

**CENTRAL SERICULTURAL RESEARCH & TRAINING  
INSTITUTE**

**CENTRAL SILK BOARD-GOVT. OF INDIA  
SRIRAMPURA, MANANDAVADI ROAD, MYSORE -570 008**

No. CSB/RTI/S/CANTEEN/2023-24/

Date : 29.04.2024

To

As per the list enclosed.

Sir,

Sub: Inviting quotations for running CSRTI Canteen in Institute Campus, Srirampura,  
Mysore- reg.

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With reference to the subject cited above, I am to inform that this Institute intends to run well established CSRTI Canteen for the benefit of Officer/Staff and Workers of CSRTI, Central Silk Board (CSB), Mysore through the reputed Catering Contractors for serving snacks/ refreshments/ break fast/Lunch/dinner etc at the subsidized price. You are therefore, requested to submit your lowest rate quotation for serving the food items/refreshment, in the prescribed format enclosed herewith at Annexure-A subject to terms & conditions indicated below:

**TERMS AND CONDITIONS FOR CANTEEN SERVICES**

01. The terms of the contract shall be for a period of one year from the date of award, extendable for a further period of one year on the same terms and conditions at the discretion of the Director, CSRTI, Mysore.
02. The award of the tender shall be finalized based on lowest rates quoted for the items.
03. The Contractor shall be provided with space, electricity, water, available utensils and one commercial gas connection with two empty commercial gas cylinders for the canteen and an intercom free of charge and in lieu of it is excepted that the contractor shall provide tea/coffee, snacks, biscuits etc. at lowest rate to staff and visitors only.
04. The contractor/ bidder may inspect the CSRTI premises any time during working days for such available items. However, the contractor shall have to arrange refilling of gas cylinder at his cost. The rates should be quoted considering the fact that the contractor would be getting these items free of cost in addition to free electricity, water, space and two empty gas cylinders and they need not have to invest money on this account. The Caterer shall ensure proper maintenance of these articles and on completion/ termination of agreement, the caterer should return the articles given by the organization in good condition falling which the cost thereof will be deducted from the security deposit amount payable to the caterer. For additional requirement, the caterer shall arrange for other required items like crockery and cutlery or Bone China/ Melamine/ Stainless steel of superior quality at his cost as per requirement from time to time.

.....02)

05. List of common menu items for breakfast/lunch/tea/coffee/ snacks for CSB Canteen is given in Annexure-A.
06. Apart from prescribed standard menu [usually served] mentioned in the tender document, the organization will have the right to prescribe different menu for lunch, high tea, etc. with variable cost depending upon the need and occasion, which will be mutually agreed to between the Director of CSRTI and the contractor.
07. Rates should be quoted in the prescribed format attached with the tender documents. Each and every page of the offer should be signed by the tendered before submission as a token of acceptance of terms and conditions of the Tender. Over-writing, if any, should be initialed.
08. Rate should be quoted for all the items, failing which the offer will not be considered. Rates quoted should be inclusive of all taxes / duties, etc. cost of material, labour charges.
- 09. Bid will be opened on 22-05-2024 at 3.00 pm.**
10. **An Earnest Money deposit of Rs. 5000/- [ refundable / adjustable against the Security Deposit] should be paid along with the tender in the form of Demand Draft/Bankers Cheque in favour of Director, CSRTI, Mysore. Tender, without EMD will be summarily rejected.**
11. On award of the contract, the successful contractor shall be required to deposit Rs. 50,000/- [Rupees Fifty thousand only] as Security Deposit by Demand Draft drawn on any Nationalized/ Scheduled Bank in favour of Director, CSRTI, Mysore , against loss damage to the CSRTI property. The contractor shall also execute an Agreement on Rs.200/- [non-judicial] stamp paper. The Security Deposit shall be refunded to the party after completion of successful execution of the Contract.
12. The Canteen facility is being availed by about 200 employees which includes workers and trainees of CSRTI, CSB on a daily basis on all office working days. Unauthorized persons/ outsiders/ non-CSB persons are not permitted to avail the canteen facility.
13. It will be the responsibility of the contractor to take all measures to keep the canteen premises in hygienic condition. The same will be inspected by the Canteen Committee periodically.
14. The Canteen should be kept open during working hours i.e., from 8.00 AM to 6.00 PM on all days.
15. The quality of the material for preparation of food and the quantity to be supplied will be decided by the Staff Canteen Committee on monthly basis. The decision of the Director on the recommendations of the Committee in this respect shall be final in all the matters and shall be binding on the contractor. The Canteen Committee shall suggest ways and means for improving the services, which may be implemented by the Contractor from time to time.
16. The Contractor will adhere to all statutory requirements of engaging labour such as Contract Labour [Abolition & Regulation] Act 1970, PF & Misc. Prov. Act 1952, Minimum Wages Act, Child Labour Abolition Act, and any other statutory requirements as enforced from time to time. If any claims arise due to non-adherence to such rules and regulations, the contractor shall settle the same directly and CSRTI, CSB shall not be held responsible in any manner.

