi Kachouri/Samosa Dahi with Sev Chutney (100 gms.)	1 pieces	100 gms.
	42	Finger chips (100 gms.)	1 Plate	100 gms.
Total 17 items of Breakfast & Snacks - Sr. No. 26-42)				
IV)	VEGETARIAN/NON -VEGETARIAN LUNCH/DINNER (LIMITED) (20%)			
	VEGETARIAN LUNCH/DINNER (LIMITED)			
	43	Vegetable (like Kurma /Veg. Kolhapuri / Ladies Finger / Brinjal / Palak / Cabbage / Methi etc.) anyone -70 gms. * Pulses (sprout)-100 gms. * Dal /Kadi /Cooked rice-120 gms. (Rice preparation like Pulao, lemon rice etc. or rice without chapatti -200 gms) * Vegetable salad containing cucumber, tomato, beet root, carrots - 50 gms. * 3 chapattis (total of 100 gms) * Plain curd (50- gms.) * Lijjat Papad (medium size) - 1 No. * Pickle * Sweet(any one) like Gulab Jamun, Kheer, Custard, Halwa etc. - 70 gms or a Seasonal fruit		1 Plate / Thali
	NON -VEGETARIAN LUNCH/DINNER (LIMITED)			
	44	* Chicken - 120 gms + Curry * Cooked rice - 120 gms * 3 Chapattis - 100 gms* Dal - 100 gms * Plain curd - 50 gms* Vegetable salad containing cucumber, Tomato, beet root, carrots - 50 gms. * Lijjat Papad (medium size) - 1 No.* Pickle and Curd * Sweet - 70 gms OR * Egg Curry (2 eggs) - 120 gms. * Cooked rice - 120 gms. * Chapattis (03 Nos. - 100 gms. * Dal - 100 gms. * Plain curd 50- gms. * Vegetable salad containing cucumber, tomato, beet root, carrots - 50 gms. * Lijjat Papad (medium size) - 1 No. * Pickle and Curd * Sweet - 70 gms.		1 Plate / Thali
Total 02 items of Breakfast & Snacks - Sr. No. 43-44)				

V)	OTHER REMAINING ITEMS (30%)			
VEGETABLES				
	45	Yellow Potato Sabji (200 gms)	1 Plate	200 gms
	46	Alu Palak/Alu Gobi/ Alu Muttar/ Alu Jeera / Alu Methi (200 gms)	1 Plate	200 gms.
	47	Alu Bhindi/Alu Capsicum (200 gms)	1 Plate	200 gms.
	48	Baingan Masala / Baingan Bharta (200 gms)	1 Plate	200 gms.
	49	Vegetable Kurma / Veg. Kolhapuri (200 gms)	1 Plate	200 gms.
	50	Veg. Makhani (200 gms)	1 Plate	200 gms.
	51	Paneer Masala/Paneer Muttar / Paneer Makhani (200 gms)	1 Plate	200 gms.
	52	Green Peas Masala (200 gms)	1 Plate	200 gms.
	53	Palak Paneer (200 gms)	1 Plate	200 gms.
	54	Paneer Crispy (200 gms)	1 Plate	200 gms.
	55	Methi Malai Muttar (200 gms)	1 Plate	200 gms.
	56	Chole Masala (200 gms)	1 Plate	200 gms.
	57	Paneer Bhurji (200 gms)	1 Plate	200 gms.
	58	Corn Green Peas Masala (200 gms)	1 Plate	200 gms.
	59	Dal Tadka/Dal Fry (200 gms)	1 Plate	200 gms.
	60	Dal Makhani (200 gms)	1 Plate	200 gms.
	61	Plain Yellow Dal (200 gms)	1 Plate	200 gms.
NON-VEG				
	62	Chicken Makhani (200 gms)	1 Plate	200 gms.
	63	Chicken Tikka Masala (200 gms)	1 Plate	200 gms.
	64	Chicken Masala (200 gms)	1 Plate	200 gms.
	65	Fish Curry Masala (200 gms)	1 Plate	200 gms.
	66	Fried Fish - Surmai/Ravas (Seasonal) (200 gms)	1 Plate	2 pieces (each 100 gms)
	67	Mutton Masala (200 gms)	1 Plate	200 gms

