

**METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED**

**Open Tender for**

**Supply & Serving of Midday Meals (Lunch) – Annanagar Cooking Centre**

Tender Document No. : 01/30976/NA3/MTC/2020

Tender Published on : 23.09.2020

Cost of Tender Document : Rs.500/- in person (or) Rs.550/- by post  
(GST included and non-refundable).  
DD drawn in favour of MTC (Chennai) Ltd.,

Sale of tender Document : 23.09.2020 to 28.10.2020  
from 10.00 am to 12.00 Noon

Last Date & Time for submission  
of Tender Document : 28.10.2020 at 2.30 p.m.

Date and Time for Opening of  
Tender Document : 28.10.2020 at 3.00 p.m.

Tender opening at : Conference Hall,  
Corporate Office,  
Metropolitan Transport Corporation (Ch) Ltd.,  
Pallavan House, Anna Salai,  
Chennai – 600002.

EMD amount : Rs.10,000/-

**METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LTD, CHENNAI.2**

TENDER NO. 01/30976/NA3/MTC/2020

SOLD TO:

**GENERAL CONDITIONS**

The tender consists of Qualifying Bid and Commercial Bid in the prescribed form.

The tenderer shall furnish two bids (a) Qualifying Bid and (b) Commercial Bid in two separate covers duly super scribed in the respective cover properly and lodge them in one outer cover supplied by the MTC.

The tenderer shall submit the complete tender documents along with Qualifying Bid consisting of all the pages of the tender forms and annexures duly signed and filled up completely.

Both the bids shall not be clubbed in one cover.

The prescribed format for Qualifying Bid is given in Annexure-I and the Commercial Bid in Annexure-II of the tender schedule.

The Qualifying Bid shall be Scrutinized to ascertain the eligible tenderers and then offer containing the Commercial Bid in respect of successful Qualifying Bidders shall be opened for further processing on the specific day which will be informed by MTC.

Failure to submit the bids in two covers shall result in rejection of the tender summarily. Tenders shall not be accepted after the closing date and time fixed for receipt of tenders.

The tenders for Qualifying Bids shall be opened by the Tender Opening Committee in the presence of tender participants. Only one representation of the bidder with bidder's authorization letter will be allowed to attend the bid opening.

D.D. for EMD/undertaking for EMD and all other relevant documents shall be enclosed along with Qualifying Bid only.

Conditional offers made by the firms in the tender are liable to be rejected.

DEPUTY MANAGER (MATERIALS)

## INSTRUCTIONS TO TENDERERS

### 1. GENERAL CONDITIONS OF TENDER AND INSTRUCTIONS TO TENDERERS

- 1.1 One meal (Boiled Rice) should have an approximate weight of 600 gms of Cooked Rice, Sambar, Rasam, Buttermilk, Koottu, Poriyal, Onion Pachidi and Pickles sufficient for one meal should be prepared. The menu prepared should be intimated to L.W.O. daily by the contractor.
- 1.2 The Boiled Rice used for preparation of meals should not be inferior to the quality of ADT36/IR20/IR50/Red Ponni/Ponni, Edible Oil (Refined Sun Flower) and Dhalls should be of standard quality. The quality of Rice, Oil and Dhall (Brand) used for the preparation of meals should be intimated to L.W.O. daily by the contractor.
- 1.3 On Friday Vadai, Payasam/Chakarai Pongal are also to be prepared and supplied in addition to said above menu regularly.
- 1.4 If any change of menu is informed by MTC for the preparation of food, the contractor shall cook accordingly.
- 1.5 One cup of curd should contain 100 ml.
- 1.6 The contractor shall cook food in a hygienic and tasty manner and supply and serve by 11.00 A.M. daily to depots as given below:

<b>ESTIMATED</b>		
<b>Name of the Depot</b>	<b>Meals Per Day</b>	<b>Curd Per Day</b>
1. Annanagar Depot	100	80
2. Ambattur Depot	120	50
3. Avadi Depot	120	50

The estimated no. of meals is likely to vary marginally. The actual requirement is to be obtained daily from the Branch Managers concerned.