The caterer shall comply with the municipal and other regulations relating to preparation and sale of foodstuffs and refreshment and shall obtain the necessary license and permits or any other statutory requirements for running the Canteen. If penal charges arise due to non-adherence of such rules and regulations, the same shall be settled by the contractor directly and CSRTI, CSB shall not be held responsible in any means.

18. Any expenditure on treatment due to hospitalization, doctor fees, etc., due to any accident or injury to employees of the contractor will be met by the contractor. Similarly all claims due to accident, injury or any other cases will be settled by the contractor and there will be no liability on part of CSRTI, CSB.

19. The contractor is solely responsible in case of any untoward incident that may happen after consuming the food prepared and served in the canteen.

20. The caterer shall, for the purpose of the said Breakfast / Lunch / Snacks / Tea / Coffee services, employ sufficient persons, at his expenses who shall be efficient and experienced, free from disease, clean, courteous and neatly clothed in livery.

21. The services to be rendered by the bidder/contractor must not be altered.

22. The successful bidder will have to enter into an agreement with the Institute before taking charge/possession of the Canteen and commencement of the canteen work.

23. **The Contractor will use only branded, good quality and fresh raw material, vegetables and products, etc. for preparation of food items. The items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The Director of the Institute and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items.**

If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract may be cancelled without giving any notice.

24. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.

25. The Institute reserves the right to reject any or all the tenders without assigning any reason.

  
ASST. DIRECTOR (A & A)

COPY TO: Deputy Director (Comp), CSRTI, Mysuru with a request to post the enquiry letter to the website of CSRTI, Mysuru and CPP Portal.

## ANNEXURE -A

S.No.	Name of Item	Quantity	Rate (Rs./Item)	
<b>TEA/COFEE/COLD DRINKS/MINERAL WATER</b>				
1	One cup Tea *	125 ml		
2	One cup Tea (Special)	125 ml		
3	One cup tea (Taj Mahal dip tea bags)	125 ml		
4	One cup Coffee *	125 ml		
5	One cup Coffee (Nescafe/Sunrise)	125 ml		
6	Mineral water of ISI mark		Market rate	
7	Cold drinks ISI mark and reputed brand		Market rate	
<b>SNACKS/BISCUITS</b>				
8	One Samosa	70 grams		
9	One Bonda+ Chutney/ sambar	70 grams		
10	One Dal /Masala Vada *	70 grams		
11	One piece Sambar Vada *	70 grams		
12	Two piece Sambar Vada	140 grm		
13	One Maddur vada+ chutney	100 grams		
14	Two rice Idly with chutney/ sambar *	200 grams		
15	One rava Idlywith chutney/ sambar	150 grams		
16	One plain dosawith chutney/ sambar *	200 grams		
17	One Masala dosa with chutney/ sambar	250 grams		
18	One rava dosa with chutney/ sambar *	200 grams		
19	One set dosa with vegetable curry +chutney	300 grams		
20	One Onion dosa with chutney & Sambar	250 grams		
21	OneThair vada,	150 grams		
22	One plate vegetable pulav + pachadi *	300 grams		
23	One plate egg fried rice	300 grams		
24	One plate puliyogare with chutney,	300 grams		
25	One plate Bisi Bele Bath * with khara boonthi	300 grams		
26	One plate pongal with chutney / Sambar	300 grams		
27	One plate curd rice * with pickle	300 grams		
28	Two piece bread slice with butter			
29	One boiled egg			
30	One egg omelet with two bread slices			
31	Two bread slices vegetarian sandwich			
32	One plate Appam (2Nos) with masala curry	300 grams		
33	One plate Putu Kadala	300 grams		
34	Biscuits- all good quality		Market Rate	
35	One piece Gulab Jamun	60 grams		
36	One piece Rusgulla	60 grams		