ROTIS				
68	Tawa Roti	01 No.	per piece	
69	Stuff Paratha	01 No.	per piece	
70	Plain Paratha	01 No.	per piece	
71	Butter Roti	01 No.	per piece	
RICE (All preparation in Basmati)				
72	Steam Plain Rice (200 gms)	1 plate	200 gms.	
73	Jeera Rice (200 gms)	1 plate	200 gms.	
74	Veg. Pulao (300 gms)	1 plate	300 gms.	
75	Masala Rice (300 gms)	1 plate	300 gms.	
76	Lemon Rice (300 gms)	1 plate	300 gms.	
77	Curd Rice (300 gms)	1 plate	300 gms.	
78	Dal Khichadi (300 gms)	1 plate	300 gms.	
79	Veg. Biryani (300 gms)	1 plate	300 gms.	
80	Chicken Biryani (300 gms)	1 plate	300 gms.	
81	Chicken Dum Biryani (300 gms)	1 plate	300 gms.	
PAPAD				
82	Roasted Papad	01 No.	8" in dia	
83	Fried Papad	01 No.	8" in dia	
84	Masala Papad	01 No.	8" in dia	
SALADS/ RAITA				
85	Green Salad - Cucumber, Tomato, Onion, Carrot, Raddish (150 gms)	per plate / portion	150 gms.	
86	Raita - Pineapple, Bundi, Vegetable (150 gms)	per plate / portion	150 gms.	
CHINESE				
87	Veg. Fried Rice (300 gms)	1 Plate	300 gms.	
88	Chicken Fried Rice (300 gms)	1 Plate	300 gms.	
89	Veg. Haka Noodles (300 gms)	1 Plate	300 gms.	
90	Egg. Fried Rice (300 gms)	1 Plate	300 gms.	
91	Schezwan Chicken (250 gms)	1 Plate	250 gms.	

	92	Chicken Lollypop Full (8 Pcs)	1 Plate	8 Pcs
	93	Chicken Lollypop Hall (4 Pcs)	1 Plate	4 Pcs
	94	Chicken Chilly 8 Pcs (160 gms.)	1 Plate	160 gms.
	BEVERAGES			
	95	Lassi - Sweet/Salted (200 ml.)	1 glass	200 ml.
	96	Fresh Lime water (200 ml.)	1 glass	200 ml.
	97	Coconut Water (200 ml.)	01 No.	200 ml.
	98	Fresh Juice (200 ml.)	1 glass	200 ml.
	99	Fresh Milkshake (200 ml.)	1 glass	200 ml.
	100	Fresh Fruit Plate (180 gms.)	1 Plate	180 gms.
	SOUPS			
	101	Tomato Soup (200 ml.)	1 cup/glass	200 ml.
	102	Palak Soup (200 ml.)	1 cup/glass	200 ml.
	103	Hot & Sour Soup (200 ml.)	1cup/glass	200 ml.
	104	Sweet Corn Veg. Soup (200 ml.)	1 cup /glass	200 ml.
	105	Manchow Veg. Soup (200 ml.)	1 cup/glass	200 ml.
	106	Manchow non-Veg. Soup (200 ml.)	1 cup/glass	200 ml.
	107	Hot & Sour Chicken Soup (200 ml.)	1 cup/glass	200 ml.
	BREAD VARIETIES (Slice should be of minimum 5" X 5" in size)			
	108	French Toast (100 gms.)	2 pieces	100 gms.
	109	Bread slices (100 gms.)	2 slices	100 gms.
	110	bread butter/Toast butter (100 gms.)	2 slices	100 gms.
	111	Jam bread (100 gms.)	2 slices	100 gms.
	112	Vegetable Sandwich (100 gms.)	2 Slices	100 gms.
	113	Grilled Vegetable Sandwich (100 gms.)	2 Slices	100 gms.
	114	Cheese Sandwich (100 gms.)	2 Slices	100 gms.
	115	Veg. Grilled Cheese Sandwich (100 gms.)	2 Slices	100 gms.
	Total 71 items of Breakfast & Snacks - Sr. No. 45-115)			