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- 1.7 MTC will not provide rice, provision, vegetables, utensils, plates, tumblers, cups, Cooking Gas and other necessary items for the preparation of meals and serving of food and transport facility, etc.
- 1.8 Water and electricity will be supplied by MTC. The existing LPG connection shall be utilized on payment of cost of LPG directly. The contractor shall bear the cost of repairs if any during the tenure of the contract and shall surrender the unit in good working condition. Cooking thro' LPG alone is permitted.
- 1.9 MTC will provide place for cooking and serving of meals within the campus/workshop of the concerned depots together with the dining tables and attached chairs.
- 1.10 Cooking should be done at our Annanagar depot and the contractor has to transport the meals through his own transport arrangement to the respective serving depots.
- 1.11 It is the responsibility of the contractor for serving the meals to the MTC staffs.
- 1.12 The contractor should also arrange for cleaning the canteen premises and also the canteen utensils, including the dining tables and chairs neatly and cleanly with his own staff. The cleaning material to be used is at the cost of contractor.
- 1.13 Transport charges, loading and unloading charges should be borne by the contractor.
- 1.14 2% of the Security Deposit should be remitted by the contractor immediately on receipt of work order and shall enter into an agreement in the stamp paper of value not less than Rs.50/-.
- 1.15 MTC reserves the right to accept or reject or cancel the contract at anytime without assigning any reason.

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- 1.16 Meals token will be sold by the branch staff and the contractor has to supply meals after collecting the tokens and prepare a statement daily enclosing the tokens which will be checked and certified by the Branch Managers for payment. The payment will be made on the actual number of meals served by the contractor.
- 1.17 The firm/contractor should produce PAN Number/GSTIN. Evidence to be enclosed along with the tender schedule otherwise tender is liable for rejection.
- 1.18 The contractor shall take insurance against any Fire/Accident to their cooking, serving, cleaning and all the staffs.
- 1.19 The contractor shall produce Corporation/Municipality License whenever required.
- 1.20 Cooking contractor should satisfy all the rules of RPFC, as well as the contract act. MTC is not responsible for any of his employees working at our premises. The contractor shall take care of all the rules and regulations of any of the ACTS.
- 1.21 The person who are deputed for cooking, serving and cleaning should undergo medical check up and be certified as fit for Catering work by a Registered Medical Practitioner duly countersigned by CMO of MTC. This certificate has to be produced at the time of execution of agreement.
- 1.22 The rate quoted per meal has to be inclusive of all the activities mentioned in the schedule. No other payments on any other account will be entertained. The payment to the contractor is subject to recovery of I.T. at sources.
- 1.23 During inspection by MTC Officials any irregularity/deviation in the supply and serving of meals and cleanliness of canteen is noticed penalty will be imposed by the management to the extent of damage/loss occurred.

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- 1.24 This is purely vegetarian preparation canteen and the contractor should not prepare any non – vegetarian food at any cost or under any circumstances.
- 1.25 The contractor should keep the canteen and its environment spic & span and maintain the cleanliness.
- 1.26 Staff of the contractor should not stay in canteen during night at any cost or under any circumstances.
- 1.27 The work order should not be used for any other purpose such as for obtaining any loan from Bank/other Institutions.
- 1.28 MTC reserves the right to cancel the contract period at any time with out assigning any reason for violation of any of the above Terms and Conditions.
- 1.28 It is the responsibility of the contractor to maintain the Corporation's property used by them like building furniture etc., or else penalty will be levied for the damages caused to the Corporation's property.
- 1.29 The contractor, without the consent of MTC in writing shall not use any sub contractor for execution of work.
- 1.30 MTC reserves the right for withdrawal of any staff engaged by the contractor for any negligence/ misconduct while on duty. If any alternate worker is required the contractor should immediately change them with out any hindrance.
- 1.31 Compensation of all types liable to their work men should be borne by the Contractor.
- 1.32 The firm / contractor should produce License under Food Safety and Standards Act 2006 certificate issued by Govt. of Tamilnadu. Tamilnadu food and drug administration department (food safety wing) (fssai). Evidence to be enclosed along with the tender schedule otherwise tender is liable for rejection.

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## **2. VALIDITY OF TENDER:**

The tender shall be firm and valid for 365 days from the date of opening of the tender.

## **3. EARNEST MONEY DEPOSIT (EMD):**

- 3.1 The bidder, as part of its bid shall remit Earnest Money Deposit (EMD), of Rs. 10,000/- in the form of Demand Draft obtained from any Nationalised Bank, in favour of Metropolitan Transport Corporation (Chennai) Limited, Chennai - 600 002, payable at Chennai, as furnished in Annexure I.
- 3.2 Any bid not accompanied with the demand draft towards EMD, for the required amount, will be rejected, unless the tenderer has enclosed the documentary evidence for exemption along with bid as shown in clause 3.8.  
(The bidder may please note that mere statement as 'MSME/SSI Unit' will not be enough).
- 3.3 EMD will be forfeited, if the bidder withdrew its bid after opening of the bids.
- 3.4 EMD remitted will be refunded to the unsuccessful bidders by cheque, only after finalisation of the tender.
- 3.5 EMD will be forfeited, if the successful bidder fails to sign the contract agreement and to furnish the security deposit, within the stipulated period.
- 3.6 No interest will be paid on EMD
- 3.7 EMD will be refunded to the successful bidder(s) after signing the contract Agreement and remitting the prescribed security deposit.
- 3.8 Those bidders, registered as MSME/SSI units, by Government of Tamilnadu, Government of India, Government Department, Undertakings, Corporations owned by Government of Tamilnadu are eligible for exemption from remittance of EMD. Those bidders, who claim exemption from remittance of EMD, shall furnish an undertaking

on non-judicial stamp paper of value not less than Rs.50/- (Rupees fifty only) to the effect that the bidder agrees to pay an amount equal to the value of EMD, in the event of breach of the terms and conditions of its bid documents.

#### **4. Security Deposit:**

- 4.1) The successful bidder shall remit a 'Security Deposit' in the form of a Demand Draft in favour of Metropolitan Transport Corporation (Chennai) Limited, Chennai - 600 002, 'Payable at Chennai' obtained from any Nationalised Bank, for an amount equal to 2% of the total contract price to be ordered or for an amount of 2% of the contract value, valid for the entire contract period. It will be refunded to the firm subject to the completion of purchase/work order satisfactorily in all respects by the firm.
- 4.2) No interest will be paid on Security Deposit.
- 4.3) Those firms / Units eligible for exemption from remittance of EMD, will also be eligible for exemption from remittance of Security Deposit subject to the production of documentary evidence. However, the successful bidder, in case claim exemption for security deposit payment, shall furnish an undertaking in Non-judicial stamp paper of value not less than Rs.50/- (Rupees fifty only), agreeing to pay MTC, an amount equivalent to 2% of the contract price in the event of non-fulfillment or breach of contract.
- 4.4) If the successful bidder fails to remit the Security Deposit or the undertaking if applicable as said above, otherwise the bidder's EMD shall be forfeited and the award of contract to such a bidder will be withdrawn.

#### **5. PAYMENT TERMS:**

The payment for supplies made will be with in 45 days from the date of acceptance by LWO.

#### **6. PENALTY CLAUSE:**

In the event of abandoning the work by the successful tenderer during the



contract period, the additional expenditure that would be incurred in completing the work will be collected from the tenderer, in addition to forfeiture of the EMD Amount and Security Deposit Amount.

**7. TENDER OPENING:**

The Qualifying bid offer will be opened on 28.10.2020 at 15.00 Hrs in the Head Office of Metropolitan Transport Corporation (Chennai) Limited, Pallavan House, Anna Salai, Chennai-600 002. by the Tender Opening Committee of Metropolitan Transport Corporation (Chennai) Limited in the presence of participating tenderers. If a tenderer is unable to be present at the time of opening of tenders, one representative on behalf of such tenderer will be allowed to be present at the time of opening of tenders provided such representative is duly authorised by the tenderer in an official letter - head with Company Seal and accepted by the Tender Committee.

**8. EXECUTION OF AGREEMENT:**

The successful tenderers shall enter into an agreement with Metropolitan Transport Corporation (Chennai) Limited for executing the work.

**9. INSTITUTING LEGAL PROCEEDINGS IN THE COURT:**

Any legal proceedings arising between the parties have to be instituted in the Court of Law situated in Chennai city only and not elsewhere. No other Court shall have jurisdiction to entertain the dispute arising out of this deed.

The Managing Director, Metropolitan Transport Corporation (Chennai) Limited, "Pallavan House", Anna Salai, Chennai - 600 002 reserves the right to reject any or all the tenders without assigning any reason therefore.

**METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LTD, CHENNAI.2**

TENDER NO. 01/30976/NA3/MTC/2020

Sold to:

**ANNEXURE - I**

**QUALIFYING BID**

(To be sent a separate sealed cover superscribed)

I. INFORMATION ABOUT CONTRACTOR

- |    |     |                                                                                                                                                           |                                |
|----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1) | (a) | Name of the firm                                                                                                                                          | --                             |
|    | (b) | Address of the Registered Office                                                                                                                          | --                             |
|    | (c) | Telephone No./Mobile No.                                                                                                                                  | --                             |
|    | (d) | E. Mail Address                                                                                                                                           | --                             |
|    | (e) | Fax No.                                                                                                                                                   | --                             |
| 2) | (a) | Work Address                                                                                                                                              | --                             |
|    | (b) | Telephone No./ Mobile No.                                                                                                                                 | --                             |
|    | (c) | E. Mail Address                                                                                                                                           | --                             |
|    | (e) | Fax No                                                                                                                                                    | --                             |
| 3) |     | Capital employed in Rupees                                                                                                                                | --                             |
| 4) |     | Bills to be submitted at the end of every month.<br>Payment will be made after 45 days from<br>the date of submission of Bill.                            | a) Accepted<br>b) Not Accepted |
| 5) |     | No. of employees                                                                                                                                          | --                             |
| 6) |     | Certificate issued by the Registered<br>Medical Practitioner as fit for catering<br>work for Persons who are deputed for<br>cooking, serving and cleaning | a) Enclosed<br>b) Not enclosed |
| 7) |     | Employees are provided ESI facility :<br>(if yes evidence to be enclosed)                                                                                 | a) Yes      b)No               |

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- 8) P.F. Facility provided to employees : a) Yes b)No  
(if yes, evidence to be enclosed)
- 9) Insurance facility provided for : a) Yes b)No  
employees for Fire/any accident  
(If yes evidence to the enclosed)
- 10) a) PAN Number :  
b) Copy enclosed a) Yes b)No
- 11) Sales turnover during previous three --  
financial year in rupees
- 12) Latest audited and published  
Annual Report and Balance Sheet a) Yes b)No  
are enclosed
- 13) Contractors constitution  
a) Proprietor  
b) Partnership  
c) Private Ltd  
d) Public Ltd  
e) Undertaking  
f) Co-operative
- 14) GST IN/ No.  
Copy to be enclosed a) Yes b)No  
a.) Remitted Tax for previous financial  
year
- II) 1) Status of the Catering Contractor -- a) Small Scale  
b) Medium Scale  
c) Large Scale

SIGNATURE OF THE TENDERER

- 2) Latest / Valid Corporation / Municipality Licence or any other certificate issued by Govt. to undertake catering work (If available copy to be enclosed) -- a) Available  
b) Not Available
- 3) (a) Whether the workspot is available at chennai -- a) Yes b)No  
(b) If yes, document proof enclosed -- a) Yes b)No
- 4) (a) Machines, LPG Gas Plant, Vessels & Utensils available in your firm. Grinding Machines, Cooking Vessels, Serving Vessels (Stainless Steel only) etc.

Sl. No.	Name of the Machinery etc.,	Capacity to cook No. of Meals per day	Year of Purchase
1			
2			
3			
4			
5			

- 5) (a) Cooking capacity number of preparation of i.e. Meals per day  
(b) Maximum number of meals can be supplied to MTC daily --
- III. (a) Whether the firm has the License under Food Safety and Standards Act 2006, certificate issued by Govt. of TamilNadu Tamilnadu food and drug administration Department (food safety wing) (fssai) -- a) Yes b)No

SIGNATURE OF THE TENDERER

(b)if yes document proof to be enclosed -- a) Yes b)No  
with current validity

IV. Whether you have taken any catering work -- a) Yes b)No  
in Govt. Organisation / Pvt. Sector.  
if yes, evidence should be enclosed

V. Possible to Execute the Work Order -- a) Yes b)No  
immediately

VI. Transport Facilities available in your firm for transporting meals  
from MTC Cooking Centre to MTC Serving Centres.  
(i.e. Van, Tempo, Auto or any other vehicles)

Sl. No.	Name of the Vehicles	Capacity to transport No. of meals per day	Year of Purchase of Vehicle with evidence
1			
2			
3			
4			
5			

VII. EMD Details

EMD Amount	
D.D. No. & Date	
Name of the Bank / Branch	

VIII. Open Tender Rate Validity : ONE YEAR

SEAL

DATE

SIGNATURE OF THE TENDERER

**METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LTD, CHENNAI.2**

**ANNEXURE - II**

**COMMERCIAL BID**

TENDER NO. 01/30976/NA3/MTC/2020

PRICE SHOULD BE QUOTED ONLY ON THIS SCHEDULE

SL. NO.	DESCRIPTION	COOKING CENTRE	APPROX. QTY / DAY (IN Nos)	BASIC RATE PER MEAL		BASIC RATE PER CUP - CURD	
				In numeric	In words	In numeric	In words
1.	Midday Meals (Lunch) to be prepared at Annanagar Depot, Cooking Centre and Served the same to Annanagar Depot, Ambattur Depot & Avadi Depot,	Annanagar Depot	340 Meals  180 Curd				
2.	Other details			HSN CODE			
DISCOUNT							
GST							
PAYMENT TERMS				45 DAYS CREDIT			

**NOTE:** OFFERS MADE IN OTHER FORMATS/FIRMS LETTER HEAD WILL

NOT BE ACCEPTED

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**ANNEXURE - III**

**EARNEST MONEY DEPOSIT**

I / We ..... have read the terms and conditions of bid in Part B (Section IV Para 2) and agree that my / our bid will be rejected, in case of non-remittance of EMD or (SSI / MSME Certificate with Undertakings.)

a) I / We enclose herewith, a Demand Draft No..... from .....(Bank) in favour of Metropolitan Transport Corporation (Chennai) Ltd., Chennai - 600 002, payable at Chennai for Rs. .... (Rupees.....only) towards the EMD.

b) I / We am / are eligible for exemption from remittance of EMD, since my / our firm is Registered SSI Units located in Govt. of Tamil Nadu and, therefore, we furnish an undertaking on non-judicial stamp paper of value not less than Rs.50/- (Undertaking enclosed).

Encl: Undertaking

(Signature of the Bidder)

Seal:

Note: 1. The bidder shall strike out, either (a) or (b) above, which is not applicable to the bid.

2. A Bidder will be classified as Registered MSME/SSI Unit in Tamilnadu, only if furnished clear and legible the bidder Photostat copy of the registration certificate issued by Govt. of Tamilnadu registering the bidder as MSME/ SSI Unit for manufacturing the items covered in its bid.

**ANNEXURE-IV**

**UNDERTAKING**

(IN LIEU OF EMD)

(To be given by the bidder, who is exempted from remittance of EMD, subject to production of the evidence for claiming exemption).

(To be given on non-judicial stamp paper of value not less than Rs.50/-)

I / We .....(Bidder's Name & Address)

hereby agree to pay an amount equal to the value of EMD in the event of breach of the terms and conditions of this bid documents and the contract to be signed in case of selection as a successful bidder, during the period of contract.

Witness:

Name & Address:

1.

Signature  
Signature of the Bidder

2.

Seal