7	Ice -Cream ( Any brand and weight)		Market Rate	
<b>LUNCH/DINNER MEALS</b>				
38	<b><u>South Indian meal *</u></b> Unlimited rice, 2 chappathi/3 poori Sambhar, vegetable, rasam, papad & masala vada, pickle and curds	One plate		
39	<b><u>North Indian meal * with</u></b> 2 chappathi/ 3 poori, 100 grams rice, seasonal vegetable curry, Dal, papad, Pickle & curds	One Plate		
40	<b><u>Special Lunch</u></b> Soup, Poori/ Roti, Dal, Paneer Dish, Pulav/fried rice, Salad, Rice- unlimited, Sambar, Rasam, Pickle, papad, Curds, Ice- cream	One Plate		
41	<b><u>High Tea for office purpose:</u></b> a) Tea/Coffee, b) wafer, cutlets(2) / pastry/snack	One Plate		
42	<b><u>Evening Tea:</u></b> Tea/Coffee with one Samosa/Bonda/ cutlets, Tea/Coffee with biscuits – 2 types,	One Plate		
43	<b>Breakfast/Lunch/Dinner for farmers trainees (Please quote Lump sum cost for breakfast, lunch and Dinner) with Tea and biscuits (2 items a day (morning and evening))</b>  <b>Breakfast</b> 4 Idli with chutney/sambar or 2 Idli + 2 Vada with chutney Poori + vegetable/chatney, One Masala Dosa with chutney and sambar, Set Dosa with chutney/sambar  <b>Lunch and Dinner</b> Unlimited Rice, 150 grams seasonal vegetable, Sambhar, Rasam, Curd. Pickle and Papad	Per Trainee/ day		

## PERMISSIBLE BRANDS OF CONSUMABLES ITEM TO BE USED BY THE CONTRACTOR

Besan, Rava	Good local brands
Pulses/Dals	Good local brands
Atta :	Aashirvad, Pillbury, Nature Fresh, similar brand
Oil Refined	Sundrop, Nature Fresh, Godrej, similar brand
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh, similar brand
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz, similar brand
Butter :	Amul, Britannia, Mother Dairy, similar brand
Tea :	Brook Bond, Lipton, Tata, similar brand
Coffee :	Nescafe, Rich Bru
Bread :	Amul, Modern, Britannia make, similar brand
Jam :	Kissan& similar brand
Milk	Toned milk of Mysore Dairy (Nandini Brand)
Paneer :	Amul/Nandini
Biscuits :	Britannia, Parle, Good Day
Ice Cream,	Amul,- all varieties
Mineral Water	ISI marked Kinley/Bisleri/Ganga, etc.

Note : The Contractor may use any other brand only after obtaining prior written approval from the Institute.

**Government e-Procurement System**  
**Tender Input Form-CPPP**  
 (for ePublishing)

**(C) NIT DOCUMENT (ONLY .JPG AND .PDF FILES ARE SUPPORTED)**

SNo	File name	Type:	Size:
1	CSBIRTI/S/canteen	2023-24 Dt. 29/3/2024	

**(D) WORK ITEM DETAILS:**

1	Work Item Title *	Canteen Service
2	Work Description *	Canteen Service
3	Pre qual. Details	—
4	Product Category *	<input type="checkbox"/> civil works <input type="checkbox"/> electrical works <input type="checkbox"/> Fleet Management <input type="checkbox"/> Computer Systems
5	Product Sub Category	Canteen Service
6	Contract Type *	<input checked="" type="checkbox"/> Tender <input type="checkbox"/> Empanelment
7	Tender Value *	<input checked="" type="checkbox"/> INR <input type="checkbox"/> US <input type="checkbox"/> EUR Error! Not a valid bookmark self-reference. <b>Rs. 10,000/-</b>
8	Bid Validity days * If other, specify	<input checked="" type="checkbox"/> 120 <input type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30 Error! Not a valid bookmark self-reference.
9	Completion Period in months	30 days
10	Location (Work/services/items) *	CSRTI, Mysuru
11	Pin code	570008
12	Pre Bid Meeting *	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If Pre Bid Meeting is Yes	—
12 (a)	Pre Bid Meeting Place *	—
12 (b)	Pre Bid Meeting Address *	—
13	Bid Opening Place *	CSRTI, Mysuru
14	Tenderer Class *	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> Others
15	Inviting Officer *	Director
16	Inviting Officer Address * Phone/email:	CSRTI, CSB, Sri Ramapura Mananda Vadi Road, Mysuru

**(E) FEE DETAILS:**

**Government e-Procurement System**  
**Tender Input Form-CPPP**  
*(for ePublishing)*

**TENDER INPUT FORM**

**(A) BASIC DETAILS:**

1	Tender Reference No. *	CSB/RTIS/Contract/2023-24
2	Tender Type *	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Piece Work <input type="checkbox"/> Lump-sum <input type="checkbox"/> Multi Stage <input checked="" type="checkbox"/> Supply <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Turn-key <input type="checkbox"/> Buy <input type="checkbox"/> Works <input type="checkbox"/> Sale
4	No. of Covers *	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input checked="" type="checkbox"/> Works <input type="checkbox"/> Services
	Account Type Head *	<input type="checkbox"/> State Government Funder <input checked="" type="checkbox"/> Central Government Funded <input type="checkbox"/> Others
6	No of Bid Openers	<input type="checkbox"/> 2 of 2
7	Payment Mode *	<input type="checkbox"/> Offline <input checked="" type="checkbox"/> Online
7 (a)	If Offline :	Instruments : <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> DD-Demand Draft

**(B) COVER DETAILS:**

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	Rate
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	—
3	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	—
4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	—



**Government e-Procurement System  
Tender Input Form-CPPP  
(for ePublishing)**

<b>1</b>	<b>TENDER CHARGES:</b>	
1 (a)	Tender Fee	
1 (b)	Processing Fee	
1 (c)	Surcharges	
1 (d)	Other Charges	
1 (e)	Tender Charges Payable To *	
1 (f)	Tender Charges Payable At *	
<b>2</b>	<b>EMD FEE DETAILS:</b>	
2 (a)	EMD Fee	<input type="radio"/> Fixed <input type="radio"/> Percentage
2 (b)	If EMD Fee is Fixed EMD Amount:	If EMD Fee is Percentage EMD Percentage (%):
2 (c)	EMD Exemption Allowed	<input type="radio"/> Full <input type="radio"/> Partial <input checked="" type="radio"/> None <i>JK</i>
2 (d)	If EMD Exemption Allowed is Partial, EMD Exemption Percentage %	
2 (e)	EMD Fee Payable To *	
2 (f)	EMD Fee Payable At *	

**(F) CRITICAL DATES:**

		DD	MM	YYYY	Hrs	Mins
1	Publishing Date	29	04	2024		
2	Document Sale Start Date	1				
3	Document Sale End Date	1				
4	Seek Clarification Start Date	1				
5	Seek Clarification End Date	1				
6	Pre Bid Meeting Date	1				
7	Bid Submission Start Date	29	04	2024	12	00
8	Bid Submission End Date	23	05	2024	2	00
9	Bid Opening Date	23	05	2024	3	00

**Government e-Procurement System**  
**Tender Input Form-CPPP**  
**(for ePublishing)**

**(G) UPLOADING THE TENDER DOCUMENTS;(ONLY PDF,JPG,XLS & RAR FILES ALLOWED)**

SNo	File name	Description	Type	Size:
1	CSB/RTI/8/canben			
2	2023-24	Inviting quotation		
3	Dr. 29/3/24	for Raising Canben		
4		at CSB/RTI type.		
5				

*Vasanthha Kumari*  
 Prepared by: 28/4

Name/Designation  
 [VASANTHA KUMARI V.C.]

Approved by:

*[Signature]*  
 Name/Designation  
 ASSISTANT DIRECTOR (A & A)

Date of updation:

Seal of the Office of the TIA: